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| i-agree-image-logo.png**Victoria University College** | | | | | | | | |
| **TNE Teaching Report**  This form **MUST BE ATTACHED TO YOUR CLAIM FOR PAYMENT** and signed by the Site Coordinator.  *Please reflect your teaching experience at the offshore location to provide valuable feedback for quality assurance and improvement*. | | | | | | | | |
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| Family Name |  | | | | Given Name |  | | |
| Staff ID |  | | | | Partner Institution |  | | |
| Unit Name |  | | | | Unit Code |  | | |
| Course |  | | | | Teaching Dates |  | | |
| Number of students expected |  | | | | Number of students attending (on average) |  | | |
| Local lecturer/tutor offshore | | |  | | |  |  |  |
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| **Please avoid a one word comment such as 'good/bad'.** | Please tick only ONE Color | | |
|  | **Green** | **Orange** | **Red** |
| **1. Comments on venue, facilities and teaching resources**  a. Venue and facilities  *(e.g. classroom, laboratories, availability of PCs and staff room etc.)* | □ | □ | □ |
| b. IT and teaching resources  (*e.g. internet, PCs, software, VU Collaborate access, projectors in room etc.)* | □ | □ | □ |
| **2. Comment on Teaching and Learning**  (*e.g. class size, time available to cover the material, teaching strategy/technique for this cohort of students, and teaching material availability by students etc.)* | □ | □ | □ |
| **3. Comment on assessment process**  Assessment  *(e.g. assessment issues, student understanding of assessments, examination guide etc.)* | □ | □ | □ |
| **4. Comment on local lecturer**  *(e.g. no of meetings held, observation of teaching, language issues, content knowledge and others)* | □ | □ | □ |
| **5. Comment on students**  *(e.g. language issues, attendance, class participation and engagement, understanding of content and assessment etc.)* | □ | □ | □ |
| **6. Comment on travel arrangement and accommodation**  *(e.g. hotel facilities and cleanliness, travelling distance, public transport, flight etc.)* | □ | □ | □ |
| **7. Any other comments/suggestions for quality improvement** | Note\*:  ***Green*:** No issues identified or good practice noted.  ***Red*:** Major issues that warrant immediate actions  ***Orange:*** Issues identified but immediate and extent of impact is moderate. | | |

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| **Staff member signature** |  | | | | **Date** | / / | |
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| If the teaching staff is NOT the Unit Coordinator, please submit this form with your Claim for Payment Form to the Unit Coordinator before giving it to the Offshore Site Coordinator | | | | | | | |
| **If Staff making the trip is NOT the Unit Coordinator** | | | | | | | |
| **Read by Unit Coordinator** |  | | | | **Date** | / / | |
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| **Read and assessed by**  **Site Coordinator** | |  | | | **Date** | / / | |
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| **Read by VU College Director - Learning & Teaching** |  | | | | **Date** | / / | |
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Version 3.0

Updated Feb 2015