FORM D: VERIFICATION, SELF-ASSESSMENT AND DECLARATION

SECTION 1: SELF-ASSESSMENT AND DECLARATION. To be completed by Learn Local organisation

|  |  |  |
| --- | --- | --- |
| **Organisation**  **Course** |  | **Year** |
|  |  |
| **Self-assessment**  Based on internal documentation (including course planning data, employment records, the A-frame Course Plan  ‘Part 1: Overview’, the A-frame Course Plan ‘Part 2: Session Planner’ and the results of moderation) please indicate if evidence is available to demonstrate that these Quality Indicators have been met for this course: | | |

**1** Course Design

* 1. The course design is based on input/feedback from learners, Learn Local adult education

organisation staff and/or industry and community groups.

* 1. The course offers recognition and pathways on completion and facilitates the investigation

of future directions to employment and/or further studie

* 1. Reflective teaching and learning practices are in place to inform continuous improvement

models.

**2** Learner-centred approaches

2.1 The learning design addresses personal, community and employment needs.

2.2 The course builds on skills, behaviours and confidence to be used beyond the learning setting.

2.3 The teaching and learning activities focus on the development of employability skills.

**3** Quality Teaching

3.1 The teacher has the knowledge and skills to engage learners.

3.2 The teacher has the relevant content expertise.

3.3 The teacher is engaged in on-going professional development to support quality

pre-accredited delivery.

Declaration by Learning organization authorized signatory

As authorised signatory for       I declare that, if requested, this organisation is able to provide evidence of relevant continuous improvement activities to support the self-assessment completed above.

Signature       Date

**Note:** if the from is being emailed from the authorised signatory’s email address, you are not required to sign as the email will be accepted as the endorsement. However, if the form is being emailed by someone else then the form must be printed, signed scanned and emailed.

Each Learn Local organisation is required to attach a moderation summary and revised course plan for each course submitted and complete the checklist on the following page. Multiple pages may be required depending on the amount of evidence to be submitted.

SECTION 2: VERIFICATION CHECKLIST. To be completed by Learn Local organisation

Course category and title should match that used on the delivery plan submitted to the ACFE Board

|  |  |  |
| --- | --- | --- |
| Course category  Course Title |  | Year |
|  |  |

**Document Format Attached**

|  |  |  |
| --- | --- | --- |
| Moderation Summary | Form completed and action plan provides evidence of ongoing action |  |
| Course Plan  Initial version  Latest version | Quality Indicators addressed  Moderation recommendations incorporated |  |

|  |  |  |
| --- | --- | --- |
| Course category  Course Title |  | Year |
|  |  |

**Resource Key indicators/evidence Attached**

|  |  |  |
| --- | --- | --- |
| Moderation Summary | Form completed and action plan provides evidence of ongoing action |  |
| Course Plan  Initial version  Latest version | Quality Indicators addressed  Moderation recommendations incorporated |  |

|  |  |  |
| --- | --- | --- |
| Course category  Course Title |  | Year |
|  |  |

**Resource Key indicators/evidence Attached**

|  |  |  |
| --- | --- | --- |
| Moderation Summary | Form completed and action plan provides evidence of ongoing action |  |
| Course Plan  Initial version  Latest version | Quality Indicators addressed  Moderation recommendations incorporated |  |

Learn Local organization must submit multiple pages of this form depending on the required size of submission.

SECTION 3: VERIFICATION REPORT. To be completed by verifier / regional office

Moderation process completed Board directions– sample provided is equal to table as a  yes  no

Moderation process completed per ACFE Board directions sample provided is equal to  yes  no

or above sample size required

Moderation process completed per ACFE Board directions sample provided includes  yes  no

course category requested

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 3.1 Verification checklist and comments | | | | |
| **Documentation** | | **Verification evidence** | **Checked** | |
| Moderation Summary | Has been supplied for each course | | |  |
| Moderation Summary | Includes signatures of at least two participants | | |  |
| Moderation Summary | Lists continuous improvement actions and gives due dates | | |  |
| Moderation Summary | Indicates that continuous improvement actions have been completed | | |  |
| Moderation Summary | Has been signed by manager | | |  |
| Course Plan | Has been completed | | |  |
| Course Plan | Includes details of course design planning and input | | |  |
| Course Plan | Confirms teachers’ content and learner engagement skills knowledge | | |  |
| Course Plan | Includes evidence of improvement as a result of the moderation process as outlined in the Moderation Summary | | |  |
| Course Plan | Is current (i.e. issue date/version has been revised in line with moderation actions) | | |  |
| Feedback for Learn Local organisation, including due dates for any resubmission: | | | | |
| Completed by:       Date: | | | | |

|  |  |  |
| --- | --- | --- |
| 3.2 Regional office administration checklist | | |
| **Action** | **Checked** | |
| Feedback for Learn Local organisation completed in full | |  |
| Resubmission due date (if required) | | Date: |
| Resubmission date received (if required) | | Date: |
| Verification successfully completed on: | | Date: |
| Confirmation of satisfactory verification forwarded to Learn Local organisation | |  |
| Comments: | | |

|  |
| --- |
| Completed by:       Date: |

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| --- |
| ADDITIONAL NOTES/COMMENTS |