

Course Evaluation

1. All inmates who participate in an education program are requested to complete the Student Course Evaluation Questionnaire.
2. The request to complete a Student Course Evaluation Questionnaire can be made:
 - a. at the end of a course;
 - b. at the end of a term or semester;
 - c. when an inmate withdraws from the course;
 - d. when the inmate achieves a certificate;
3. A Teacher Course Evaluation Summary must be completed for every course and/or program delivered by AEVTI.
4. A Teacher Course Evaluation Summary should be completed within one week of the completion of the course.
5. The Teacher/Correctional Officer
 - a. collates the Student Course Evaluation Questionnaire responses on the Teacher Course Summary
 - b. scans the Student Course Evaluation Questionnaires as one document and saves the document to the relevant EDRMS container
 - c. saves the Teacher Course Evaluation Summary to the relevant EDRM container.
 - d. sends an electronic copy of the Teacher Course Evaluation Summary to the SCEO
6. The Senior Correctional Education Officer
 - a. reviews the Teacher Course Evaluation Summary and adds their comments
 - b. considers the results of the evaluations in future planning / course approvals.
7. AEVTI Head Office will review the Teacher Course Evaluation Summary and provide feedback to Senior Correctional Education Officer where relevant.