ELDeR Workshop Request Form

# What is ELDeR?

The **Edinburgh Learning Design Roadmap** (ELDeR) workshop consists of **2-3** **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).

[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 the workshop; if so, we would make you aware of this in plenty of time for you to be able to complete them.

# What is the difference between the online and on-campus workshop?

Online workshops take place over three consecutive days, on-campus workshops over two consecutive days. It is the same workshop but if on campus, attendees must be prepared to work at a greater pace.

There is no hybrid option. If you suspect not everyone could be on campus for the whole workshop, booking an online workshop is advised.

# 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 the afternoon of the **last day of the workshop**.

## 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.

Please state in each case if this date chosen is for **online (3 day) or on-campus (2 day)** (there is no hybrid option).

| 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 (online or on-campus?)  2. month & year (online or on-campus?)  3. month & year (online or on-campus?) |

## 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’ |

If you need this document in an alternative format please contact the Learning Design Team via IS Helpline.