

Tool 11: Learning Centre Time Line

Date	Dec	Early Jan	Jan	Feb	March 10th	March 17th	March 27th	April 14th	April 17th	April 21st
What	Meeting of sub-committee plus tutors	Publicity	Grant applications	Marketing	Tutor paper work	Booking	Prepare Course packs	Check supplies	Pre-course checks	Courses commence
What needed:	Decide on new courses for the Spring term & future plans & let ACL know	Create leaflets, booking forms and posters on publisher or word.	Research and get packs for grant applications	Put up posters in local shops, info centre send to post offices & libraries, 700 to NIM before 21 st . 120 to school	Make sure you have schemes of work, pre and post assessments and course outcome	Take bookings & record in Course lists & on Learners database	Prepare course packs i.e. registers, enrolment forms, diversity forms, inductions, receipts written	Order any supplies i.e. printer ink, paper, other PC equipment	Risk assessments, health and safety, computers, printer and scanner, mice all working.	All course packs prepared, registers, enrolment forms, diversity forms, inductions, receipts.
	Take minutes of meeting and circulate	Order coloured paper & book a leaflet inclusion in NIM	Complete and send out applications	Email a piece about the courses to all local publs	Send out mail merge to learners on data base	Send out letters of confirmation	Create a file for each course	Check sufficient no's to run course & decide whether to cancel or not.	Write letters of cancellation if course is not running.	Give packs to tutors
	Create a budget for coming year	Print leaflets and posters on coloured paper	Record and file applications	Update website with course info. Poster on notice board.				Check in with tutors to make sure everything is ready		Prepare feedback forms for learners after course