Online CPD Training Programme Comms plan and information for participants

Platform: This project will be hosted on the new AE-Pro site, using a customised open-source Moodle.

Tech Requirements: To make use of this course learners will need an internet enabled device, preferably a PC or Mac, capable of running HTML 5. If they are using a mobile device they will also need to install the AdobeConnect app. *Full Joining Instructions in Appendix*

Framework: Based on the framework and lessons from AE-Pro Phase 2, each course, which, to use Moodle terminology, will be set up as separate courses within a core category, published one week before the webinar date, will feature resources, tasks and real time learning in the form of a live (or later recorded) webinar.

Each course will feature

- o Introductory text introducing the theme, presenters (with photos) and learning aims
- o A clear schedule for the learning, including expected hours, divided into core hours (usually the webinar, when you need to try and be present in real time) and total expect hours which includes individual work
- o A live webinar which will feature at least one speaker on the subject who will present using a web cam and sound, preferably using a visual aid, e.g. PowerPoint or video.
- o A reading list including links to the latest research on the subject or explanatory resources.
- o A task related to each unit

Outputs:

- **Google Docs** rating resources, collaboratively created

- **recorded webinars** each with case study and "How to" presentation
- **Collation of resources (including multimedia and research)** relevant to the key areas

Sessions include optional enrolment session (no date fixed) for participants to resolve technical issues

Enrolment Session	(0.5hrs, no core times)

- Introductory text

- What is learning with and for technology video

- Introductions forum (this is needed for technical reasons – must be completed)

- Understanding Badges online session (Articulate Object)

- Webinar joining instructions (see appendix)

- Outline of sessions

- Links to other sessions (as they become live)

    Assessment: None

    Badge Criteria: None

Appendix 1: Communications

Purpose	Audience	Method	Responsible
Publicise course pre-enrolment	European wide adult educators	• AE Pro Platform • EAEA Mailing Lists • EU Partner Mailing Lists • National & personal Twitter feeds	All partners
Publicise course at enrolment	European wide adult educators	• Twitter • AE Pro Platform & Facebook pages	All partners
Reminder of each unit (and joining instructions)	Enrolled learners	• AE Pro Facebook • AE Pro message board/ email	Session speaker to draft reminder text L&W / Platform owners to send
Outputs	European wide adult educators	• Twitter • Facebook	All

Appendix 2 – Joining Instructions

WEBINAR TITLE

This event will feature presentations, using "Adobe Connect", a program that allows presenters to share their presentations online.

 This webinar takes place:

Date:

Time:

Place: URL

Expected Duration:

You will need to follow the link above, select **"Enter as Guest"**, enter your name (please do not simply type guest) and select "Enter Room". NOTE: You will NOT be given a login and password.

Once you have entered the room, you will see a screen with the course logo displayed. As the time of the webinar comes close, this will be replaced by instructions that will help you understand the layout and function of the online webinar software and test your audio settings. Finally, the host will open a chat room, play some music and conduct some last minute tests to ensure all participants are connected.

NOTE: If you attempt to access the room more than 30 minutes before the webinar, it is possible you will be denied entry.

 Testing before the webinar:

Please take some time **several days before** the event to test that your computer and network connection will access Adobe Connect. You can do this at **http://admin.adobeconnect.com/common/help/en/support/meeting_test.htm**

 On the day you will need a quiet space, preferably in a private office. If you cannot be in a private office, we recommend that you indicate to colleagues that you cannot be disturbed and try and keep any background noise to an absolute minimum.

 You will need to have:

- A computer (PC or Apple Mac) with a suitable internet connection*
  NB: If you access this course from a tablet or mobile device, many functions may not work.
- A set of headphones or speakers.

You may also wish to use a microphone and webcam for asking questions, though this is not essential.

If this is the case, you will need to ensure that you are using headphones and have a suitable microphone attached to your computer.

If you are planning on using a microphone you **must** use headphones rather than speakers to prevent disruption to the sound.

In theory, any internet connection can access Adobe Connect *. However, please note the following:

- If you have the option between a wired (Ethernet) or WiFi connection, we recommend using a wired connection
- If you are using WiFi, please ensure that you have a reasonable signal strength
- If you are working from home, please ensure that you have a broadband speed of at least 2MB. This will not normally be a problem, however may be the case if you live in remote or rural locations. Your internet provider can advise you on this if you are unsure.

If you cannot meet those specifications, please advise us when we start so we know that when you experience any problems it is at your end and not a fault with our connection.

* It is possible to access AdobeConnect via an app on iOS and Android mobile devices. Please note, however, that our webinars are designed for access from a PC, laptop or Mac and may not function as intended if you access from a mobile device.

What about accessibility if I have special requirements?

Please click on the URL to access the guidance document which is saved under downloads https://www2.learningandwork.org.uk/node/3582

 If you wish to discuss your individual requirements to be able to participate please contact us at 0116 204 4205 or **events@learningandwork.org.uk**