



Assessment Focused Learning Guide and Unit Outline Policy

1. Purpose:

This policy aims to describe the basic framework of assessment -focused documentation related to the learning and teaching activities and assessments in units. Western Sydney University International College's (WSUIC) approach is to describe the learning and assessment requirements for each unit within two key resources - namely, the:

- Assessment Focused Learning Guide; and the
- Unit Outline

This policy describes the requirements for the preparation, approval and dissemination of these key resources.

This policy should be read and understood in conjunction with WSUIC's policies, including, but not limited to:

- POL 04 Assessment and Moderation Policy
- RULE 01 Student Misconduct Rule
- POL 06 Examination Policy
- POL 27 Course Design Approval Review and Discontinuation Policy

2. Scope and Application

This policy applies to all members of WSUIC and in particular to WSUIC Academic Staff whether full-time, part-time, sessional, casual or contractors.

3. Definitions

"Unit Outline"

A Unit Outline provides prospective students with clear and concise information about the unit of study that has been approved through WSUIC's approval process. The Unit Outline provides prospective students with information about what to expect from the unit. This includes information such as the unit Name and Code, Unit Learning Outcomes, basic information on assessments such as assessment name, type and weighting and threshold requirements, the teaching session for which the unit applies, workload and credit points, prerequisites, co-requisites and assumed knowledge, attendance requirements, enrolment restrictions and mode of delivery.

"Assessment Focused Learning Guide"

Provides detailed information on a particular unit of study to current students to support them in their learning, consistent with the requirements. The Assessment Focused Learning Guide



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endeavors to reverse the structure of a traditional learning guide by giving primary focus on learning outcomes and assessment. Broadly speaking, the structure begins with the Course Learning Outcomes and then the subset of those outcomes the particular unit addresses (Unit Learning Outcomes). The Assessment Tasks are then explained in the context of how they determine a learning objective(s) has been achieved. This explanation of assessment tasks should incorporate clear guidelines on what is required to succeed in the assessments and include exemplars as appropriate to ensure that students can see what a fail, pass, credit, distinction or high distinction look like. The learning methods content and resources that will enable them to complete assessments are then described.

4. Policy Statement

- 4.1 WSUIC is committed to making clear to students what they are expected to learn and how they will be assessed. The framework of student-focused documentation relating to units will comprise of the Unit Outline and Assessment Focused Learning Guide.
- 4.2 Assessment Focused Learning Guides and Unit Outlines are prepared for each individual unit offered by the WSUIC academic team and contains information that has been approved in accordance with POL 27 Course Design Approval Review and Discontinuation Policy. When changes to units are approved, the Unit Outline and Assessment Focused Learning guide is updated accordingly.
- 4.3 A Unit Outline is a public-facing summary of a unit for students interested in enrolling at WSUIC. Access to Unit Outlines is not restricted and they are therefore available to both current students and prospective students on the WSUIC Website. Assessment Focused Learning Guides are available to current students only, accessible through the WSUIC Learning Management System (Moodle). They are designed to provide current students enrolled into a unit with detailed information about the unit and access (links) to all resources required to be successful.

5. Procedures

- 5.1 Assessment Focused Learning Guides and Unit Outlines are developed by the academic staff responsible for the unit.
- 5.2 The Academic Director is responsible to ensure that there are quality assurance processes in place for the approval of Assessment Focused Learning Guides and Unit Outlines. These processes should include (but not be limited to):
 - 5.2.1 Providing academic staff with exemplar Assessment Focused Learning Guides and Unit Outlines to use as an example of what is required; and
 - 5.2.2 Ensuring that each Assessment Focused Learning Guide and Unit Outline developed by academic teaching staff is reviewed as part of the Quality Assurance process by the relevant WSUIC Course Convenor and the Academic Director with final approval from the Academic Director.



- 5.3 Unit Outlines produced in accordance with this policy (as per the Unit Outline definition above) will be available on the WSUIC Website two weeks prior to the commencement of each session in which the unit is taught. Assessment Focused Learning Guides will be available a minimum of one week before commencement of each session in which the unit is taught.
- 5.4 The material included in the Unit Outline must be consistent with the Assessment Focused Learning Guide and Clause 6.
- 5.5 The material included in the Assessment Focused Learning Guide must be consistent with Clause 6.
- 5.6 Copies of all Unit Outlines and Assessment Focused Learning Guides will be archived in SharePoint by the end of each teaching session.

6. Assessment Focused Learning Guide and Unit Outline Structure and Content Requirements

6.1 Content requirements for Assessment Focused Learning Guide

Assessment Focused Learning Guides are to support students in their learning and assist to provide the optimum opportunity to achieve learning outcomes. It is critical for staff to actively engage with students about the content of their Assessment Focused Learning Guide on a regular basis throughout the session. The Assessment Focused Learning Guide should be structured as follows unless otherwise approved by the WSUIC Academic Director or Delegate:

Sections	Content Required
Section 1: Course and Unit Learning Outcomes	<ul style="list-style-type: none"> • Unit Name • Course Learning Outcomes • A description of the Unit Learning Outcomes, with a clear link showing which Course Learning Outcomes that each Unit Learning Outcomes addresses • Prerequisites and Co-requisites • How to use the Assessment Focused Learning Guide • Workload/Credit Points
Section 2: Assessment details	<ul style="list-style-type: none"> • Assessment Schedule and threshold requirements • A description of each assessment that includes: <ul style="list-style-type: none"> ○ Name, type of assessment and weighting



	<ul style="list-style-type: none"> ○ A description about what Unit Learning Outcomes the assessment addresses and how it does this ○ Relevant essay requirements (Eg. Essay Question) ○ Assessment instructions to students ○ The marking criteria and Rubric (Where applicable) ○ Links to resources required to complete the assessment ○ Links to exemplars that show students the difference between a fail, pass, credit, distinction and high distinction. The exemplars should not be the actual assessment but something comparable. Exemplars may not be appropriate for all assessments such as, for example, an online quiz. However, they should be used wherever appropriate. ● Information on consequences of late submission of assessments ● Information on applying for Special Consideration
<p>Section 3: Course Content, Learning resources and information</p>	<ul style="list-style-type: none"> ● Relevant weekly course content that includes an explanation of how this content supports the successful completion of each assessment. ● Links to learning resources required for Course Content including e textbooks, Workbook (if applicable), the Library and other e-learning tools. ● Information about people who can help: Teaching Team, Librarian, Study Smart, Online learning support ● Referencing Requirements ● References: Essential Texts, Further resources, ● Essential equipment ● Staff information: Course Convenor, Teacher
<p>Section 4: You and this unit</p>	<ul style="list-style-type: none"> ● What is Expected of a student: Attendance, Online Learning, General Conduct and Behaviour, Classroom Etiquette ● What is expected from the teaching team: Student instruction and feedback, General Conduct and behavior ● Changes to the unit as a result of Student Feedback



	<ul style="list-style-type: none">• Policies and how they affect students• Link to Student Misconduct Rule and statement on Academic Integrity• How students can raise concerns
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An exemplar of an Assessment Focused Learning Guide can be accessed [here](#)

- 6.2 The content to be included in a Unit Outline should be as per the Unit Outline definition above. An exemplar of a Unit Outline can be accessed [here](#).

7. Using Course Intellectual Property under the Licence Agreement with Shareholder

WSUIC uses Western Sydney University (WSU) Intellectual Property (IP) related to course and teaching materials for its own CRICOS accredited courses. WSUIC has entered into a Licence Agreement with WSU to use its IP as appropriate for its courses. WSUIC complies with the intellectual property right conditions of this Licence Agreement and does not claim ownership or independent rights to use this intellectual property unless specified in that agreement.

8. Quality and Compliance

- 8.1 This policy is reviewed periodically as required (at a minimum every two years) for regulatory compliance, operational currency, the identification of continual improvement opportunities and risk identification and mitigation. This review is reflected in WSUIC's Quality and Compliance and Risk Management Frameworks.
- 8.2 This policy will be available on WSUIC website for students and the WSUIC SharePoint site for staff access.
- 8.3 Emails will be issued to all staff to inform and update them on any changes to the policy and/or procedures and guidelines.
- 8.4 New staff will receive policy information during the induction process where it relates to their position.

9. Relevant Forms and Documents

10. Related Policies, Procedures and Guidelines

- POL 04 Assessment and Moderation Policy
- RULE 01 Student Misconduct Rule
- POL 06 Examination Policy
- POL 27 Course Design Approval Review and Discontinuation Policy



Amendment History

Approval Authority:	Academic Board	
Approval Date:	9 th November 2022	
Date for Next Review:	9 th November 2024	
Revision Date	Version	Summary of changes
9/11/2020	1	New Policy approved
9/11/2022	1.1	Minor grammatical and formatting changes