**Appendix 5:**

**Checklist for the administration of learning and development opportunities**

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| **Questions to consider** | **Details** | **Date to be completed** |
| **Administration of courses** | | |
| Who is responsible for booking venues, delegates, registers handouts etc?  Is this person the key contact for the trainer? |  |  |
| What are the minimum and maximum numbers per course?  How are decisions made about the viability of courses? |  |  |
| Is there cover in case the trainer is off sick? |  |  |
| What are the charges if the organisation has to cancel the training?   * + Venue   + Trainer |  |  |
| What information/materials need to be sent prior to the course? |  |  |
| Is it clear how the materials/attendance sheet and evaluation forms will be sent to the trainer/venue? |  |  |
| Is it clear how the attendance sheet and evaluation forms will be returned to you and the timeframe for this? |  |  |
| **Training records and post course administration** | | |
| How will you keep a record of who has attended training? |  |  |
| Are training records linked to the individual’s supervision/appraisal?  How do you decide who attends the training? |  |  |
| Who will issue the course certificates?  When will these be issued?  What are they certifying? |  |  |
| Is there any post course information to be sent? |  |  |
| **Monitoring of the training course** | | |
| How are you planning to monitor the quality of the training? (Observing sessions/undertaking the e learning package)  Some examples of this could be:   * Reviewing evaluation forms * Speaking with attendees * Speaking with trainer/trainer feedback forms |  |  |
| What standards are you observing them against? |  |  |
| If this course is an ongoing course, how often will you be reviewing the course? |  |  |