

COURSE EVALUATION FORM / SURVEY

Please take a few moments to answer the following questions, which would assist us in meeting your needs. Please be assured that we will use your responses **'in confidence'** to try to improve the services we offer.

These questions have been developed to make sure that the learning environment and learning outcomes are meeting the trainee needs throughout our training and assessment services.

Unit Name:

Unit Code:

Trainer's name:

Date:

Scale	1 Poor	2 Fair	3 Good	4 Very good	5 Excellent
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Please mark by ticking (✓) against the relevant column.

About the Course /Unit	1	2	3	4	5	N/A
The course requirements and objectives are clearly stated.						
Run on time as stated.						
Clear and easy to follow.						
Learning materials are interesting.						
The work load is manageable.						
Any additional comments:						
Was the content of the unit	1	2	3	4	5	N/A
Useful for your course/work requirements						
Theory and practical activities, if any, well balanced						
Challenging enough						
Any additional comments						

Did the assessments of the unit	1	2	3	4	5	N/A
Outline clear instructions about what you had to do						
Assessment task challenging enough						
Deadlines for assessment submission were always made clear						
From work load point of view, there were too many assessments expected						
Assessments marked in good time						
Learning material provided to you were of any help in doing the assessments						
Assessments were reflective of what your learnt						
Comments and feedback provided on your assessments were helpful						
Any additional comments						
Your Trainer	1	2	3	4	5	N/A
Was well prepared						
Easy to understand						
Easy to contact						
Enjoys good knowledge on the subject taught						
Responded well to the questions asked						
Communicated material effectively						
Encourages students to participate in the class and raise questions						
Provides you with extra help on assessment if requested						
If there were guest lectures, were they useful						
Overall, how would you rate your trainer						
Any additional comments						
Infrastructure and general facilities	1	2	3	4	5	N/A
Are you satisfied with the infrastructure of the college, including the computer facilities						
Have you been told of the workplace health and safety arrangements of the college						
Do you know the fire exit						

Are you clear on the college's "No Smoking Policy"						
Are you happy with the comfort and appropriateness of classrooms						
Are you satisfied with the value of assistance provided by our Student Services staff						
Does your complaint, if any, get resolved timely and with your satisfaction						
Are you satisfied with the services of our front staff in the reception area						
Any additional comments						
Did you find any difficulty in achieving competency of the unit? (E.g; literacy and numeracy etc...)						

How did you find the contents of the unit in terms of meeting your training needs?
Is there any general suggestion, other than academic, you would like to raise in this survey?

END OF SURVEY

THANK YOU