

# Course checklist

## Before the course...

- All application forms have been received and checked .....
- The course participants have been interviewed .....
- References have been received .....
- Pre-course tasks and reading lists have been sent .....
- The course participants have completed a needs analysis.....
- The course programme/timetable has been prepared and distributed .....
- Trainers have been timetabled and briefed .....
- Rooms, equipment and resources have been booked .....
- Students for teaching practice have been enrolled .....

## During the course...

- All course participants are attending punctually.....
- Numbers of students for teaching practice are being maintained .....
- Mid-course tutorial forms have been submitted .....
- Action plans on mid-course tutorials are being implemented .....
- Trainees and trainers have all the resources they require .....
- Teachers to be observed by trainees have been informed.....
- All journals have been completed, marked and returned on time .....

## After the course...

- End of course feedback has been received .....
- References and certificates have been sent to participants .....
- Post-course meeting has been scheduled with trainers .....
- Information on future courses has been sent to trainees.....
- All coursework (journals, plans, records) has been returned to trainees .....