FORM C: MODERATION SUMMARY

Organisation		Region		Year:	
Course					
Teacher/s		Signature/s		___/___/___ ___/___/___	
Reviewer/s		Signature/s		___/___/___ ___/___/___	

Quality Indicators addressed	Checked
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 studies.	
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.	

Refer to guidance notes in the Pre-accredited Quality Framework Moderation Guide

Summary of recommended actions	

Action Plan

Organisation's continuous improvement actions		Due Date	
		Due Date	
		Due Date	
Review date			
Manager		Today's Date	

A record of moderation activity should be retained as evidence of quality practice and for annual submission to the ACFE Board. If moderation is undertaken as an online process, email confirmation of reviewer/s input should be retained with this document.

PQF: Moderation	Issued 16/04/2013

ADDITIONAL NOTES / COMMENTS