



Criteria for ATF endorsement of short courses

- 1. Is the course intended to meet the perceived needs of the discipline?**
 - *will it address any identified skills gap*
 - *does it contribute to the CPD requirements of relevant professional bodies?*
 - *are the learning outcomes compatible with national occupational standards for archaeology?*

- 2. Is the course likely to meet its objectives?**
 - *do the tutors have recent, relevant practical experience? (A very brief summary of relevant experience and responsibilities would be useful)*
 - *is the description of course content sufficiently explicit to indicate that the course objectives can be met?*

- 3. Is the course aimed at the right people?**
 - *do the roles/skills outputs indicate that the current or future roles of the target audience require the proposed learning outcomes*
 - *is there any indication of demand?*
 - *does it specify any geographical limitations clearly? (For example, if it is concerned exclusively with English practice this should be clear)*

- 4. Will the course be promoted effectively to those it is intended to benefit?**
 - *if aimed at junior members of the profession, how will it get to their workplaces? (Note that there is a need to ensure that flyers sent on the usual mailing lists get past the office noticeboard and to site and other workplaces: there has been a tendency for delegates on these courses to be more senior than the target audience)*

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