

# Content and layout - CHECKLIST

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This resource supports the development of level 1, stage 1 design capabilities.

This checklist will help you review the content and layout of your resources. The writer does the first review. There is an option for a second person to also reviewing the resource.



COMMONWEALTH  
of LEARNING

This resource was created by  
Commonwealth of Learning for the  
TVET Professional Development  
Toolkit for the Pacific

## Program information

Program title	
Writer name	
Writer signature and date	
Reviewer name	
Reviewer signature and date	
Course/block/standards	

## Quality indicators

### Content

Writer	Reviewer	Aspects checked
<input type="checkbox"/>	<input type="checkbox"/>	Language is plain, clear and concise
<input type="checkbox"/>	<input type="checkbox"/>	Instructions are clear and direct
<input type="checkbox"/>	<input type="checkbox"/>	Terminology is explained
<input type="checkbox"/>	<input type="checkbox"/>	Spelling is correct
<input type="checkbox"/>	<input type="checkbox"/>	Grammar is correct
<input type="checkbox"/>	<input type="checkbox"/>	Punctuation is accurate and consistent
<input type="checkbox"/>	<input type="checkbox"/>	Language is culturally appropriate
<input type="checkbox"/>	<input type="checkbox"/>	Tone is consistent throughout
<input type="checkbox"/>	<input type="checkbox"/>	Tone is appropriate for the audience
<input type="checkbox"/>	<input type="checkbox"/>	Text is free from bias based on gender, race, class or disability
<input type="checkbox"/>		Content is not plagiarised
<input type="checkbox"/>	<input type="checkbox"/>	Content flows logically
<input type="checkbox"/>	<input type="checkbox"/>	Date formats and measurements are consistent
<input type="checkbox"/>		Facts, statistics, data are accurate
<input type="checkbox"/>	<input type="checkbox"/>	Correct capitalisation is used
<input type="checkbox"/>	<input type="checkbox"/>	Paragraph length is appropriate
<input type="checkbox"/>		SME has verified content
<input type="checkbox"/>	<input type="checkbox"/>	Pages are numbered correctly
<input type="checkbox"/>	<input type="checkbox"/>	Font sizes are appropriate and easy to read
<input type="checkbox"/>	<input type="checkbox"/>	Pages have a balance of text / visuals / white space
<input type="checkbox"/>	<input type="checkbox"/>	Disclaimer and copyright included

## Graphics

Writer	Reviewer	Aspects checked
<input type="checkbox"/>		Images are all legally owned or permission has been given
<input type="checkbox"/>	<input type="checkbox"/>	Images are meaningful, have a purpose/appropriate
<input type="checkbox"/>	<input type="checkbox"/>	Images are consistent in quality, size, type, alignment
<input type="checkbox"/>		Images are approved by SME – follows health and safety practice, appropriate for program

## General design and layout

Writer	Reviewer	Aspects checked
<input type="checkbox"/>	<input type="checkbox"/>	Total design is uniform in appearance
<input type="checkbox"/>	<input type="checkbox"/>	Branding guidelines have been followed
<input type="checkbox"/>	<input type="checkbox"/>	Use of logos is appropriate
<input type="checkbox"/>	<input type="checkbox"/>	Colours used are consistent and suitable
<input type="checkbox"/>	<input type="checkbox"/>	Logical flow

## Notes

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