|  |  |
| --- | --- |
| ACASCourse preparation checklist | Ver. 4 |

1. This form is not mandatory although most listed items are usually required. Its purpose is to help you check that you have everything you need.
2. This form supports the Training and Assessment strategy.
3. Keep all supporting documentation in a course file and available for inspection. Documents may be electronic and/or online.
4. If you find inadequacies in this form, please report them.

|  |  |  |  |
| --- | --- | --- | --- |
|  | * **Yes**
 | * **No**
 | **Date** |

## Course details

|  |  |  |
| --- | --- | --- |
| Course code and title: |  |  |
| Date/s  |  |  |
| Your name  |  |  |

## Course preparation

|  |  |  |
| --- | --- | --- |
| 1. Approved Training and Assessment Strategy [[1]](#footnote-2)
 |  |  |
| 1. Learning material for each unit
 |  |  |
| 1. Assessment tools:
 |  |  |
| * 1. Student tasks and instructions
 |  |  |
| * 1. Recording documents
 |  |  |
| * 1. Means of ensuring reliability[[2]](#footnote-3)
 |  |  |
| * 1. Assessors instructions if not clear in students’ instructions
 |  |  |
| * 1. Mapping to all unit requirements
 |  |  |
| 1. Advertising material (optional)[[3]](#footnote-4)
 |  |  |
| 1. Student information for beginning of course
 |  |  |
| 1. Equipment list of all resources required in units of competency
 |  |  |

## Staff

|  |  |  |
| --- | --- | --- |
| 1. Staff form (“Approval to deliver” with Industry currency & PD training and assessment)
 |  |  |
| 1. Training and assessment qualification(s)
 |  |  |

## Venue

|  |  |  |
| --- | --- | --- |
| 1. Venue confirmed
 |  |  |

## Course Improvements

Please describe any changes in materials and the reasons for making them:

1. Includes details of industry consultation, units to be offered, schedule, etc. [↑](#footnote-ref-2)
2. The default is a second assessor (see A*ssessment instructions*) but other systems are permissible. [↑](#footnote-ref-3)
3. For example, some courses do not have advertising material, but see website course information and *Handbook for Students and Prospective Students.* [↑](#footnote-ref-4)