

Name:	COURSE PRESENTER'S POLICY
Policy No:	181102
Approved by:	Stephen Kinsella, Executive Director
Last reviewed:	November 2018
Responsible	Head of Professional Learning

1. Purpose

To assure the quality of presenters – statement regarding presenter's skills and expertise in delivering professional development; presenter's qualifications, relevant background and experience.

2. Scope

This policy applies to all Presenters.

3. Policy Principles

- i. To provide a positive learning environment that up-hold's EdComm's expectations of providing a quality learning experience for all participants.
- ii. Presenters will display leadership in in the use of current teaching practices for adult learning.
- iii. All presenters will be informed of the standards.

Expectations for presenters in respect of course and program materials and evaluation

1. It is expected that presenters will have a minimum qualification of a Masters Degree and extensive experience in the field.
2. Presenters will be given a set of guidelines including meeting the standard NESAs descriptors, managing teacher attendance via a sign in role, participant evaluation, feedback to participants and collecting feedback from participants concerning the relevance of the course and the presentation.
3. The Commission asks all participants in any course or program to complete a survey devised by the Commission. The survey includes questions that relate to the adequacy of the presenter in terms of knowledge of content, effectiveness of communication, skill in teaching, responsiveness to feedback, and the quality of the course in terms of its relevance, usefulness and the extent to which the course was accurately described in advertising material. The Commission will provide feedback of the participants' survey comments to each presenter following its review.
4. For all courses that are NESAs Endorsed, the Commission will use the summary of the Authority's teacher online evaluations as a part of its review process.
5. All courses will be evaluated and if appropriate refined in the light of the feedback gained.
6. Online facilitators will be given brief training in good online facilitation. They will be given specific guidelines concerning the timely response to online tasks and queries (see procedures document).