

## FORM B: MODERATION TOOL

Provider:		Course:		Year:	
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Employability skill	Comments by teacher in preparation for moderation	Comments made by peers at moderation meeting	Tick if actions required in summary
Communication			
Teamwork			
Problem solving			
Initiative and enterprise			
Planning and organising			
Self management			
Learning			
Technology			

Quality Indicator	Review comments	Tick if actions required in summary
<b>1 Course design</b>		
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.		
<b>2 Learner centred approaches</b>		
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.		
<b>3 Quality teaching</b>		
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.		
'Outcomes/Achievements' documented by teacher or Learn Local organisation 'Review comments' and 'Actions' completed during moderation process		Issued 16/04/2013

ADDITIONAL NOTES / COMMENTS