

Peer Assisted Learning and Peer Assisted Study Sessions (PAL/PASS) Procedure

Section 1 - Purpose

(1) This Procedure outlines the roles and responsibilities for the operation of Peer Assisted Learning (PAL) and Peer Assisted Study Sessions (PASS) at Macquarie University.

Scope

(2) This Procedure applies to all Faculties, Departments, Offices and students involved in PAL / PASS. PAL / PASS activities can be based at either the North Ryde or Sydney City campus.

(3) The Macquarie University College (The College) is exempt from the provisions of this Procedure.

Section 2 - Policy

(4) Refer to the [Peer Assisted Learning and Peer Assisted Study Sessions \(PAL/PASS\) Policy](#).

Section 3 - Procedure

Responsibilities and Required Actions

(5) This Procedure requires actions by the following:

- a. Executive Deans;
- b. Associate Deans, Learning and Teaching;
- c. Faculty PAL / PASS Coordinators; and
- d. PAL / PASS Leaders Convenors – Program and or Unit.

Executive Deans	<ol style="list-style-type: none">1. Consider annual Faculty PAL / PASS program recommendations made by Associate Deans Learning and Teaching (in consultation with relevant Faculty PAL / PASS Coordinator)2. Approve and provide an annual budget for agreed implementation of PAL / PASS programming (on campus and / or online).<ol style="list-style-type: none">1. 100 level units with high fail rates may be prioritised.2. Students who present as being 'at risk' may take priority places in PAL / PASS sessions over other students (if they are not already engaged).
-----------------	--

Associate Deans Learning and Teaching	<ol style="list-style-type: none"> 1. In consultation with Program Directors / Program Managers and Unit Convenors, and relevant Heads of Department make recommendations to the Executive Dean for annual PAL / PASS programming <ol style="list-style-type: none"> 1. Include budget and program administration details. 2. Consider options for engaging students who present as being 'at risk' throughout sessions. 2. Obtain approval from the Faculty Executive Dean to coordinate agreed annual PAL / PASS programming. 3. Delegate PAL / PASS Coordination: roles, responsibilities and timelines. 4. Report to FLTC / Macquarie University College Subcommittee of ASQC on annual review of PAL / PASS programming.
Faculty PAL / PASS Coordinators	<ol style="list-style-type: none"> 1. Determine Leader recruitment requirements for PAL / PASS based on subject enrolment numbers from the previous year and the anticipated number for the next session. 2. Advertise PAL / PASS Leader positions in consultation with relevant convenors via CareerHub and student online platforms. 3. Interview leader candidates. 4. Notify successful and unsuccessful candidates. Alert successful candidates of upcoming PAL / PASS training sessions (compulsory to progress in a Leader role unless already completed). Provide constructive feedback to unsuccessful candidates. 5. Organise offers of employment for successful candidates and finalise recruitment on-boarding process. 6. Organise and conduct an on-campus training program for PAL / PASS Leaders: <ol style="list-style-type: none"> 1. Arrange for Accredited staff to be available to lead training; 2. Source appropriate room for the training to take place; 3. Set calendar dates and invite all participants; 4. Compile PAL / PASS Leader training materials and manual; and 5. Compile workshop administration materials (contact lists, AV, butchers paper etc.). 7. Prepare the draft PAL / PASS timetable before the session begins and confirm details once leaders have been recruited (workshops to commence within the first three (3) weeks of the session). 8. Schedule weekly workshops for a duration of one (1) hour each – arrange necessary room bookings and access. 9. Arrange for promotion of PAL / PASS to be included in relevant iLearn subjects (via convenors), and liaise with Group Marketing to have programming promoted via the Student Portal. 10. Review the performance of each PAL / PASS leader and provide feedback. 11. Arrange for a program survey to be conducted with students, leaders and convenors to determine areas for improvement. 12. Conduct annual evaluation activities to determine impact of the programming and report to Associate Deans Learning and Teaching.
Group Marketing	<ol style="list-style-type: none"> 1. Arrange for promotion of PAL / PASS opportunities / timetable on the Student Portal and on relevant social media platforms.
Students	<ol style="list-style-type: none"> 1. Apply for advertised PAL / PASS leader positions; and / or 2. Respond to PAL / PASS opportunities in enrolled subjects. 3. For maximum benefits, attend all weekly workshops. 4. Participate in program surveys and review process.
Student Leaders	<ol style="list-style-type: none"> 1. If appointed as a Leader undertake the following duties: <ol style="list-style-type: none"> 1. participate in the associated training program (compulsory); 2. attend 100% of the unit lectures or listen on iLearn; and 3. take lecture notes, and become familiar with all unit material. 2. Unsuccessful candidates will receive formal feedback from PAL / PASS Coordinators. 3. In consultation with PAL / PASS Coordinators: <ol style="list-style-type: none"> 1. Lead / facilitate at least two PAL/PASS workshops weekly; 2. arrange weekly workshop resources; 3. maintain a register of all participants for evaluation purposes; 4. meet and participate in meetings with the PAL / PASS Coordinator and convenor(s) as required, and in particular to escalate any issues that may arise such as low attendance, bullying, health matters; and 5. attend other team building and professional development sessions as required. 4. Participate in program surveys and review process
Convenors	<ol style="list-style-type: none"> 1. Proactively liaise with Faculty Associate Deans Learning and Teaching, Faculty PAL / PASS Coordinators and PAL / PASS Leaders. 2. Upload PAL / PASS program information on iLearn. 3. Participate in program surveys and review process.

Section 4 - Guidelines

(6) Nil.

Section 5 - Definitions

(7) Commonly defined terms are located in the University [Glossary](#). Definitions specific to this Procedure are contained in the [Peer Assisted Learning and Peer Assisted Study Sessions \(PAL/PASS\) Policy](#).

Status and Details

Status	Historic
Effective Date	22nd February 2021
Review Date	1st April 2021
Approval Authority	Academic Senate
Approval Date	26th July 2016
Expiry Date	31st December 2022
Responsible Executive	Rorden Wilkinson Deputy Vice-Chancellor (Academic)
Responsible Officer	Taryn Jones Pro Vice-Chancellor (Education) +61 2 9850 2796
Enquiries Contact	Myff Sharp Head, Operations and Strategic Delivery