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| **RTO name:** |  | | | | | | | | | | | | | | |
| **Course duration:** |  | | | | | | | | | | | | | | |
| **Code and title:** |  | | | | | | | | | | | | | | |
| **Purpose of program:** |  | | | | | | | | | | | | | | |
| **Packaging rules:** |  | | | | | | | | | | | | | | |
| **Recent changes to the training package** |  | | | | | | | | | | | | | | |
| **Entry requirements or prerequisites:** |  | | | | | | | | | | | | | | |
| **Pathways (if applicable):** |  | | | | | | | | | | | | | | |
| **Regulations, licensing and registration requirements:** |  | | | | | | | | | | | | | | |
| **Units of competency:** | **Code** | | | **Title** | | | | | **Core/Elective** | | | | | | |
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| **Target learners:** |  | | | | | | | | | | | | | | |
| **Characteristics of target learners:** |  | | | | | | | | | | | | | | |
| **Required facilities and equipment:** |  | | | | | | | | | | | | | | |
| **Support services available:** |  | | | | | | | | | | | | | | |
| **Reasonable adjustment options:** |  | | | | | | | | | | | | | | |
| **Learning resources:** |  | | | | | | | | | | | | | | |
| **Delivery and assessment arrangements:** | **Segment** | | **Unit code** | | | **Unit name** | | | | | **Time allocation**  (e.g. Days, hours, weeks, months) | | | | |
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| **Delivery mode:** |  | | | | | | | | | | | | | | |
| **Delivery venue details:** |  | | | | | | | | | | | | | | |
| **Assessment methods:** |  | | | | | | | | | | | | | | |
| **Assessment tools:** |  | | | | | | | | | | | | | | |
| **Evidence gathering techniques:** | **Key codes** | | | | | | | | | | | | | | |
| **A** |  | | | | | | | | | | | | | |
| **B** |  | | | | | | | | | | | | | |
| **C** |  | | | | | | | | | | | | | |
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| **E** |  | | | | | | | | | | | | | |
| **F** |  | | | | | | | | | | | | | |
| **Unit code** | | | | **Unit title** | | | **A** | | **B** | | **C** | **D** | **E** | **F** |
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| **Delivery and assessment staff:** | **Unit code** | | | | | | **Staff name** | | | | | **Train** | | **Assess** | |
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| **Assessment Validation:** |  | | | | | | | | | | | | | | |
| **Transition requirements:** |  | | | | | | | | | | | | | | |
| **Quality assurance policy** |  | | | | | | | | | | | | | | |
| **Document formatting procedures** |  | | | | | | | | | | | | | | |
| **Document filing procedures** |  | | | | | | | | | | | | | | |
| **Document storage procedures** |  | | | | | | | | | | | | | | |
| **Version control procedures** |  | | | | | | | | | | | | | | |
| **Date approved:** |  | | | | | | | | | | | | | | |