

[Use this template to complete a Training and Learning Plan and upload it to your Smarty Grants application]

Training and Learning Plan Template

Preliminary details

Course¹ name	
Course number²	
Type of training	<input type="checkbox"/> Non-accredited FSK module/s ³ <input type="checkbox"/> Accredited FSK unit/s. <input type="checkbox"/> A combination of non-accredited module/s and accredited FSK unit/s. <input type="checkbox"/> A combination of accredited FSK and industry-specific units. <input type="checkbox"/> A combination of non-accredited FSK modules, accredited FSK unit/s and accredited industry-specific unit/s. <input type="checkbox"/> A combination of non-accredited FSK module/s and accredited industry-specific units.
Who will deliver and assess the accredited training (if applicable)⁴?	<input type="checkbox"/> Not applicable, only non-accredited modules will be delivered. <input type="checkbox"/> The applicant organisation is a registered training organisation (RTO) with the relevant units on its scope of registration. <input type="checkbox"/> The joint project partner is an RTO with the relevant units on its scope of registration. <input type="checkbox"/> An auspicing arrangement has been established with an RTO with the relevant units on its scope of registration. <p>[Provide more detail below, if necessary, to explain the circumstances under which the accredited training will be delivered]</p>

¹ A course refers to a series of structured classes, workshops or training sessions designed to develop the foundation and work-ready skills of participants.

² If you are offering more than one course to participants in your project, please allocate this course a number e.g. Course No. 1. Please use a separate template for each course.

³ A module refers to a single unit of non-accredited training that is based on a unit of competency from the FSK Training Package. For more information about the FSK Training Package see the [Foundation Skills Training Package Implementation Guide v1.1](#)

⁴ RTOs are responsible for ensuring accredited training and assessment is conducted by appropriately qualified practitioners and complies with the relevant requirements in the *Standards for Registered Training Organisations 2015*. In some cases RTOs may need to use team-based or collaborative approaches to bring together all the necessary skills and knowledge to train and assess the full range of skills within a program of accredited training.

Course outline

In the tables below, please list all the modules and/or units of competency to be offered in this course.

If possible and applicable, list the course offerings in order of proposed delivery. If the intention is to provide participants with a choice between one or more offerings, indicate this in the table and/or using free text in the space below the table⁵.

For non-accredited modules: list the module title and the FSK unit of competency to which it relates. Note: a module can be given the same title as an element within a FSK unit of competency.

Module/element ⁶ description	Unit of competency (code and title) to which the module/element relates

For accredited units: list the unit/s of competency

Unit of competency (code and title)

⁵ Table rows can be deleted/added to/alterd as needed.

⁶ Elements describe the essential outcomes.

Provide a summary of the tutor's/ trainer's approach to delivering the course.	
Provide an outline of the skills, knowledge and attitudes the course is designed to develop and how the tutor/ trainer will achieve these learning objectives.	
What foundation skills⁷ will be taught and how will they be embedded in the course?	
Provide a summary of the course activities.	
Outline the delivery methodologies that will be used to reinforce participant learning.	
Outline the assessment methodologies that will be used to reinforce participant learning.	
What assessment will be undertaken with participants?	
Provide additional information about how this course relates to other courses that will be offered through this project (if applicable).	
Provide any other information you consider necessary for the ACE Evaluation Panel to assess the likelihood that this course will deliver quality adult education outcomes.	

⁷ i.e. language, literacy, numeracy and employability skills that are required for competent performance. Employability skills include: communication, planning and organising, problem solving, learning, team work and technology.

