



Information

- goals;
- target audience;
- learning objective;
- time-frame;
- workload;
- fees;
- technical requirements;
- used media;
- selection process;
- methods;
- contact;

After being accepted participants should also know:

- study plan;
- assessment methods;
- duration of modules;
- timetable;
- assessment dates;



Design

- alignment with learning objectives;
- target group's relevant content ;
- gender sensitive and cultural diverse content;
- media used with definite purpose;
- learner-centred design;
- learning objectives;
- collaborative learning;
- module guide;
- clear assignments;
- flexibility, accessibility and usability;
- printable material;
- glossary of terms;



Facilitation

- provide guidance and accompany the learners;
- provide feedback on activities;
- be competent in online facilitation and the subject matter;
- monitor and evaluate learners' progress and achievements;



Evaluation

- implementation of a comprehensive evaluation process;
- an evaluation report is compiled after the course, with suggestions from;
- course improvement based on the above mentioned report;

program
course description

syllabus

module guides

user guide

assessment guide

facilitator guide

course design
overview

table of roles and
responsibilities

target group
profile analysis

evaluation report

course review plan

Check List:

