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| **Candidate Name:****Individual assessment****M2****ID: Number:** |

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| **Assessment Description:** | Design, develop and review a learning program (LP) based on your (WPR) project, reflecting particular needs, context and timelines suitable to meet the requirements and needs of the WPR project goals. |
| **Due date:** | Week 4 of program  |

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| **Purpose of Assessment:** To **design & develop a learning program that you will use to develop the teaching and learning skills of teachers in your organisation** |

**Assessment Method:**

Design & develop a learning program that you will use to develop the teaching and learning skills of teachers in your organisation

**Instructions:**

This learning program is the first objective in your project plan (WPR)

Learning program

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| **Training Needs Analysis** |
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| **Learning Program Details** |
| **Name of Cohort (Target group of learners)** *(who are your teachers and learners within your organisation):* |  |
| **WPR project title***:* |  | **Learning program title**  |  |

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| **Topics that your learning program intends to cover** |
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| **Language, Literacy, Numeracy (LLN) requirements** *(Check / identify required skills needed in each topic for Language, Literacy, Numeracy requirements.)* |
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| **Other training specifications***(This may include organisational work requirements and training needs; induction needs; regulatory and licensing requirements.)* |
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| **Critical aspects and or specific requirements that you have identified as an outcome of the learning program** |
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| **Contextualisation of the learning program** *Add specific organisational / industry terminology. This will assist learners to meet the needs of the organisation.* |
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| **Description of your Target Group of Learners***This describes the particular needs of your targeted learning group. The range of strategies to be implemented to support this group in its learning environment and achievement of quality outcomes required as part of your WPR project objective.* |
| **Describe your Learner Cohort:** |
| **Specific Requirements***(Particular needs of some or all of the target group)* | **Strategies to be implemented to address these requirements***(Strategies to assist learners, including external support such as other courses and support staff or agencies)* |
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| **List organisational policies & procedures that will impact on learning program**  |
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| **Learning Environment** *( identify where learning will take place such as: classroom, simulated workplace, workplace, online, distance)* |
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| **Occupational Health and Safety**Outline any OH&S requirements that need to be considered in the delivery and assessment of this program |
| **Hazard** | **Risk Assessment** | **Control Measure** | **Person responsible** | **Timeframe to complete** |
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* Delivery plan and schedule

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|  | *‘Delivery plan and schedule’ includes the content and structure of the learning program to meet the learning outcomes of the (LP)* |

| **Session No.** | **Scheduled Hours** | **Learning Outcomes***(e.g. at the end of this session participants should be able to…)* | **Topic delivered** | **Required Skills and Knowledge delivered in this topic** | **Employability Skills linked to the topic** |
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| Face 2 Face | Distance | Workplace | Communication | Teamwork | Problem Solving | Initiative & Enter. | Planning & Org. | Self Management | Learning | Technology |
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* Assessment plan

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|  | *Identify how you will assess learners to ensure they have met the learning outcomes*  |

| **Task Identifier** | **Description of Assessment Task** | **Method of Assessment** (questions, portfolio, demonstration, etc) |
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| A |  |  |
| B |  |  |
| C |  |  |
| D |  |  |

* Resources

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| **Resources** *(include existing and new learning resources that have relevant content)* |
| **Name/Type** | **Location (such as: filepath, Room No.)** |
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| **Information for Learners** ( information specific to learning program such as: Books, Resources, Handouts) |
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| **Summary of costs***(Trainer, venue, equipment, learning and assessment materials)* |
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Review of the learning program

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| **Learning Program Review**  |
| **Review Learning Program with management and key stakeholders:***Process to be used for review(such as, peer review, survey questionnaire)* |  | **Yes** | **No** |
| Are training specifications appropriate to meet the needs of the client? |  |  |
| Are learners clearly identified? |  |  |
| Are support strategies included to meet needs of learners? |  |  |
| Is there an appropriate OHS risk control plan? |  |  |
| Addresses the organisations purpose and need |  |  |
| Identifies appropriate learning outcomes to meet organisations needs and requirements of the project |  |  |
| Does the delivery plan provide an appropriate sequence of learning outcomes? |  |  |
| Does the delivery plan provide an appropriate amount of time to achieve the learning outcomes? |  |  |
| Does the assessment plan gather appropriate evidence to meet the critical aspects of evidence? |  |  |
| Strengths of the learning program: |
| Recommendations for the learning program: |

* Approval of the learning program

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| **Authorising Officer Details**(*such as: Organisation Manager / Supervisor* |
| **Name:** |  |
| **Position:** |  |
| **Date:** |  | **Review Date:** |  |

* **Version Control:** (ensures that your current Learning Program is being used)

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| Version | Date of Issue | File path (location of your document) | Author | Review Date |
|  |  |  |  |  |

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| **Assessment Task Decision:** | **Meets requirements****Further evidence required** |
| **Comments:** |

**Assessor: Date:**

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| *Assessment task covers criteria from:**BSBPMG401A – Apply project scope management techniques**TAEDES401A – design & develop learning programs**TAEDES402A – Use training packages & accredited courses to meet client needs**BSBDIV301A – Work effectively with diversity* | *Elements,1,2* *Elements, 1,2,3,4**Elements 1,2,3**Elements 1,3,**Elements 1,2* |