

# 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"> <li>1. Consider annual Faculty PAL / PASS program recommendations made by Associate Deans Learning and Teaching (in consultation with relevant Faculty PAL / PASS Coordinator)</li> <li>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"> <li>1. 100 level units with high fail rates may be prioritised.</li> <li>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).</li> </ol> </li> </ol>
-----------------	--

Associate Deans Learning and Teaching	<ol style="list-style-type: none"> <li>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"> <li>1. Include budget and program administration details.</li> <li>2. Consider options for engaging students who present as being 'at risk' throughout sessions.</li> </ol> </li> <li>2. Obtain approval from the Faculty Executive Dean to coordinate agreed annual PAL / PASS programming.</li> <li>3. Delegate PAL / PASS Coordination: roles, responsibilities and timelines.</li> <li>4. Report to FLTC / Macquarie University College Subcommittee of ASQC on annual review of PAL / PASS programming.</li> </ol>
Faculty PAL / PASS Coordinators	<ol style="list-style-type: none"> <li>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.</li> <li>2. Advertise PAL / PASS Leader positions in consultation with relevant convenors via CareerHub and student online platforms.</li> <li>3. Interview leader candidates.</li> <li>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.</li> <li>5. Organise offers of employment for successful candidates and finalise recruitment on-boarding process.</li> <li>6. Organise and conduct an on-campus training program for PAL / PASS Leaders:             <ol style="list-style-type: none"> <li>1. Arrange for Accredited staff to be available to lead training;</li> <li>2. Source appropriate room for the training to take place;</li> <li>3. Set calendar dates and invite all participants;</li> <li>4. Compile PAL / PASS Leader training materials and manual; and</li> <li>5. Compile workshop administration materials (contact lists, AV, butchers paper etc.).</li> </ol> </li> <li>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).</li> <li>8. Schedule weekly workshops for a duration of one (1) hour each - arrange necessary room bookings and access.</li> <li>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.</li> <li>10. Review the performance of each PAL / PASS leader and provide feedback.</li> <li>11. Arrange for a program survey to be conducted with students, leaders and convenors to determine areas for improvement.</li> <li>12. Conduct annual evaluation activities to determine impact of the programming and report to Associate Deans Learning and Teaching.</li> </ol>
Group Marketing	<ol style="list-style-type: none"> <li>1. Arrange for promotion of PAL / PASS opportunities / timetable on the Student Portal and on relevant social media platforms.</li> </ol>
Students	<ol style="list-style-type: none"> <li>1. Apply for advertised PAL / PASS leader positions; and / or</li> <li>2. Respond to PAL / PASS opportunities in enrolled subjects.</li> <li>3. For maximum benefits, attend all weekly workshops.</li> <li>4. Participate in program surveys and review process.</li> </ol>
Student Leaders	<ol style="list-style-type: none"> <li>1. If appointed as a Leader undertake the following duties:             <ol style="list-style-type: none"> <li>1. participate in the associated training program (compulsory);</li> <li>2. attend 100% of the unit lectures or listen on iLearn; and</li> <li>3. take lecture notes, and become familiar with all unit material.</li> </ol> </li> <li>2. Unsuccessful candidates will receive formal feedback from PAL / PASS Coordinators.</li> <li>3. In consultation with PAL / PASS Coordinators:             <ol style="list-style-type: none"> <li>1. Lead / facilitate at least two PAL/PASS workshops weekly;</li> <li>2. arrange weekly workshop resources;</li> <li>3. maintain a register of all participants for evaluation purposes;</li> <li>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</li> <li>5. attend other team building and professional development sessions as required.</li> </ol> </li> <li>4. Participate in program surveys and review process</li> </ol>
Convenors	<ol style="list-style-type: none"> <li>1. Proactively liaise with Faculty Associate Deans Learning and Teaching, Faculty PAL / PASS Coordinators and PAL / PASS Leaders.</li> <li>2. Upload PAL / PASS program information on iLearn.</li> <li>3. Participate in program surveys and review process.</li> </ol>

## 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

<b>Status</b>	Historic
<b>Effective Date</b>	22nd February 2021
<b>Review Date</b>	1st April 2021
<b>Approval Authority</b>	Academic Senate
<b>Approval Date</b>	26th July 2016
<b>Expiry Date</b>	31st December 2022
<b>Responsible Executive</b>	Rorden Wilkinson Deputy Vice-Chancellor (Academic)
<b>Responsible Officer</b>	Taryn Jones Pro Vice-Chancellor (Education) +61 2 9850 2796
<b>Enquiries Contact</b>	Phillip Raponi Operations Manager, PVC L&T +61 2 9850 9677