



## Proposed Course Outline Form

### Course Overview

Tutor Name:

Company:

Phone Number:

Email:

Course Name:

Brief Description:

Key Topics:

Learning Outcomes:

Planned Activities:

### Scheduling & Duration

Course Date/s:

Course Time:

Course Length:

### Set Up/Space and Equipment

Venue Requirements:

Classroom Size:

Maximum Number of Students:

Classroom Set Up (eg. tables, chairs, floor space etc.):

Technology Requirements (eg. projector, computers etc.):



## Materials & Resources

Will you be providing your own course materials?

Will you require any printing?

Any special materials or equipment that needs to be prepared in advance?

## Additional Requirements

Any safety, accessibility, or special considerations?

Any marketing support/promotions?

## Notes: