

[NAME OF PROGRAMME]: LEARNING ACTIVITIES – Planned/ Delivered *(delete which not applicable)*

Course Number and Name:	Credit Value:
Course Coordinator/Lecturer/Tutor Name:	Delivery Period:

On Campus (Teaching/Directed Hours)		Off Campus Practical/ Work Experience Hours		Self-directed Learning Hours*	
Activity	Hours	Activity	Hours	Activity	Hours
Face-to-Face teaching (incl tutorial; on-line (synchronous))		Industry-based project		Preparation and follow up for on- campus activity: (incl readings; videos; on line activities (e.g. formative quizzes, forum participation – asynchronous); journals/logbooks; worksheets)	
Laboratory work or simulation		Work experience Internship/Practicum		Summative assessments (e.g. essay, report, and test/examination preparation: : <ul style="list-style-type: none"> - Assessment 1 - Assessment 2 - Assessment 3 - Assessment 4 	
On campus assessments: (Incl Test(s)/Examination(s); In- class assignment (summative assessment))		Apprenticeship/Traineeship		Preparation for off-campus activity	
Noho Marae		Field Trip			
Other [list]		Other (refer to definition below) [list]		Other [list]	

Total On Campus Teaching/Directed Hours**:		Total Work Experience Hours**:		Total Self-directed Learning Hours**:	
Overall Total (should represent 10 hours for each credit):					

**represents the time required by the average student to complete the activity.*

***Totals must match the delivery hours in the approved course.*

See over for definitions and tips for completing this template.

DEFINITIONS¹

Teaching Hours: *Including face-to-face classroom time, online, field trip, simulation time, tutorials, onsite assignments, assessments and examinations.*

Work Experience Hours: *including time the student spends practicing or learning skills relevant to their study programme in a workplace. This includes a teaching workplace, which may be onsite, as long as it operates as a commercial enterprise.*

Self-directed Study Hours: *means only facilitated TEO study carried out by the student, for example, time the student spends on offsite assignments (such as homework assignments), and TEO-directed reading and study hours, that the student must complete in their own time. Self-directed study does not include self-directed activities that the student initiates.*

Some tips for estimating student learning hours:

- Level of study readings
 - Slow = 100 words per minute
 - Average = 130 words per minute
 - Fast = 160 words per minute
- Assessments/Assignments
 - 1 hour examination = 1 hour and up to 9 hours preparation time
 - For a 1 hour assessment/assignment = 1 hour and up to 9 hours preparation time
 - 1500 word essay = 1 hour writing/typing and up to 9 hours preparation time
 - Oral presentation of 10 minutes = up to 5 hours preparation time

¹ TEC, Monitoring Update: Issue two – May, 2018

- Poster (individual) – Assembly 4 hours (includes drawing figures), design 6 hours (includes gathering and organising information)
- Poster (group) – Assembly 4 hours (includes drawing figures), design 3 hours (includes gathering and organising information), group discussion 3 hours.
- Multichoice Questions one hour = 1 hour and up to 9 hours preparation time
- Practical report = writing/drawing graphs 2 hours and up to 3 hours preparation time

Source: adapted from another ITP