

TOP TIPS FOR COMPILING A COURSE OUTLINE

1. Consider how you are going to recruit the candidates. Ask your prospective candidates to apply for the course giving their reasons as to why they want to achieve the award.
2. If you are delivering the qualification for the first time, consider working with a smaller group. When deciding on group sizes, bear in mind issues such as staffing, facilities, equipment and travel needs. A recommended group size would be around 16-20 for a first course, depending on the needs of your group.
3. Type your scheme of work on a computer so that you can move things around and cut and paste sections if required.
4. Consider how you are going to form links with outside organisations or within your own organisation for the candidates to gain leadership experience. Plan these links with organisations as soon as possible.
5. The first session must include an introduction to the course and an explanation to the candidates about working to a set of values. This is also a good time to complete the registration documents in the Log Books or Records of Achievement.
6. A range of resources will be needed to deliver the course, including:
 - Practical equipment e.g. cones, balls, bibs etc.
 - Flip charts
 - Worksheets or quiz papers
 - Computer/Internet access
 - Video camera
 - Digital camera.
7. The units can be delivered in any order and/or can be combined.
8. The delivery of the course should be as practical as possible with an element of theory and must ensure:
 - The candidates are leading most of the sessions as the course develops
 - Discussions and debates are encouraged
 - Peer observations/self evaluations are conducted in a positive manner
 - The tutor provides regular feedback — one-to-one or to a group.
9. Examples of common assessment methods are:
 - Tutor observation (T)
 - Written evidence (W)
 - Verbal/written questioning (Q)

Additional methods are identified in the AAC Manual and Tutor Training Manuals. All assessment methods must be selected appropriately for the candidate to demonstrate their skills and knowledge.

10. Consider who will be appropriate to be the Independent Assessor. The Independent Assessor must not be involved with the delivery of assessment of any part of the course. However, you could have more than one Independent Assessor for the course.
11. What if a session has to be cancelled? Are there opportunities to arrange further sessions?
12. What if a candidate misses a session/sessions? Have you anything in place for him/her to make up the session?
13. What if some candidates take longer than others to achieve all of the units? Have you a deferral policy/system in place to support their continued learning?