

# COURSE PLAN

## Instructions for Teachers of VET or General Courses

The college needs to keep records of the course you teach, so we have created this plan. It is useful for teachers/trainers to plan and deliver their courses in a meaningful way. You will need to fill in a form for each course you do. You will need to complete the following:

- Fill in details about your course (name/venue etc.)
- Write a brief course description
- Note down your resources
- Complete a course plan every session to record what you have taught.

### BRIEF COURSE DESCRIPTION

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We need this for our website and brochure. It must reflect what you teach. If necessary, add a few dot points about:

- What participants/students will learn in the course.
- What they will be able to do by the end.

### COURSE INTENT

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Is the course designed for work, study or leisure? While people come along to a course for different reasons, most people who come to *Pottery for Beginners* are looking for a leisure course. Usually, they aren't planning to work as potters, or to use pottery as one of their day to day work skills. However, people attending *MYOB Payroll* are probably doing it for some work related reason. If your course is designed to develop knowledge and skills that are relevant to work, how does this come across? Do you use work related examples when you are explaining concepts? Do class activities or tasks relate to work?

### OUTCOMES

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What exactly will students be learning and what will they get out of doing this course? EG: Topics, benefits, achievements.

### RESOURCES

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- Do you require a special venue or is a classroom suitable?
- Do you require any special equipment? We will do our best to provide what we can.
- Do the students need to bring anything to class? These should be kept to a minimum but we understand materials can improve the usefulness of the class. Note down the items and their approx costs if any.

# COURSE PLAN

## COURSE PLAN TABLE

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Briefly record what you teach in each session of your course. Tick the appropriate method, or add others. Only add materials if you use anything other than the supplied book and computers.

### Instructions for Trainers/Assessors of full qualification or skill sets

You will be supplied a course plan by your VET manager, outlining the content and a timetable. You may need to make changes to reflect the real training and assessments delivered. From this plan you will be required to produce session plans for each session and submit these documents as the changes are made.

### Instructions for Teachers of Language, Literacy and Numeracy Courses

Using the attached Course Plan Form, briefly outline how you would teach and assess a unit of competency from a given Training Package. Include any formative and summative strategies you would use.

You need only complete the elements of the Course Plan you think appropriate for delivery of the learning outcome.

### Course Plan Form - *(Please complete one plan for each type of course)*

<b>COURSE NAME</b>	
<b>TUTOR NAME</b>	
<b>DURATION (Eg: 16 hrs)</b>	

## COURSE DESCRIPTION

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# COURSE PLAN

## COURSE INTENT

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The course is designed to develop knowledge and skills that are useful for (prioritise 1,2,3.)

- ☐ work
- ☐ study
- ☐ leisure / personal development

How do you relate the knowledge and skills in the course to its work/study/leisure focus?

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## OUTCOMES

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Students will learn

• _____	• _____
• _____	• _____
• _____	• _____
• _____	• _____

Students will be able to (benefits of the course)

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## RESOURCES

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Venue: Do you need a special room to run your course other than a classroom? e.g. art room, hall, carpeted room (please tick). ☐ YES ☐ NO

# COURSE PLAN

If "YES", Please specify what type of room \_\_\_\_\_

Please give reason (e.g. need water etc. ) \_\_\_\_\_

**Equipment:** Do you require (please tick): ☐ Overhead projector  
☐ Whiteboard  
☐ Data Projector  
☐ Cassette player  
☐ Other (please specify) \_\_\_\_\_

**Course Materials:** Are there any course materials needed by class participants?

(please tick) ☐ YES ☐ NO

Please specify \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approx costs if any (General courses only): \$\_\_\_\_\_ (These should be kept at a minimum)

# COURSE PLAN

## OTHER INFORMATION

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# GOOD TEACHING PRACTICE

**Course Plan Table**

Date/ Session	Content/ Topic	Method	Materials/Resources
1	Introduction & Housekeeping	<input type="checkbox"/> Lecture <input type="checkbox"/> Demonstration <input type="checkbox"/> Practice session <input type="checkbox"/> Assessment <input type="checkbox"/> Other	
2		<input type="checkbox"/> Lecture <input type="checkbox"/> Demonstration <input type="checkbox"/> Practice session <input type="checkbox"/> Assessment <input type="checkbox"/> Other	
3		<input type="checkbox"/> Lecture <input type="checkbox"/> Demonstration <input type="checkbox"/> Practice session <input type="checkbox"/> Assessment <input type="checkbox"/> Other	