

COLUMBIA COLLEGE OUTLINE OF REQUIRED TRAINING

NOTE:

Must; Shall; Will:

Should:

May or Could; Can:

Clarification of Terms

These words or phrases indicate actions or activities that are *essential or mandatory*.

This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory.

These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.

(Project)

(Date)

Introduction

Rationale/Background

Program Goal

Participant Target Group

Pre-requisite Skills

Training Focus (courses and topics)

Occupation or Career Designation(s)

Employment Opportunities (formal documentation of needs)

Industry Involvement

Length of Training

Staffing Requirements

Number of Participants per Intake

Number of Intakes per year

Cost of Training per Intake

Staffing Related Costs

Facility, Furnishing, Equipment

Operating

Management Fees

Total Cost

Cost per Student

Cost of Training per Year

Number of Intake

Cost per Intake

Total Cost per Year

GST not included

Columbia College
PROGAM DESIGN AND DEVELOPMENT
 Steps in Development

Program: _____
 Developer(s) _____

 Date Initiated: _____

STAGE I - CONCEPTUALIZING AND INVESTIGATING

| Date Initiated | Date Completed | Step #1 | Area Under Development | Note/comments |
|----------------|----------------|-------------------|---|---------------|
| | | 1.1 1.2 | METHODS OF IDENTIFICATION <ul style="list-style-type: none"> • Analysis of Needs, Goals, and Priorities • Analysis of Resources, Constraints and Alternative Delivery Systems | |
| | | 2.1 | OUTLINE OF REQUIRED TRAINING <ul style="list-style-type: none"> • Briefly outline headings listed on document titled "Outline of Required Training" | |
| | | 3.1 3.2 | MAKING COMMITMENTS <ul style="list-style-type: none"> • Professional Organizations • Employer Groups | |
| | | 4.1 4.2 | CONSTITUENTS INVOLVED <ul style="list-style-type: none"> • Steering Committee • Columbia Role and Responsibility | |
| | | 5.1 5.2 5.3 | STRATEGIC PLANNING <ul style="list-style-type: none"> • Major Steps • Timelines • funding/Financing Program | |

STAGE II - INSTRUCTIONAL DESIGN

| Date Initiated | Date Completed | Step #1 | Area Under Development | Note/comments |
|----------------|----------------|--|---|---------------|
| | | 1.1 1.2 1.3 1.4 1.5 1.6 | STAGES OF DESIGN <ul style="list-style-type: none"> • Determination of scope and sequence of curriculum and courses • Determine course structure and sequence • Analysis of course objectives • Definition of performance objectives • Materials and Resources selection and development • Assessing student performance (performance measures) | |

STAGE III - PROGRAM DESCRIPTION

| Date Initiated | Date Completed | Step #1 | Area Under Development | Note/comments |
|----------------|----------------|---|--|---------------|
| | | 1.1 1.2 1.3 1.4 1.5 1.6 1.7 1.8 1.9 | INTRODUCTION <ul style="list-style-type: none"> • Introduction • Program Rationale • Executive Summary • Program Purpose and Goals • Number of Participants • Length of Program • Participant Target Group • Prerequisite Skills • Occupational Designation and Employment Opportunities | |
| | | 2.1 2.2 2.3 2.4 | PROGRAM OUTLINE <ul style="list-style-type: none"> • Course Topics and Descriptions • Weekly Schedule(s) • Counselling, Monitoring and Individual Student Program • Follow-up and Support | |
| | | 3.1 3.2 3.3 3.4 | STUDENTS/CUSTOMERS <ul style="list-style-type: none"> • Application, Interview and Selection • Contract and Registration • Roles and Responsibilities • Graduation | |
| | | 4.1 4.2 4.3 4.4 4.5 | PROGRAM PERSONNEL <ul style="list-style-type: none"> • Positions, Duties and Organizational Chart • Selection Procedures • Training and Professional Development • Orientation and Team Development • Teacher Preparation | |
| | | 5.1 | MARKETING AND ADVERTISING <ul style="list-style-type: none"> • Methods of Marketing | |
| | | 6.1 6.2 | POLICIES, REGULATIONS AND PROCEDURES <ul style="list-style-type: none"> • Relationship with Organization • Program Specific | |
| | | 7.1 7.2 7.3 7.4 | PROGRAM DEVELOPMENT <ul style="list-style-type: none"> • Ongoing Development • Internal Evaluation • External Evaluation • Installation and Diffusion | |
| | | 8.1 8.2 | FACILITY/EQUIPMENT REQUIREMENTS <ul style="list-style-type: none"> • Facility Needs • Equipment and Furnishing | |
| | | 9.1 9.2 9.3 | BOARD OF ADVISORS <ul style="list-style-type: none"> • Membership • Roles and Responsibilities • Meeting and Communication | |

| | | | | |
|--|--|--|--|--|
| | | 10.1 10.2 10.3 10.4 10.5 10.6 | PROGRAM RECORDS AND REPORTS <ul style="list-style-type: none"> • Yearly Planner • Monthly Planner • Monthly Report • Student Records • Reports to Government/Sponsor • Interim and Final Report | |
| | | 11.1 11.2 11.3 11.4 11.5 11.6 | PROGRAM BUDGET/COSTS PER STUDENT <ul style="list-style-type: none"> • Capital Costs • Operating Costs • Start-up Costs • Total Budget • Cost per Student • Cash Flow Projection | |
| | | 12.1 12.2 | APPENDIX <ul style="list-style-type: none"> • Include all relevant documents only used by this program • Include all relevant forms, schedules that have their own computer reference number | |