ELDeR Workshop Request Form

# What is ELDeR?

The **Edinburgh Learning Design Roadmap** (ELDeR) workshop consists of **three consecutive days** of highly structured, sequenced activities, whereby an academic team is supported to create a detailed plan for a new or updated programme.

These workshops are facilitated by members of *Educational Design and Engagement* (EDE) and the *Institute for Academic Development* (IAD), and take place online.

[Further details are on our website](https://www.ed.ac.uk/information-services/learning-technology/learning-design/about).

# What level of commitment is needed?

To be effective, the workshop requires a full commitment from your team for the whole workshop. The numbers are strictly limited in order to enable a high level of interaction in a short amount of time. Details of who should be part of the Academic Team and workshop timings are on our website.

There may also be a requirement for some pre-workshop tasks for your academic team to undertake in order to make best use of your time during those three days; if so, we would make you aware of this in plenty of time for you to be able to complete them.

# What do I need to do if I wish to request a workshop?

Complete all parts of **Section A** of this form and return it at least 2 months ahead of when you would like to take part in a workshop. We may be able to offer you an earlier date if there is a cancellation, but this is rare; contact [IS Helpline](mailto:is.helpline@ed.ac.uk) before applying if this is the case.

If you have any questions, contact [IS Helpline](mailto:is.helpline@ed.ac.uk).

Return the completed form to: [IS Helpline](mailto:is.helpline@ed.ac.uk).

# What happens next?

All requests will first be reviewed by the *Support for Developing Curriculum Committee*. If successful, you will be advised of available workshop dates. We will try to give you one of the dates you suggest but this may not always be possible. You should receive a reply within 2 weeks.

The Academic Lead will then need to take part in a brief (approximately 1 hour) Pre-ELDeR Meeting to prepare them for the workshop and give them the opportunity to ask any additional questions. Section A: ELDeR workshop request

To be completed by the team requesting an ELDeR workshop.

## Part 1: About your learning design

| Programme title |  |
| --- | --- |
| New design or redesign? | new / redesign *(delete as appropriate)* |
| School/Deanery/area |  |
| Motivation for this new programme or redesign.  (150 words max.) |  |
| Reasons for requesting an ELDeR workshop.  What do you need to focus on? What do you want to get from it?  (1**0**0 words max.) |  |
| Mode of delivery | fully on-campus / fully online / blended *(delete as appropriate)* |
| Level | undergraduate / postgraduate / CPD *(delete as appropriate)* |
| Number of credits |  |
| Is it to be accredited by a professional body?  (If ‘yes’, say which one) | yes / no *(delete as appropriate)* |
| Participation | full-time / part-time / full-time & part-time options *(delete as appropriate)* |
| Length of study | F/T option (if available): |
| P/T option (if available): |
| Predicted number of students at launch |  |
| How do you predict numbers will change? |  |

## Part 2: The Academic Team

Please provide details of the team members participating in the workshops and the **role** they have in the programme/course. There should be **no more than five** in the team (but there can be fewer).

| Role (in the programme) | Name | Email |
| --- | --- | --- |
| 1. Academic Lead \* |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| Critical Friend \*\* |  |  |
| Have you identified a student to act as an additional critical friend? \*\* | Yes / Not yet *(delete as appropriate)* | |

\*Main point of contact for the ELDeR workshop.

\*\* Someone who can give you feedback on your design but is not directly involved. Ideally, they have been involved in (re)designing a programme before. Needs to be present only for a portion of Day 3.

## Part 3: Timing

We advise you take part in an ELDeR workshop no less than two months before your Board of Studies.

ELDeR is run only on set dates and it is essential to ascertain your Academic Team’s availability **before** requesting workshop dates. Offering alternative dates can help us to help you.

| Predicted launch date of programme: | month & year |
| --- | --- |
| Date of your Board of Studies meeting: | month & year |
| Dates (month/year) when the Academic Team are available to attend an ELDeR workshop (see website for possible dates): | 1. month & year  2. month & year  3. month & year |

## Part 4: Sign off

By signing off this project, the Head of School commits to providing the:

* Necessary support for the priorities of the programme/course.
* Time commitment required by the Academic Team.

| Name of Head of School | Signature | Date |
| --- | --- | --- |
|  |  |  |

Return the completed form to: [IS Helpline](mailto:is.helpline@ed.ac.uk).

# Section B: Support for Developing Curriculum Committee Approval

To be completed by the Committee.

| Approved | Yes / No *(delete as appropriate)* |
| --- | --- |
| Date |  |
| Comments (regarding outcome) |  |

# Section C: Pre-ELDeR Meeting

To be completed by those facilitating the workshop on behalf of EDE and IAD.

Review Section A with the Academic Lead and remind them of set times and dates for the workshop.

| ELDeR workshop dates**:** | month/year |
| --- | --- |
| Information in Section 1 that has changed**:** | give details or record ‘no changes’ |
| Have all members of the Academic Team indicated that they are able to attend (including a student)? | if ‘no’ give details |
| Student details (name and email)**:** |  |
| Access requirements**:** | give details, or record ‘no specific requirements’ |