



Learning Strategies Policy & Procedures As At August 2008

Private and Confidential

1.0 Policy & Procedures

- 1.1. Performance English is committed to providing a learning environment that is nurturing and supportive to all students.
- 1.2. Performance English has adopted learning strategies to meet the requirements and learning outcomes of the Units of Competencies offered.
- 1.3. The Learner Guides used by Performance English have been developed in consultation with industry and have been evaluated against the National Quality Council (NQC) Quality Principals by approved Quality Assurance Consultants. They have received the NQC tick of approval by this Council.
- 1.4. The learning strategies developed are to provide students with the best possible opportunity to gain broad understanding, knowledge and skills that are transferable to the workplace.
- 1.5. The learning strategies have been developed with consideration to different learning styles of students and this is reflected in the range of activities and exercises presented.
- 1.6. Workshops are designed to be engaging and stimulating and they allow for a high level of active participation, where students are encouraged to express opinions, make observations, demonstrate skills and knowledge provide feedback and engage in discussions.
- 1.7. Performance English conducts instructor led, classroom based workshops as its mode of delivery.
- 1.8. Some of the different teaching methods that may be used in the workshops are:
 - Discussions based on scenarios
 - Review of cases studies through workplace simulations
 - Workplace projects that apply theory to real workplace situations
 - Practical examples
 - Lecture style delivery
 - Use of internet resources
 - PowerPoint presentations
- 1.9. Each student is provided with a Learner Guide which includes theory, activities and assessment, a written assessment and portfolio of evidence for post workshop completion, notebook, supplementary material as required and access to a laptop or PC.
- 1.10. The students in the workshops have to have completed Year 12 or equivalent.
- 1.11. Their language, literacy and numeracy level must be Year 12 or equivalent.
- 1.12. Students are able to apply for Recognition of Prior Learning (RPL) as per our RPL policy.