

FORM A: MODERATION CHECKLIST

Course		Date
Teacher/s		

Prepare

Learn Local organisation:

- decides which courses to moderate
- arranges venue, date and time and confirms with participants.

Teacher or program planner:

- collects course plan and session planner
- collects feedback and evaluation documentation – both teacher and learner feedback is relevant (a summary of learner feedback will be sufficient)
- collects samples of learner work or other evidence of learner outcomes/achievements
- fills in the 'design, delivery, outcomes/achievements' section of the Moderation Tool using all of the evidence above.

Item	Evidence required	Check
Course information (mandatory)	<p>Course Plan 'Part 1: Overview' Provides essential course details, description of the learner cohort, expected outcomes, 'WHAT to learn' and 'HOW to learn' outlines, strategies to build employability skills, etc.</p> <p>Course Plan 'Part 2: Session Planner' Describes the 'WHAT to learn' and 'HOW to learn' aspects of each session and documents the ongoing review and changes.</p>	
Feedback Course evaluation (mandatory)	<p>Course Plan 'Part 3: Course evaluation' Provides a summary of the teachers' and learners' evaluations of the course.</p> <p>Other May include minutes of internal and external stakeholder meetings, emails providing feedback on outcomes, etc.</p> <p>List below:</p>	
Evidence of learner achievements (if available)	<p>Sample of written work, portfolios, posters, photos, etc</p> <p>List below:</p>	

Record

Moderation participants:

- use the Moderation Tool to review the content and delivery of the course and the achievements of and outcomes for the learners
- complete and sign the Moderation Summary.

Item	Documents used	Check
Address employability skills	Moderation Tool Review the design, delivery and outcomes/achievements comments against the evidence provided.	
Address Quality Indicators	Moderation Tool Record review comments during the moderation process; place a tick in the checkbox to indicate that recommended actions are included on the Moderation Summary. Reflect on and record how the program addresses the Quality Indicators. Moderation Summary Document recommended actions, record who was involved and collect their signatures with date.	

Act

Teacher or program planner:

- share results of moderation with peers and management at your organisation.

Learn Local organisation:

- agree upon and document an action plan with the teacher or program planner using page 2 of the Moderation Summary
- follow through with the action plan, documenting progress
- provide evidence of moderation to the ACFE Board when requested.

Item	Documents used	Check
Share results	Moderation Summary Share with peers and manager, seek input and support.	
Identify actions	Moderation Summary Document the organisation's continuous improvement actions and set deadlines for these. Manager to review and approve actions and deadlines.	
Implement continuous improvement	Moderation Summary Review deadlines and actions. Course Plan 'Part 1: Overview' Document changes for new course delivery. Course Plan 'Part 2: Session Planner' Document changes if moderation process occurred mid-course.	

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ADDITIONAL NOTES / COMMENTS