

Instructional Design Checklist (Free Version)

For Technical and Vocational Education and Training (TVET)

Learning Design Foundations

- ■ Learning outcomes are clearly defined and measurable.
- ■ Outcomes align with occupational standards and real job tasks.
- ■ Lesson links to programme and qualification goals.
- ■ Lesson length, pacing, and level are appropriate.

Hands-On & Experiential Learning

- ■ Includes at least one practical or work-based activity.
- ■ Learners engage in problem-solving or scenario-based tasks.
- ■ Materials simulate real workplace contexts.
- ■ Opportunities for reflection and feedback are built in.

Digital Integration

- ■ Uses digital tools for engagement (e.g., simulations, quizzes, collaboration).
- ■ Digital resources are accessible offline if required.
- ■ Learners can demonstrate digital competence.

Inclusivity & Accessibility

- ■ Language and materials suit diverse learner needs.
- ■ Activities offer multiple ways to demonstrate understanding.
- ■ Reasonable adjustments are considered.
- ■ Materials meet accessibility standards (contrast, font, etc.).

Assessment & Feedback

- ■ Assessment aligns with outcomes and activities.
- ■ Feedback is timely, constructive, and clear.
- ■ Opportunities for peer and self-assessment are built in.