# UCLeXtend Proposal Form

UCLeXtend is a public-facing digital learning platform for short and continuing professional development (CPD) courses in addition to a range of other online and blended resources. The platform comprises two parts: a course catalogue containing mechanisms for enquiry, self-enrolment, and optional payment services, and a Moodle-based learning platform.

Submission of this form is the first step to developing a course for UCLeXtend and it should be completed by the individual or team responsible for the course. All proposals are reviewed and approved by a group called the Course Approval Team (CAT), comprising staff from Digital Education, the ARENA Centre, the Library, and academic departments.

For more information about UCLeXtend and the course development process, please email [extend@ucl.ac.uk](mailto:extend@ucl.ac.uk?subject=UCLeXtend%20Course%20Proposal). It is recommended that you speak with the UCLeXtend team to discuss your ideas and requirements prior to submitting a proposal form.

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| 1. **Your details** | | | |
| 1.1 Name(s) |  | 1.2 Department |  |
| 1.3 Faculty |  | 1.4 Email(s) |  |
| 1.5 Job role(s) |  | 1.6 Telephone(s) |  |

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| 1. **Course details** | |
| 2.1 Title |  |
| 2.2 Status | Choose an item. Click here to enter text. |
| 2.3 Relevant URLs |  |
| 2.4 Cost per learner | Click here to enter text. |
| 2.5 Approach |  |
| 2.6 Expected intake |  |
| * 1. Registration option |  |
| 2.8 Duration |  |
| 2.9 Development timescales | Choose an item. |
| 2.10 Proposed launch date | Click here to enter a date. |

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| 1. **Course overview.** Include details of suitability for UCLeXtend |
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| 1. **Staff resource.** Who will be part of the course team? Include details of the staff members involved and their respective roles. |
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| 1. **Learner/participant information.** Who will take the course? Will there be a waiting list? How many hours are learners expected to spend on the course, and are there any prerequisites for study? |
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| 1. **Learning outcomes.** What will learners be expected to be able to do upon completion of the course? How will this be demonstrated? |
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| 1. **Course structure.** How will learners be guided towards the outcomes? What measures will be taken to keep them on track? |
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| 1. **Course materials.** What types of learning materials/resources will be used, and where will they come from? |
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| 1. **Course activities.** What are learners expected to do over the duration of the course? How will these tasks or activities be delivered? |
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| 1. **Market analysis.** What makes UCL a unique provider? Can you provide details of the existing market in this area? Is there any likely competition? Include links where relevant. |
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| 1. **Further information.** Please detail any other information about the course. |
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| 1. **Critical Friend/Reviewer.** Please enter the name of an individual who will oversee the course development and sign off on educational content. |
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| 1. **Editor.** Please enter the name of an individual who will perform an editorial check of the content used in the course, e.g. language/grammar and functional aspects such as links. |
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| 1. **Approval.** A Head of Department or similar must support this development. |
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Please send the completed form to [extend@ucl.ac.uk](mailto:extend@ucl.ac.uk?subject=UCLeXtend%20Course%20Proposal) in .docx or .pdf format, using the subject line UCLeXtend Course Proposal.