

CCE Troodle Micro-credential Hosting Request

Application Form

| | |
|-------------------------|-------------------------|
| College/School/Centre: | |
| Contact Person: | Convenor: |
| Extension: | Extension: |
| Email: _____@anu.edu.au | Email: _____@anu.edu.au |

Additional staff listed later

| | |
|--|---|
| Title and Code: <i>NB: Maximum characters 300</i> | |
| Digital Badge Name: <i>NB: Maximum characters 80</i> | |
| Category: <i>This will set your micro-credential category heading</i> | Head/Primary: _____ Sub-category: _____ Secondary: _____ |
| Preferred Key Search/Tag Words: <i>These will be used for marketing and display purposes on our website.</i> | 1. _____ 4. _____ 2. _____ 5. _____ 3. _____ 6. _____ |
| Who is this course for? | Identified cohort (closed) _____ Existing audience (mailing list) _____ Public facing _____ Other _____ |
| Has this course been delivered before, if so what format? | Face to Face _____ Online _____ No _____ Blended _____ Intensive _____ |
| Delivery: <i>Tick all that apply</i> | Asynchronous _____ Synchronous _____ Self-paced _____ Educator _____ Facilitator _____ Topics _____ Weeks _____ |
| Do you have materials ready to upload into CCE Troodle? <i>NB: Maximum individual file size is 500MB, if you require larger please indicate and CCE will be in contact</i> | Existing materials on WATTLE _____ Existing learning materials _____ A draft course plan with resources to follow _____ Yes, but file size/hosting of large files needs to be addressed _____ No _____ |
| Delivery Method: | Face to Face _____ Online _____ Blended _____ |
| Occurrences to be offered: | 1 _____ 2 _____ Other: _____ |
| Preferred course details: <i>NB: CCE requires a minimum of 6 weeks from submission of this form to preferred start date The grade finalisation is required for digital badging</i> | Course start date: _____ Course end date: _____ Sessions per week: _____ <i>Please indicate which days</i> Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Session start time: _____ Session finish time: _____ Enrolment cut off: _____ Grade finalisation: _____ |

| | | |
|--|------------------------------|------------------------------|
| Will this course require upload of video/s? <i>NB: Maximum file size is 500MB, if you require larger please specify</i> | Yes | No |
| Minimum Class Size: | | Maximum Class Size: |
| Internal Journal GLC* | | |
| Are there any conditions of enrolment? <i>NB: There should not be formal prerequisites</i> | Course prerequisites None | Application process Other |

Additional Course Details

Please provide the following as attachments:

Contact CCE for assistance if required

- APPROVED ANU Micro-credentials Proposal form
- Course image for website (high resolution jpg.)
- Academic portrait (high resolution jpg.)

Course Delivery and CCE Support

| Course Lifecycle | CCE Basic Package | Additional Options <i>Select all that apply</i> <i>NB: Additional charges may apply</i> |
|--------------------------------------|--|---|
| Course Planning and Setup | <ul style="list-style-type: none"> • 1 initial meeting with the team for planning support • 2 reports leading up to delivery • Blank Moodle site provision • Provision of basic usage instructions for TRUSS (student management system) | <ul style="list-style-type: none"> Additional reports/updates Custom enrolment configuration Further meetings Zoom/Teams training Moodle training Video training Learning design consultation Marketing consultation and plan |
| Course Delivery | <ul style="list-style-type: none"> • Needs basis support for enrolment and access issues | Course facilitator (for hire) |
| Course Closure and Evaluation | <ul style="list-style-type: none"> • Course finalisation • Evaluation distribution | <ul style="list-style-type: none"> Customised or co-branded certificate Customised evaluation and report |
| Project Closure | <ul style="list-style-type: none"> • Deactivation of site (Moodle) • Project closure report • Journaling of funds | Meeting and review of course evaluation and analysis for re-run |

College Endorsement and Approval (ADE/Head of Academic Unit)

| | | | | | |
|------------------------|--|-------------------|--|--------------|--|
| Name: | | Signature: | | Date: | |
| Position: | | | | | |
| School/Faculty: | | | | | |