

Project Name: Developing e-learning materials for HSC Foundation Degrees

Project Manager: Sharon Smith

Document Version: One

Document Distribution:

Name	Location	Responsibility	Action/Information
Mrs Debbie Lambert	UoW	HWLLN Manager	Information
Mr Michael O'Brien	EMHC	Principal	Information
Mr Derek Street	EMHC	Vice Principal	Information
Mrs Jackie Humphries	EMHC	Curriculum Area Manager	Line manager - Information

1 Background

Evesham and Malvern Hills College (EMHC), like many other Colleges in the area have developed a number of foundation degrees, in various disciplines, which have not yielded sufficient student numbers in order to run them effectively on an ongoing basis. There are various reasons for this, including the length of study required, often three years part time.

However, there is a buoyant market for this work, in particular in both the Health and Social Care area and Early Years where the Government and the sector itself is making certain aspects of training compulsory. To ensure that all HE provision is both flexible and accessible, there is a need to develop and support learners with e-learning resources in order to stimulate and motivate students. Flexibility is evident and needed in early years where the sector requirements are impacting on childminders who require a more flexible and personalised route to study. The payback for College will be the increased numbers through increased flexibility and improved retention and achievement, as students will feel better supported throughout whether at home, work or in College..

2 Objectives of the Project

To develop a number of e-learning resources for its foundation degrees in Early Years, Learner Support and Care Management (currently under development) The resources to be developed and made available include:

- Podcasts
- Vodcasts
- E-learning resources available through the College's VLE
- On-line course files, including links and references to other web-sites of note.
- Investment in e-books and on-line journals.

The main objective of this project is to increase support and e-learning resources at level 4 and 5 and to open up vocational routes to Higher Education to a wider audience. This strategy will also give continuity to its current curriculum offer, and enable students to experience higher level skills and education which have been previously unavailable in these particular areas. The investment in e-learning will enable the College to offer distance/blended learning programmes in addition to its tradition taught routes. This initiative will also strengthen the College's, and therefore the University's, link with employers, by offering new modes of study which compliment the needs and work patterns industry. It will also increase HE accessibility by opening up routes and pathways to a new type of learner, i.e. a vocational NVQ work based student.

3 Project Approach

The College has a wealth of teaching experience in the area of Health and Social Care, however it will require a project manager to co-ordinate the e-learning process and to map out common taught areas across the degrees. The Project Manager will then work with staff, the ILT Co-ordinator and Web Design manager in converting existing and producing new e-learning resources across the area. The design team will look to share best practice in order to expertise, materials and experience to the fore.

4 Scope:

A Key Products from the project

To have an attractive and diverse HE offer across the Health and Social Care sector. HE is now becoming an important aspect of the College's work, and as the core business once again focuses on Full level 2 and Full level 3 qualifications this strategy will compliment current Government thinking as well as enabling learners to access higher level qualifications at their local educational provider.

This initiative gives continuity and a progression pathway to vocational learners, often from level 1 to 5. The College will ensure that all e-learning resources meet the occupational needs of the sector and that it will provide new learning platform which will add value to the Health and Social Care area

B Out of Scope

E-learning resources are required to a larger audience at level 2 and 3, but this is deemed to be out of scope for this particular project.

5 Constraints

The College will be moving to Office 2007 during the Summer, and progress during this time period is likely to be hampered. The production of Vodcasts and Podcasts are likely to take place during term time with a "live" group of students. The production of e-learning resources is likely to be a time consuming one with development, implementation and loading either a three or four way process, involving the project manager, course tutor, Web Development Manager and ILT Co-ordinator

6 Initial Project Case

To produce a sufficient number of e-learning resources to support initially the year one programmes from the Early Years and Learner Support foundation degree programmes.

7 Benefits of the Project

Increased student satisfaction on the courses

Sector endorsed, by working with key employers on the course design and modules to be studied

Increased focus on Higher level skills and education.

This strategy compliments our existing provision and gives learning opportunities from level 1- 5 in College.

Feeder to the Universities Honours degree programmes.

1. Improved access

Increased student numbers, due to a more flexible delivery model, involving both distance and blended learning approaches.

Develop a range on online modules from the existing module content, this will allow for a blended approach to be developed and enhance students access to course materials and assessment. Develop a range of access tools such as pod cast to provide a more holistic approach for feedback to students.

Good catchment area anticipated. By offering distance and blended learning modes of study this will eliminate distance, as a barrier to learning.

2. Encourage effective learning

As a rural college an online VLE would provided a flexible approach to students who live in different parts of the county and prevent continuity throughout the year (access can vary according to accessibility to college ie . Weather conditions.

Additional support material made available to students to enhance learning both inside and outside the classroom.

3. Raise awareness of e- learning innovations

Currently partnerships exists with University of Worcester through course managers course developments. The development of new materials and innovative delivery patterns would be shared across partnership courses and with the University and other partners. A case study, findings and developments will be presented through a conference or at shared events through LLN.

4. Encourage sharing of good practice

The current HE courses are as part of a shared partnership with the University of Worcester and as such course development through this project will be shared at the appropriate course meetings and forums.

5. Partnerships and reciprocal practice

The development of materials and delivery patterns will involve partnership input, this will be achieved at course meetings and forums. In addition good practice would be platform at an appropriate forum.

6. Sharing Content

Intellectual properties will be the sole ownership of the participating partners, unless materials have been designed by individuals who have copyright on their materials.

8 Key Assumptions

Project is assumed to be successful, and will viably convert and support HE students.

Acceptance and support of the course structure by the University.

Acceptance of project funding by HWLLN

9 Costs

	£
Project Manager	4,000
Postage and stationery costs	250
Writing and development of e-learning modules	8,000
Marketing costs and printed flyers	<u>2,500</u>
	<u>14,750</u>
Split	
HWLLN (68%)	10,000
EMHC (32%)	4,750

10 Project Timescale:

Outline project module development to be completed – **October 2009**

Modules to be written configured and loaded – **March 2010**

Enhanced Foundation Degree offer – **September 2010**

11 How will the project be evaluated?

Interim report based on strategy and initial development

Final report based upon the finished product and desired outcomes

12 How will the project be sustained?

Materials to be developed for second year modules from September 2010 onwards

Sustainability will come from increased HE numbers and improved retention and achievement

Direct recruitment from our (and other providers) Professional Awards

Direct recruitment from our level 3 vocational qualifications, both full time and part time

Canvassing of previous successful students at level 3 and 4

13 Which aims, outcomes and/or targets will the project achieve for the HWLLN? Please also state which funding criteria this project meets and how.

By providing a more flexible, innovative and accessible courses and modules, that will appeal to both remote and vocational learners.

14 Initial Risk Log

The following table summarises the risks that have been identified that may prevent the project being completed to the required quality, budget and timescale. The probability and impact of each risk has been graded as low, medium or high to indicate the relative importance attached to each element of risk.

Risks	Probability	Impact	Containment Plan
Loss of key staff	1 Low	3 High	Recruit suitably qualified staff as a replacement, when and if needed.
Failure to win Big Project Funding	1 Low	3 High	The College is committed to this initiative and will need to source alternative funding or manage the project itself.
Failure to recruit a suitable number of students	1 Low	3 High	In depth market research should minimise the chances of failure. However, a case-loading model for staff can cater for small student numbers on blended learning programmes
Inability to meet prescribed deadlines	1 Low	1 Low	College to schedule its own project Calendar and internal monitoring report, to ensure that the project remains on course.

15 Project Team

At EMHC

1 x Vice Principal – Curriculum and Quality

1 x Foundation Degree Project Manager

6 x module tutors