**Assessment Course Action Plan**

|  |
| --- |
| Name of Course |  |
| Number of Weeks |  |
| Trainer/s |  | No. in Cohort |  |

# Logistics/Course Fundamentals

| AIM OF THE COURSE  |
| --- |
|  |

| Learner Outcomes  |
| --- |
|  |

| Duration   |
| --- |
|  |

| Delivery Method  |
| --- |
|  |

**Course Delivery Outline**

| Week | Session Breakdown | Assessments |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

| Minimum Eligibility   |
| --- |
|  |

| Materials and Software Needed  |
| --- |
|  |

| Funding Required Item/Facilities etc   | Why/Justification | Expected Cost | Alternative Option |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

#

# Administration

| Advertising  |
| --- |
| * *where*
* *How long for*
 |

| Administrative Duties   | Time commitment & resources required | Due |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

| Other Ideas / Notes |  |
| --- | --- |