Online Learning Standards Self-Assessment Checklist

To be completed by those responsible for the course provision and in conjunction with others as relevant. Check statements that have been met; if they have not, add comments below. Completed checklists should be submitted to [qualifications@bohs.org](mailto:qualifications@bohs.org) and kept for discussion during course developments.

**Course:**  **Course Provider:**

**Contact Name: Date:**

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| **1. STRUCTURE** | Met?  (Y/N) |
| **Course should be structured clearly to help delegates navigate quickly, follow the sequence of learning activities and access information** | |
| **1.1** Brief Course Summary provided (Not applicable to CCHRC) Brief Paragraph |  |
| **1.2** Course activities and resources meaningful and clearly structured (eg.in a course programme) |  |
| **1.3** The course contains mix of online and offline activities to help convey technical concepts and check for understanding. As explained in 1.2 above |  |
| **1.4** Interactions engage and involve the learner. (e.g Quiz, Polls, Chats, Role Plays etc.,) |  |
| **1.5** Incorporate relevant visuals *(Use suitable slides, videos etc., to explain technical concepts)* |  |
| **1.6** Trainers experienced in online delivery or actively engaged in ongoing personal development |  |
| *Further detail* | |
| **2. ORIENTATION AND EXPECTATION** | Met?  (Y/N) |
| **Outline how learners are expected to learn and engage with course activities and how they may contact tutors to get help when needed** | |
| **2.1** Provide overview of course that Includes a description of intended Learning Outcomes for the course, activities, and resources (as relevant) |  |
| **2.2** Explain expected participant interactions e.g., chat room, forum |  |
| **2.3** Incorporate an explanation of technical requirements (IT system, software etc.,) e.g., equipment checklist, systems test, platform access |  |
| **2.4 Check candidate typing skills** |  |
| *Further detail* | |
| **3. COMMUNICATION** | Met?  (Y/N) |
| **Ensure clear and consistent online and offline communication with learners** | |
| **3.1** Provide a Communication Statement (how you will communicate with learners before during and after course) |  |
| **3.2** Provide relevant Contact Details |  |
| **3.3** Use appropriate language throughout (course materials take account of learner literacy skills) |  |
| **3.4** Trainers have experience of delivering adult learning |  |
| *Further detail* | |
| **4. ASSESSMENT** | Met?  (Y/N) |
| **Ensure learners are aware of how course will be assessed** | |
| **4.1** Provide an assessment outline (include any in-course assessments) |  |
| **4.2** Offer a range of assessment methods (where appropriate) |  |
| **4.3** Ensure that assessments are linked to course content and Learning Outcomes |  |
| **4.4** Provide feedback on assessments |  |
| *Further detail* | |
| **5. RESOURCES** | Met  (Y/N) |
| **Provide well labelled learning resources from internal and external sources** | |
| **5.1** Use descriptive titles for all items |  |
| **5.2** Provide learning resources (slides, notes, handouts) – in advance, if possible |  |
| **5.3** Provide pre/post course preparation (where relevant) |  |
| **5.4** Will perform regular checks to ensure that resources are reliable (check any links) |  |
| **5.5** Embed videos and other media |  |
| *Further detail* | |
| **6. CROSS-PLATFORM COMPATIBILITY** | Met  (Y/N) |
| **Provide files in accessible formats to enable learners to view them on mobile devices if applicable** | |
| **6.1** Consider file formats |  |
| **6.2** Check file sizes (particularly visual material) and compress, where required |  |
| **6.3** Content fully usable in a range of modern browsers: Chrome, Safari, IE/Edge and Firefox |  |
| **6.4** Content fully usable on Windows, iOS and Android |  |
| **6.5** Mobile friendly content |  |
| **6.6** Are supporting documents easy to download and print from a range of devices? |  |
| *Further detail* | |
| **7. ACCESSIBILITY** | Met  (Y/N) |
| **Ensure resources are fully accessible by following suitable guidelines** | |
| **7.1** Provide accessible learning resources |  |
| **7.2** Clearly signpost how links open (e.g. to a new window) |  |
| **7.3** Meet online learning standards in usability and accessibility using Web Content Accessibility Guidelines 2.1 (AA) <https://wave.webaim.org/> |  |
| **7.4** Provide Reasonable adjustments where appropriate as requested |  |
| *Further detail* | |
| 8. LEGISLATION | Met  (Y/N) |
| **Comply with copyright, IP and data protection requirements** | |
| **8.1** Observe Intellectual Property and Copyright legislation |  |
| **8.2** Course complies with the BOHS Privacy policy: <http://www.bohs.org/privacy-policy/> |  |
| *Further detail* | |
| **9. QUALITY ASSURANCE** | Met  (Y/N) |
| **Enable learners and tutors to evaluate online (and offline) elements of course and foster innovation and ongoing improvement** | |
| **9.1** Enable users to evaluate the course anonymously e.g., Feeback process |  |
| **9.2** Encourage all stakeholders to contribute to the course/programme evaluation |  |
| **9.3** Course evaluation covers all aspects relevant to the use of technology for teaching and learning |  |
| **9.4** Review all courses annually |  |
| *Further detail* | |

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| **BOHS ASSESSMENT *Comments and further action required by the applicant.*** | Met  (Y/N) |
| 1. ***STRUCTURE*** |  |
| 1. **ORIENTATION AND EXPECTATION** |  |
| 1. **COMMUNICATION** |  |
| 1. **ASSESSMENT** |  |
| 1. **RESOURCES** |  |
| 1. **CROSS-PLATFORM COMPATIBILITY** |  |
| 1. **ACCESSIBILITY** |  |
| 1. **LEGISLATION** |  |
| 1. **QUALITY ASSURANCE** |  |
| ***Conditions of approval:*** | |

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| ***Approved by:***  ***Date:*** |