l-akademie-du-digital · Resource

Checklist: is your programme sheet complete?

Équipe L’Académie · 2026-09-15

The information to publish for every course, before enrolment.



Use this list to check each of your course sheets.

- Course title and reference
- Operational, assessable objectives
- Target audience
- Prerequisites and positioning method
- Duration and pace
- Price and payment terms
- Access methods and lead times
- Teaching methods and resources provided
- Assessment methods
- Accessibility for people with disabilities
- Contact for any request
- Results achieved, where available

In our catalogue, every sheet and its PDF present these headings: use them as an example.

Original article : https://akademiedudigital.com/en/resources/modeles/programme-sheet-checklist