# Education AND Training Plan - CORE

## Course profile

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| --- | --- | --- | --- | --- |
| **Learning program details** | | | | |
| **Course title** |  | | | |
| **Expected duration** | Days: | | | Hours: |
| **Event (if required)** | Yes | No | Date: | Title: |

*Describe how the learning program will address the approved topics or a general description of the program.*

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| **Purpose of the learning program** |
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| --- | --- |
|  | **Topic title/s** |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |

*Include subject matter experts, designers and facilitators.*

***Minimum qualifications:*** *Certificate IV in Training and Assessment, Bachelor’s Degree in Education or similar.*

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| --- | --- | --- | --- |
| **Learning program design team** | | | |
| **Name** | **Role** *(within course development team)* | **Qualification** | **Contact** |
|  | *For example: Learning Designer/trainer/SME etc* |  |  |
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## Teaching and learning profile

*Identify the learner needs, mode of delivery and describe the andragogical approach.*

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| **Describe the target audience or learner group.**  *(demographic characteristics and learning style)* |  | |
| **Based on the target audience, what andragogy principles are incorporated into the program design?** |  | |
| **What level of digital literacy is required?** | Finding and consuming content  Creating content  Sharing and communicating content | |
| **What support or systems are in place to support the learner?**  *(student support line, discussion forum or email)* |  | |
| **What is the mode/s of delivery?**  *(select more than one if a multi-modal approach is employed)* | Online learning (eLearning)  Workplace  Webinar  Self-paced  Instructor-led | Face to face  Conference/seminar  Blended learning  Social learning  Virtual classroom |
| Other (enter details) | |
| **Why have you chosen the mode/s of delivery?** |  | |
| **What (if any) learning technologies will be in use?**  *(include any LMS or eLearning authoring tools used)* |  | |
| **Are there any prerequisite knowledge and skills required to complete the learning program?**  **Is the learner informed prior to enrolment?** |  | |

## Delivery plan

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| ***Instructions:*** | *This table is to be used as a guide and can be adjusted to suit your learning program or delivery. In addition, if you have an organisational template for a session or delivery plan, please merge/overwrite into this plan. All the information contained in the template must be supplied regardless of format.* |

| **Module No.** | **Learning outcomes and topics**  [*Click here for guidance*](#_Appendix_A:_Learning) | | | **Learning content and equipment requirements** |
| --- | --- | --- | --- | --- |
| Face to face | Online |  |  |
| 1 |  | 30 min | At the end of this session/lesson/topic/subject participants will be able to…..  The topics covered will be:   * Topic one * Topic two * etc   The key learning points are (facilitator notes): | eLearning SCORM package within LMS |
| 2 | 1 day |  | At the end of this session/lesson/topic/subject participants will are required to demonstrate…. | PowerPoint presentation  Mentimeter app for engagement |

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| ***Instructions:*** | *This table is to be used as a guide and can be adjusted to suit your learning program or delivery. It is important that for every learning outcome you have an associated assessment method with clearly articulated benchmarks.*  *Ensure your learning content matches your assessment method. For example, if you choose to use scenario-based questions within an assessment, the learning content must prepare learner for this style of questioning.* |

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| **Assessment plan** |

| **Module** | **Description of assessment task** | **Method of assessment** (questions, portfolio, demonstration, etc) |
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| 1 | Online quiz (variation of multi guess and mix and match questions). Individual skill based assessment conducted online. | Questions (90% pass mark)  Maximum three attempts |
| 2 | Successful completion of face to face session and online quiz (variation of multi guess and mix and match questions) | Questions and practical demonstration (90% pass mark)  Maximum three attempts |

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| **Assessment principles** | |
| Provide a link or attach your assessment policy for your learning program?  *All assessment practices are required to mirror the* [*ASQA Principles of Assessment and Rules of Evidence*](https://www.asqa.gov.au/standards/training-assessment/clauses-1.8-to-1.12)*. Although these guidelines are for nationally recognised qualifications, the CPD program is moving toward this benchmark.* |  |
| What is the process for learners with special needs or disability? Explain your reasonable adjustment policy. |  |
| What is the process to maintain evidence of learner interaction and assessment results?  *National standard is to maintain records for 7 years from completion date on Australian based technology.* |  |
| What is the assessment result appeals process for learners? |  |

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| **Learning program evaluation strategy** | |
| Explain the learner feedback process and method of ensuring your program is meeting learner expectations? |  |
| Articulate your continuous improvement process including timeframes for future improvements? |  |
| What other quality assurance frameworks do you have in place to ensure your learning programs are effective? |  |

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| **Learning program evaluation strategy continued** | |
| Explain the learner feedback process and method of ensuring your program is meeting learner expectations? |  |
| Articulate your continuous improvement process including timeframes for future improvements? |  |
| What other quality assurance frameworks do you have in place to ensure your learning programs are effective? |  |

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| **Learner communication** | | |
| Is this course provided free of charge or paid? | Free of charge | Paid |
| Provide a link or attachment of how your learner accesses the course information prior to commencing?  *This must include:*   * *Course description* * *Topics covered* * *Payment options, including terms and conditions* |  | |

## Submission checklist

The submission checklist details documents or items that must be uploaded as part of your application. You may merge each document into a single PDF or provide images embedded as an appendix within the Education and Training plan.

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|  | Completed Education and Training plan |
|  | Course Content   * Course guide, PowerPoint slides, workbooks, handouts or similar * eLearning links to the course content to preview (this can be test environment) * Student feedback survey or similar |
|  | Education and training team’s qualification evidence. This may include:   * Resume * LinkedIn profile * Copy of Cert IV in Training and Assessment Certificate or bachelor’s degree * CEC accreditation number as we hold qualifications records. |
|  | Link or attach your course information or learner brochure |
|  | Assessment (if not embedded into the course) |