

**Project Name: Investigate Feasibility of Dual Centre Based/Distant Learning AMSPAR Diploma**

**Amendment History:**

Version No.	Date	Reason for Amendment
1	01/09/08	New Proposal

**Project Manager**

Graham Bonson  
Evesham College

**Document Distribution**

<i>Name</i>	<i>Location</i>	<i>Responsibility</i>	<i>Action/Information</i>
Debbie Lambert	LLN	Manager of the LLN	For information
Geoffrey Elliott	UW	Members of the Steering Group	To approve the proposal
Chris Morecroft	WCT		
Ian Peake	HCT		
Mike Rookes	OU		
Gail Rothnie	UoB		
Donna Obrey	LLN	Project Officer for the LLN	To track and monitor project

**Background**

Evesham and Malvern Hills College has successfully run AMSPAR Diploma in Primary Care Management (Level 5) in the past as a college based course with students attending weekly sessions. We are the only Centre running this course outside the South East of England other than Lancashire, Norfolk and Northern Ireland and Scotland. We are currently receiving enquiries for our course from a very wide geographical area which means a centre based course is impractical and expensive.

It is the intention of this project to investigate interest in developing an online version of this course which would meet the needs of a much wider audience. The project would be in two phases starting with an investigation into the level of interest for this type of delivery; the cost of developing this idea and identifying the skills required to produce the course as an online programme.

The second phase of the project would involve the development of the programme which would only begin if there was a positive response to the first phase.

**Objectives of the Project**

1. To investigate the interest in a dual centre based/distant learning course in our catchment area.
2. To identify the resources required to set up such a course.
3. To identify the skills required to produce the IT capable of supporting the course.

4. To develop the outline Learning Programme for such a course.
5. To identify costs and funding for an implementation if that is the decision.
6. To identify all risks and issues that would affect the decision about progressing further with the project.

## **Project Approach**

It is proposed to complete this project by the end of 2008 so that if the next stage is approved the college can be ready to start delivering the course in September 2009.

### **Scope:**

#### **A Key Products from the project**

- A view of the potential revenue from this qualification.
- A clear view of the requirements of implementing such a programme.
- A strategy for implementing this programme.
- A template for other possible courses to be run this way.

#### **B Out of Scope**

- The initial release of funds would not support the costs to develop the programme. This would be a separate bid to the LLN.

### **Constraints**

- The project team need to be aware of the timetable for the course as set by AMSPAR/C&G

### **Initial Project Case**

- A preliminary meeting of the client and project team to agree aims, timescales, make up of team and to appoint ownership of actions..
- Survey of potential customers to get their views on proposal.
- Several meeting of project team to monitor progress.
- Project team to make recommendations to client.

### **Benefits of the Project**

- The development of a needs-led programme.
- A well researched and informed programme.
- Flexible learning opportunities to ensure appropriate access to people in full or part time employment.
- The development of a range of high-level skills to enhance individual and organisational performance.
- A skilled workforce in Herefordshire that can provide services to a wide range of sectors e.g. healthcare, private employers, social care and education.
- Provides a flexible delivery model with the integration of the use of the VLE

### **Key Assumptions**

- Skills required to develop learning packages will be available if that is the decision of the client.

## Timescale

Project report needs to be presented to client early 2009.

## Costs

We would like to request up to the sum of £2000 for the first phase of the project to cover the following:

- Release/payment of staff to attend meetings
- Market research
  - Evaluation of resources

**NB.This would be followed by a request to the steering group for a further release of funds to support the actual development of the on-line programme.**

## How will the project be evaluated?

By the options presented to the client being clear and supported by facts in order to make a decision as to whether to proceed with the programme.

## How will the project be sustained?

Commitment and resources will need to be made available to implement the dual delivered course if the client decides to take that step.

## 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
Team will not have required skills to deliver options	L	H	Use of other people.
Difficulty in getting team together	L	H	Set diary dates use conference calls etc.
Lack of interest from customers/students from dual delivery	L	H	Review marketing process

## Project Team

Graham Bonson  
Claire Beaman  
Sue Blaker  
Maureen Lee

In addition we would look to recruit a senior member of the local PCT and an experienced tutor in this area of work.