# **MODULE TEMPLATE**

# **Module name [and] Module code**

# **NOTE: Before courses can incorporate module/s, approval must first be obtained from the Training Accreditation Council.**

* Please note that this template contains blue text which is intended to assist you in completing each field. This should be deleted and replaced with your responses (in black text) before submission to TAC.
* The guidance text in this template relates to the AQFT2021 Standards for Accredited Courses.
* If your course is accredited, each module will form part of the official watermarked version of the course. It is your responsibility to ensure it is complete, accurate and quality-assured.
* Please keep a copy of the final (non-watermarked) modules, as you may need to update and resubmit them if you wish to amend your course in the future.

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| **MODULE DETAILS**  MANDATORY FIELD | | **MODULE NAME** [and] **MODULE CODE**  The module name will reflect an area of learning that is directly linked to the stated educational outcomes of the course (maximum of 100 characters including spaces between words).  Example: Academic English 003  **NOMINAL DURATION IN HOURS**  Please state, in hours, the nominal duration of the module. The nominal duration refers to structured or supervised training only, including both delivery and assessment of the module.  This module covers:  Provide a succinct statement of the course coverage.  Example: This module covers research and analysis of academic material, annotation, notetaking, referencing and writing requirements for academic reports and essays. | |
| **MODULE PURPOSE**  MANDATORY FIELD | | The purpose of the module is  Provide a statement about the overall module outcome in terms of the skills and knowledge to be achieved.  The purpose of the module is for participants to develop reading and writing skills for academic purposes to prepare them for entry into higher or further education studies. | |
| **MODIFICATION HISTORY** | | Release dates and notes | |
| **PREREQUISITE AND/OR CO‑REQUISITE MODULES** OPTIONAL FIELD | | Modules that must be delivered and assessed before this module:   * List any prerequisite module/s here or insert N/A   Modules that must be delivered concurrently with this module:   * List any co-requisite module/s here or insert N/A | |
| **SUMMARY OF LEARNING OUTCOMES**  MANDATORY FIELD | | On successful completion of this module students will be able to:   1. List Learning Outcomes here (the same as in the sections following) | |
| **LEARNING OUTCOMES** | | **ASSESSMENT CRITERIA** | |
| Learning outcomes specify what students will be able to do as a result of the learning. | | Assessment criteria provide the criteria by which achievement of the learning outcomes will be judged. | |
| 1 | Specify the knowledge or skills students will achieve   * clear and concise * behaviours/products * clearly related to achieving the module purpose | 1.1 | List the criteria to be used by an assessor to judge whether students |
| 1.2 | have achieved the outcome to the required standard |
| 1.3 | This is not a list of the content to be covered in the module |
| 1.4 | This is not a list of tasks |
| 1.5 | Commence each criterion with an active verb: Identify, Use, Evaluate, Record, Explain, Produce |
| 2 | Example:  Write texts for specific academic purposes | 2.1 | Example: |
| 2.2 | Acknowledge sources of information using the required referencing system |
| 2.3 |  |
| 2.4 |  |
| 2.5 |  |
| 3 |  | 3.1 |  |
| 3.2 |  |
| 3.3 |  |
| 3.4 |  |
| 3.5 |  |
| 4 |  | 4.1 |  |
| 4.2 |  |
| 4.3 |  |
| 4.4 |  |
| 4.5 |  |
| **DELIVERY MODE**  MANDATORY FIELD | | Identify how the course may, or must, be delivered by any RTO (not just you).  Example:  This course must be delivered through face-to-face teaching including presentation, demonstration and tutorials. Students will be provided with a delivery schedule and required reading topics … | |
| **SPECIALISED RESOURCES**  OPTIONAL FIELD | | Identify any specialist facilities, equipment or resources essential to delivery of the module.  Example:  There is no set textbook for this module. Access to online research is required. | |
| **ASSESSMENT STRATEGY**  MANDATORY FIELD | | **METHODS OF ASSESSMENT**  Identify the assessment methods to be used, and whether any learning outcomes can be clustered for assessment.  Example:  In class assessments must be scheduled after each delivery period relating to a learning outcome. This will include short answer questions on the knowledge content and writing tasks to apply the learning to academic tasks. | |
|  | | **CONDITIONS OF ASSESSMENT**  Identify any conditions for assessment such as open book versus closed book; whether assessments are to be completed in the presence of the assessor or off-campus; how the requirements of the principles of assessment and the rules of evidence will be met; etc  Example:  Model answers must be provided for knowledge-based assessments.  The academic essay must be at least 1000 words and use correct referencing techniques in line with the Harvard system of referencing. A marking rubric is to be used to ensure reliability of assessment judgements when marking is undertaken by different assessors. | |