

**ENCLOSURE 1 TO  
DITC COURSE JOINING INSTRUCTION  
AUG 23**

**ENGLISH CURRICULUM DESIGN COURSE**

1. **Course Details.** The following extract from the Course Curriculum provides some information on the course that you will be attending at DITC. Should you require more information, please contact [wilditcarrivals@defence.gov.au](mailto:wilditcarrivals@defence.gov.au).
  - a. **Title.** English Curriculum Design Course (ECDC). This course may be offered as an On-the-job training opportunity with an individual candidate having the opportunity to work on his/ her curriculum project with support from DITC staff. It may be included in the course schedule on rotation every two years.
  - b. **Aim.** The aims of the ECDC are to graduate personnel capable of designing and developing curricula and evaluation procedures for English language (English as a Second Language (ESL) and English as a Foreign Language (EFL)) courses using current best practice.
  - c. **Description.** This course builds on skills and knowledge gained on the English Teaching Development Course (ETDC), or an equivalent qualification.
  - d. **Duration.** 4 weeks.
  - c. **Prerequisite Qualifications or Assessments.** Prior to attending this course you must:
    - (1) have a minimum ADFELPS level of S7, L7, R7, W7
    - (2) have completed an English Teaching Development Course (ETDC) or an equivalent qualification. For Recognition of Current Competency (RCC), contact DITC [WILDITCArrivals@defence.gov.au](mailto:WILDITCArrivals@defence.gov.au) for an application
    - (3) be working in your training unit in a position which has English Language Course Curriculum duties
    - (4) have experience as a qualified and experienced teacher of English in countries participating in the Defence Co-operation Program and/or bilateral agreements
    - (5) have completed the Administration Reception Period course.
  - d. **Course Learning Outcomes.** On completion of the course, you are to be able to achieve the following:
    - (1) apply the curriculum development process in English language course design;
    - (2) demonstrate a willingness to participate in all modular activities;
    - (3) demonstrate a willingness to explore Australian culture, society and the environment through participation in organised sport and other social events; and
    - (4) display a commitment to equity and diversity practices and their value to the ADF.

2. **Assessment.** This Course is assessed on the basis of successful completion of a curriculum design project based on the proposal you submitted.
3. **Course Activities.** During the Course, you will undertake a variety of activities. You will be provided with a complete programme at the start of your Course.
4. **Variations from the Joining Instruction.** As noted in the main part of this document, each course has some variations from the way in which most courses are run at DITC. To be eligible to attend the ECDC all applicants are required to submit details of the project they plan to work on while attending ECDC. This requires an applicant to:
  - a. identify a new curriculum project from your Unit (either a short or long course) which needs to be completed and submit a description of this project. A needs Analysis questionnaire must be completed and submitted for approval prior to confirmation of your nomination; and
  - b. alternatively, identify an existing program which needs to be reworked in your unit and use this as a basis for your proposal using the template provided in para 3a.
5. The following resources **must be brought to DITC** with you when you attend the ECDC. Without these materials you will not be able to complete your project on ECDC:
  - a. a completed needs analysis questionnaire (a format will be sent by e-mail) indicating language needs and target courses of students
  - b. if your project is based on an existing program bring a hard and electronic copy of the program (including timetable, course objectives, courses content, etc)
  - c. samples of assessment instruments used to monitor progress during a course
  - d. program evaluation tools and any reporting documents linked to an external reporting document used to report course outcomes/successful achievement of courses in your training establishment.
6. Candidates for attendance on ECDC will be selected on merit and will be advised no later than 12 weeks prior to the ARP program before ECDC.
7. **Excess Baggage.** There is no provision for assistance with excess baggage. Any shipping of course-related materials is at the member's or the parent service's expense.
8. **Additional Base Access.** The ECDC is conducted at RAAF Williams Laverton with no additional base access required.