UCL ARENA CENTRE

**MicroCPD-UCL**

## Why *Micro*CPD?

It can be difficult for busy staff to prioritise CPD related to teaching and to select and find the right CPD at the right time for them. The sheer volume of information on a topic in higher education pedagogy can be overwhelming, and the range of relevant CPD areas is expanding rapidly. Intensive courses and longer-term CPD activities are already available but finding time for these activities is not always possible, so MicroCPD is an additional tool that will be helpful for some staff.

## What is MicroCPD?

MicroCPD-UCL has been designed to meet the needs of busy staff. Each MicroCPD will be a short, accessible and practical tool that will allow staff to check within 90 seconds whether the topic is relevant for them and whether they want more information. The MicroCPDs will be led by peers across UCL faculties and may include students. They will share their experiences (positive and negative) and the learning from them. Colleagues can follow up with the peers who delivered the MicroCPD if they want further insights.

Any member of staff from across UCL can submit an expression of interest to contribute a MicroCPD. One MicroCPD will be published each week and all will be available open access through our website.

## Framework for MicroCPD-UCL submissions

The following guidelines and submission form will provide a framework for your proposal. We will work with you during the review process and if you have any queries, please send them to: [arena@ucl.ac.uk](mailto:teaching.learning@ucl.ac.uk)

MicroCPD-UCL takes the following format:

* **A 90-second (max) introductory talking head video** (preferably a member of staff with a student/s but can be staff alone) summarising information on an aspect of teaching and learning. Typically, this requires a script of up to 230 words which will be developed with a colleague from Arena. The videos can be produced easily in Arena.
* **A summary text on the topic** – for staff who are curious to learn a little more
* **Link to a key resource –** for staff who wish to go into more detail.

Contributors are therefore asked to provide the following in advance of being added to the production schedule:

**Staff member:**

**Student/s (if appropriate):**

**Department:**

**MicroCPD Video Title:**

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1. A summary text on the topic. This can range from roughly **220-700 words** and can, if necessary, contain several links.

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1. Further reading/further resources. This section offers signposts to more information for those who wish to spend a little more time on the topic. It should typically only contain oneweb link (if there are reasons why more than one is needed please let us know). Wherever possible the link should be to an open access resource. If a resource is not publicly available then a full reference should be given to enable the resources to be located (and a second, open access, resource should be added if at all possible).

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1. If you think this could be suitable for a further resource on [UCL’s Teaching and Learning Portal](https://www.ucl.ac.uk/teaching-learning/events/upcoming-events?collection=drupal-teaching-learning-events&meta_UclOrgUnit=%22VP:+Education%22&facetsort=alpha&&ge_DateFilter=20220623) such as a:

* [Case study](https://www.ucl.ac.uk/teaching-learning/case-studies?collection=drupal-teaching-learning-case-studies&facetsort=alpha&)
* [Teaching toolkit](https://www.ucl.ac.uk/teaching-learning/teaching-resources/teaching-toolkits?collection=drupal-teaching-learning-publications&meta_UclOrgUnit=%22VP%3A+Education%22&meta_UclCommunicationType_not=%22Digital+engagement+activity+publication%22&)
* [Workshop/seminar](https://www.ucl.ac.uk/teaching-learning/events/upcoming-events?collection=drupal-teaching-learning-events&meta_UclOrgUnit=%22VP:+Education%22&facetsort=alpha&&ge_DateFilter=20220623) or [Education Conference abstract](https://www.ucl.ac.uk/teaching-learning/events/ucl-education-conference/ucl-education-conference-2022)

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1. Please provide two quotations:

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| 1. Quote from someone involved in the project (this could be you) 2. Quote from a student who has benefitted from this action |

## What advice would you give another member of staff/department who wanted to emulate what you have done? Please give your top tip for someone wanting to do something similar.

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Script for 90-second video (Approx. **230 words**). Please discuss this section with a colleague from the Arena Centre after filling out the sections above.

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