

Submission Portfolio Contents

Organisation & Background

- Organisation background
- Intended use of the LCS
- Certificate volumes

Training Overview

- Structure of training programme
- LCS levels to which aligned
- Certificates issued forecast

Course Information

- Course details - aims, learning outcomes & topics
- Alignment with the LCS framework
- Assessment approach for knowledge & practice

Training Material

- Sample material - presentations, tests, templates, etc.
- Training material sourcing & development
- Alignment Matrix. Levels, Courses, Assessment Summary

Teaching

- Teaching style, class sizes, practical activities
- Delivery capability assessment
- Trainers credentials, external delivery resources

E-Learning

- Elements delivered online
- Learning platform used
- Online testing & examples

QA & CI

- Admissions, learners' training evaluation
- Evaluation questionnaires, other participant feedback
- CI for course evaluation and review

Support & Administration

- Training management & support
- Resources for learners, facilities
- Training records, certificate referencing