This document forms the specification for an online course on the OpenLearn or OpenLearn Create platforms. It can be completed by the course owner or in conjunction with the Corporate and Commercial Project Manager.

# **Contact details**

|  |  |
| --- | --- |
| **Main contact (name)** |  |
| **Email** |  |
| **Telephone** |  |
| **Author(s)** |  |

# **Scope and title of course / collection of course(s)**

|  |  |  |
| --- | --- | --- |
| **What would you like us to produce? (Course or collection of courses and scope, eg, 12-hour course running over 6 weeks containing the following features… / collection of 5 courses for external body)** | | |
|  | | |
| **Title of course or collection and course(s) contained therein**\* Please note that if you are creating a collection of courses, the course details section of this form will need to be completed for each course (P 4 onwards). | | |
|  | | |
| **Target audience** | | |
|  | | |
| **Key learning points** | | |
|  | | |
| **Target outcomes for the client** | | |
|  | | |
| **How will this course be promoted?** | | |
|  | | |
| **Course features – details of each feature to be discussion with the Project Manager prior to production** | | |
| Editing |  | |
| Artwork / graphics  (Produced or supplied) |  | |
| Photos / images  (Supplied or sourced) |  | |
| AV, video or audio  (Produced or supplied) |  | |
| Interactive activities |  | |
| Quizzes |  | |
| Badge |  | |
| Statement of participation |  | |
| Completion tracking |  | |
| Forum (moderator required) |  | |
| Questionnaire |  | |
| Glossary / blog\*\* / wiki\*\*  \*\* for moderated courses with start/end dates only |  | |
| Sections | Please choose how you want your course split: | |
|  | Units |  |
|  | Sections |  |
|  | Sessions |  |
|  | Topics |  |

# **Key Timescales and deadlines**

|  |  |
| --- | --- |
| **Handover to production team** |  |
| **Project go live/completion (date)** |  |
| **Any special requirements, eg, an editor to be available during the drafting period?** |  |
| **Any other key dates or timescales that may affect this project?** |  |

# **Type of project**

|  |  |
| --- | --- |
| **An Open University project**  (please list OU departments/faculties involved) |  |
| **A collaboration between the OU and external partners**  (please list OU departments/faculties and the external partners involved) |  |
| **A non-OU project**  (please list external organisations involved) |  |

# **Life of the project and maintenance**

|  |
| --- |
| **Please provide an outline of the length of your project and any maintenance which may be required through the life of the project.** |
|  |
| The course will be maintained by the Corporate & Commercial team for the duration of the project. A 5% maintenance fee, per year of life, may be added. Any significant changes or rewrites will be costed separately.  Once the course has come to the end of its life, no more maintenance will be undertaken. |

# **Any special requirements/technology (non-standard items)**

Does the course have any special requirements or tools, eg Pebblepad or specific plugins? Please explain what these are and what you expect they will enable for learners.

|  |
| --- |
|  |

# **Project conditions**

If you are aware of any conditions that must be met as part of this project, eg, external partner logo to appear / specific copyright terms which need to be adhered to / funding obligations:

|  |
| --- |
|  |

# **Reports and Research**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Is there research attached to your project? If yes, please provide details: |  |  |
|  | | |
| Will you require usage/data reports as part of your project? |  |  |
| If yes, does your project researcher require permissions to access data? |  |  |

# **Type of course/collection**

## Platform

|  |  |  |  |
| --- | --- | --- | --- |
|  | OpenLearn Create |  | OU SAMs login (registered accounts) |
|  | OpenLearn |  | Self-contained (non OU log in system) |
|  | FutureLearn |  |  |
|  | Other platform, please specify: |  |  |

## What sort of course(s) would you like to run?

|  |  |
| --- | --- |
|  | Free open course available to the public |
|  | Closed course to logged in learners only |
|  | Both |
|  | Collection of courses open to the public |
|  | Private collection of courses |

## How would you like the course(s) to run?

|  |  |
| --- | --- |
|  | Closed cohorts with log-in credentials set up |
|  | With start and finish dates |
|  | With facilitators/moderators |
|  | With forums |
|  | Permanently open – no start or finish dates |
|  | No tutors |

# **Who will review and sign off the course?**

|  |  |  |
| --- | --- | --- |
| **Who needs to edit or view the draft course?**  Please list all the names and email addresses of people who need to edit or review the draft course. | | |
| **Name** | **Review** | **Sign off** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# **Who will own the Intellectual Property?**

|  |  |
| --- | --- |
|  | A project partner |
|  | The OU |
|  | Jointly owned between the OU and project partner |

# **Copyright**

|  |  |  |  |
| --- | --- | --- | --- |
| Choose from the list of different license types (OU courses must carry the CC BY NC SA licence): **OER licences**   * **Public domain** * **Attribution: CC BY** others can distribute, remix, tweak and build on your work, even commercially, if they credit you for original creation. The most open licence available. * **Attribution-ShareAlike: CC BY-SA** others can distribute, remix, tweak and build on your work, even commercially, if they credit you for original creation and licence their new creations under identical terms. * **Attribution-NonCommercial: CC BY-NC** others can remix, tweak and build upon your work non-commercially, their new works must acknowledge you and be non-commercial, but they don’t have to use the same licence terms for derivative works * **Attribution-NonCommercial-ShareAlike: CC BY-NC-SA** others can remix, tweak and build upon your work non-commercially if they credit you and licence their new creations under the identical terms.   **Not OER licences**   * **Attribution-NoDerivs: CC BY-ND**  others can redistribute unchanged and attributed to you, commercially and non-commercially.   **Attribution-NonCommercial-NoDerivs: CC BY-NC-ND** others can only download and share if they credit you, but they cannot change it or use it commercially | | | |
|  | Public domain |  | Attribution: CC BY |
|  | Attribution-ShareAlike: CC BY-SA |  | Attribution-NonCommercial: CC BY-NC |
|  | Attribution-NonCommercial-ShareAlike: CC BY-NC-SA |  | Attribution-NoDerivs: CC BY-ND |
|  | Attribution-NonCommercial-NoDerivs: CC BY-NC-ND |  |  |

# **Course details**

|  |
| --- |
| **Course title**  Ideally create a title that describes your course. The title should not be too long otherwise it will not display well on the Free courses listing. |
|  |

|  |
| --- |
| **Course summary**  A short overview of the course which will be displayed on the Free courses listing. Ideally one sentence. |
|  |

|  |
| --- |
| **Course description/welcome**  The information which will be displayed on the course home page. Ideally it needs to describe what the course is all about, who it is intended for, who produced the course and whether there is a course badge and/or Statement of Participation. |
|  |

## Learning Design

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Have you done any Learning Design work for your project? |  |  |
| Do you anticipate that your project will need a Learning Design workshop? |  |  |

## Learning outcomes

Please provide a list of the learning outcomes for the whole course. No more than 6 are required.

|  |
| --- |
| As a result of studying this course you will have an awareness of: or  In this course you will learn about: |
|  |

## Educational Level

|  |  |
| --- | --- |
| Please choose the level that is most appropriate for your content - options are   * Level 0 Beginner – equivalent of up to high school level * Level 1 Introductory – equivalent to advanced high school or early University undergraduate study * Level 2 Intermediate – equivalent to University undergraduate level study * Level 3 Advanced – equivalent to post graduate university study | |
|  | Level 0 |
|  | Level 1 |
|  | Level 2 |
|  | Level 3 |

## Duration

|  |  |
| --- | --- |
| **Whole study hours** |  |

## Teaching language

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| --- |
| If the primary language of your course is Spanish, then please select Spanish. If you are teaching a language (for example German) but the language used for explaining and teaching is the first language of the learners for whom your course is intended (for example English), then select the first language (English) rather than the language you are teaching (German). Sometimes a language pack is available to support characters, alignment and menu changes, the default language pack is English. |
|  |

## Subject and skills

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** (Please indicate the primary subject with a ‘1’ – required. Please indicate other subjects with an ‘x’) | | | |
|  | Philosophy |  | Art/Architecture |
|  | Design |  | Business and money/finance |
|  | History |  | Technology/computing |
|  | English Language |  | Social care |
|  | Maths and statistics |  | Psychology |
|  | Law |  | Literature |
|  | Health, nursing and medicine |  | Environment |
|  | Society/sociology |  | Engineering |
|  | Music |  | Education |
|  | Other languages |  | Science |
|  | Communications and media |  | Politics |
|  | Sports |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Skills (optional)** (Please indicate the primary skill with a ‘1’ – required. Please indicate other skills with an ‘x’) | | | |
| **General life skills** | | **Skills for learning** | |
|  | Information technology skills |  | Information technology skills |
|  | Writing and literacy skills |  | Writing and literacy skills |
|  | Communications skills |  | Communications skills |
|  | Maths skills |  | Maths skills |
| **Skills for work** | | **Workforce development** | |
|  | Entrepreneurship skills |  | Teacher training |
|  | Leadership skills |  | Health worker training |
|  | IT skills |  | Voluntary sector training |
|  | Writing and literacy skills |  | Apprenticeship related |
|  | Communication skills |  | Vocational qualifications |
|  | Maths skills |  |  |
|  | Apprenticeship related |  |  |
|  | Vocational qualifications |  |  |

## Tags/Keywords

|  |
| --- |
| **Please list all the tags/keywords for your course.** |
|  |