



EDUCATION RESOURCE DEVELOPMENT CHECKLIST

If you are planning to develop an education resource for use in NZ schools at any level, the following guidelines will help to ensure the success of your resource:

- Identify your target audience — is the resource for teachers, parents/care-givers, or students?
- If it is for use by several audiences, how will you meet their different needs in one publication?
- If it is for students, what are the target age/year levels your resource is aiming for?
- How will you ensure that the reading age, design and content are appropriate to the age/year group?
- Which curriculum areas, levels & essential skills does the resource plan to cover and support? Every activity/ programme that schools engage with need to be linked to an identified strand of the Education curriculum. You can access the different strands of the New Zealand Education Curriculum through the Ministry of Education. In this way you will ensure that the resource contents are current, accurate & suitable for use in NZ schools?
- How will your resource ensure that it meets the needs of different communities and cultures?
- What encourages teachers to use a resource? Can you ask some?
- Can you work with a local school or education group to get their feedback during its writing, design and production?
- How will you pre-test/trial your resource with teachers and students (end-users)?
- How will your resource be marketed and distributed?
- What is the best medium through which to reach your target audience? (remember that many schools source & download their resources on-line and have access to the internet).
- What format will your resource be provided in? A master copy, designed for photocopying? enclosed in a resource pack? Or as a booklet? A CD ROM? A pamphlet? A newspaper? A text book? A video? A website? A hands-on kit?
- Is your resource easy to read and attractive to look at?
- Is your resource to be free or charged for? If it is charged, is it value for money and in line with other similar resources available?
- What other resources are already on the market relating to this topic? Have you checked the TKI website (www.tki.org.nz) and Learning Media website (www.learningmedia.co.nz) to look at organisations producing resources & latest listings of resources?