



# Boern Course/Module Audit Checklist

## ... sample template

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Title of course/module: \_\_\_\_\_

- |                          | <b>PREPARATION</b>  | <b>DATE</b> | <b>PERSON</b> |
|--------------------------|---|-------------|---------------|
| <input type="checkbox"/> | Harvest training / course materials (syllabi, manuals, etc.) to be audited.                 | _____       | _____         |
| <input type="checkbox"/> | Burn CDROM containing electronic formats of course assets for the audit (for Boern review). | _____       | _____         |

### AUDITORS

- |                          |   |       |       |
|--------------------------|---|-------|-------|
| <input type="checkbox"/> | Identify the course auditor(s) information and complete its section of the questionnaire (Questions 1-3). | _____ | _____ |
|--------------------------|---|-------|-------|

### METADATA

- |                          |  |       |       |
|--------------------------|--|-------|-------|
| <input type="checkbox"/> | Identify course metadata and complete its section of the questionnaire (Questions 4-12). | _____ | _____ |
|--------------------------|--|-------|-------|

### AUDIENCE PROFILE

- |                          |   |       |       |
|--------------------------|---|-------|-------|
| <input type="checkbox"/> | Identify audiences for which the course prepares trainees.  | _____ | _____ |
| <input type="checkbox"/> | Interview trainers, subject matter experts, supervisors, or other relevant sources about target audience, as necessary. | _____ | _____ |
| <input type="checkbox"/> | Complete target audience profile part of the questionnaire (Questions 13-16).   | _____ | _____ |

### JOB ROLE AND SKILLS

- |                          |  |       |       |
|--------------------------|--|-------|-------|
| <input type="checkbox"/> | Identify job(s) for which the course prepares trainees. (Refer to Boern Website thread on certification)             | _____ | _____ |
| <input type="checkbox"/> | Interview trainers, subject matter experts, supervisors, or other relevant sources about target audience, as needed. | _____ | _____ |
| <input type="checkbox"/> | Complete the Job Role and Skills part of the questionnaire (Questions 17-20).  | _____ | _____ |

### DESIGN

- |                          |  |       |       |
|--------------------------|--|-------|-------|
| <input type="checkbox"/> | Examine the design of the course.  | _____ | _____ |
| <input type="checkbox"/> | Complete the course design section of the questionnaire (Questions 21-28). | _____ | _____ |

### OBJECTIVES

- |                          |  |       |       |
|--------------------------|--|-------|-------|
| <input type="checkbox"/> | Examine the learning objectives, if available. (Refer to Bloom's Taxonomy Job Aid) | _____ | _____ |
|--------------------------|--|-------|-------|



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- Complete the performance or learning objectives section of the questionnaire (Questions 29-35).

_____	_____
_____	_____

### CONTENT

- Examine the content topics, organization, and sequencing. (Questions 36-37).

_____	_____
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### DELIVERY

- Examine the use of delivery resources and media used in the course. (Refer to Delivery Method Selection online tool)

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- Complete the delivery section of the questionnaire (Questions 38-40).

_____	_____
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### TESTING

- Examine the use of testing in the course and determine if the test matches the learning objectives. (Refer to Kirkpatrick Job Aid)

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- Identify and examine use of tests and complete the testing section of the questionnaire (Questions 41-42).

_____	_____
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### QUALIFICATIONS/CERTIFICATIONS

- Identify licenses, certifications, and qualifications required.

_____	_____
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- Complete the licenses, certifications, and qualifications section of the questionnaire (Questions 43-44).

_____	_____
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### MAINTENANCE

- Identify the maintenance practices for the course.

_____	_____
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- Complete the course maintenance section of the questionnaire (Questions 45-46).

_____	_____
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### SATISFACTION LEVELS

- Review the audit information above.

_____	_____
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- Complete the section of the questionnaire about satisfaction levels (Questions 47-56).

_____	_____
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### REVIEW AND UPDATES

- Review and update the above audit data in the questionnaire, as needed, during the audit or at its conclusion.

_____	_____
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- Notify project leaders of completed audit.

_____	_____
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