

P3.3-PP-MGS

## ELICOS Record Keeping

### 1. Purpose and Scope

This policy covers record keeping in relation to teaching delivery on the ELICOS course.

It deals with the requirements of:

- National ELICOS Standard P3: Teaching ELICOS
- NESA Guidelines, Requirement 4.1.6: Teaching ELICOS

### 2. Responsibility

The **Director of Curriculum and Compliance** will be responsible for implementing this policy, disseminating its contents to teachers and other staff members as appropriate, and keeping it updated.

### 3. Class Folders

Records must be kept of all ELICOS teaching.

Each class has a class file. In it are kept the following:

- the course curriculum document (for teacher reference)
- the current syllabus document for the level (for teacher reference)
- a Student Progress Record for each student (document C1L-FF), with information from the placement testing completed
- Teaching Records to be used for lesson planning and lessons (document P3.3-FF, as discussed below)

### 4. Teaching Record Sheets: Purposes

The teaching records are completed by the teacher in advance of teaching, to document the learning outcomes to be dealt with in each lesson.

They have multiple purposes over and above the usual need for teachers to think about and prepare their lessons in advance:

- a) to assist with coordination between teachers on the class where there is more than one, so that each knows what the other is intending to cover and what has already been dealt with;
- b) so that relief (“emergency”) teachers know what needs to be done in the lessons they are covering, even if the teacher they are relieving for, didn’t have the opportunity to leave instructions;
- c) so that academic management can see at a glance how course implementation is progressing;
- d) to facilitate a regular review and revision of courses (see P3.4-PP ELICOS Course Review & Revision).

## 5. Teaching Records: Administration

Teachers should use the following instructions for using teaching records, which will ensure efficient administration, and easy access to them.

- An adequate number of pages should be kept in the logbook for forthcoming weeks, ideally printed such that a week forms a double-page spread, i.e. such that the whole week can be seen at once without turning pages.
- By the end of each week, teachers should complete the plan for the following week.
- If a teacher knows in advance that they will be absent, the weekly plans should be completed prior to the absence for the whole period of absence, to assist the relieving teacher (this requirement may be waived in individual cases at the discretion of the Director of Curriculum and Compliance where the relieving teacher is a regular on the same course at MGS).
- The plans should be updated by the end of each teaching day to ensure that they accurately reflect what occurred during the lesson. This will assist the other teacher on the class.
- It is recommended that at least six months of completed records be kept in the logbook so that previous implementations of the course can be referred to easily.

## 6. Revision history

Version	Date	Description of modifications
1.0	25 Mar 2015	Original draft
1.1	21 Mar 2016	Roles and Procedures
1.2	21 Mar 2016	Roles and Procedures reviewed and Acronyms updated
1.3	27 Mar 2023	Reviewed Policy