

CHECKLIST: QUALITY OF TEACHING MATERIALS



CONTENTS

- The contents are comprehensive and cover all the course objectives and learning outcomes.
- The way in which the content is used is clearly described.
- The materials are structured in order to facilitate the individual study, with logically structured menus and submenus.
- The contents are made available in a flexible way, allowing different modes of learning.
- The contents clarify the length of time required to complete each learning item.
- The contents explain the associated prerequisites.
- The contents are enriched through multimedia elements.

EXPERIENCE

- The materials are structured in order to develop the study and self-development skills.
- All materials are relevant and appropriate to the needs, knowledge and experiences average learner in the target group.
- The contents start with a challenging motivating element for the target audience.
- The materials suggest sufficient additional resources.
- The contents provide a glossary of associated terms.
- The contents present a distinction between study/mandatory and recommended reading.
- The contents include a commented bibliography.

RELEVANCE

- All content is presented clearly and in a simple language.
- The contents allow interaction that present, evaluate and reinforce the knowledge.
- The materials provide feedback to the trainees on the proposed tasks.
- The contents are adequately balanced in relation to the cognitive load (the contents are sufficient and not exaggerated for the given time).
- The materials are effective and contain no significant factual errors, outdated information, concepts or approaches.
- The contents are inclusive, respect cultural diversity and gender sensitivity.