

FORM D: VERIFICATION, SELF-ASSESSMENT AND DECLARATION

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

Organisation	Year
Course	

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

- | | |
|---|--|
| 1.1 The course design is based on input/feedback from learners, Learn Local adult education organisation staff and/or industry and community groups. | |
| 1.2 The course offers recognition and pathways on completion and facilitates the investigation of future directions to employment and/or further studie | |
| 1.3 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 Learn Local organisation authorised 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

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		
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		
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		
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 organisation must submit multiple pages of this form depending on the required size of submission.

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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 or above sample size required yes / no

Moderation process completed per ACFE Board directions
 – sample provided includes course category requested yes / no

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)	___/___/___
Resubmission date received (if required)	___/___/___
Verification successfully completed on:	___/___/___
Confirmation of satisfactory verification forwarded to Learn Local organisation	
Comments:	
<hr/>	
Completed by:	Date:

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ADDITIONAL NOTES / COMMENTS