

Guidelines for Course Profile

The aim of Course Profile is for the course author or their representative to inform and update members of courses available to add to their knowledge, skills and ongoing professional development. Information should be up-to-date, true and accurate.

The course must be accredited by the AKA.

Include these subheadings with relevant information:

- Introduction
- Development and History
- Course Outline
- Course Content
- Competency Requirements (assessments, exams, assignments etc.)
- Competency Outcome (certificates)
- This workshop is recommended for
- Prerequisites
- Trainers/Teachers
- Availability
- Cost of Course (or approximate)
- Duration of Course
- Accredited Category (A, B or C)
- Contact Details: name, email address; web address; phone number.
- Where possible: A photo of the course author. Jpegs preferred.

Word Count – 500 to 650 words max. Profiles in excess of this amount may be returned for resubmission.

The Editor reserves the right to make changes, in consultation with the author when possible.

A course author can resubmit their course profile to In Touch if it is over 10 years since it was last printed. So if you haven't had your course profile printed in In Touch since 2006 it's time for you to be profiled again!