



Employment Relations Education checklist

Please use this as a guide for course applications.

Requirement

Part A: Overview of the course

- **Title:** Title reflects the intent and learning outcomes of the course
- **Aim:** The intent of what is to be achieved by the course is described
- **Target group** Who is your target audience?:
 - target group is clearly identified in terms of 'role', level of experience, and any specific needs
 - any specific needs of target group (eg cultural, gender, literacy) are identified and built into delivery.
- **Course length:** Length of programme is realistic in terms of:
 - learning outcomes
 - the target audience.
- **Learning outcomes:**
 - are measurable
 - are stated in terms of skills / knowledge to be gained by applicants
 - link to Employment Relations Act 2000 (ERA) criteria
 - are linked to the aim.
- **Evaluation of programme:**
 - draws information from participants and from providers as to how effective the programme was in achieving stated outcomes
 - What type of evaluation form will you use and what questions will you ask?
 - Process is in place to use result of evaluation to improve future delivery (when relevant).
- **Assessment of learning:**
 - assessment process informs course participants about their individual progress in achieving learning outcomes
 - assessment process gives course providers information on how well participants achieved learning outcomes
 - learning outcomes are measurable.
 - For example, how do you propose to assess the participants' understanding of the course? For example, what procedure will you use (role play; phone questionnaire;

postal questionnaire etc.), and when will you carry this out (will you assess the participants understanding during the course, immediately after the course; after two weeks; after one month, etc)?

Part B: Programme

- **Programme:**
 - programme for day(s) is provided
 - programme provides for delivery of intended learning outcomes
 - programme describes adult education methods used to achieve learning outcomes. (eg by presentation, workshop or group exercise).

- **Resources:**
 - any resources to be used are described eg outline what written, video, computer or other resources are required for the course and distinguish what you will provide from what the participants will provide, if any
 - resources are suited to the target audience and the intended learning outcomes
 - examples of resources should be provided when relevant.

- **Provider/deliverer:** The person/people delivering the programme are suitably skilled and/or experienced in:
 - programme content
 - adult education methods (eg: 'train the trainers').

to a level appropriate to the intended learning outcomes of the programme (e.g. who will develop and/or deliver the course and their relevant qualifications and experience)

Part C: Employment Relations Education Leave criteria

- **Geographic location:** Location(s) are appropriate to target audience
- **Consistency with the ERA:**

Learning outcomes link specifically to at least one of the acceptable criteria under Section 70 of the ERA (refer to criteria list in ERE course approval guidelines).
- **Rationale for learning outcomes:**
 - provides an explanation of how the course contributes to the wider framework of the organisation in the context of improving employment relations
 - any relationship with other courses is given.
- **Quality Assurance**