



Teaching Qualifications for Demonstrators and Tutors

All postgraduate students in the Faculty of Engineering, who are employed as demonstrators and tutors in laboratories and classrooms, are required to complete the Faculty Certificate in Teaching Development for Demonstrators or possess an equivalent qualification. Postgraduates applying for dispensation from completing the Faculty Certificate will be required to provide details of their qualifications to the Associate Dean Teaching for assessment.

SUPPORTING INFORMATION

Purpose and Rationale	
The Faculty recognises that demonstrating is an important aspect of good teaching, and that demonstrators should be equipped with teaching skills that enable them to be effective and efficient in the classroom situation. In conjunction with CALT, the Faculty has designed a Certificate that addresses 4 essential elements of teaching. The Certificate is managed by the Associate Dean Teaching through the Faculty Office while a further 2 optional topics are managed through the departments and deal with issues specific to the departments.	
Scope:	
Any person employed as a demonstrator or tutor within the Faculty of Engineering is required to have completed a Faculty Certificate in Teaching Development for Demonstrators before undertaking demonstrator or tutoring duties.	
Definitions and Acronyms	
CALT : Centre for the Advancement of Learning and Teaching	
Related Documents	
http://www.adm.monash.edu.au/execserv/policies/Academic-Policies/policy/values-for-high-quality-teaching-and-learning.html	
Governing Documents	
..\..\Procedures\Teaching\TeachingRelated\DemonstratorTrainingProcedure.doc	
Responsibilities for Implementation	Date Effective:
Associate Dean Teaching	January 2008.
Who Needs To Know This Policy	
Associate Dean Teaching, HODs, all academics and postgraduate students.	
Approval: Engineering Education Committee	Review Date: January 2009
Performance Indicators:	
<ul style="list-style-type: none"> • All demonstrators complete Faculty Certificate or possess an equivalent qualification before undertaking duties in the classroom. • Unit evaluation feedback shows an improvement in satisfaction with demonstrator abilities in classrooms and laboratories. 	
Monitoring and Evaluation: Associate Dean Teaching.	

Revision				
Version Reference No.	Approved/ Rescinded	Date	Committee/Board	Resolution Number
1.1				