

Setting Learning Objectives of the Overall Programme

Criteria	Requirements	Evidence (No)	Evaluation Grid	Suggested Actions (no.)
1.1 Involvement of Stakeholders in Designing Learning Objectives	1.1.1 Is there a documented procedure to identify relevant stakeholders and their relevant requirements, specifying: a) the method of consultation?		Yes/Partly/No	
	b) the frequency of consultation?			
	c) how to keep records of the consultation?			
	1.1.2 Is there a procedure for documenting the actions taken as a result of these consultations?			
1.2 Definition of SMART Learning Objectives	1.2.1 Is there a documented procedure on Learning Objectives Design for apprenticeships, specifying: a) that learning objectives be described in terms of knowledge, skills, responsibility and autonomy?	b) that the learning objectives should be specifically assessed?		
	b) that the learning objectives should be specially assessed?			
1.3 Transparency	1.3.1 Are the below procedures published: a) procedure on Identification of Stakeholders and their Relevant Requirements;			
	b) the learning objectives and assessment criteria of the apprenticeship programme?			

Based on: https://learntowork.eu/wp-content/uploads/sites/19/2018/04/AQT_English.pdf