# Course Design

7.4 Phase 1 - Carry out Instructional design analysis

* Liaise with Analysts establish latest FTS version
* Develop CTP

7.5 Phase 2 – Course Design Process

* Carry out instructional analysis based upon FTS
* Produce instructional scalar to teaching point level
* Design Instructional specification (ISPECS) – reasons and requirements to teaching point level
* Detail enabling objectives and lower Key Learning points
* Detail methods and media to be used
* Highlight important aspects
* Identify lesson locations
* Resources required
* Lesson specific H&S
* Detail test criteria.
* Develop formative questions
* Exercise planning and preparation guides
* Risk assessments

7.6 Design course programmes which include:

* Allocation of periods
* Allocation of lessons
* Assessment programming
* Administration
* Exercise planning

7.7 Design assessment strategy and specification:Type of assessment

* Day of assessment
* Duration
* Resits
* Format
	1. Produce/collate administration documentation (templates)Joining instructions
* Course report
* Formal interview performa
* Student word pen picture
* Course administration brief
* Administration instructions
* Duty student forecast
* Course nominal role
* Course welcome brief
* End of course discussion

7.9 Compile methods and media specific to course

* Produce presentations
* Produce CD based Course Training Plan
	1. Pilot the draft CTP
* Validate the pilot CTP and restructure accordingly

7.12 Delivery/distribute of CTP’s to the deliverers:

* 1. Delivery of the CTP’s should be in the form of:
* Briefings to training personnel
* Implementation
	1. Training advice and guidance
	2. Monitor/respond/adjust/ upon receipt of InVal reports

 Monitor/respond/adjust upon receipt of ExVal reports

Recommend changes

Please return to <http://www.dsatconsultancy.co.uk/#!dsat-course-design/cuy0>