

CMALT Prospectus

ASSOCIATION
FOR LEARNING
TECHNOLOGY



Become a Certified Member of ALT and join the growing community of accredited learning technologists

What is CMALT?

CMALT is a portfolio-based professional accreditation scheme developed by ALT to enable people whose work involves learning technology to:

- ◇ have their experience and capabilities certified by peers
- ◇ demonstrate that they are taking a committed and serious approach to their professional development

Over the past years CMALT has developed into a community of like-minded individuals from across educational and commercial sectors who are committed to their professional and personal development. ALT's Chief Executive has overall responsibility for the scheme, supported by ALT staff. The CMALT Development Group actively contributes

to its activities and development.

Who is CMALT for?

CMALT candidates hold a large range of different roles and the scheme is sufficiently flexible to be relevant and rewarding for individuals and groups from across different educational and commercial sectors.

The current cohort of CMALT candidates includes school teachers, researchers, technical support and teaching staff, administrators, managers, CDP specialists, trainers, students, Further Education practitioners, consultants, lecturers and learning technologists from across the UK and a growing number of countries worldwide.

“Learning technology” and “learning technologist”

Learning technology is the broad range of communication, information and related technologies that can be used to support learning, teaching, and assessment. Learning technologists are people who are actively involved in managing, researching, supporting or enabling learning with the use of learning technology. A very wide range of people in industry and in private and public sector education and training have learning technology as a core part of their role: you do not have to be called or to call yourself a learning technologist to be one.

Welcome to CMALT

What are the key benefits?

- ◇ continue your professional and personal development
- ◇ gain recognition for learning technology skills and experience
- ◇ develop transferable skills which can be applied cross all educational sectors and industry
- ◇ reflect critically upon your practice, achievements and expertise
- ◇ receive feedback and accreditation from peers
- ◇ continue a process of reflection and development in line with changing demands over time
- ◇ demonstrate your commitment to and understanding of the importance of learning technology
- ◇ increase the impact of your professional record or CV and use “CMALT” as post-nominal letters
- ◇ become a member of ALT or continue your membership
- ◇ benefit from a wide range of ALT membership benefits

“The process of collecting, reflecting, writing, and structuring my CMALT portfolio is an experience that has filtered into my daily work. With a constant eye on project, team, and personal developments CMALT has enabled me to learn to filter good practice and efficiencies into my own work-flow and I hope, to those around me.”

David Hopkins, CMALT Holder
(Learning Technology Assistant,
University of Leicester)

Principles and values

The central tenet of the scheme is the definition of learning technology agreed within ALT. The other principles and values that inform the scheme are as follows:

- ◇ a commitment to exploring and understanding the interplay between technology and learning
- ◇ a commitment to keep up-to-date with new technologies
- ◇ an empathy with and willingness to learn from colleagues from different backgrounds and specialisms
- ◇ a commitment to communicate and disseminate effective practice

Overview of portfolio structure

Core and specialist area(s)

Description, evidence and reflection is required for all core areas of work and specialist options.

Core areas of work

Each portfolio must include the following sections:

Core area 1: Operational issues

Candidates should demonstrate both their understanding and use of learning technology. 'Use' might include the development, adaptation or application of technology within teaching, training or the support of learning more generally. This should include evidence of:

- ◇ an understanding of the constraints and benefits of different technology
- ◇ technical knowledge and ability in the use of learning technology
- ◇ supporting the deployment of learning technologies

Core area 2: Teaching, learning and/or assessment processes

Candidates should demonstrate their understanding of and engagement with teaching, learning and assessment processes. 'Engagement' may include using understanding to inform the development, adaptation or application of technology. This should include evidence of:

- ◇ an understanding of teaching, learning and/or assessment processes
- ◇ an understanding of your target learners

Core area 3: The wider context

Candidates should demonstrate their awareness of and engagement with wider issues that inform their practice. This should include evidence of:

- ◇ understanding and engaging with legislation, policies and standards
- ◇ policy

Core area 4: Communication

Candidates should demonstrate their knowledge and skills in communication either through working with others or through interface design. This should include evidence of either (a) or (b).

- ◇ working with others
- ◇ interface between human and technical systems

Specialist option(s)

As well as the core areas, candidates are required to demonstrate evidence of independent practice in one or more specialist options. Here is an indicative list of specialist options:

- ◇ producing learning materials/content/courseware

- ◇ project management, including resource management, in learning technology
- ◇ training, mentoring and developing others
- ◇ evaluation
- ◇ research
- ◇ management/administration of a sustainable e-learning process
- ◇ supporting and tutoring learners
- ◇ designing tools and systems
- ◇ institutional development/strategic work
- ◇ knowledge and application of emerging standards for learning technology
- ◇ assistive technologies
- ◇ VLE administration and maintenance
- ◇ interface design
- ◇ distance learning/blended learning
- ◇ managing and sourcing content
- ◇ copyright
- ◇ learner support
- ◇ accessibility
- ◇ sustainability
- ◇ inclusive learning practice
- ◇ open education resources (OER)
- ◇ MOOCs

Future plans

While this section is not assessed you must complete it. This can be as detailed as you like. The purpose of this is to help you plan for your professional development; it will also be useful when preparing to meet your continuing professional development requirement to remain in good standing.

Confirmation (and suggested assessor – optional)

You are required to include and electronically sign a declaration of your portfolio submission. Your portfolio is nominated by 2 assessors and you have the option to nominate one of these. It allows you to provide details of a person (or persons), known to you, who would be a suitable assessor for your portfolio. If you don't have a nomination, ALT will assign an assessor on your behalf.

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Key facts

Portfolio submission & assessment

Once you have registered for CMALT you are expected to submit your portfolio within 6 months.

Two assessors assess your portfolio: one nominated by you (and approved by ALT); and one appointed by ALT. The ALT-appointed assessor is a holder of CMALT. In the case of candidates who do not nominate an assessor, or whose nominee declines, or is unacceptable to ALT, a second assessor (also a holder of CMALT) is appointed by ALT.

Once you have submitted your portfolio it will be entered into the assessment process. If your portfolio is passed, you will be awarded CMALT status. In case of a referral you are entitled to re-submit your portfolio for assessment taking into account the assessors' comments. If you fail to be awarded a pass after re-submission and you want to continue with the certification process, a further Certification Fee is payable.

For more information about portfolio submission and to download a submission template go to www.alt.ac.uk/certified-membership/cmalt-support.

Once you become a Certified Member...

The cost of registration covers the first year of Certified Membership if the candidate is awarded CMALT within 12 months of registration. Candidates who have been awarded CMALT are charged the Certified Membership rate each year. The renewal fee falls due either when their existing ordinary membership is due for renewal after the date of certification or one year after the date of certification. This cost includes the certification renewal due every 3 years, which will include a light-touch update to their original portfolio to ensure a commitment to continuing professional development.

Support for CMALT Candidates

ALT supports candidates throughout the certification process from registration to building a portfolio and beyond. You can access a wealth of support at www.alt.ac.uk/get-involved/certified-membership including:

- ◇ sign-up for webinars for and with other CMALT candidates
- ◇ download the documents which outline the aims of the scheme and provide information on how to submit or build a portfolio and provide an overview of how your application is assessed
- ◇ find answers to Frequently Asked Questions (FAQs)
- ◇ get portfolio submission guidance and templates
- ◇ join the CMALT email distribution list
- ◇ find out about details of current funding initiatives for CMALT
- ◇ receive a range of ALT membership benefits including electronic mailings, fortnightly news digest and access to ALT News online

Continued professional development

A CMALT certificate is initially valid for 3 years after which you are required to complete a simple evaluation process in order to retain CMALT status. This process is part of CMALT's commitment to continued professional development and more information can be found at www.alt.ac.uk/get-involved/certified-membership.

CMALT funding initiatives

Funding initiatives may be available to candidates and their employers throughout the year, which promote CMALT for particular interest groups and help to meet the cost of the Certification Fee. Discounts can be arranged for groups of more than five.

To find out more about current funding opportunities go to www.alt.ac.uk/get-involved/certified-membership.

Fees

	Annual fee
Normal registration	£150
Discounted registration	£63

All fees are correct as of 1 March 2016. We offer the discounted registration for full-time students, unemployed and retired candidates.