


Cover Sheet for Proposals			
Name of Initiative: TELS		Institutional innovation projects in lifelong learning and workforce development	
Name of Lead Institution:		University of Wales Institute, Cardiff (UWIC)	
Name of Proposed Project:		Technology Enhanced Learning to Support a Welsh Centre for Workforce Development	
Name(s) of Project Partner(s):		Various (as outlined in proposal)	
Name: Dr Colleen Connor Position: Dean of Learning & Teaching Email: cconnor@uwic.ac.uk Address: UWIC, Llandaff Campus, Western Avenue, Cardiff CF5 2YB Tel: +44(0)29 2041 6026			
Length of Project:		2 Years	
Project Start Date:		April 2009	Project End Date: March 2011
Total Funding Requested from JISC:		£177,346	
Funding Broken Down over Financial Years (April-March):			
Mar 09	Apr 09 – Mar 10	Apr 10 – Mar 11	
£34,444	£67,747	£75,155	
Total Institutional Contributions:		£67,1000	
Outline Project Description			
<p>To establish a range of technology enhanced learning practices and guidance material to support an all Wales Centre of Workforce Development as recommended in a recent study by Middlesex University, (Nov 2008), commissioned by UWIC as part of a HEFCW sponsored project on Workforce Development in Wales</p> <p>The Project will consist of <i>four streams</i>: work-based delivery in the Cardiff School of Management, UWIC; Dental Technology in the Centre for Dental Technology, UWIC; Inter-professional Studies (Regulation of Care Services Award) in the Cardiff School of Health Sciences, UWIC; and Learning Coaches in the Department of Professional Development, Cardiff School of Education, UWIC.</p>			
I have looked at the example FOI form at Appendix B and included an FOI form in the attached bid (Tick Box)		✓	
I have read the Circular and associated Terms and Conditions of Grant at Appendix D (Tick Box)		✓	



JISC WORK PACKAGE July 2009 – December 2009

WORKPACKAGES	Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
		A	M	J	J	A	S	O	N	D															
1: Project Set up Meeting			X																						
2: Baseline report				X																					
3: Project website				X																					
4: Initial Project Plan				X																					
5: Appointment of Project Officer & Manager						X	X																		
6: Stream One (Cardiff School of Management)				X	X	X	X	X	X	X															
7: Stream Two (Dental Technology)																									
8: Stream Three (Regulation of Care Services Award) Summer Preparation (Pre-delivery)				X	X	X																			
9: Stream Four (Learning Coaches) Summer Preparation (Pre-delivery)				X	X	X																			
10: Stream Three (Regulation of Care Services Award) Autumn Delivery							X	X	X	X															
11: Stream Four (Learning Coaches) Autumn Delivery							X	X	X	X															

Project start date: *April 2009*

Project Acronym:
 Version:
 Contact:
 Date:

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
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Project completion date: *March 2011*

Duration: *24* months

				Milestone	Responsibility
YEAR 1					
WORKPACKAGE 1: Project Set Up Meeting					
<u>Objective:</u>					
1. Inform attendees of progress to date	May 09	June 09	Revised Project Plan	Revised Project Plan	SJ
2. Establish clear goals and targets for summer 2009	May 09	June 09	Revised project Plan	Revised Project Plan	SJ
WORKPACKAGE 2: Baseline Report					
<u>Objective:</u>					
3. Ongoing desktop research for project	May 09	July 09	Baseline report	Baseline Report	SJ
4. Complete report	July 09		Baseline report	Baseline Report	SJ
WORKPACKAGE 3: Set up Project website					
<u>Objective:</u>					
5. Website set up and populated with basic project	May 09	June09	Live website	Live	MP

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information and video stream				website	
WORKPACKAGE 4: Submit Initial Project Plan (April - Dec 09)					
Objective:					
6. Draft Project Plan completed	June 09	July 09	Draft Project Plan (April - Dec2009)		SJ
7. Submit finalised Project Plan	July 09	July 09	Project Plan (April - Dec 2009)	Project Plan	SJ
WORKPACKAGE 5: Appointment of Project Manager & Officer					
Objective:					
8. Adverts for positions advertised	May 09	July 09		Interviews	CC
9. Manager & officer start work on project	Aug 09	Sept 09		Staff in place	CC
WORKPACKAGE 6: Stream One (Cardiff School of Management) Summer Period					
Objective:					
10. Appoint Programme Director for Fda / MA in Applied Professional Practice	June 09	July 09	Programme Director appointed	Appointment of PD	DL
11. Enrolment of 6 employee from Acorn Recruitment (Newport) onto Fda	Sept 09	Sept 09			

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Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
12. Set up supporting Blackboard module	Sept 09	Sept 09	Blackboard module up and running		DL
13. Preliminary setup of Workbased Learning Centre within Cardiff School of Management, UWIC	July 09	Oct 09	Creation of Centre of Workbased Learning		DL
14. Baseline report by Peter Obee on e-portfolios & work placement	June 09	July 09	e-portfolios - a baseline report	Report	PO
15. Visit to Sheffield Hallam re e-portfolios and work placement	June 09	June 09			PO / DL
16. Continuing development of Work Placement Reflective Blog (using Blackboard VLE)	June 09	Sept 09	Effective e-portfolio system to support student work placement		DL
WORKPACKAGE 7: Stream Two (Dental Technology) Summer Period Objective:					
17. SW England Blended Learning Project ends	July 09	July 09	Stream Leader's Report (31st July 2009)	End of mini project	JL
18. Mentor training session (Bristol Dental Hospital)	July 09	August 09	Mentor training session (Bristol)		JL
WORKPACKAGE 8: Stream Three (Regulation of Care Services Award) Summer Preparation (Pre-delivery) Objective:					
19. Complete Blackboard module re. materials	July 09	Sept 09	Finalise Blackboard module ready for autumn term (2009) (Blogs, assessment)	Blackboard module	DL

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Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
WORKPACKAGE 9: Stream Four (Learning Coaches) Summer Preparation (Pre-delivery) <u>Objective:</u>					
20. Complete Blackboard module (legis1_Yr_09)	July 09	Sept 09	Blackboard module (assessment, blogs)	Blackboard module	GJ

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WORKPACKAGE 10: Stream One (Cardiff School of Management) Autumn Delivery Objective:					
21. Delivery of Fda Applied Professional Practice	Oct 09	Dec 09	Report on effective e-learning interventions (blogs, e-assessment)		Project Manager / Officer
22. Work placements for BA students	Oct 09	Dec 09	Report on first term's use of reflective log		Project Manager / Officer
WORKPACKAGE 11: Stream Two (Dental technology) Autumn Delivery Objective:					
23. Development of 'Welsh Model' for Delivery	Sept 09	Dec 09	Detailed Plan by Dec 2009	Detailed stream plan	JL
24. Contact Welsh Postgraduate centres & Deaneries	Sept 09	Dec 09			
25. Development of delivery schedule to start January 2010	Sept 09	Dec 09	Delivery schedule and plan	Stream plan for 2010 delivery	JL
26. Investigation of CPD delivery alongside undergraduate delivery	Sept 09	Dec 09	As above	As above	JL
WORKPACKAGE 12: Stream Three (Regulation of Care Services Award) Autumn Delivery					

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Objective:					
27. Student Induction Sept 14-15 th 2009	Sept 09	Sept 09	Induct students (including Blackboard and aims of Project)	Induction	DL / Project team
28. All Wales Induction Meeting (1 st October UWIC/Pontypool/Carmarthen/Aberystwyth/ Caernarfon/Mold cohorts Video Conference: Responding to Questions on the Critical Career Review; Using Blackboard and Making linkages in Learning	Oct 09	Oct 09	Evaluation Report of delivery and pedagogic performance (both staff & student)	First Evaluation Report	Project Manager
29. Attend All Wales Meeting, Media resource Centre, Llandrindod Wells 15 th October 2009	Oct 09	Oct 09	Evaluate student experience	Second Evaluation report	Project Manager
30. Submission of Assignment: Critical Career Review	Nov 09	Nov 09	Review of Process		Project Manager
31. Completion of Learning sets	Nov 09	Dec 09			

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WORKPACKAGE 12: Stream Four (Learning Coaches) Autumn Delivery Objective:					
32. Blackboard training (including network co-ordinators)	Sept 09	Sept 09	Blogs, multiple choice assessment, assignment upload, adaptive release		GJ
33. Adobe Connect training	Oct 09	Oct 09			GJ
34. Preparation for delivery in term two (Jan 2010)	Dec 09	Jan 09			GJ
35. Delivery of module to learning coaches. Use of Blackboard and Adobe Connect to support 'Study Skills' and 'small groups' (project Plan to be finalised Dec 09)	Jan 2010	Aug 2010			GJ

Members of Project Team:

Dr Colleen Connor
Dr Spencer Jordan
Mr Mark Pelling