

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

1	Name of College: Herefordshire College of Technology
2	Project Title: HE Management Blend
3	Name, e-mail and phone number of project contact: Emma Ball Learning Resources and E-Learning Manager ballE@hct.ac.uk 01432 365550
4	Date Proposal Submitted: 19 November 2008
5	Are you applying for consultancy/support or funding – please state: Funding
6	Project Overview and Rationale – background and reason for project bid: Herefordshire College of Technology offers a number of HE level Management courses including the Diploma in Management and Leadership; we also hope to add a Foundation Degree in Management to our September 2009 offer. As many of the learners attracted by these courses have numerous conflicting responsibilities and calls on their time, we would like to be in a position to offer a truly blended approach to learning. In 2007 we made the decision to offer our EDM course in this way, we currently require student attendance at one session per month and offer online and telephone support in the intervening periods. This approach has had a perceivable impact on the recruitment and retention of students on this course, with a significant increase in the number of students starting the course and also in those completing it. The focus of the project would be enhancing the existing provision for this course and extending the approach to other courses within the Management curriculum area.
	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: Key Objectives: Meet the needs of management students by offering a flexible and accessible approach to study Increase participation and retention on management courses
8	Expected timescale for completion of project: Courses should be deliverable in this format from September 2009, the impact on recruitment will be measurable from September/October 2009. The impact on retention will monitored to student feedback and will be considered in relation to student feedback. The impact on success rates will be measurable from June 2010.

<p>9</p>	<p>Team Members, roles and responsibilities – include the whole team and if bidding for consultancy/support, who will be overseeing the process:</p> <p>Project Leaders: Emma Ball (LRC and E-Learning Manager) and Mandy Davis (Course Tutor for Management)</p> <p>The E-Learning Manager will be responsible for the overall management of the project. This will include the training and development of the staff involved in the project, she will also create the course areas for the courses concerned and will advise on different methods of increasing participation and collaboration. Emma will work with Mandy Davis to create tools to measure the success of the project in terms of learner engagement. Emma will work with the team to source external resources and will act as an advisor when curriculum planning. She will also ensure that issues surrounding accessibility and copyright are addressed when designing and populating the course area.</p> <p>The Course Tutor will be responsible for overseeing the project from a curriculum standpoint. She will lead the project team in considering and evaluating resources and in ensuring that proprietary materials are uploaded to the VLE. She will work with Emma Ball to create tools to measure student satisfaction and will ensure that feedback is gained in a timely fashion to maximise effectiveness.</p> <p>Team Members:</p> <p>Linda Harrison Linda Dray Cynric Williams Clare Eccleston Nicola Rose Isobel Rollit-James</p> <p>Team members will be responsible for uploading their existing materials to the VLE and for considering further opportunities for communication and collaboration using Moodle and other forms of technology. They will also be required to obtain and feedback student feedback through the use of agreed tools.</p>
<p>10</p>	<p>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?</p> <p>£5,000 – primarily to free up staff time to facilitate the designing of an area on the college’s VLE for each course (around £4,000 of the funding would be for staff time):</p> <p>uploading existing proprietary content creating interactive resources, sourcing external resources. Planning and developing a blended curriculum We may also use some of the money to purchase software and e-books that can be linked to the VLE area for each course.</p>
<p>11</p>	<p>Which students/courses are involved – please note LLN supports level 4 and above:</p>

	<p>Diploma in Strategic Management and Leadership Diploma in Management and Leadership Foundation Degree in Management and Leadership</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>HCT will share best practice and will make a “taster” of at least one of the courses available via the “Wider Horizons” web environment. The project team are also happy to share their findings with other colleges and advise them on how to design similar blended courses should the project outcomes be successfully achieved.</p>
13	<p>Explain how the outcomes of the project will meet the LLN guidelines - see attached:</p> <p>The key objectives of the project are directly in line with the first two of the LLN guidelines. The redevelopment of the courses to truly embed e-learning as a mode of delivery/support would improve access to materials and support and would provide learners with access to their course materials 24-7 in any location with an internet connection. Where possible the materials would be provided in a format that is customisable by the learner and would therefore allow them to modify materials to meet their own individual needs. The dissemination of our experiences in designing and delivering blended programmes would be shared with other institutions through the publication of case studies and findings and we would also propose make the course structure and a selection of the materials available through the Wider Horizons portal.</p>
14	<p>What are the main risk factors and how will you plan for these:</p> <p>Staff time and skills development: In order to create effective blended learning projects staff need to devote time to developing their own skills.</p>
15	<p>How will you disseminate the findings:</p> <p>Findings will be disseminated through the publication of case studies and student feedback data. We would be delighted to share our experiences with other institutions and would also make the course structure and a selection of materials available through Wider Horizons.</p> <p>The project team are also happy to share their findings at the LLN e-learning event in 2009.</p>
16	<p>General comments and any further information you think might support your bid:</p> <p>We feel that our tentative step towards offering a blended approach has already reaped benefits in terms of access to learning and that this has ultimately been reflected in the success data for the course concerned. We would welcome the opportunity to extend this approach to other courses.</p>