

# Curriculum Development Proforma

This proforma provides a means for course developers to gather and collate information needed for course planning into one document. It comprises a number of questions which need to be answered categorised under key headings. Once the proforma is completed, it can be used to form the basis of course handbooks or submission documentation for validation or approval.

**Course working title**

**Course co-ordinators**

**Teaching team**

**Target group/audience:**

What group of learners will benefit from the course?

Will any other group of learners be able to benefit from the course?

**Course rationale:**

Why is there a need to develop this course?

What is the overall educational philosophy of the course?

**Aim of the course (based on training needs analysis):**

What are the main goals of the course?

What will the course provide for learners and other stakeholders?

**Learning outcomes/objectives:**

What will the learners be able to do on completion of the course?

**Course structure**

Description of main features eg. how many years/terms/sessions, course map and timetable, teachers, prerequisite teaching/learning

**Content (syllabus)**

List the content topics to be covered and note the depth of coverage or emphasis

**Teaching and learning methods:**

How can the learning outcomes best be achieved?

How is the content of the course to be presented to the learners?

Identify delivery methods, instructional materials and application of IT and other media.

**Assessment strategy and methods:**

How will you ensure and measure that learning outcomes have been achieved by the learners?

What are the most appropriate methods and timing of assessments (formative, summative, types of assessment, end stage etc.)?

Include major assessments on course map

**Learning resources:**

Indicate the support materials and other resources that will be required eg. rooms, equipment, IT support, library stock (books, journals, CDROMS etc.), teaching staff  
Can any existing materials or resources be utilised for this course?

**Staff development/ training needs:**

Indicate any staff development needs that may arise as a result of the new course eg. new teaching methods being introduced, use of IT etc.

**Evaluation methods:**

How will achievement of the course aims be measured and how will you know when you have succeeded in delivering a course that is 'successful'?

This section might include details of validation/ approval mechanisms

**Additional comments:**

This section might include mode of dissemination of good practice, details of piloting, pre-testing or field trials, time line for the project etc.