

Procedure for course/programme design and curriculum development:

1. **Needs Assessment:** Conduct a needs assessment to determine the needs of your students and the goals of your school. This may include surveys, interviews, or other data gathering techniques to determine the needs of your target audience.
2. **Learning Outcomes:** Define the learning outcomes of the course or programme. These should be clear, specific, measurable, and aligned with the needs of your students and the goals of your school.
3. **Course/Programme Design:** Design the course or programme based on the learning outcomes. This should include selecting materials, activities, and assessments that are appropriate for your students and aligned with the learning outcomes.
4. **Curriculum Development:** Develop a curriculum based on the course/programme design. This should include a course outline, lesson plans, and materials for each lesson.
5. **Pilot Testing:** Test the course or programme with a small group of students to ensure that it meets the learning outcomes and is effective in achieving the goals of the school.
6. **Evaluation and Revision:** Evaluate the effectiveness of the course/programme and revise it as necessary. This may include gathering feedback from students and teachers, analysing student performance data, and revising the curriculum based on this information.
7. **Implementation:** Implement the course or programme with your students, providing ongoing support and feedback to ensure that it is effective in achieving the goals of the school.
8. **Continuous Improvement:** Continuously review and revise the course/programme based on feedback from students and teachers to ensure that it remains effective and relevant.