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| innovDev Cover Page/ Checklist for Submission |

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| **Organisation Name** | Type Here | | | |
| **Submitter Name** | Type Here | **Consultant Name** | | Type Here |
| **Submitter Contact Details** | Email: Type Here  Phone: Type Here | | | |
| **Course Title** | Type Here | |  | |
| **Phase of project** | 1st Course (Guided Redesign) | | 2nd Course (Independent Redesign) | | |
| **Checklist of documents needed** | From TP&E:  Guided Course Redesigned Plan1  Course #1 Delivery plan1  Post-transformation Course Feedback from Learners  Profile of Target Learners and their needs analysis2  Lesson overview2  Proof of attendance/ understanding of 6PoLD  Other:  From Consultant:  Consultant Coaching Plan1  Course Transformation Manual  Recording of consultation/ interaction  1) To use IAL template provided  2) Optional, submit only if there are changes as compared to pre-transformation stage | | From TP&E:  Independent Course Redesign Plan1  Course #2Delivery plan1  Feedback form on Consultant1  Post-transformation Course Feedback from Learners  Profile of Target Learners and their needs analysis2  Lesson overview2  Proof of attendance/ understanding of 6PoLD  Other:  From Consultant:  Feedback form on TP&E1  Recording of consultation/ interaction. | | |
| **Date of Submission** | Type Here | | | |
| **Remarks** | *If Applicable* | | | |