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| The 1st course redesign plan is submitted to SUSS-IAL as part of deliverable requirements for receiving the first tranche of innovDev grant disbursement. The 1st course redesign plan is limited to 25 hours of consultancy hours’ disbursement. All submitted information will be used or disclosed for evaluation and monitoring of the project progress and outcomes, for research purposes and publicity that support efforts to encourage learning innovation. |
| ***Important:*** *All sections must be completed. Submit the completed course redesign plan to innovDev Secretariat and email a copy to* [*inlab@ial.edu.sg*](mailto:inlab@ial.edu.sg)*.* |

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| **Section 1: Background Information on Course** | | | | |
| **Organisation** | Type Here | | **Name of Staff** | Type Here |
| **Course Title** | Type Here | | | |
| **Name of Consultant** | Type Here | **Project Duration** | | Type Here |

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| **Section 2: 1st Course Guided Redesign Plan [By Consultant and Training Provider / Enterprise]** | | |
| Please provide relevant illustrations and / or artefacts (e.g. surveys, action plans, frameworks, or examples) to support your responses and for documentation purposes in your submission. You may refer to [Skills Framework for Training and Adult Education Technical Skills & Competencies (TSC)](https://www.skillsfuture.gov.sg/skills-framework/tae) Reference Document as a guide in crafting the Course Redesign Plan.  **Consultants:** Please also indicate the action items completed and map the consultancy hours spent for 1st Course Guided Redesign (up to a maximum of 25 hours claimable). Remember to allocate sufficient hours for 2nd Course Independent Redesign.  *The field below should be used as project management tool, in setting the scope of work and mapping the expected tasks with consultancy hours available* | | |
| **(1) Planning for the Redesign:**  Allocation of consultancy hours for the diagnosis and analysis of Learning Needs and design of transformed course (excluding the one-session initial project kick-off) | | **Consultancy Hour(s)** |
| **Consultant** | Consultant Recommendations:  Type Here  Action Items / Deliverables:  Type Here | Type Here |
| **TP&E** | TP&E Course Redesign Plan:  Type Here | Type Here |

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| **(2) Course Re-development:**  Allocation of consultancy hours in redeveloping/ improving existing course material. Do clearly indicate the scope of work if you are tackling only a specific portion of the course. | | **Consultancy Hour(s)** |
| **Consultant** | Consultant Recommendations:  Type Here  Action Items / Deliverables:  Type Here | Type Here |
| **TP&E** | TP&E Course Redesign Plan:  Type Here | Type Here |
| **(3) Conducting Pilot and Review:**  Allocation of consultancy hours in planning, conducting, reviewing the pilot run(s) of course upon transformation. | | **Consultancy Hour(s)** |
| **Consultant** | Consultant Recommendations:  Type Here  Action Items / Deliverables:  Type Here | Type Here |
| **TP&E** | TP&E Course Redesign Plan:  Type Here | Type Here |
| **(4) Follow-up upon pilot run (optional):**  Allocation of consultancy hours needed by TP&E upon the completion of pilot run, if required | | **Consultancy Hour(s)** |
| **Consultant** | Consultant Recommendations:  Type Here  Action Items / Deliverables:  Type Here | Type Here |
| **TP&E** | TP&E Course Redesign Plan:  Type Here | Type Here |

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| **Checklist of deliverables (by TP&E)**  *Please attach the cover page and ensure the following deliverables are attached in your submission:* |
| *New document(s) created during innovDev process, containing details for Course # 1:*   1. *Guided Course Redesigned Plan (this document)* 2. *Delivery Plan [use IAL template]* 3. *Feedback Form on Consultant [use IAL template]* 4. *Learner’s Post-Course Feedback (after course transformation)* 5. *Proof of understanding of 6PoLD (either attendance to IAL’s 6PoLD CPD Programme or attendance/graduation from DDDLP)*   *Optional items, submit only if there are changes made after the consultancy with respect to the state of the course prior to the transformation*   1. *Profile of Target Learners and their Needs Analysis Plan for Course #1* 2. *Lesson Overview for Course #1* 3. *Course / Curriculum Guide for Course #1* |

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| **Section 3: Evaluation of Guided Course Redesign [By Consultant]** | |
| Please evaluate the redesigned plan the Training Provider / Enterprise has developed. Indicate the areas that were done well and the areas for improvement. Support your evaluation with appropriate justifications and relevant illustrations and / or artefacts (e.g. surveys, action plans, frameworks, or examples).  Indicate the action items as applicable and map the consultancy hours spent for your evaluation work. | **Consultancy Hour(s)** |
| Type Here    Action Items / Deliverables:  Type Here | Type Here |
| **Other Comments** | |
| Type Here | |
| **Checklist of deliverables (by Consultant)**  *Please attach the cover page and ensure the following deliverables are attached in your submission:* | |
| 1. *Consultant Coaching Plan [use IAL template]* 2. *Course Transformation Manual* 3. *Recording of Coaching Interactions* 4. *Other Supporting Artefacts* | |

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| **Section 4: Signatures and Endorsement of 1st Course Redesign Plan**  **[By Consultant and Training Provider / Enterprise]** | |
| We, the undersigned, confirmed that the above work is done by us, and we will implement the redesign of the selected course as proposed above and submit all required deliverables as committed under the innovDev agreement. | |
| **Signed by Consultant:** | **Signed by Training Provider / Enterprise Management:** |
| |  | | --- | | Type Here | | Name of Consultant | | Insert Signature Here | | Signature | | DD/MM/YYYY | | Date | | |  | | --- | | Type Here | | Name of Management | | Insert Signature Here | | Signature | | DD/MM/YYYY | | Date | |