

## E-learning Strategy

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The aim of this working document is to set out how Nova intends to enhance the use of current and future technology to have a continual positive impact on Nova's Mission.

### **Mission Statement**

Nova's mission is to help committed and motivated individuals from central/west London to develop their skills, confidence and employment potential.

### **Aims**

- To develop individuals' basic life skills and competencies and widen their horizons and social inclusion through introducing them to the use of Information Communication Technology (ICT), the web and social media
- To support unemployed individuals into further training and education, volunteer placements with pre-employment training, CVs and interview support so they are better placed in the job market
- To move on individuals and support them in gaining employment
- To build the ICT capacity of local voluntary organisations to enable them to operate more efficiently and provide their services more effectively
- To develop the skills and capacity of staff, in order for them to use ICT, the internet, e-learning tools and social media more effectively within their teaching and learning practice

### **This e-Learning Strategy includes:**

- 1. The e-Learning Strategic Intent**
- 2. Teaching and Learning Practice**
- 3. Staff, Volunteer Skills and Personal Development**
- 4. Infrastructure, Equipment and Resources**
- 5. Management and Implementation of the e-Learning Strategy**

### **1. E-Learning Strategic Intent**

Nova appreciates the many advantages that e-learning can provide for its users which is in line with local and government strategies. Accredited ICT training has been a central plank of Nova services for a number of years to which has been added the vital basic skills training in Functional Skills English and Maths and English for Speakers of Other Languages (ESOL), as well as community learning and the addition of pre-employment advice and

training in accredited Information Advice & Guidance (IAG) services.

The future plan is to develop further uses of e-learning for the more basic and routine elements of our services and as an essential tool for progression. This needs to be coupled with the personal and non-threatening approach we use to engage the sorts of users we target from hard-to-reach communities. Developing e-Learning across all our areas of delivery will ensure users are familiar and confident with the technology and are not excluded from learning, further training, jobs and information. Our intent is to meet our clients' highest expectations and the needs of employers for appropriately skilled staff.

## **2. Teaching and Learning Practice (including learner skills)**

### **Current Position:**

Technology is used across all areas of delivery of service and monitoring within Nova. Internet access is available in all our units and administration. The internet is used extensively across the organisation with special emphasis on the ICT curriculum:

- **Employment Unit offering pre-employment Information Advice and Guidance (IAG) sessions, Job Ready courses, e-CV support online and onsite CV and job search workshops, support with interview practice and follow-up support** – full use of the Internet both on site and in outreach venues to ensure all have access to the latest information for training, jobs and information e.g. childcare options
- **Training Unit offering Functional Skills English, ICT and Maths, ESOL and Community Learning** – accredited courses and non-accredited courses with online assessment available. We have diagnostic testing and individual learning plans, with one-to-one support available in familiar settings. Users with access to the internet are introduced to suitably vetted websites (e.g. BBC Skillswise) to encourage learning with National Skills accreditation.
- **ICT Courses with accreditation** – courses for short and long term unemployed in flexibly designed courses to suit local groups – including eDCC (eDigital Competence Certificate from NIAT) currently offered at Entry level 3

### **Goals for Future Development:**

- Develop ways in which the use of the internet and other IT tools can further benefit both tutors and learners across all curriculum areas.
- Review the present curriculum and look at how this can be developed to enhance the use of technology and move to a new level of efficiency and effectiveness.

### **Desired Impact:**



To provide equal and extensive access to the internet as a resource to the teaching and learning process.

### **3. Staff and Volunteer Skills and Personal Development**

#### **Current Position:**

All Nova staff, including volunteers, currently go through a staff appraisal process. This highlights training needs appropriate to individual and organisational needs.

#### **Goals for Future Development:**

- Staff and volunteers to become familiar with all available technology within Nova and the necessary training provided to use the technology effectively and given assistance, where required.
- Each individual to have a personal development plan based on Nova's needs and strategy in line with the delivery of Functional Skills
- Staff to be encouraged to take up training opportunities to widen the use of IT across the organisation.

#### **Desired Impact:**

Centre management, admin and support staff able to use the technology available in-house and at outreach venues; including computers, internet, interactive whiteboards, recording equipment and tablets (when they become available) and be able to give assistance to centre users where appropriate to enable Nova to deliver its strategy.

#### **Implications:**

Increase staff development budget and time for personnel management.

### **4. Infrastructure, Equipment and Resources**

#### **Current Position (June 2019):**

NOVA has rented space at 2 Thorpe Close, London W10 5XL. There are two training rooms, 2 interview rooms and an administration office. There are a total of 23 computers, 1 interactive whiteboard, 26 laptops.

Nova also has:

- **Outreach** – Community based courses run with laptops taken on site where computers are not available.
- **Nova website [www.novanew.org.uk](http://www.novanew.org.uk)** – for publicity of courses and locations, timetables, curriculum information and recruitment

- **E-mail** – for communication with all stakeholders including users, staff, volunteers and funders.
- **Wi-fi** in all areas
- **Printer/Scanner/Photocopier** – networked to all staff computers
- **Facebook** page (**Nova New Opportunities**) for sharing up-to-date information
- **Twitter Account** (**NovaNewOpportunities@nova\_newopps**) to tweet latest news
- **Wordpress Blog** (**novanew**) to share latest news

### **Goals for Future Development:**

- The provision of tablets - to be made available for all units and across all activities as and when required. Adding such a facility to the timetabled courses would enable greater flexibility, promote more collaborative learning and could also be used for more flexible job searching and applying for posts online.
- Greater use of technological items such as interactive whiteboards, memory sticks, video, podcasts and a range of apps for the tablets and smart phones could be utilised after evaluation re cost and use.
- Further develop Nova's website, facebook page, twitter and blog accounts to enhance the teaching and learning process and improve communication both within the organisation and with potential users.
- Encourage interaction with the website and social media and measure activity.
- Develop the website to be capable of meeting the needs of users with disabilities in line with Disability Discrimination Act requirements.
- Continue developing ICT across all areas. For example, using digital camera, computer, printers and connectivity to help create learner portfolios in all three units.
- Assess and implement the use of ePortfolios for students and users where appropriate eg Learning Curve.
- More assistive technology for disabled students and those with dyslexia.

### **Desired Impact:**

The effective and efficient use of technology implemented throughout the organisation. Tutors, learners, staff and volunteers to be able to access all technology within Nova to meet their individual and organisational needs. All given the necessary training to help Nova deliver its strategic intent more effectively.

### **Implications:**

A rigorous process to highlight funding streams and seek grant applications would need to be in place to finance the above.

## **5. Management and Implementation of e-strategy**

### **Current Position:**

Management of Nova's e-Learning Strategy is currently the responsibility of Lizzie Cho. However, this role needs to be formalised and included in job descriptions. Nova is aware of legal obligations relating to the use of ICT including use of Visual Display equipment as well as having policy statements relating to the Disability Discrimination Act and the Data Protection Act.

### **Goals for Future Development:**

- To identify and appoint a staff member or volunteer to be given responsibility for identifying suitable future technology and ascertain how this could be obtained and used to the benefit of all users of Nova whether they be learners, tutors, staff, volunteers or members of the public.
- To continue to work with other agencies/organisations in providing the local community with access to technology. ICT and Internet training has proved essential for the applicants who are largely computer illiterate but keen to work.

### **Desired Impact:**

- To have a structured approach to monitoring e-Learning and the use of ICT.
- To develop a culture where the use of modern technology is the norm and not an exception. The sharing of good practice with partners, agencies and organisations.

### **Implications:**

The funding and sustainability of this strategy is paramount. The monitoring and review of this working document is to be continuous.

**Updated: March 2021**



**Last review date: March 2023**

**Next review date: March 2025**