CURRICULUM EVALUATION QUESTIONNAIRE
(PTI – 3)

Pursuant to the *Private Training Institutions Act* and *Regulations*

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 section 3.2 of the *Standard Operating Procedures for Private Training Institutions*, you must have no vested interest in the training institution submitting the program for review (i.e., not a relative, employee, owner or member of an executive board of the training institution).

- In completing this Curriculum Evaluation Questionnaire (PTI - 3), 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. Upon completion of your review, the curriculum documents are to be returned, in their entirety, to the training institution.

- In your review you should consider whether the outcomes (both theoretical and practical), the duration of individual courses, the assessment/instructional tools, and equipment/supplies are sufficient and appropriate.

- Each section must 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 answer based on your experience/training.

- The assessment and feedback you provide is important to the program approval process conducted by the Department. In addition to your review, the Department 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:

    o Overview of the program including:
      - Detailed description of the program
      - Entrance requirements/prerequisites
      - Duration of the program
      - Graduation requirements

  o Program Content
      - Individual course outlines including subject content, specific learning outcomes 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)

    o List of textbooks and learning resources (e.g., print media, field trips, outside agencies) to be utilized for the delivery of each course.

    o List of tools, equipment and supplies required for programs with a significant practical component.

- Once completed, this form must be submitted directly to the Department, **with a copy forwarded to the training institution submitting the program for review.** The address for the Department is as follows:

Department of Education
Private Training Unit
Division of Literacy and Institutional Services
3rd 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 PTI@gov.nl.ca or (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

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CURRICULUM EVALUATION QUESTIONNAIRE
(PTI – 3)

Pursuant to the *Private Training Institutions Act* and *Regulations*
(To be completed by Evaluator)

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: Evaluator Declaration

I hereby certify that I have received a full copy of the program curriculum which includes:
- program summary
- student entrance requirements
- individual course outlines which identify:
    - subject content
    - specific learning outcomes
    - course duration
    - course pre-requisites (where applicable)
    - names of textbooks/learning resources to be utilized
    - method of assessment/evaluation
    - method of instruction
- list of tools, equipment and supplies (for practical components, where applicable)

I have read the entire curriculum and understand that any recommendations made and accepted by the Department will be implemented by the training institution prior to final program approval and registration.

I have no vested interest in the training institution submitting this curriculum for review (i.e., I am not a relative, employee, owner or member of an executive board of the training institution).

_____   _____
Signature   Date

SECTION C: Program Description

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

1.   Please comment on whether the program description accurately captures the types of duties a graduate can expect to perform in the work environment.

2.   Please comment on the adequacy of the program length in terms of its ability to produce graduates with the required entry-level knowledge and/or skill development in the field.

3.   Please identify any agencies or certifying bodies available to individuals in this occupation which have not already been identified by the training institution in the program description.

SECTION D: Admission Requirements

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

4.   Please comment on whether 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.

5.   Please identify if there is a specific grade level and/or other academic qualifications (e.g., Math/Science/English) – other than those already listed under entrance/admission requirements – which you would recommend as necessary.

6.   Please identify any non-academic qualifications or criteria specific to the program – other than those already listed under entrance/admission requirements – which you would recommend as necessary.

SECTION E: Program Content

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

7.   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?

8.   Please comment on whether the time allocated to EACH course is sufficient, excessive, or inadequate.

9.   Please explain whether you feel all necessary competencies/learning objectives are included within the individual program courses.

10. Where there are courses and/or specific contain learning outcomes not particularly relevant to the course/program, please identify.

11. Where there are courses and/or specific learning outcomes you feel need to be strengthened, or topic areas that could be added to the program, please identify.

12. Please comment on the adequacy of balance between theory (i.e., classroom) and practice (i.e., lab/shop/fieldwork) within the program.

SECTION F: Program Resources

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

13.   Please explain whether 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 outcomes of the program?).

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

15.   Please explain whether there are adequate learning resources (e.g., print media, audio-visual materials) provided for program delivery and to actively engage students.

16. Please comment on the institution's ability to provide instruction which is reinforced with appropriate technologies (e.g., current software, hardware).

17. If there are specialized equipment, textbooks, software or other resources which you feel are not listed but would strengthen the delivery of this program, please identify those resources.

SECTION G: Program Instruction/Evaluation Methods

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

18.   Please comment on whether the instructional materials model appropriate work habits in industry, and whether the program content/learning activities are consistent with industry practices.

19.   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?

20.   Please comment on whether the methods of evaluation used for this program are appropriate (i.e., is there an adequate balance of theoretical and practical assessments conducted for each course?).

21.   If there are any recommendations for additional evaluation methods which would ensure student competency, please identify these.

22.   What combination of training and experience do you feel will be required for potential instructors hired to teach core competencies/courses within this program?

23.   Please identify specific courses within the program which may require a different combination of training and experience than that held by potential instructors hired to teach core competencies/courses.

SECTION H: Graduation Requirements/Employment Requirements

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

24.   Please explain whether the requirements for successful completion (e.g., passing grades of courses, work term completion) of the program are sufficient.

25.   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 (e.g., Legal Secretary, Systems Analyst, Administrator)

26.   Where there are certification bodies for this occupation, does the program submission clearly outline any certification requirements for graduate employment?

SECTION I: Work Term

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

27.   Please explain whether the placement of the work term within the program is appropriate.

28.   Please explain whether the objectives of the work term further build on the students' knowledge and skill level already developed within the program?

29.   Please explain whether the length of the work term is adequate to allow students to make practical applications of the theoretical concepts already learned.

30.   Please explain whether the evaluation methods utilized for the work term are appropriate.

SECTION J: Additional Comments

Please provide any additional comments regarding this program you feel have not been previously addressed.