



**HARLOW
COLLEGE**

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Applying The Successful Kube Model To 16-19 Study Programmes

E-Learning Checklist for Governors – Strategic Questions

Key questions for Governors and leaders is what is e-learning and what does it mean for the organisation? The checklist is derived from the Learning Futures project and from Harlow College's E-Strategy which has been partly informed by the project, including the successful use of iPads piloted by the teams involved in the project. The checklist is designed to equip college governors to ask key strategic questions and has been designed for the project to enable governors and leaders to carry out their own SWOT analysis and be developed further to meet organisational needs.

Checklist	Infrastructure & Access	Services, Systems & Applications	Training	SWOT Analysis
Government & College Policies	<p>What policies are in place to ensure safeguarding/e-safety of learners?</p> <p>What policies are in place in terms of accessibility, including assistive technology?</p> <p>What policies are in place regarding equality of access to e-learning?</p> <p>What are the legal requirements regarding e-learning?</p> <p>How well does the e-strategy reflect area reviews and Local Enterprise Partnership skills strategy?</p> <p>What are the procurement policies for e-learning that</p>	<p>How effectively do e-learning systems facilitate:</p> <ul style="list-style-type: none"> - Recording of achievement? - Measuring the quality of learning and learners' work? - Providing autonomy and development of independent thinking and learning skills? <p>How effectively do business systems and services support e-learning in gathering data on performance and learning outcomes? What is the organisation obliged to provide and how will applications used by teachers and learners support/guarantee this?</p>	<p>What are the qualification requirements of the job of a tutor?</p> <p>Is expertise in e-learning one of these?</p> <p>For future recruitment will new staff have to be able to demonstrate that they have pedagogic skills to deliver e-learning?</p>	

	have to be in place to meet government and EU procurement laws?			
Rationale	<p>How will systems management be affected by deployment of 1:1 mobile devices?</p> <p>Can this be applied to BYOD?</p>	<p>Who will benefit by the use of these services?</p> <p>How will these services contribute to an effective and efficient college?</p> <p>Who needs the application(s) and why?</p> <p>How will the use of specific applications improve college business processes?</p>	<p>Who needs to be trained?</p> <p>When is training needed?</p> <p>How much training is needed?</p>	
Costs	<p>What arrangements are best value for money for the purchase of mobile devices for learners, e.g. outright purchase, leasing?</p> <p>How will cost of losses of devices be covered?</p> <p>How does this expense affect the college's bottom line?</p> <p>What are the risk factors if infrastructural changes are not implemented?</p> <p>Are changes to the</p>	<p>What cost savings can be achieved by moving to online/cloud-based services?</p> <p>Will savings improve technical service for e-learning in terms of freeing up technician support?</p> <p>What are the support costs in terms of managing college-wide deployment of devices?</p> <p>What are the cost implications of apps for mobile devices?</p> <p>How is future proofing of applications carried out?</p>	<p>What are the costs of training all staff and students in the use of mobile devices (iPads)?</p> <p>How will these costs be funded?</p> <p>What impact does that have on other college training costs?</p> <p>What other costs arise from e-learning for staff, including training costs for IT technicians?</p>	

	<p>infrastructure future proofed?</p> <p>What are the costs of wi-fi both in setup and on-going costs?</p>			
Impacts & Inspection	<p>What impact will changes to wi-fi have on user access?</p> <p>Will 1:1 device deployment impact on speed of network?</p>	<p>What impacts do cloud-based services have on staffing requirements and expertise?</p> <p>What is the impact of e-learning on the progression of learners to further learning at the same and higher levels?</p> <p>What impact would e-learning have on outcomes for learners?</p> <p>How well do our systems and services capture these outcomes?</p> <p>How will the impact of the use of apps be measured?</p> <p>What measures are in place to ensure that the apps used are not harmful to learners or could radicalise them?</p> <p>What will Ofsted expect to see in the classroom?</p> <p>What do learners think of the applications being used?</p>	<p>What procedures and processes are there to measure the impact of training for staff in e-learning?</p> <p>What training do staff need in e-learning to meet the demands of an Ofsted Inspection?</p>	