Inspection Checklist for Training Material (Draft version 0.1)

If there are a lot of spelling or grammatical errors or poorly thought out formatting that makes the document difficult to check then suspend the checking immediately and return the document to the Inspection Leader.

If you answer NO to any of the following questions then an error has been found in the training material and it should be classified as Critical – C, Serious – S, or Minor – M.

The following are considered Critical Errors

1. Does the course material match the syllabus?
2. Does the timing match the minimum laid down in the course syllabus?
3. Does the timing of the course work?
4. Are there sufficient breaks in the timetable?
5. Does the course have a clear, modular structure (objectives, lectures, example, exercises, summary)?
6. Does the course flow in a logical sequence?
7. Does the course contain summaries at appropriate points?
8. Do the slides match the notes?

The following are considered Serious Errors

9. Does the course schedule allow time for revision?
10. Does the course schedule allow time for the delegates to feedback to the trainer?
11. Are the trainer's notes sufficient for someone other than the course author to present this material?
12. Is there a good and consistent use of English?
13. Is the style of language appropriate for the intended audience for the course?
14. Has the company logo ($imago^{QA}$) been used appropriately and correctly?
15. Has a consistent font and layout been adopted throughout?
16. Is it interesting and easy to read?
17. Does the course contain a roadmap?

The following are considered Minor Errors

18. Does the header contain the course description?
19. Does the footer show the correct version number?
20. Does the footer show page numbers?
21. Does the footer contain a description of the type of training material (e.g. trainer's notes)?
22. Are outline numbers of headings used consistently?
23. Has too much (or too little) use been made of the theme?
24. Has copyright been added?
25. Has appropriate credit been given to material sources (e.g. book references)?
26. Does the document filename have a sensible naming convention?
27. Is the document of an appropriate and manageable size?
28. Are any images used in line with the course theme?
29. Are there some ice breaking activities?