

CURRICULUM EVALUATION QUESTIONNAIRE

PTI.1.1

Pursuant to the Private Training Institutions Act and Regulations
Division of Institutional & Industrial Education

Privacy Notice: Under the authority of the Private Training Institutions Act, personal information will be collected for the purpose of program evaluation. Section 13 of the Act allows for the collection and use of personal information to the Department of Education for the purpose of evaluation. The information you provide is confidential and will not be disclosed without consent or authority. Any questions or comments can be directed to Ms. Lynette Hann, Manager of Private Training at (709) 729-3100.

GUIDELINES FOR COMPLETION

BACKGROUND

- In accordance with Section 4.1.1 of the *Private Training Institutions Regulations* under the *Private Training Institutions Act*, all private training institutions seeking approval and registration of new programs are required to have a written evaluation of the proposed curriculum completed by industry.
- The review of curriculum content is usually conducted by an industry representative from either a certifying body (where one exists) or a professional association, or by a professional working in the relevant field. Where the review is conducted by a professional working in the field, preferably this individual must qualify as one of the following:
 - An individual with professional training in the field supplemented by work experience; the combination of professional training time and work experience must total a minimum of six (6) years;
 - An individual with no professional training in the field but with a minimum of ten (10) years professional work experience; or
 - An employer whose workforce comprises positions for individuals who would require the skill set outlined in the program proposal

GUIDELINES FOR EVALUATOR

- As an external curriculum evaluator, and in accordance with Policy Section 2.3.8 of the *Operations Manual for Private Training Institutions*, you must have no vested interest in the training institution submitting the program for review (i.e. not an employee, owner or member of an executive board of the training institution).
- In completing this Curriculum Evaluation Questionnaire (PTI.1.1), we ask that you carefully review the proposed program curriculum in order to determine whether the stated learning objectives adequately prepare students with the knowledge and skill required to be successful in the program field.
- The curriculum and supporting documents provided to you for review are considered proprietary information and are to be treated as confidential documents not to be shared with any other person or body unless authorized in writing by the training institution.
- In your review you should consider whether the objectives (both theoretical and practical), the duration of

individual courses, the assessment/instructional tools, and equipment/supplies are sufficient and appropriate.

- Each section should contain some response, however brief, to indicate that you have assessed that aspect of the program. Please answer only those questions you feel you are qualified to based on your experience/training.
- The assessment and feedback you provide is important to the program approval process conducted by the Department of Education. In addition to your review, the Department of Education may seek advice from other authorities within government or industry, as agreed to by the training institution submitting the application. Where further consultation and/or review of curriculum materials is required by other authorities, this will be completed within 30 days of the Department having received your initial assessment. Any recommendations for change made as a result of your assessment and/or that of the Department may be implemented by the private training institution before final approval is granted.

COMPLETING THE CURRICULUM EVALUATION QUESTIONNAIRE

- In order for you to complete your review, the training institution must provide you with the curriculum document which should contain the following:
 - Overview of the program including:
 - Detailed description of the program
 - Entrance requirements/prerequisites
 - Duration of the program
 - Graduation requirements
 - Program Content
 - Individual course outlines including subject content, specific learning objectives to be covered (theory and practical components)
 - Time line/duration for each course
 - Evaluation methods/criteria for each course
 - Method of instruction/delivery (classroom or shop/lab or both)
 - A listing of textbooks and learning resources (e.g. print media, field trips, outside agencies, etc.) to be utilized for the delivery of each course.
 - A listing of tools, equipment and supplies required for programs with a significant practical component.
- Once completed, this form must be submitted directly to the Department of Education, **with a copy forwarded to the training institution submitting the program for review.** The address for the Department of Education is as follows:

Department of Education
Private Training Unit
Division of Institutional and Industrial Education
4th Floor West Block Confederation Building
P. O. Box 8700
St. John's, NL A1B 4J6

Should you have questions or concerns in completing the review, you may contact the Private Training Unit at (709) 729-3100 to have your call directed to the Program Consultant assigned to the Private Training Institution requesting approval of the submitted program proposal

**CURRICULUM EVALUATION QUESTIONNAIRE
 PTI.1.1**

Pursuant to the Private Training Institutions Act and Regulations
 Division of Institutional & Industrial Education

(To be completed by Evaluator)

PLEASE NOTE: I hereby certify that I have no vested interest in the training institution submitting this curriculum for review:

 Signature

SECTION A: Evaluator Information

Name of Program Being Evaluated: _____

Training Institution Requesting Evaluation: _____

Evaluator's Name: _____

Position/Title: _____

Years of Combined Experience and Education in Field: _____

Mailing Address: _____

Postal Code

Telephone

E-mail

Fax

SECTION B: Verification of Receipt of Program/Curriculum Documentation for Review

The private training institution must provide you with a program summary including student entrance requirements/prerequisites, and detailed individual course outlines identifying subject content, specific learning objectives, course duration, names of textbooks/learning resources to be utilized, method of assessment/evaluation and/or method of instruction. For programs with a significant practical component, the training institution should also provide a list of tools, equipment and supplies required for program delivery.

1. Have you received a copy of the program curriculum as noted above?

Yes No

(NOTE: If you answered 'No', please contact the training institution and request that a complete package be forwarded to you)

SECTION C: Program Description

(NOTE: Please answer only those questions you feel you are qualified to based on your experience/training)

2. Does the program description accurately capture the types of duties a graduate can expect to perform in the work environment? Please explain.

3. Do you feel that the program length is sufficient to produce graduates with the required entry-level knowledge and/or skill development in the field? Please explain.

4. Are there agencies or certifying bodies available to individuals in this occupation which are not currently outlined in the program description? If yes, please specify.

SECTION D: Admission Requirements

(NOTE: Please answer only those questions you feel you are qualified to based on your experience/training)

5. Do you feel that the program entrance/admission requirements listed will ensure that students will have the basic knowledge, skills and/or abilities required to be successful in the program? Please explain.

6. Do you feel there is specific grade level and/or academic qualifications (e.g. Math/Science/English) – other than those already listed under entrance/admission requirements – required? Please explain.

7. Do you feel there are any non-academic qualifications or criteria specific to the program – other than those already listed under entrance/admission requirements – required? Please explain.

SECTION E: Program Content

(NOTE: Please answer only those questions you feel you are qualified to based on your experience/training)

8. Does the sequencing of training (i.e. order of courses presented) within the program properly address course pre-requisites and/or co-requisites? Are there any courses within the program you feel should be pre-requisites for other courses, but have not been identified? Please explain.

9. Is the time allocated to EACH course sufficient, excessive, or inadequate? Please explain.

10. Do you feel that all necessary competencies/learning objectives are included within the individual program courses? Please explain.

11. Are there any courses that contain learning objectives not particularly relevant to the course/program? Please specify, providing a rationale where necessary.

12. Are there areas of the curriculum (i.e. specific courses or learning objectives) that need to be revised, removed or added to the program? Please specify, providing a rationale where necessary.

13. Do you feel that there is a proper balance between theory (i.e. classroom) and practice (i.e. lab/shop/fieldwork) within the program? Please explain.

SECTION F: Program Resources

(NOTE: Please answer only those questions you feel you are qualified to based on your experience/training)

14. Do you feel that the tools, equipment and/or supplies listed for practical components of the curriculum (if applicable) are satisfactory for program delivery (i.e. do they support the learning objectives of the program)? Please explain.

15. Are the textbooks listed adequate for program delivery (i.e. do the textbooks appear current and/or relevant for training in this field)? Please explain.

16. Do you feel there is adequate learning resources (i.e. print media, audio-visual materials, etc.) provided for program delivery and to actively engage students? Please explain.

17. Do you feel that instruction is reinforced with appropriate technologies (i.e. current software, hardware, etc.)? Please explain.

18. Is there specialized equipment, textbooks, software or other resources which you feel are not listed but would strengthen the delivery of this program? Please specify, providing a rationale where necessary.

SECTION G: Program Instruction/Evaluation Methods

(NOTE: Please answer only those questions you feel you are qualified to based on your experience/training)

19. Do you feel that instructional materials model appropriate work habits in industry, and is program content/learning activities consistent with industry practices? Please explain.

20. If no instructional/training methods have been identified by the training institution, are there any instructional methods that you would suggest for course/program delivery? Please specify, providing a rationale where necessary.

21. Do you feel that the methods of evaluation used for this program appropriate (i.e. is there an adequate balance of theoretical and practical assessments conducted for each course)? Please explain.

22. Do you have recommendations for additional evaluation methods which would ensure student competency? Please specify, providing a rationale where necessary.

23. What qualifications and experience do you feel will be required for potential instructors hired to teach core competencies/courses within this program? Please specify, providing a rationale where necessary.

24. Are there specific courses within the program that require a different combination of training and experience than that held by potential instructors hired to teach core competencies/courses? Please specify, providing a rationale where necessary.

SECTION H: Graduation Requirements/Employment Requirements

(NOTE: Please answer only those questions you feel you are qualified to based on your experience/training)

25. Are the requirements for successful completion (i.e. passing grades of courses, work term completion, etc.) of the program sufficient? Please explain.

26. Please list the type(s) of occupational position(s) for which graduates would be considered for employment as a result of successful completion of this program of study (i.e.: Legal Secretary, Systems Analyst, Administrator, etc.)

27. If there are certification bodies for this occupation, is it a requirement for graduates to obtain certification as a condition of employment and is this information clearly outlined in the program submission? Please explain.

SECTION I: Work Term

(NOTE: Only respond to the following questions if there is a work term associated with the program)

28. Do you feel that the work term is appropriately placed within the program? Please explain.

29. Are the objectives of the work term clear and sufficient to further build on the students' knowledge and skill level already developed? Please explain.

30. Is the length of the work term adequate to reinforce, and allow students to make practical applications of, the theoretical concepts already learned? Please explain.

31. Are the evaluation methods utilized for the work term appropriate? Please explain.
