**LEARNING PROGRAM TEMPLATE**

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| **Client details** | Contact person : | | | | | Position: | | |
| **Program title** |  | | | | | | | |
| **Standards** | Identify the standards this program is based on:  Competency standards ❑ Accredited course ❑ Legislation/compliance ❑  Other (details) ❑ | | | | | | | |
| **Target group** |  | | | | | | | |
| **Entry**  **Requirements** |  | | | | | | | |
| **Delivery model**  **and expected duration** | **Total hours** . . . . . . . . | | | Made up of :  **Class off-the-job component** . . . . . . . . . . . . . . . . .  **On-the-job component** . . . . . . . . . . . . . . .  **Self- directed learning**. . . . . . . . . . . . .  **Other** . . . . . . . . . . . . . . . . . | | | | |
| **Delivery method**  **(Brief description of methods and activities)** | *e.g. lecture and role play* | | | | | | | |
| **Assessment**  **Circle the assessment methods that will be used** | **Class based assessment methods** | | | | **Work based or**  **independent assessment methods** | | | |
| Observation  Checklists | Q&A – oral | Demonstration  simulation | | Workplace  observation  Checklists | | Log books | Third party  report |
| Class based  activities | Class  presentations | Written tests | | Projects | | Portfolio of  work samples | Journal |
| Group work | Case studies | Role play | | Written task | | Performance  review | Other |
| **Assessment**  **method**  **(Brief description of when and how**  **assessments will occur)** |  | | | | | | | |

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| **Session Plan Titles**  (Attach if more space needed*)* | Please identify the key focus for each session in this learning program, perhaps the central topic or activity being conducted in each session. *E.g.* ***Session 1****: Introduction to Handling Coal;* ***Session 2****: Operating in a Mine Environment etc. Ensure that each of your sessions does not exceed 3 hours in duration.* |
| **Session 1** |  |
| **Session 2** |  |
| **Session 3** |  |
| **Session 4** |  |
| **Session 5** |  |

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| **Facilities** | **Room /Location details** |
| **Equipment** | **Items needed (e.g. Projector)** |
| **Learning resources or materials to support this program** | **List only (e.g. Book of readings)** |
| **OH&S** | Will an OH&S risk and hazard assessment be conducted in the training location?  **YES ❑ NO ❑ When** . . . . . . . . . . . . **By whom** . . . . . . . . . . . . . . |

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| **Review of learning program** | *Consider areas of risk in your plan* |
| **Post implementation review** | *How will you review your plan post implementation* |