



Teaching and Learning Policy
1st January 2020 to 31st December 2021

Scope and Purpose of Policy

This policy provides a framework for creating excellent teaching and learning across CWLC in every aspect of curriculum support and delivery. It establishes general principles that are applied in more specific policies such as CWLC's Key Priorities for Excellence in Teaching and Learning. It reflects the values and strategic objectives of CWLC. It applies to all members of CWLC community.

Policy Statement

CWLC values learning and recognises that learning occurs in many settings, both formal and informal. CWLC facilitates learning for academic, vocational, social and personal purposes in a wide range of disciplines at all levels. CWLC provides quality programmes for students from diverse social and cultural backgrounds in a wide variety of learning contexts. In all its activities, CWLC aspires to be a learning organisation in which all members, students and staff, are committed to their own learning and to that of others. Accordingly, CWLC is committed to the continuous improvement of its programmes of study and services in order to serve its students and its communities effectively. In summary, we want to ensure that students studying with CWLC gain excellent knowledge, understanding, skills and habits of mind which lead to successful completion of their studies, meaningful and sustainable employment, progression onto Further or Higher Education and a commitment to lifelong learning.

General Principles

CWLC is committed to:

1. A focus on learning

The purpose of teaching is to enable active and positively reinforced learning. A central is therefore the provision of environments that promote high quality, differentiated learning and inclusivity.

2. Developing the skills needed for life and work

CWLC will enhance the ability of its students to read, write and speak in English, and to use mathematics at a level in order to function and progress in work and society. It will also develop the skills of learners to think critically, be reflective in their actions, to apply their skills and knowledge to progression, to behave ethically and to make informed decisions.

3. Promoting active and positive learning

CWLC will provide teaching and learning activities that actively engage students in learning and promote student ownership and responsibility for the learning process. These activities will involve both autonomous learning and collaborative learning. Learning will be underpinned by positive reinforcement and effective assessment for learning strategies which will ensure the provision of quality feedback to learners and teach learners to receive feedback positively and use it to effectively improve their work.

4. A learner-centred approach

CWLC will enable access to education by a wide range of students. The teaching and learning activities offered will accommodate the diverse backgrounds and needs of its students by using a range of stimulating learning styles and reflect real progression opportunities for students in sustainable environments.

5. Providing learning pathways

CWLC will provide a wide range of courses that both enhance full career opportunities and provide progression to employment and other programmes of study. It will also help students to make learning choices that are appropriate to their career direction.

6. Flexibility in its programmes of study

CWLC will design and deliver its programmes of study in a way that is responsive to the needs of its students, local community and economic business drivers.

7. Recognising prior learning

CWLC acknowledges that all students bring an element of relevance to knowledge, skills, attitudes and beliefs to the learning environment. CWLC will formally recognise this prior learning where this is educationally appropriate. When not formally recognised, prior learning will be acknowledged and built on by teachers

8. Enhancing both employability and lifelong learning

CWLC has the dual responsibility of enhancing the employability of its students and developing their effectiveness as lifelong learners. It recognises that in the majority of cases it's at Level 3 that students become economically sustainable in the jobs market.

9. Continuous improvement of teaching and learning

CWLC will ensure that teaching and learning are continuously improved using the quality cycle (Plan-Do-Review Improve). This includes regular review of all courses involving consideration of feedback from all key stakeholders, both internal and external.

10. The scholarship of teaching and learning

CWLC will support teacher enquiry into teacher and learner pedagogy, and the sharing of the results of this enquiry with others in their communities of practice.

Operational Principles

CWLC will ensure that:

1. Students are supported in their learning CWLC will provide its students with:

1.1 Guidance and support from first enquiry to completion of course and beyond

1.2 Quality learning resources

1.3 Effective classroom management that creates an environment that is conducive to learning

- 1.4 Timely and helpful personalised feedback on their learning
- 1.5 Work-integrated learning
- 1.6 Recognition of prior learning (RPL) and credit transfer arrangements
- 1.7 Assessment that is fair, transparent, consistent and aligned with stated learning outcomes
- 1.8 Support to improve the essential skills of learners
- 1.9 Support for learners with individual learning needs

2. Courses are of high quality

All courses will:

- 2.1 Have a clear purpose
- 2.2 Have clear statements of course aims
- 2.3 Have equivalence across all sites and modes of delivery
- 2.4 Focus on employment-related outcomes and/or career development
- 2.5 Have a coherent programme of subjects, modules or units that is consistent with its aims
- 2.6 Have clearly defined access and progression routes
- 2.7 Be subjected to regular review

3. Modules or units are effectively designed and delivered

All modules and units will:

- 3.1 Have clear statements of learning outcomes
- 3.2 Have learning activities that are designed to achieve those learning outcomes
- 3.3 Have assessment activities that are aligned to the learning outcomes
- 3.4 Be evaluated both informally and formally with the aim of continuous improvement of student learning
- 3.5 Be subjected to regular formal review
- 3.6 Be taught by teachers with appropriate levels of up-to-date knowledge and skills

4. Assessment as a fundamental process used to promote learning and achievement (Formative Assessment)

All teachers will:

- 4.1 Explain learning aims to learners and check their understanding

4.2 Demonstrate the standards learners are required to achieve and help them recognise when they have achieved that standard

4.3 Give effective feedback on assessment decisions so that learners are motivated and empowered to improve

4.4 Demonstrate high expectations and raise aspirations by helping students believe they can improve on their past performance and achieve to their full potential

4.5 Provide regular opportunities for teachers and learners to reflect on past performance and review learners' progress

4.6 Develop learners' self-assessment skills, so that they can recognise what aspects of their own work they need to improve

5. Teachers are supported in their practice

CWLC will enhance the effectiveness of its teachers by:

5.1 Providing and maintaining resources and facilities to support teaching and learning

5.2 Developing the use of educational technologies to support teaching and learning

5.3 Recognising and rewarding excellent teaching and teaching support

5.4 Ensuring access to ongoing professional development for teachers eg:

- Skills for teaching
- Awareness of meeting the needs of learners
- Legislative requirements

5.5 Sharing good practice across CWLC

5.6 Encouraging the scholarship of teaching and learning

5.7 Ensuring staff have clear understanding of curriculum development and other sector developments

Definitions Accreditation of Prior Learning

The recognition of knowledge and skills currently held, regardless of how, when or where the learning occurred. Scholarship of Teaching and Learning An evidence-based approach to improving student learning based on teacher enquiry into teaching and learning and sharing the results of this enquiry within CWLC and externally.

Work-Integrated Learning

Learning activities that use the workplace as a site for learning.