**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** |
| ObservationChecklists  |  Q&A – oral  | Demonstrationsimulation  | 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* |