Information

- goals;
- target audience;
- learning objective;
- time-frame;
- workload;
- fees;
- technical requirements;
- used media;
- selection process;
- methods;
- contact;

After being accepted participants should also know:
- study plan;
- assessment methods;
- duration of modules;
- timetable;
- assessment dates;

Design

- alignment with learning objectives;
- target group’s relevant content;
- gender sensitive and cultural diverse content;
- media used with definite purpose;
- learner-centred design;
- learning objectives;
- collaborative learning;
- module guide;
- clear assignments;
- flexibility, accessibility and usability;
- printable material;
- glossary of terms;

Facilitation

- provide guidance and accompany the learners;
- provide feedback on activities;
- be competent in online facilitation and the subject matter;
- monitor and evaluate learners’ progress and achievements;

Evaluation

- implementation of a comprehensive evaluation process;
- an evaluation report is compiled after the course, with suggestions from participants;
- course improvement based on the above mentioned report;

Check List:
- program course description
- syllabus
- module guides
- user guide
- assessment guide
- facilitator guide
- course design overview
- table of roles and responsibilities
- target group profile analysis
- evaluation report
- course review plan