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| --- | --- | --- | --- |
| **Unit of Competency being reviewed:** |  | **Name of Reviewer 1:** |  |
| **Review date:** |  | **Name of Reviewer 2:** |  |
| **Discussion item** | **Yes/No** | **You must justify your decision for each discussion item.** |
| **Structure and Delivery** |
| 1. Was the selected unit appropriate for the purpose of the program?
 |  |  |
| 1. Is the proposed delivery mode and arrangements appropriate for the target learners?
 |  |  |
| 1. Were all regulations, licensing and registration requirements that were applicable for the selected unit addressed?
 |  |  |
| 1. Were there any changes to the relevant training package in the past 12 months? If so, how were the changes applied to the learning program?
 |  |  |
| 1. Is the course duration suitable for the selected units, mode of delivery, and volume of learning?
 |  |  |
| **Evidence Gathering Techniques** |
| 1. Is there a suitable range of evidence gathering techniques to determine whether the learner has both the skills and knowledge to perform the job to a satisfactory level? Why or why not?
 |  |  |
| 1. Do you believe the assessment methods and tools will be sufficient and adequate, to determine whether a learner has the knowledge and skills, to work competently within your organisation?
 |  |  |
| **Support Services** |
| 1. Is the minimum LLN performance rating suitable for this learning program?
 |  |  |
| 1. If a learner does not meet the minimum LLN performance ratings, are there support services in place to meet their needs?
 |  |  |
| 1. Were reasonable adjustment options identified?
 |  |  |
| **Risk Control Plan** |
| 1. Does the risk control plan identify all possible issues or problems that may arise during the learning program?
 |  |  |
| **Learning Resource** |
| 1. Is the developed learning resource relevant to the specified unit of competency?
 |  |  |
| 1. Is the developed learning resource of a high quality?
 |  |  |
| **Discuss and agree on areas of improvement to enhance the quality of the learning program** |
|  |
| **Record adjustments that were made to the learning program below** |
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