SECTION TWO: SPECIFICATION

2. Requirements

2.1 Title and brief description of the resource

Title: **efacilitation**

CEL wishes to commission an online e-facilitation course for facilitators on the increasing number of blended learning programmes that are running. The course would ideally be cohort-based to enable full use of group interactions, but must also be able to be used by individuals who are not able to be members of a cohort.

Suppliers are asked to be imaginative in their approach to the learning package and use a range of media and interactive exercises that are motivational, engaging and relevant to the user

2.2 Background to the identified learning need

The CEL learning platform is being used increasingly to provide blended learning to participants on its programmes. Administrative staff at CEL are becoming very competent at updating and maintaining the programme areas on the platform. However there is still a lack of knowledge and expertise among course facilitators in how to make the most effective use of the platform to deliver learning. CEL had previously commissioned an introduction to efacilitation and an extended efacilitation course. However both courses were highly intensive, took too long to complete, and weren't entirely suitable for facilitators on typical CEL blended learning programmes.. What is now required is a short course of 5-10 hours which is accessible to facilitators on typical CEL programmes. This course should both complement a half day face to face session and to be used as a self-access intro to e-facilitation.

2.3 Target Audience

CEL employees and associates who are facilitators on CEL blended and online programmes. Most of these are likely to be CEL associates who have been commissioned to deliver part or all of a blended learning programme where the emphasis of the programme is on the face-to-face element. The facilitators will however be expected to help the programme participants make the best possible use of their access to the CEL learning platform.

In addition, we would anticipate that a number of Programme Managers and administrators may wish to take the course.

2.4 Product outline

The course should cover the following aspects of using the VLE:

1. Welcome messages on course home pages
2. Welcome emails
3. Ice-breakers

      a. why design an icebreaker?
      b. creating a non-threatening activity for someone who is new to Moodle
4. Using Forums
      a. Post to forums
      b. Reply to posting
      c. Seeding forums
      d. Post/reply to a topic
      e. Moderating
5. Differences between: forum, chat, email, blog, wiki – overview
6. Keeping learners engaged
      a. Facilitating distance learning
      b. Action learning sets online
      c. Integrating VLE elements into programmes
      d. Making use of tools part of course requirement
7. Moderation
      a. Levels of moderation – Stepping forward/stepping back
8. Using e-portfolios
9. Effective use of VLE tools
10. e-coaching

2.5 Aims, outcomes and outline structure for the course

The aim of the course is to provide facilitators with the skills they need to help participants on CEL programmes make the most effective use of the CEL platform. The emphasis of the course is very much on pedagogy rather than the technical aspects of the platform. Participants who complete the course will be able to:

- use appropriate language when communicating with participants

- create welcome messages for participants

- design icebreakers

- distinguish between and decide on the most appropriate form of communication

- post and reply to messages to forums and chat sessions

- decide how and when to intervene in a discussion

- use a variety of strategies to keep users engaged

- make the most effective use of the tools available within the CEL learning platform

These aims and outcomes link to CEL's mission to improve the quality and quantity of leaders in the FE system.

The table below provides an outline structure for the course

Section	Indicative content and guidance
Introduction	Purpose and aims of the course Principles of efacilitation and netiquette Sample aims and outcomes (objectives)
One week to go… Prior-to-programme activities	You, the participants, the medium Your approach: learning culture, presence and role Planning initial materials: welcome email
During	Access and orientation Icebreakers, appropriate forums Responding to a range of participant contributions Exchanges and different activities Tone, language and massaging messages Responding to individuals and to the overall conference Developing an offline planning forum Developing learning (throughout)
After	Evaluation, extracting value, what next