



E-Learning Development/Support - Project Proposal Form
 Please use this form to apply for e-learning funding or requests for e-learning consultancy/support

Please expand the table formatting to an appropriate length to fit your text by typing in the table cells.

1	Name of College: Hereford College of Arts
2	Project Title: Developing a process to deliver "How To" induction sessions via "Flexible Learning" across a wide range of courses at HCA
3	Name, e-mail and phone number of project contact: Tina Tupper 01432 845333 tina@hca.ac.uk
4	Date Proposal Submitted: 14/05/08
5	Are you applying for consultancy/support or funding – please state: Funding
6	Project Overview and Rationale – background and reason for project bid: Our workshop space is limited but all new students have to have Inductions and "How To" sessions for each facility. Part time courses and HE courses such as Contemporary Applied Arts, Artist Blacksmith, Fine Art and Photography would benefit from a more flexible deliver of these inductions as they are often working from different locations and are sometimes unable to attend formal sessions. We are proposing to make inductions available as DVD's or short video clips so that they can be downloaded by students from any location via the college Moodle or delivered to a larger number of students in a lecture theatre. This has already been successfully trialled with an introduction to IT facilities and has had positive feedback from staff and students.
7	Key Objectives and Project Deliverables – what will the funding achieve – if bidding for consultancy/support what is the nature of the support needed, what will the person be doing and why: The aim of the project is to develop a process by which Induction "How To" sessions can be accessed flexibly through a VLE. The process will be documented and disseminated so that it can be reproduced in other scenarios at other colleges. It will benefit both the college and be helpful to a wide range of students of varying abilities
8	Expected timescale for completion of project: Completion by June 2009
9	Team Members, roles and responsibilities – include the whole team and if bidding for consultancy/support, who will be overseeing the process: IT Video Technical Demonstrators will be working with other workshop technicians to create the films.
10	Budget. How much are you bidding for and how will the money be spent? Please be as comprehensive as possible – if bidding for consultancy/support, roughly how much time will you need the support person for? The bid is for £5000 to cover the cost of additional hours for staff as they are Part-time and would not have sufficient time to do this in their contractual hours.

11	<p>Which students/courses are involved – please note LLN supports level 4 and above:</p> <p>Initially the project is aimed at HE Art & Design courses but all students and course levels (Specialist Art College) would benefit.</p>
12	<p>Are other colleges in the network involved in the project in any way - please explain any partnerships or reciprocal arrangements:</p> <p>HCA is linked with other colleges in the region and will share the work with Worcester Tech, Kidderminster College, NEW College, Evesham College, Hereford Tech , Worcester Sixth Form college, Hereford Sixth Form College, Warks College Pershore College, University of Worcester and Royal National College.</p>
13	<p>Explain how the outcomes of the project will meet the LLN guidelines - see attached:</p> <p>Access will be improved as students unable to attend inductions will be able to download information from home. This may especially apply to students who are part-time and are unable to attend due to work commitments. Some students on courses may not have certain inductions timetabled into their course as it is not necessarily part of the unit delivery but may express a particular interest in working with certain media, for example Fine Art students wishing to experiment with Video could use instructional movie to learn new skills. This encourages effective learning. If the project is successful the idea could be rolled-out to other types of induction in HCA.</p> <p>“Tasters” of the course induction videos to be uploaded to “Wider Horizons” portal.</p>
14	<p>What are the main risk factors and how will you plan for these:</p> <p>Main risk is that staff involved may not be able to devote the extra time. By using a number of specialist staff rather than just one we will be able to be more flexible with the workload.</p>
15	<p>How will you disseminate the findings:</p> <p>Share good practice with other colleges. Evaluate and share results from student feedback</p>
16	<p>General comments and any further information you think might support your bid:</p> <p>Induction sessions are time-consuming and resource intensive. If a student misses an induction it is difficult to catch up at a later date. Putting content of the session on the Moodle VLE means a student can play-back the session any time, and re-visit sections of the session they perhaps didn’t understand first time around.</p> <p>Our initial research has shown that inductions for IT sessions that were delivered in this way were successful and although designing and making the video took time initially, it actually saved a lot of staff time in the long run. We plan to evaluate our project and roll it out to other types of inductions if it is a success.</p>