

# E-Guides eCPD

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21st Century Skills

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# E-Guides

Lead by example

The main title "E-Guides" is centered on the page. The letter "E" is rendered in a large, orange, brush-stroke style font. The hyphen and "Guides" are in a bold, blue, sans-serif font. Below the main title, the tagline "Lead by example" is written in a smaller, orange, sans-serif font. To the left of the text, there is a blue L-shaped graphic element consisting of a vertical line and a horizontal line meeting at a right angle.



## What is the E-Guides eCPD training programme?

*E-learning is learning supported or enhanced through the application of Information and Communications Technology (ICT).* (e-learning Standards Lifelong Learning UK/FENTO, LSDA, 2005).

The E-Guides eCPD is a three day training programme which aims to increase the confidence and competence of staff in using technology to deliver learning, teaching and support services.

The E-Guides eCPD programme is delivered on behalf of the Learning and Skills Improvement Service (LSIS). It is designed to support effective use of technology in teaching and learning across the whole learning and skills sector, and fulfil part of the Institute for Learning's (IfL's) 30 hour (or pro rata) continuing professional development (CPD) requirement. The programme forms a cornerstone in the delivery of 21st Century Skills outlined in 'Harnessing Technology for Next Generation Learning'.

## What does the E-Guides eCPD consist of?

The E-Guides is a blended three day training programme which consists of two face-to-face training sessions with a day of online activities.

## What are the benefits of the programme?

- E-Guides learn new teaching approaches and perspectives to share with their subject colleagues;
- The E-Guides e-learning skills can contribute to engaging learners more effectively: potentially leading to better retention, motivation, completion, attainment and achievement;
- The programme enables ongoing networking, support from communities of practice, and access to further training events;
- Support for the application is required from senior management which ensures that the whole organisation benefits from E-Guides training;
- The E-Guides eCPD is aligned to the revised eCPD framework and complements the PDAs eCPD;
- Optional accreditation through the EDI Level 3 Certificate in Educational Use of ICT;
- Fulfil part of the Institute for Learning's (IfL) 30 hour (or pro rata) continuing professional development (CPD) requirement;
- Capital funding of £700 will be available for E-guides to support them in cascading their skills across their organisation. This will be subject to meeting specified criteria. Contact us for details.

*"The course was very informative and interesting, I am leaving more knowledgeable and I believe a better trainer."*

*"Very high quality teaching and learning materials...Very helpful facilitators with excellent subject knowledge and enthusiasm for the subject."*

*"The programme was inspiring I have so many ideas to take away I would like to book a week off from normal duties to work on things I have learnt."*



## Who can be an E-Guide?

The training is aimed at all staff, paid and unpaid, in the learning and skills sector who are involved with the delivery of learning across different subjects and areas of learning, including learning support workers.

This includes staff from Learning and Skills Council (LSC) funded learning providers in voluntary & community sector organisations, Workers' Education Association, staff in offender learning and skills, work based learning organisations, local authorities and FE colleges.

E-Guides need to be confident in their use of ICT, enthusiastic about e-learning, willing to champion change and able to work well with colleagues. They are expected to cascade the training within their organisation by contributing to the development of their colleagues' e-learning skills.

Places are restricted to two per organisation.

## Aims and objectives

The programme aims to drive improvement in teaching and learning by increasing the effective use of e-learning in all areas of learning, by developing the skills and knowledge of E-Guides to support colleagues in their use of technology.

Within the training itself, the objectives are to:

- explore the role of E-Guides;
- develop skills in the use of technology to enhance teaching and learning;
- consider and plan models of cascade training, coaching and mentoring;
- provide E-Guides with resources for developing e-learning with their colleagues in their organisations.

## Learning outcomes

As a result of attending the training, the participant will be able to:

- enhance the effective use of e-learning across their organisations;
- identify appropriate applications of e-learning throughout the learner journey;
- produce interactive learning content and support colleagues to develop interactive e-resources;
- coach and mentor colleagues in their application of e-learning to their practice.

*"I feel very empowered by the programme, and am taking away a wealth of ideas that I can hopefully cascade across my organisation."*

*"It has really inspired me to do even more to encourage colleagues to utilise technologies that are out there to make their lives easier and the students lives more fun."*

A training programme will be available for developing Advanced PDAs and Advanced E-Guides. Funding will be available, please contact us for details.

# Programme

Registration: 9:30 am  
Close: 5:00 pm

This programme outline is indicative and full details are supplied with joining instructions.

## Day 1 (face-to-face day)

- E-learning fundamentals
- Applications of e-learning
- Assistive technology
- Content creation
- Introduction to the Virtual classroom

## Day 2 (delivered online)

- Using and editing audio
- Web 2.0
- E-assessment
- Resources to support Cascade activities
- Blended learning

## Day 3 (face-to-face day)

- Learning Platforms
- Producing and editing audio/video files
- Role of the E-Guide and working with PDAs
- Working with change
- Auditing skills
- Action Planning: Cascade

## Guidelines for applicants

- ◆ Obtain the support of your line manager for your application
- ◆ Have available your organisation's UPIN number which refers to their contract with the Learning and Skills Council (LSC)
- ◆ There is no charge for attendance on the course
- ◆ Please ensure you have attached your statement of why you think you would be a good E-Guide and your cascade numbers
- ◆ Please ensure you are able to attend ALL 3 DAYS, including Day 2 which will be delivered online via a virtual classroom. Please ensure to make arrangements for having access to a computer with a reliable internet connection and away from distractions (you might want to consider working from home)
- ◆ Please check that for Day 2 you meet the IT requirements as outlined on <http://www.niace.org.uk/eguides-ecpd>
- ◆ Reservations cannot be accepted by telephone
- ◆ Retain a copy of your completed application form for reference
- ◆ Substitutions must be accompanied by a completed application form
- ◆ A 10 working days notice period is required for provision of palantypists, sign language interpreters and translation of materials to Braille
- ◆ **The sending of the booking form does not guarantee a place on the course.** Unsuccessful applicants will be notified
- ◆ Successful applicants will receive an e-mail confirmation of their place. Joining instructions, including a map and directions, will be sent out at least one week before the event
- ◆ If you have not received an e-mail confirming your attendance and joining instructions 4 working days before the event, please contact:

**Raksha Kanani:** Tel. 0116 285 9661 Fax. 0116 285 9670 E-mail. [e-guides@niace.org.uk](mailto:e-guides@niace.org.uk)

To book online and for course dates, please visit: <http://www.niace.org.uk/eguides-ecpd>

NIACE, the National Institute of Adult Continuing Education, was founded in 1921. The National Institute seeks to secure an education system responsive to the diversity of adults' needs and aspirations as learners, and in particular to those who benefited least from initial education. It is our belief that a system fit for adults of all ages and in all their complexity will work better for all learners.

The National Institute is active in many areas - in research, development, publishing, seminars, conferences and training courses, and has an active individual membership.

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Website: <http://www.niace.org.uk>





## Confirmation

I confirm that I am currently working for a learning provider contracted by, or on behalf of the Learning and Skills Council (LSC)

Please enter your organisation's UPIN Number as issued by the LSC

I confirm that I gained my line manager's approval for my participation in the E-Guides training programme.

Their name and contact details are provided below, and they are aware that NIACE will contact them in relation to the training programme.

By signing the form the individual agrees to NIACE's Terms and Conditions in respect of applying for a place at a NIACE event

Signed

Print name

## Line Manager Contact Details

Name of Line Manager

Email address of Line Manager

Line Manager address \_\_\_\_\_

Postcode \_\_\_\_\_

Contact telephone number \_\_\_\_\_

## Data Protection Act

The Learning and Skills Improvement Service (LSIS), as a data controller, will process personal information provided by you to keep you informed about its services and to give you the opportunity to be involved in evaluation/ improvement of its programmes.

Your personal data will be held on a database by LSIS and its appointed agents involved in the delivery of its programmes and will be processed in accordance with the Data Protection Act 1998.

LSIS may contact you, directly or via agents, by mail, email or phone to send you details of its services and of future events or activities related to LSIS Programmes. By providing LSIS with your mailing address, telephone number and email address, you consent to being contacted by those methods for these purposes.

If you do not wish to receive marketing information from LSIS and its affiliates or associates, please tick here

If you do not wish to be contacted to provide feedback for the purposes of service evaluation and improvement, please tick here

Should you wish to be removed from the LSIS database and no longer receive communications from LSIS, please tick here

We are wholly committed to promoting diversity and equality of opportunity. Please be assured that all data collected is to ensure that partner organisations offer equality of opportunity throughout our Programmes and no personal information will be made available to any other parties outside our Programmes.

Please return completed application forms to:  
Events Team, NIACE, Renaissance House, 20 Princess Road West, Leicester, LE1 6TP  
Tel: 0116 285 9661 Fax: 0116 285 9670 Email: e-guides@niace.org.uk