

## Checklist for Devising a Planned Programme Outline (Scheme of Work) for NCFE Qualifications and Awards

As part of the approval criteria centres are required to produce a Planned Programme Outline (Scheme of Work) for each qualification and award they offer. This should be made available to your External Moderator on their first visit. Your External Moderator will be able to provide additional support if this is needed.

Your External Moderator will review the Planned Programme Outline against the following questions. You should consider them when planning the delivery and assessment of the qualification or award.

- ◆ Are all learning outcomes covered by relevant evidence requirements as set out in the qualification specification?
- ◆ Are the delivery methods and timings of the learning outcomes planned?
- ◆ Do the evidence requirements enable the candidate to demonstrate their skill, knowledge and understanding for the relevant learning outcome(s)?
- ◆ Does the programme enable candidates to demonstrate that their performance meets the defined standards as set out in the qualification specification?
- ◆ Has allowance been made for the delivery and assessment of Key Skills, as appropriate?
- ◆ Does the programme embed the principles of equal opportunities in its content, delivery and assessment?
- ◆ Has each session been planned and reviewed?
- ◆ Has adequate time been incorporated into the programme for candidate support, feedback, portfolio building?
- ◆ Has a suitable candidate induction to the programme's objectives, format, content and assessment been planned?
- ◆ Are the appropriate resources (environment, equipment, materials and handouts) available to enable effective learning, delivery and assessment?
- ◆ Are handouts and materials unbiased and non-discriminatory?
- ◆ Are candidates given all necessary information to enable them to achieve the learning outcomes?
- ◆ Have all members of the delivery team been given guidance on the correct level of interpretation of the learning outcomes, evidence requirements, and standards of the qualification?
- ◆ Has the programme been agreed by the team Assessors and Moderators at all sites?

You should use the suggested evidence requirements stated in the qualification specification to meet the corresponding learning outcomes. If you wish to use an alternative evidence requirement, you may do so provided the evidence is auditable.