

<b>Cover Sheet for Proposals</b> (All sections must be completed)	<b>JISC Capital Programme</b>
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**Name of Capital Programme:** eLearning  
(e-Learning; e-Infrastructure; Repositories and Preservation)

**Name of Lead Institution:** Cornwall College

**Name of Proposed Project:** Mapping in Moodle ePortfolios (MiMePo)

**Name of Project Partners:** Gloscat College

**Full Contact Details for Primary Contact:**

**Name:** Julia Dando  
**Position:** eLearning Development Manager  
**Email:** julia.dando@cornwall.ac.uk  
**Address:** Cornwall College St Austell  
Tregonnisey Road,  
St Austell,  
PL25 4DJ  
**Tel No:** 01726 226469, 07855 314965  
**Fax No:** 01726 226627 (FAO Julia Dando)

**Length of Project:** 1 year

**Project Start and End Dates:** 1<sup>st</sup> September 2006 – 31<sup>st</sup> August 2007

**Total Funding Requested from JISC:** £150,000

**Funding Broken Down over Project Years:** Year 1: £150,000

**Total Institutional Contributions:** £ 83,043. 50

**Outline Project Description**

This project aims to develop a standard format for performance/assessment criteria data to be presented in order that they might be integrated into a variety of ePortfolio systems, in particular ePortfolio modules within the Moodle open source VLE and to pilot the development with ePortfolio modules with a range of students, tutors, and verifiers.

<b>I have read the Circular and associated Terms and Conditions of Grant at Appendix B (Tick Box)</b>	<b>YES</b> ✓	<b>NO</b>
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## Contents:

Cover sheet	
Introduction	3
Background to the proposal	3
Project Description	4
Objectives	4
Proposed activities	4
Deliverables	5
Project Plan	5
Project Management Strategy	5
Risks	7
Sustainability	8
Meeting the criteria of the call	8
Budget	9
Key Personnel	10

### Appendices:

Appendix 1 – Letters of support from Lead institution and partner institution

Appendix 2 – Letters of support from Awarding Bodies

Appendix 3 – CVs of Key Personnel involved with the project.

## Introduction

This project is submitted as a collaborative project between Cornwall College and Gloscat, who maintain good relations through their CoVE's and through active involvement with the open-source community at Moodle.org.

The timescale for the project has been proposed as 1 year, although this is not indicative that this is a small project and the appropriate resources will be assigned subject to securing funding at the level required to ensure the project is achievable within the timeframe.

## Background:

ePortfolio products have developed a variety of definitions and a variety of purposes. Whilst some ePortfolios look at the recording of personal achievement and progression others have been identified as data and resource repositories with mapping to criteria for assessment purposes.

The partners have an interest in the use of ePortfolios in both of these purposes as an integrated approach and this project is more specifically looking at how ePortfolios can be used to map collected evidence to its relevant assessment or performance criteria providing a personal experience and an effective and accessible medium for learners to submit their evidence for feedback and assessment.

Cornwall College have been looking at the use of ePortfolios for a number of years and have not made significant progress, largely attributed to not having found a suitable product for our needs. Gloscat have already trialled the use of a proprietary ePortfolio system with disappointing results.

Both partners are using the same VLE, which is an open source product called Moodle. Moodle is fast becoming the most commonly used VLE and development is highly active, particularly since the Open University adopting the system as their choice of VLE.

Within Moodle there is the scope to integrate an ePortfolio tool. The Open University are currently planning development of a ePortfolio module and we are aware of an additional ePortfolio module that is under development for moodle within the open source community. Multiple modules for a specific purpose are not considered a waste of resource as one project may not meet the needs of a user as well as another. One thing is common with the effective ePortfolio - that there should be an option to map evidence to defined criteria.

One of the issues that present a challenge for this to happen is the ability to input the defined criteria into a product for mapping to, when criteria might come from different sources for different courses and colleges.

A recent report prepared for the JISC e-Learning and Pedagogy strand of the JISC e-Learning Programme by Helen Beetham identified that *"...Open standards are necessary if information is to be shared effectively by all the organisations involved in an individual's learning, assessment, review, and personal development...."*

With this in mind the chief proposal for this project is to develop a standard format for criteria data to be presented in order that they might be integrated into a variety of ePortfolio software systems, in particular modules within the Moodle open source VLE.

Helen goes on to state that *"...the functional requirements for data held in an e-learning portfolio – and therefore the purpose of standards such as UK LeaP – are that it should be: Transferable, Interoperable, Accessible, Secure, Owned and Maintained, Credible and Useable."*

The developments within this project proposal meet all of these criteria.

## **Project Description**

### **There are a number of key objectives within the project:**

- To work with awarding bodies and HE coordinators to develop a common format for performance criteria data to be provided for input into ePortfolio systems, with particular focus on the Moodle open source VLE system.
- To aid in the development of an ePortfolio module for Moodle, the open source VLE, in order that it be made available to the open source community.
- To pilot the development with a range of HE learners and work-based learners.
- To make the development available and accessible to both the education and open source communities

### **To achieve these objectives there is a plan of proposed activity:**

1. Development of a common framework/format for data to be provided for input into ePortfolio systems by meeting with awarding bodies and developing a proposed common format for data. This will involve working with HE coordinators and awarding bodies. Initial discussions with OCR and City & guilds have gained their support for this project and we intend to work closely with them to ensure a cohesive approach. We will also be approaching additional awarding bodies to be involved such as Edexcel, however contact has not been possible prior to this submission. A representative from each of the awarding bodies will be invited to sit on the project steering group.

2. Where possible, to work with existing Moodle ePortfolio modules and developments to create an import system to integrate the performance criteria data for effective mapping.

3. Where appropriate to aid in the development of an ePortfolio module(s) to function within Moodle.

4. Integration of data from a number and range of HE courses and NVQs into one or more ePortfolio products.

5. Staff development in the use of the developed product and data.

6. A Pilot using the developed ePortfolio products to selected courses and to include learners, tutors, and internal/external verifiers.

Identified suitable courses for the pilot include:

The FdSc Information Technology at Cornwall College, which is part of our CoVe and run through the Cornwall Business School. This course is validated through Plymouth University.

The HND/HNC in Computing at Gloscat, which is linked to New College, Swindon.

NVQ in catering at Gloscat, who have used other ePortfolio systems.

7. Internal and external evaluation and dissemination of developments, activities and findings, and recommendations for future developments.

Internal evaluation will take place at several stages during the project as outlined in the project plan to ensure that the project can maintain its deliverables. Towards the end of the project both an internal and external evaluation will take place to assess the successes and challenges of the project and make recommendations for future projects. A suitable candidate from the education community will be selected to perform the external evaluation, the cost of which has been written into the project costings.

Plans for dissemination include:

Making the development available to download under General Public Licence at moodle.org.

Publication of findings to the education community through online media such as the JISC websites including Jorum, the open source community at moodle.org, the Cornwall Learning Network, The Higher Education Academy website, The Higher Education Academy's Connects services, the eLearning section of The Guardian Unlimited, the Ferl website, etc.

Editorials presented to publications such as Times Higher Education Supplement, The Times Education Supplement – FE Focus, The Education Academy's Exchange magazine.

Submission of papers to present at conferences such as the BETT show, International Conference of the Association for Learning Technology,

**Deliverables:**

A suggested common format for performance/ assessment criteria data for use in ePortfolios, in particular within the Moodle, open-source VLE.

An import system that will allow assessment or performance criteria of HE, FE and NVQ awards to be imported into Moodle as a series of Assignments - these will then integrate into multiple developments of e-portfolio modules within Moodle.

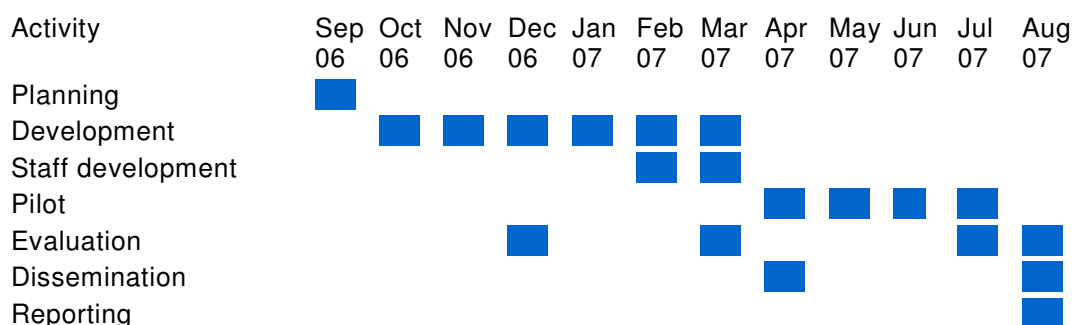
A detailed report and evaluation of a pilot of the use of the ePortfolio development across at least 2 HE courses and a number of NVQ candidates.

An active dissemination programme to be delivered across the UK education sector.

**Project Plan:**

Project length: 1 year from 1st September 2006 - 31st August 2007

**Summary of activity:**

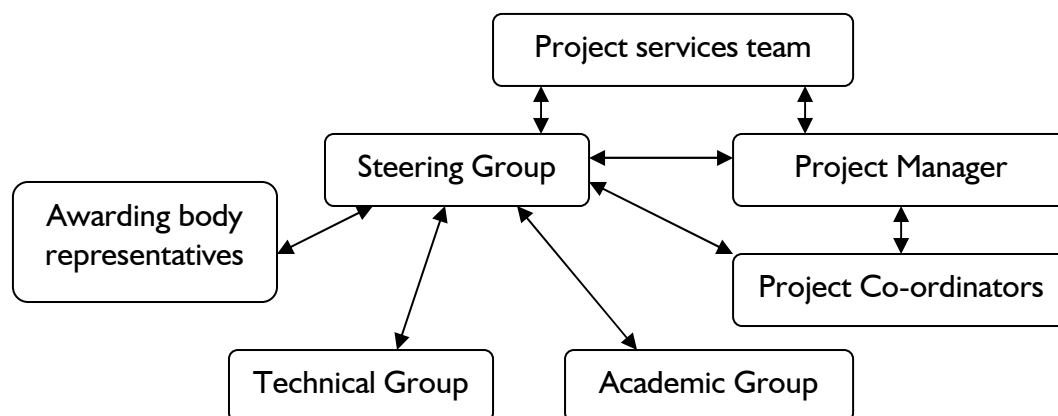


**Project Management Strategy:**

Cornwall College is the lead applicant and will, therefore, co-ordinate activity and provide the necessary monitoring returns to meet the requirements attached to JISC funding. Cornwall College's Project Support Team is dedicated to monitoring and managing of grant funded activity and, therefore, has 'tried and tested' systems in place which will be applied to this

project. Systems will be implemented to monitor expenditure against the project/partner's budgets, ensuring eligibility of expenditure and beneficiaries.

The following diagram represents the management structure of the project. The Partnership approach is evident through the Management structure and this collaboration will be immensely beneficial, avoiding duplication, increasing coherence, ensuring consistency and pooling the strengths of the partners.



There will be a steering group, a technical group and an academic group.

Steering Group Roles and Responsibilities:

- Overarching management mechanism, will meet quarterly
- Strategic development and direction of the project
- Co-ordination of budgets and outputs
- To review learner evaluations and focus group results to ensure continuous development and responsiveness to learners
- Sharing of good practice
- Will establish a structure for facilitation of future development
- Will consolidate the strengths and expertise of the partners and other relevant organisations

**Steering Group Membership:** The group will be inclusive and will encourage representation from a range of organisations to ensure that the project remains flexible and relevant.

**Proposed membership:**

- Cornwall College Project Co-ordinator
- Gloscat College Project Co-ordinator
- Cornwall College Academic Group representative
- Gloscat College Academic Group representative
- Cornwall College Technical Group representative
- Gloscat College Technical Group representative
- Cornwall College Project Support Manager
- Representatives from awarding bodies (OCR, City & Guilds, Edexcel)
- Business Sector Representative

**Technical Group Roles and Responsibilities:**

- Will meet monthly, whether face-to-face or online.
- To share good practice and work collaboratively to aid the development of the project;
- To maintain an online dialogue to record developments of the project;
- To ensure that standards and technical developments remain within the project brief and interoperability standards;
- To report back to the steering group.

### **Technical group membership:**

The technical group will be made up of at least one technical representative from each partner with experience in the technical developments of the project.

### **Academic Group Roles and Responsibilities:**

Will meet monthly, either face-to-face or online.  
To ensure that the project develops in line with learner and curriculum needs;  
To identify and address gaps in provision through the use of learner;  
To share good practice;  
To report back to the steering group.

### **Academic Group Membership:**

The academic group will be made up of representatives from each partner with experience in curriculum developments and portfolio use in the curriculum.

### **Risks:**

*Different awarding bodies may not agree a common standard and framework*

We have spoken with a number of awarding bodies who are keen to support the project and offer guidance, involvement and representation on the steering group.

*Other developments may immerse that mirror our objectives*

We have a strong team of eLearning and ILT representatives within the partnership who remain informed of new developments within the eLearning, ILT and education sectors by actively monitoring newsgroups, mailing lists, the media and websites. Any announcement of similar developments will be met with effective communication and the potential of further collaboration.

*Funding not secured*

Each partner has agreed a significant amount of investment to the development of this project, however, the partner's contributions are at the maximum amount possible. Without JISC funding, at the rate requested, this project will not proceed in its current format. It would be impossible to significantly cut costs without sacrificing the aims and objectives of the project. Partners would continue to build their engagement with ePortfolios but the collaborative benefits would be lost, resulting in overlap and duplication. Additionally the development would be incremental and would take approximately five years for any partner to reach the same level of development. This funding will enable the development to use ePortfolios effectively in a significantly shorter time scale.

*Overspend*

All partners have significant experience of delivering and managing projects and will use this experience to ensure that the project is delivered on time and on budget. The Project Co-ordinators will evaluate the project outputs and budget on a monthly basis and will input into the Steering Group on a quarterly basis identifying any problems/discrepancies at this point.

*Lack of Support for the project*

Thorough consultation has been undertaken prior to submission of this application. This consultation has identified a high level of support for the activity across a range of organisations. Letters of support from organisations representing the awarding bodies are included as Appendix 2. The inclusive ethos of the Steering Group will

help to ensure that the development of the project, post approval, is demand led and meets the needs of a broad range of users. Awarding bodies, Verifiers, HE representatives and the business sector will all be represented on the Steering Group to keep other potential stakeholders and beneficiaries aware of and involved in developments and to encourage future expansion of the project.

### **Sustainability:**

Further developments and collaboration between the partners will be maintained beyond the end of the project through our CoVE connections and contributions to the Moodle open-source community.

As the import system is planned to be released to the open-source community at Moodle.org there is huge sustainability potential for further and future development beyond the end of the project.

### **Meeting the needs of the call:**

The project is aimed to contribute significantly to the improved uptake of ePortfolio and PDP use within the education community, with particular interest to work-based learners or those learning in more than one institution.

The project will be key to the provision of lifelong learning by offering interoperability and the possibility of data transfer across institutional boundaries. Moodle is fast becoming a popular choice of VLE for both HE and FE institutions. By developing an import system for ePortfolios modules within Moodle, this should enable learners to export their portfolio and evidence from one Moodle and import it into another.

The project will work within the e-Framework for Education and Research, in particular the standards associated with Web Services and Service Orientated Architecture.

The project is aimed to make a significant improvement to the ease of administration of portfolio building and mapping to performance criteria. This would have an impact on learners, tutors and internal/external verifiers.

The project fits nicely with the concepts of the “MLE4LLL” project and findings from that project will be used as reference where appropriate. The project will keep up to date with development being made through the Distributed e-learning regional pilots and offer collaboration where possible, in particular where collaborative work can clearly be of benefit, for example: The Learning Matrix; P4P; and FILE-PASS.

The wider impact of this project will be evident to a wide range of sectors within the education community where portfolio work is required. A successful outcome of the project will offer learners a flexible and accessible method to submit work to a portfolio, tutors easy access to provide feedback and assessment and both internal and external verifiers to oversee the quality control.

The project will help institutions to meet the diverse needs of learners by offering easier access to developing their evidence portfolio for performance criteria. Accessibility will be a key feature to the use of ePortfolios with emphasis on the variety of media that may be used as evidence.

The project will provide a personalised learning experience for the learner by providing a platform for a wider variety of evidence to be submitted for their portfolio work from a variety of settings. It will allow an easily accessed overview of progression and development through the individual's learning experience both at a course level and a wider view of their learning development.

**Budget:**

The following budgeting is not to TRAC specification as this has been confirmed as not being required as the lead partner is not an HEI.

**Summary of costs:**

Total project cash spend:	£150,000.00
Total partner investment:	£ 83,043. 50
Total project cost:	£233,043.50

**Breakdown of costs:**

**Cornwall College** is the lead partner and project costs are as follows:

<u>Description</u>	<u>Cash</u>	<u>Investment from College</u>
Project services Cornwall College	£5000.00	
Project Manager 0.5FTE @ £32,500 p/a + on-costs	£19987.50	
Researcher 0.5 FTE @ £28,000 p/a + on-costs	£17220.00	
Developer 0.75 FTE @ 23,000 p/a + on-costs	£21217.00	
Travel and Subsistence	£2000.00	
Dissemination events	£1000.00	
Staff development and training	£1123.50	
Administrative support: 1 x 0.2 @£12,000 pa + on-costs	£2952.00	
Marketing	£500.00	
Evaluation	£2000.00	
Equipment (20 x laptops for pilot learners, tutors and IVs, + audio devices)	£27000.00	
Server to host pilot ePortfolio		£6000.00
Development and hosting for project website		£500.00
Lead IV team time input to project and pilot - 150 hrs		£3768.00
Tutor time input to pilot - 250 hrs		£6250.00
eChamps for tutor support - 400 hrs		£7408.00
0.2FTE -Developer / Administrator @ £23,000 + on-costs		£5658.00
Contribution to travel and subsistence		£2000.00
Software installation and setup of laptops		£1000.00
0.25FTE Developer		£7072.00
Office equipment 2xworkstations for developer and researcher		£3000.00
Staff Development		£2000.00
Dissemination events		£1000.00
Totals	£100000.00	£45656.00

**Gloscat costings are as follows:**

<u>Description</u>	<u>Cash</u>	<u>Investment from College</u>
Project services Cornwall College	£2500	
A Test server for Moodle to trial the e-portfolio things on	£6000	
Software Installation + support of server and Tablet PCs	£4500	
Tablet PC's + docking stations + monitors for learners/ teachers who will pilot the e-portfolio system	£35000	
Installation of Moodle on each tablet PC + testing + staff training	£2000	
Project Co-ordinator 0.5 FTE @ £30,000 + on-costs		£18450.00
Researcher 0.25 FTE@ £25,000 + on-costs		£7687.50
2 x workstations for development and business support		£3000.00
Travel & Subsistence		£2000.00
Tutor time input to pilot 250 hours		£6250.00
<b>Total</b>	<b>£50,000</b>	<b>£37387.50</b>

**Key Personnel**

**Project Manager:** Julia Dando is the eLearning Development Manager at Cornwall College. She has considerable experience of eLearning and ILT having a Masters degree in Open & Distance Education and having spent 2 years on secondment to the National Learning Network. She also has a wide experience of managing and co-ordinating projects having been involved with several projects previously. She is currently the project co-ordinator for the Cornwall Learning Network project and will be releasing from 0.5 of that post to be the project manager for this project and the project co-ordinator for Cornwall College. Julia's CV can be found in Appendix 3 at the back of this submission.

**Researcher:** John Sekula has been teaching engineering for many years at Cornwall College and is also a lead IV at Cornwall College. He has spent the last 18 months working 0.5 of his post as an eLearning Champion helping staff to make effective use of eLearning and ILT. John's CV can be found in Appendix 3 at the back of this submission.

**Developer:** James Barrett is a Designer / developer at Cornwall College and has been instrumental in the role out of Moodle at the College. He is a very active member of the Moodle open-source community and has already contributed to the software by developing modular tools, which have been released to the community under General Public Licence. James has experience in coding having a degree in Media Arts and has been involved in education for some time. He is currently working full time on the Cornwall Learning Network Project and has developed new technology that has been shared with partners and beneficiaries alike. He will be released from part of that post to act as developer for this project.

**Project Co-ordinator and developer:** Paul Andrews is the ILT Manager at Gloscat and has considerable experience and knowledge of ILT, eLearning and the open-source VLE Moodle. He is responsible for the management of Moodle at Gloscat and has significant experience in coding. He is also an active member of the Moodle open-source community. Paul's CV can be found in Appendix 3 of this submission.

**Researcher:** Gareth Crwys-Williams is a lecturer in catering and NVQ assessor at Gloscat. He has had experience of using ePortfolios and has been using a proprietary ePortfolio system with his students for some time. He is very keen to see an improvement made in the ePortfolio systems available to him and is an enthusiastic member of the project team. Gareth's CV can be found in Appendix 3 of this submission.

## Appendix 1 Letters of support from Senior Management:



Direct Line: 01726 226531

Our ref: J/kf

21<sup>st</sup> June 2006

Capital Programme Bid Evaluation Team  
Joint Information Systems Committee (JSC)/ HEFCE  
Northavon House  
Coldharbour Lane  
Bristol BS16 1QD

Letter of support from John Latham, CEO and Principal Cornwall College, for JSC capital programme eLearning project:

Cornwall College has invested heavily in promoting a flexible learning approach by making use of technology. ePortfolios have been high on the agenda for many of the Heads of Departments here and the desire to make the process of building portfolios easier for all concerned is significant.

Although we remain fully supportive of the development in this area and continue to apportion funds to further progress, with the significant cuts in funding this year it has been impossible for us to assign the required funds to developing this area further.

To this end the project proposal for developing a common format for performance criteria in ePortfolios has my full support and I am looking forward to the positive results that it might bring in helping us, and fellow institutions, progress with the use of ePortfolios.

I have every confidence in the team involved with the project that they will deliver the outcomes to the best of their abilities and am happy that Cornwall College can offer added value to such a project and the education community.

Yours sincerely

A handwritten signature in black ink, appearing to read 'John Latham'.

John Latham  
CEO and Principal  
Cornwall College



Direct Tel: (01242) 532091  
Fax: (01242) 532199

GS/ach

21<sup>st</sup> June 2006

Capital Programme Bid Evaluation Team  
Joint Information Systems Committee (JISC)/HEFCE  
Northavon House  
Coldharbour Lane  
Bristol  
BS16 1QD

To whom it may concern:

**Re: Letter of support from Greg Smith, Principal, Gloscat, for JISC  
Capital Programme eLearning Project**

This is to confirm that Gloucestershire College of Arts and Technology is delighted to become a partner of Cornwall College to undertake the above mentioned JISC eLearning Project.

I have nominated Paul Andrews to become the Project Leader at Gloscat and he will take responsibility for delivering all requirements defined in the project bid.

**Greg Smith  
Principal**



Cheltenham Campus  
Princess Elizabeth Way, Cheltenham GL51 7SJ  
Tel: 01242 532000 Fax: 01242 532196  
Email: info@gloscat.ac.uk www.gloscat.ac.uk  
Principal Greg Smith BA MBA PGCE

## Appendix 2 Letters of support from Awarding bodies

**From:** mike dawe [mike.dawe@cityandguilds.com]  
**Sent:** 21 June 2006 20:09  
**To:** Julia Dando  
**Cc:** Patrick Craven  
**Subject:** JISC Capital Programme - e-learning strand  
Julia

After our conversation about your submission to JISC for ePortfolio related developments, I am writing to contribute my view in the hope that it will support your work.

We endorse a number of ePortfolio providers and find that they offer our centres many benefits, particularly in transparency, candidate ownership of learning, and reduction of administration. But, the lack of a standard approach among the current providers impedes efforts to benefit in some areas, and can actively create problems in others:

- it is difficult to train external verifiers when there are a large number of external verification interfaces, so potential benefits of remote external verification and transparency of information are difficult to realise.
- the providers are not interoperable so if a candidate moves provider they cannot be sure that all their evidence will move seamlessly with them.

We are therefore actively looking to work with people who have solutions to offer.

Kindest regards

Mike Dawe  
Senior Manager  
Group e-Strategy and Learning  
Tel 020 7294 3079

**From:** Patrick Craven [CRAVEN.P@ocr.org.uk]  
**Sent:** 19 June 2006 07:25  
**To:** Julia Dando  
**Cc:** andy.sittle@cornwall.ac.uk; Susan Mercer; Patrick Grant  
**Subject:** Eportfolio innovation project

Following our conversation I am writing to confirm OCR's interest and support in the work you are proposing to explore open source standards for eportfolios through the Moodle platform.

OCR is a strong advocate of the use of new technologies to support assessment processes and already supports the use of eportfolios and we are developing systems to facilitate the submission of digital evidence across a range of qualifications.

To this end it would be highly advantageous to see the adoption of common formats and protocol for the creation and storage of evidence. If this was done for an easily accessible platform we believe the chances of adoption would be far greater.

Let me know if you need anything further from us at this stage.

### Appendix 3 CVs of Key Personnel

#### Curriculum Vitae

**Name:** Julia Dando  
**DOB:** 15/01/1972  
**Gender:** Female  
**Nationality:** British  
**Marital Status:** Divorced

**Address:** 65 Blandford Road  
 Lower Compton  
 Plymouth  
 PL3 5DS

**Tel:** 01752 310300

#### **Education:**

MA Open & Distance Education 2000- 2003 Open University

Implementation of Open & Distance Education.  
 Applications of IT in Education.  
 Education Management in Action

HND Equine Science 1995- 1997 Cornwall College  
 BHS Assistant Instructor 1994 British Horse Society  
 9 GCSEs: Maths A, Stats B, World Studies B, Eng B, Physics C, Chem C, Bio C, Art & Design C, German E. St Thomas High School

#### **Employment:**

Cornwall College 2005-present e-Learning Development Manager:  
 I am currently responsible for the role out and development of eLearning across the corporation. I am line manager to 7 part-time eChampions, 1 full-time HE eChampion, and a full-time designer/programmer/developer. I also teach "blended learning" on the PGCE and Cert ed courses.

Cornwall College (Duchy Stoke)/ 2002-2005  
 National Learning Network  
 ILT coordinator/NLN ILT Mentor:  
 0.5 post responsible for supporting staff in developing and using eLearning and ILT. Involved with several projects including the Equal project (ESF). Developed several online resources for use in and out of the classroom.  
 0.5 post secondment as ILT Mentor to the National Learning Network. Responsible for visiting a wide range of FE institutions across the UK and offering support and guidance in using the NLN materials and eLearning/ILT in general. Speaker at several eLearning/ILT conferences.

Cornwall College	2000-2002	<p>Project Coordinator for 2 ADAPT projects (ESF):</p> <p>Responsible for and successful in delivering 2 ESF projects, in terms of both product and match funding. Individually responsible for the development of multimedia materials to be used at a distance for a 16 module HNC and the validation of the HNC itself. Also responsible for developing a software tool to be used by equine students, which was later offered commercially nationwide.</p> <p>Developed a OCN course alongside the software tool and responsible for its validation.</p>
Cornwall College (Duchy Stoke)	1998-2000	<p>Equine Yard Manager:</p> <p>Responsible for stock control and buying in supplies and equipment for yard of 80+ horses. Managing the shoeing timetable and health care timetable. Maintaining the accounts and raising invoices and payments. Preparing rota for the care of the horses by students on duty and by employees. Some teaching.</p>
Cornwall College	1996-1998	<p>Liaison Officer and NVQ Assessor.</p> <p>Responsible for supporting a number of NVQ students in the work place. Helping students to build their portfolios and carrying out assessments whilst studying for D32,33.</p>

**Paul Andrews**  
**55 Widden St**  
**Gloucester**  
**Gloucestershire**  
**GL1 4AN**  
**Tel : 01452 542792**  
**E-Mail : paul.andrews@gloscat.ac.uk**

### **Personal Information**

Date of birth: 29th June 1978.  
Marital status: Divorced  
Nationality: British  
Age: 27

### **Education**

#### **2000 - 2001**

Keele University, Keele.  
Successfully completed my P.G.C.E (FE) course, specialising in Mathematics & I.T

#### **1996 - 1999**

University of Wales, Cardiff.  
Cardiff.  
Graduated with 1st class Hons in Mathematics.

#### **1994 - 1996**

Shrewsbury Sixth Form College.  
Shrewsbury, Shropshire.  
Three A levels: Chemistry (A) Biology (A) Maths (A).

#### **1989 - 1994**

Corbett School.  
Baschurch, Shropshire.  
Nine G.C.S.E's: English Language (A\*), English Literature (A\*), Dual Science(A\*/A\*), Maths (A\*), Information Technology (A\*), History (A), French (A) Design(A).

### **Employment History**

#### **July 2005 - Present**

Gloscat  
Gloucester

I am presently employed as the ILT manager of Gloscat College – my main duties involve training staff in the use of ILT, writing and implementing the colleges ILT strategy & maintain the colleges VLE from both the front end and the server side – this has allowed me to develop my PHP and MySQL skills as well as designed and implementing various disaster prevention and recovery plans for the server itself.

#### **September 2001 – July 2005**

Coleg Glan Hafren  
Cardiff

Worked as a full time Math's and IT lecturer at the college. In addition to teaching A-level and GCSE mathematics, I was the course leader for the A Level Maths program & also responsible for the delivery of various Key & Basic Skills classes and had my own tutor group within the college. Whilst here I also gained my City & Guilds 9281 in Basic Skills delivery which allowed me to teach basic skills and operate a maths drop in centre based in the college's Library.

**Summer 2001**

New College Telford  
Wellington

Whilst undergoing my teaching practice, I was asked to take part in a new type of summer school for particularly gifted children. Funded by the government, we took a group of 30 children for two weeks and provided an alternative and interesting curriculum that encompassed all aspects of the national curriculum plus some areas that are not yet covered.

**July 1999 – August 2000**

Vantage Computer Solutions Ltd  
Worcester

I worked as a Systems Consultant and Webmaster. As a member of the Systems team, I designed and wrote bespoke computer software and web sites, specific to my clients needs. I was also responsible for training clients in how to use the software I created for them. I am now capable of programming in visual basic & am a highly competent user of all Microsoft Office programs.

**September 1996 – June 1999**

University Of Wales, Cardiff  
Cardiff.

Every open day that the School of Mathematics had, it was my responsibility to introduce prospective students to the course and the various facilities the school had to offer. I also answered questions about the course and provided them with a tour of the computing facilities.

## Curriculum Vitae

Name: **John Sekula**

Date of Birth: 06/01/51

Current Job Title: e-Learning Champion/ Cross College Lead Internal Verifier/  
Program Manager for BTEC Engineering Programmes.

Operational Area: e-Learning Champion for Cornwall College (St Austell and  
Newquay)  
Cross College Lead Internal Verification for Engineering  
Programmes  
Department of Technology

Employer: Cornwall College St Austell  
Tregonissey Road,  
St Austell,  
Cornwall,  
PL24 4DJ

### Employment History:

Dates From	To	Employer	Job Title	Reason for change
2004	- present	Cornwall College	e-Learning Champ/Lead IV/ BTEC Prog Manager	
2000	2004	Cornwall College	Lecturer (BTEC Programme Manager)	not applicable
1998	2000	St Austell College	Adapt (ESF) Project Manager + Lecturer	Project Ended
1997	1998	St Austell College	Lecturer (Main Grade)	ESF Project
1995	1997	St Austell College	Head of Faculty (Eng & Const)	Restructuring
1994	1995	St Austell College	Head of Group (Engineering)	Restructuring
1990	1994	Mid Cornwall College	Lecturer II + Cross College IT Co-ordinator	College Merger
1986	1990	Mid Cornwall College	Lecturer II in Engineering	New Challenge
1980	1986	Mid Cornwall College	Lecturer in Engineering	Promotion
1977	1980	Cornwall C.C	Teacher of Mathematics (Secondary School)	Opportunity in FE
1977	1980	TTTC Wolverhampton	Student (Teacher Training)	1 year PGCE Course
1974	1976	Lucas Aerospace Ltd	Contracts Engineer	Career Change

### Qualifications:

Dates From	To	Full time/ Part time	Education	Qualification	Date	Results
1976	1977	Full Time	W-ton Tech Teach Trng Coll	PG Cert in Ed (FE)	1977	Pass
1970	1974	Sandwich	Wolverhampton Polytechnic	BSc Mech Eng	1974	Hons
1968	1970	Part Time	Wulfrun College of FE	OND Engineering	1970	Merit
1967	1968	Part Time	Wulfrun College of FE	G2 Engineering	1968	Merit

### **Training and Development:**

<b>Year</b>	<b>Organising Body</b>	<b>Course Title</b>	<b>Length</b>
2005	Cornwall College	Read & Write Gold – Certified Trainer	1 day
2005	Cornwall College	Microsoft Office Specialist (Excel)	2 days
2005	Cornwall College	Equality and Diversity	1 day
2003	Lets do IT	e commerce web site development	1 day
2002	OCR	Internet Technologies	NA
2000	FEDA	Web Design (Using Macromedia Products)	3 Days

### **Current Responsibilities and Experience**

As e-Learning Champion providing assistance to staff with respect to using ILT in the delivery of the curriculum. Providing training and support in the use of new technologies in the learning environment. Developing and maintaining VLEs (Moodle) for a range of courses and vocational areas. Creating VLEs for work based learners (WBL) with a particular focus on improving employer engagement. Implementing and promoting strategies for curriculum delivery through the use of ILT.

In the role of Cross College Lead Internal Verifier (CCLIV) I am responsible for ensuring the quality and standardisation of programme management, assessment and verification . There is a strong emphasis on providing support and guidance to staff with a view to improving the quality of provision. The remit of the post extends beyond the immediate requirements of the awarding bodies to include the student experience.

Programme management of BTEC First and National Courses in Engineering. This involves the co-ordination and delivery (including teaching and assessment) of the curriculum in accordance with awarding body requirements. It also involves the organisation of resources, both physical and human, whilst operating with the budgetary constraints of the department. Programmes include post 16 full time and work based students.

## **Gareth Crwys-Williams**

Very Peculiar Cottage  
12 Normal Terrace.  
CHELTENHAM  
Glos GL50 4AR  
Tel. (01242) 232646

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A lecturer and assessor in catering NVQ's with a wide range of experience in the food and drink hospitality sector. Able to work on own initiative and as part of a team. Proven leadership skills involving managing, developing and motivating teams to achieve their objectives. Dedicated to driving standards higher through new methods, openness, teamwork and target setting. A desire to train and enthuse the caterers' of tomorrow.

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### **Key Strengths**

- Excellent communication and presentation skills
- Computer literate
- 18 years experience in the industry
- Consistent target achiever
- Adaptable

### ***Experience***

<b>GLOSCAT</b>	<b>2001-present</b>
Workplace Assessor in Hospitality	2001-present
Lecturer/Tutor	2002-present
<b>Montpellier Wine Bar</b>	<b>2000-2003</b>
Sous Chef p/t	2001-2003
Head Chef	2000-2001
<b>Scottish and Newcastle</b>	<b>2000-2000</b>
Gen Manager @ The Sussex, Covent Garden	2000-2000
<b>Allied Domecq (now Punch Retail)</b>	<b>1995-2000</b>
Gen Manager @ The Rising Sun, Marylebone	1999-2000
Gen Manager @ The Coach and Horses, Greenwich	1998-1999
Gen Manager @ Café Toto, Camden	1997-1998
Head Chef @ Café Toto, Camden	1995-1997

### ***Relevant Training and Certificates***

A1 Assessor Award	2006
ENTO H&S	2005
Personal Licence Holder Certificate	2005
OCN Working with Dyslexia	2005
ECDL	2004
Intermediate Food Hygiene Certificate (merit)	2003
Certificate in HACCP (merit)	2002
Supervisory Certificate in Health and Safety (merit)	2001
National Licensees Certificate	1998

### ***Qualifications***

Certificate in Education (FE)	2005
CFET(stage 2)	2003
FAETC (part1) Studied at GLOSCAT	2002
HND in Hotel Management Studied at GLOSCAT	1988
2 'A' Levels and 7 'O' Levels	1984

### ***Personal Details***

Date of Birth    25<sup>th</sup> March, 1966.                      Marital Status    Married  
Driving Licence    Full, clean.

### ***Hobbies and Interests***

Organic vegetable gardening, supporting local rugby and football. I have a keen interest in travelling abroad to experience different cultures and lifestyles.

### ***References Available***