

9 September 2005

To: College Principals
SQA Co-ordinators
Appropriate Heads of Department

Action by Recipient
Response required
✓ Note and pass on
None — update/information only

Contact Name: Bobby Elliott at Glasgow
E-mail: bobby.elliott@sqa.org.uk
Direct Line: 0141-242 2235

Dear Colleague

E-LEARNING & E-ASSESSMENT AWARDS

I am writing to update you on developments relating to the following suite of qualifications:

- ◆ G752 15 Certificate in Online Learning
- ◆ G79J 16 Diploma in E-learning: Production
- ◆ G7KF 16 Diploma in E-learning: Delivery
- ◆ G7KG 16 Diploma in E-assessment
- ◆ G7KJ 18 Advanced Diploma in E-learning

1. Support materials

We are currently in the process of writing and publishing a number of assessment exemplars for some of the Units within the above awards. I enclose a summary of the current status of these exemplars. Exemplars will be available via the secure area of SQA's website.

In conjunction with a consortium of colleges, we are presently developing teaching and learning material for the following Units:

- ◆ DA3G 35 Online Learning: Theory
- ◆ DA3K 35 Online Communication: Theory
- ◆ DK0L 35 E-learning: Delivery: Planning
- ◆ DA43 35 Online Learning: Review the Learning Experience
- ◆ DA44 36 Online Learning: Consolidating Theory and Practice
- ◆ DA3L 35 Online Learning Materials: Design Theory
- ◆ DE0X 35 E-learning: Production: Writing & Developing Materials
- ◆ DA3M 35 Online Learning Materials: Review Effectiveness
- ◆ DA42 35 Online Communication: Review Practice
- ◆ DKJ0R 35 E-assessment: Principles & Practice
- ◆ DK0N 35 E-assessment: Designing & Implementing an Online Test
- ◆ DK0W 37 E-learning: Practice & Experience

We are also updating the support CD-ROM which contains details about Arrangements, Unit specifications and other support materials. The revised disk will be distributed to centres in October.

2. Qualification Support Team

I am currently seeking nominations for the Qualification Support Team (QST) for these awards. I enclose the remit for this body.

Please e-mail Caroline Douglas (contact details below) if you wish to know more or nominate yourself for membership.

3. Centre approval

In my previous letter (15 December 2004) I provided guidance about centre approval:

Centres with devolved authority may approve themselves for these awards. Other centres should contact Linda Kirk (linda.kirk@sqa.org.uk or telephone 0141-242 2122) for advice about the approval process. Irrespective of the centre's status, the following guidelines may assist you to decide if your centre has the necessary resources (both human and technical) to offer these qualifications.

Centres that are able to offer these awards are likely to possess:

- ◆ *staff with formal teaching qualifications*
- ◆ *staff with substantial teaching experience*
- ◆ *staff with knowledge of pedagogy, learning methods and assessment theory*
- ◆ *experience of using e-learning material*
- ◆ *experience of creating e-learning content*
- ◆ *experience of creating paper and electronic assessments*
- ◆ *adequate technical resources (such as LMS software and CAA engine) and technical support*

Please note that there is no requirement for specialist qualifications in the areas of e-learning and/or e-assessment (although such qualifications are desirable).

Devolved centres who intend to offer these awards must complete and submit form DA2. Please contact Linda Kirk (0141-242 2122) for more information.

4. NetSkills

We are currently in discussions with JISC RSC Scotland South & West with a view to providing articulation between these awards and various NetSkills training programmes. The objective is to accredit NetSkills programmes so that these contribute towards one or more of the qualifications within this suite. Please contact Caroline Douglas (see below) for more information.

5. E-mentoring Unit

We are presently developing a new Unit relating to e-mentoring. This Unit is, as yet, untitled and unlevelled but will likely be positioned at SCQF 7-8. It will encompass the key competences required to provide online support to learners. The Unit will be available free-standing and also as part of one or more of the existing awards (to be decided). The Unit will be available to centres by November. Contact Caroline Douglas (see below) for more information.

6. Support to centres

Technical queries relating to these awards should be referred to Caroline Douglas (telephone: 0141-242 2430 or e-mail: caroline.douglas@sqa.org.uk). Administrative queries should be directed to Tony Hamilton (telephone: 0141-242 2364 or e-mail: tony.hamilton@sqa.org.uk).

There is a dedicated online community to support these awards. The e-group is available at the following URL:

www.smartgroups.com/groups/e-qualifications

The community has almost 240 members and serves as an excellent resource for centres which offer these awards. I would urge you to subscribe. You may also wish to subscribe to the JISC mailing list (www.jiscmail.ac.uk/lists/scot-fe-online.html).

Thank you for your continued support for SQA qualifications. I look forward to receiving nominations for the Qualification Support Team.

Yours faithfully

A handwritten signature in black ink, appearing to read 'R Elliott', written in a cursive style.

R Elliott
Qualifications Manager