NETSPass Resources Kit

Gateshead Council learningSkills

NETSpass North East Tutor and Student Passport project

Asset 3. Digital Curator Programme Resources

The Combined Authority Further Education and Skills Managers

PROJECT LEAD

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Table of Contents

1. Summary **3**
How to use this Digital Curator resource 4
How the course recognises and rewards achievement 5

2. The Digital Curator Definition **5**

3. The Programme Definition **6**

4. The Digital Curator Online Badge **6**
Potential for Gamification 7

5. The Digital Curator Programme Content **7**
The Nine Core Units: outcomes and assessment criteria 8

6. The Digital Curator CPD using Bloom and the NETSPass project model concept **10**

7. The Digital Curator Programme ILP **11**

8. Programme Delivery Models **12**

9. Additional Resources **13**

10. Link to the NETSPass partner Digital Curator Moodle course area **13**

A Digital Curator badge is like a stamp in a digital skills passport. It shows the tutor has been on a recognised route to skills.

1. Summary

The NETSPass project's main CPD asset is the Digital Curator Programme; a nine-unit 20-hour course built by the seven NE local authorities. The course is designed to be used in Moodle but could be adapted for use on any VLE platform.

Those who complete the course achieve 'Digital Curator status' which means being skilled and confident in blended learning. This also brings with it a responsibility to promote and support others to become 'digitally confident'.

A Digital Curator Online Badge has been created by the seven northeast local authorities involved in this project. The badge is recognised across the partnership and indicates that the tutor has the learning technology skills that FE&Skills providers want.

Working across seven local authorities, devising a one-size-fits-all CPD programme was and is challenging due to the range of factors and pressures that each authority is facing.

For example:

- some are going through substantial change;
- there is variance in venue types and quality for delivery of online learning;
- wifi accessibility and general connectivity are not common place;
- there is a variety of hardware resources available in each authority, including access to learning platforms;
- independent teaching pools each have different digital skills, experience and abilities.

The NETSPass partnership also included different service models ranging from wholly commissioned to full in house delivery, or a

blend of the two. It was agreed that the creation of a framework or 'toolbox' approach would accommodate these dynamics and allow the partnership to collaborate successfully. (See 'How to use the Digital Curator resource' below). Each partner created its own course variant using the project scheme of work quality assurance document.

Tutors begin their journey to become Digital Curators.

In this document you will find:

- Definition of the NETSPass Digital Curator;
- Definition of the NETSpass Digital Curator Programme;
- The Digital Curator Online Badge;
- Digital Curator Programme content – standardised reference guide, Learning Outcomes;
- Digital Curator Programme Individual Learning Plan and Reflection Tool;
- NETSPass CPD Model Digital Curator Programme;
- The programme delivery models used in the project - example of two schemes of work;
- A link to a NETSPass Digital Curator Moodle course.

How to use this Digital Curator resource

The course' standardised units are housed in the Tutor Reference for Schemes of Work document. This can be used as a scheme of work "as is" or the standardised units and learning outcomes can be regrouped according to preference and a bespoke scheme created.

The mix of in-class and distance learning can also be amended to suit local conditions and need. Learning can either be fully guided by a course tutor or consist a mix of course tutor and learner led sessions. This allows delivery that can maximise opportunities for

flipped learning (modelling how to do it as a teacher and how to experience it as a learner).

Although the learning outcomes and assessment criteria are fixed and should not be altered, the sequence, detailed lesson planning and mode of delivery are up to the course tutor and local need.

Each unit could be individually badged to increase the amount of gamification.

How the course recognises and rewards achievement

At the end of the course teachers complete a simple end of programme assignment and evaluation of their journey using the DLSS (See asset 2). If successful, they achieve Digital Curator status. This is recognised in the form of a NETSPass Combined Authority Online Badge. To be successful, learners (staff) must complete ALL units, complete a journal and have each unit assessed and signed off by the course tutor.

NETSPass aims to accredit the course through online badging and backpacking. Currently discussion is ongoing with an awarding body to create a nationally recognised Digital Curator award. The first step will likely be endorsement then eventually full accreditation.

The NETSPass badge is currently endorsed by the seven NETSPass partners.

2. The Digital Curator Definition

A Digital Curator is the focal point in a network of learners and tutors who develops and manages digital and online resources that add value to the teaching and learning process within the context of a subject area.

A Digital Curator researches, selects, adds, maintains and collates digital assets and re-evaluates the assets (“fit for purpose”) in the shared repositories to make them available to all tutors.

A Digital Curator promotes and inspires other tutors and learners to use the digital assets in a blended learning environment.

Digital Champions at work creating the Digital Curator Programme.

3. The Programme Definition

The Digital Curator Programme gives individuals skills and confidence to define and use digital literacy, to create relevant, inspirational content. Participants will learn how to integrate the skills they develop into their teaching and learning practice.

The programme is aimed at teaching staff from any area of the curriculum. It is designed to enable them to increase their use of emerging technologies in order for organisations to offer 21st century learning.

The NETSPass Digital Curators online masters badge means a tutor has successfully completed all the course units.

4. The Digital Curator Online Badge

An online badge is used to recognise and reward the digital skills progress and achievement of tutors as they move through the programme .

NETSpass digital champions initially created a suite of badges for each of the nine units plus one overall “masters” badge for successful completion of the course. The idea is that the 9 unit badges can be awarded conditionally per unit or one overall “masters” badge can be awarded at the end of the course. NETSPass chose the single badge option.

Badge “content” consists of the nine-unit learning outcomes of the programme. The JISC Open Badge Toolkit (see resources) was used to aid the badge development process and the Moodle Badge block was used for the badge issuing process.

Creating the badge design and digital image was done using the open source OpenBadgesMe creator site: https://www.openbadges.me/index.html#.VfGHuZ3BzGc

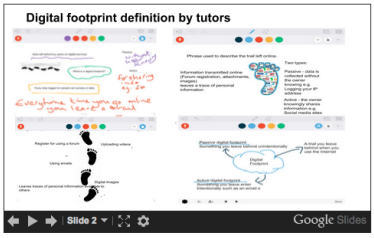
A digital backpack such as the Mozilla Backpack can be used to store the badges and make it easier for recipients to show their badges to others e.g. when applying for a new job or promotion:

https://backpack.openbadges.org/backpack/login

As all partners in the project use Moodle we opted for the Moodle built-in badge facility. This had the advantage of loading their badges into their Moodle online profile. It also meant that recipients could use the Badge PNG file to insert in to their email signature strip.

Potential for Gamification

Another consideration for those interested in motivating learners and increasing the fun element is the use of Open Badges and rewards systems to add some gamification qualities to the Digital Curator Programme. The idea of a badge per unit as a passport to the next unit would be relevant in this case.



Tutors on the curator programme uncover their digital footprint.

5. The Digital Curator Programme Content

The programme is standardised through a quality assurance document. It is designed to enable each provider to adapt and optimise planning and delivery to suit with their local circumstances whilst still adhering to the programmes core of Work. It specifies for each of the nine units:

- learning outcomes;
- assessment criteria;

- teaching methodology;
- resources;
- assessment activity;
- evidence produced;
- number of guided and non-guided hours.

Section 8 below describes the various models used during the project phase. These reflect the dynamics in each provider.

Tutors learn the value and purpose of social media for their teaching and learning practice. They acquire the skills during the programme.

The Nine Core Units: outcomes and assessment criteria

The following table shows the nine units as presented in the quality assurance document: the Tutor Reference for Schemes of Work.

In the resources section there are links to two schemes of work examples from two NETSPass partners. This illustrates how the quality assurance allows both adherence and flexibility.

Learning Outcome	Assessment Criteria
1.0 Identify the rationale for referencing in a digital world.	1.1 Create a reference. 1.2 Recognise that references can be created in different styles.
2.0 Identify legislative requirements.	2.1 Use online resources legally i.e. Copyright, license and reuse. 2.2 Define open content. 2.3 Define what is meant by plagiarism.

3.0 Understand your own Digital practice.	3.1 Identify you own digital footprint. 3.2 Explain your digital footprint.
4.0 Effectively integrate blended learning.	4.1 Explain what blended learning is. 4.2 Plan blended learning. 4.3 Deliver blended learning.
5.0 Evaluate the digital impact (of approaches and resources).	5.1 Identify a range of online / offline tools in the following areas: ▪ communicating; ▪ networking; ▪ sharing; ▪ manipulating information; ▪ creating content; ▪ publishing. 5.2 Identify device / devices. 5.3 Evaluate chosen tools. 5.4 Summarise your choice.
6.0 Demonstrate basic use of a range of tools and websites for finding and recording information online.	6.1 Evaluate the use of internet browsers. 6.2 Evaluate the use of search engines. 6.3 Practice copy/paste and download functions. 6.4 Successfully carry out the task of finding a person online, (e.g. a discipline expert) and establishing contact details. 6.5 Identify key sources of information in the subject area. 6.6 Practice adapting a search. e.g. by broadening or narrowing, adding or removing keywords, or using different ones. 6.7 Identify and apply appropriate quality criteria to evaluate pre-defined information. 6.8 Practice the use of bookmarking/favorites to organise information
7.0 Demonstrate use of online discussion to communicate ideas, problems and solutions to other tutors	7.1 Contribute a comment to an online discussion (e.g. forum, blog, wiki) to communicate ideas, problems and solutions to other tutors and learners. 7.2 Access an external social media site with

and learners.	subject-related content and contribute or download digital content.
8.0 Create digital Content	8.1 Establish Wi-Fi / Local network access. 8.2 Practice reducing file size and storage space (e.g. picture compress, zipped folders) 8.3 Create interactive resources (eg quizzes). 8.4 Create content to make it accessible (e.g. font, Size, type). 8.5 Practice using different media e.g. podcasts or video. 8.6 Upload resources / media using main VLE tool. 8.7 Practice following instructions for sharing content with multiple recipients using the main VLE tools. 8.8 Identify methods of capturing data.
9.0 Evaluate the appropriateness of a wide range of approaches to solving problems related to digital technologies.	9.1 Select appropriate digital technologies, applications and functions suitable for a specific task or to solve a problem.

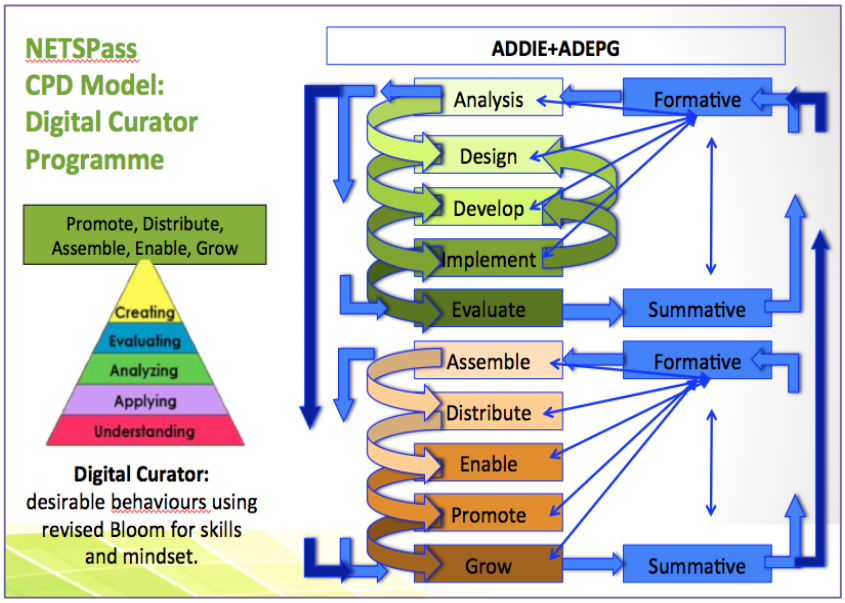
6. The Digital Curator CPD using Bloom and the NETSPass project model concept

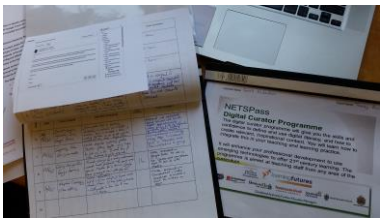
The Digital Curator Programme is designed to develop tutors use of learning technologies. NETSpass used Bloom when devising the programme scheme of work content.

Illustrated below, on the left, is the Digital Curator and Bloom, leading to key curator attributes: promote, distribute, assemble, enable and

grow. Whether it's an App or an activity involving learning technologies, a tutor would work through Bloom's taxonomy in the digital curating process.

Below is the instructional design cycle used in the Digital Curator programme. A digital curator would follow this curating cycle in their practice and ongoing CPD.





The ILP is a personal progress tool and compass for tutors on the programme.

7. The Digital Curator Programme ILP

The Digital Curator Programme Individual Learning Plan and Reflection Tool is a multipage landscape format document with the following sections:

- Title Page and Programme Definition;
- Induction checklist;
- Personal Goals;
- Learning Outcomes Tracker;

- Learning Outcomes Reflective Journal;
- Initial and Summative Assessment.

It can be used online in Moodle as an assignment activity or as an embedded Google Forms document. An example ILP is listed in the additional resources in Section 9 below. In the pilot the ILP was used mostly in print form (see picture above left).

8. Programme Delivery Models

During the project phase the Programme was delivered to seven groups of tutors, one in each partner authority. Due to the complexity of the partnership at a local level the Programme was configured differently in each authority

However all the various models of delivery successfully adhered to the specification set out in the Tutor Reference for Schemes of Work control document.

The fixed parameters were:

- 20 hours learning;
- All 9 units and learning outcomes.

Informal and fun assessment was part of the learner experience.

The agreed variables were:

- Schemes of work and lesson plan formats;
- Ratio of guided to non-guided hours;
- Length and number of sessions;
- Grouping and order of units;
- Class sizes.

The project included a pre-existing mix of:

- Direct delivery with 100% tutors on payroll;

- Fully commissioned delivery with no tutors on payroll;
- Combination of direct and commissioned delivery.

Another variable relates to the digital experience and expertise, including blended learning, of the course tutor. This was an anticipated variable in the NETSPass project.

New variables for the coming term October 2015 include:

- Delivering each unit as stand-alone CPD workshops over the CPD year;
- Extra units to include Google Drive and Google Apps for Education and Moodle 2.9. These are to be blended across the 9 core units.

9. Additional Resources

Example of a Programme Flier (MSWord)

Digital Curator Programme ILP (MSWord)

Tutor Reference for Scheme of Work Document (MSWord)

Actual Scheme of Work and lesson plans (MSWord)

JISC Online Badge Toolkit PDF: https://hcukseal.files.wordpress.com/2015/02/jiscopenbadgesdesigntoolkit.pdf

10. Link to the NETSPass partner Digital Curator Moodle course area

https://moodle.learningskills.eu/course/view.php?id=1365