HealthStar Training Network

FORM 4.7 **COURSE PROGRAM TEMPLATE**

Note: complete by replacing the italicised text with details for the planned qualification/training program. Complete a new program for each qualification, target group, pathway or client.

For _____
(*Qualification name & target group/pathway/client*)

1. TRAINING PROGRAM

Qualification Name and Code: *from Training Package or accredited curriculum*

Qualification Requirements: *Packaging Rules & Assessment Guidelines. Include core and elective requirements and pre-requisites.*

Industry/Target Group/Client Profile: *Provide overview*

Identification of Client Needs: *List client needs, include barriers to training and/or assessment and describe the process used to identify learning needs.*

Competency Plan: *Detail the proposed Pathway which meets the industry/target group and individual client or participant needs. Ensure that the pathway meets the qualification requirements, co-assessment or clustering of units may also be identified. Identify any customisation requirements (ensure customization meets Training Package Assessment Guidelines or for accredited courses, the NTQC Customisation Policy, refer anta.gov.au) and options such as RPL or assessment only pathways.*

2. PLAN TO DELIVER

2.1 RESOURCES

Human Resources: *Identify who will deliver and assess the units, include any partnership assessment arrangements and use of any workplace assessors. Refer to staff profiles.*

RTO Networks: *List the networks that the Institute or teachers/assessors have, include, if applicable, previous client/target group experience.*

Physical Resources: *List the requirements from the qualification and list available resources for delivery (at the RTO and accessed elsewhere). Where delivery will take place off-site, describe how the State Physical Resource requirements will be met (refer to Physical Resource Checklist). Ensure sufficiency in numbers of resources and currency (eg. software versions).*

2.2   SERVICES

Participant Support: *Include a general statement on support services offered to all Participants and create a list of the specific support services which are relevant to the client group.*

Language, Literacy and Numeracy: *Describe generally, the Language, Literacy and Numeracy requirements of the competency standards and any issues which may be identified with the client or target group. Describe how these issues will be addressed within the delivery and assessment strategies or how support may accessed.*

Recognition of Prior Learning/Mutual Recognition:*Include a general statement of RPL availability unless more detail is required to address the client/target group needs. Include provision of adequate information, support and opportunities for participants to engage in the RPL process.*

Participant Information: *Include a general statement or refer to attached Participant Handbook. And, describe the Participant information specific to this program.*

2.3   LEARNING AND ASSESSMENT STRATEGIES

Learning Strategies: *Describe generally, for the whole qualification, methods of delivery (eg a combination of class-room role-plays, theory lessons, research activities, workbook activities) and describe the method for designing the training delivery strategies. For general qualifications refer to materials meeting a diverse range of clients. Include reference to scheduled workplace visits to monitor/review the training, where applicable. Attached delivery schedule or timetable.*

Assessment Strategies: *Describe generally, for the whole qualification, methods of assessment (eg. a combination of practical demonstration, research assignments, reports and case study evaluation) and describe the method for designing the assessment strategies. For general qualifications refer to assessment instruments meeting a diverse range of clients. Include reference to scheduled workplace visits to monitor/review the assessment, where applicable.*

Assessment Tools: *Map the assessment tools for each unit of competence and assessment method/location or refer to Document Register. Refer to Study Guides for details of each competency. Include reference to on-the-job assessment being integrated, where applicable.*

Unit of Competence	Assessment Tools							
For example: BSBCMN301	**Tool** Assignment 1 (version 1, date)	**Method** Research Assignment, Class-room	**Tool** Assignment 2 (version 1, date)	**Method** Case Study Evaluation, Class-room	**Tool** Practical demonstration checklist (version 1, date)	**Method** Work-place observation	**Tool** Final Assignment (version 1, date)	**Method** Report, Class-room

Industry Validation of Learning and Assessment Strategies: *Describe how the learning and assessment strategies have been negotiated with a client or target group, if applicable. For qualifications offered to the general public, include a general statement about the design of the learning and assessment strategies has been developed to be inclusive of the target group/s. If possible, seek an employer or industry association representative to sign the following*:

Industry Validation

Name: _____ , representing (business or association): _____

Contact details (phone, email): _____

I confirm that the learning and assessment strategies, as described above, are appropriate for the client/target group for this program.
Comments:

_____

_____

Signed:_____Dated: /   / 20

---

3.   PROGRAM MANAGEMENT

Moderation Plan: *Describe how each of the units of competence assessment tools will be moderated – by whom and when (at least annually). Refer to Moderation Checklist.*

Review: *Describe how the program will be reviewed. Include feedback from Participants, continuous improvement through moderation, evaluation of outcomes against client and target group needs, and who will conduct the review.*

Risk Management: *From the details of the above program, identify where any risk may be in not meeting AQTF requirements or client and target group needs. Some examples could be the relevant vocational skills of teachers/assessors, lack of access to equipment, lack of delivery materials, and difficulty in creating a simulated environment for assessment. Complete the following table for each of these risks.*

Description of Risk	High, Medium or Low Risk	Proposed Action to Minimise Risk

HealthStar Training Network

Training Cost Sheet

Course Name: ....

Trainer: ....

Date: ....

Duration: ....

Where: ....

No# on course: ....

Contact person: ....

Costs of Program

Instructor costs per hour $

Travel (including air, car, parking, fuel, taxi) $

Accommodation $ per day, for …… days

Food $ per day, for   days

Equipment access/hire $ per day, for ……days

Venue costs $ per day, for   days

Administration and other costs $

Total costs per program $

Total cost per Participant $

Minimum number of Participants to be cost effective: ……

COMPANY:...AMOUNT $.................
ADDRESS:...

COMPANY: .... …….AMOUNT $.................
ADDRESS:...

COMPANY:...AMOUNT $.............
ADDRESS:...

COMPANY:...AMOUNT $.................
ADDRESS:...

COMPANY: .... …….AMOUNT $...................
ADDRESS:...

COMPANY:...AMOUNT $.............
ADDRESS:...

COMPANY: ....… …….AMOUNT $..................
ADDRESS:...

COMPANY:...AMOUNT $.............
ADDRESS:...