

Online Training 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 [team@ohlearning.com](mailto:team@ohlearning.com) and kept for discussion during course developments.

# Course:

**Course Provider:**

**Reviewer(s):**

**Date:**

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| **1. COURSE STRUCTURE** | Met?  (Y/N) |
| **1.1** Provide a brief Course Summary for each OHTA course that will be taught online |  |
| **1.2** Provide a training schedule for each OHTA course with timings  **Note :** Training providers should generally **not** expect to teach an online course using the same timings that are used on the corresponding face-to-face course. Account should be taken of the lengths of time that students will be required to concentrate on their PC screen. Flexibility will be allowed in the duration of contact hours per day, provided that the total number of contact hours is comparable to that on the corresponding face-to-face course. |  |
| **1.3** Present activities and resources so that they are meaningful for the students and are clearly structured |  |
| **1.4** Minimise the presentation of too much information that the students need to understand at any point during the course in order to avoid cognitive overload |  |
| **1.5** Incorporate relevant visual aids to help the students to understand the course content |  |
| *Provide a brief description of how you intend to achieve the above criteria. If any areas are not met, explain the rationale and/or appropriate alternative:* | |
| **2. ORIENTATION AND EXPECTATION** | Met? (Y/N) |
| **2.1** Include a description of the intended Learning Outcomes for each OHTA course, activities and resources (as relevant) |  |
| **2.2** Explain how the expected participant interactions with the students will occur.  **Note :** Online training results in a lack of the student feedback that the tutor receives during the corresponding face-to-face course. Alternative means of interaction are therefore needed during online training. |  |
| **2.3** Incorporate an explanation of the technical requirements for the interactions with students |  |
| **2.4** Provide details of any best practice guidelines for online training that will be followed |  |
| *Provide a brief description of how you intend to achieve the above criteria. If any areas are not met, explain the rationale and/or appropriate alternative:* | |
| **3. PRACTICAL ELEMENTS** | Met? (Y/N) |
| **3.1** Provide details of how the required practical elements of each W500 series OHTA module, and the formative assessment of that for each student, will be dealt with. If a different approach is proposed for different modules, clarify which approach will be used for each one. |  |
| *Provide a brief description of how you intend to achieve the above criteria. If any areas are not met, explain the rationale and/or appropriate alternative:* | |

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| **4. COMMUNICATION** | Met? (Y/N) |
| **4.1** Provide a Communication Statement. This Statement should be prepared for the participants and  explain a) how the course will run on an online platform, and b) how communication between  training provider and candidates will take place during the course. |  |
| **4.2** Provide relevant Contact Details |  |
| **4.3** Use appropriate language throughout. What language will the tutor(s) use? How fluent are the students in that language? |  |
| **4.4** What internet connections will be required by each of the students? Will there be any specification on the required bandwidth? |  |
| **4.5** What provision will be made for a loss of internet connection by (a) the tutor or (b) a student? |  |
| *Provide a brief description of how you intend to achieve the above criteria. If any areas are not met, explain the rationale and/or appropriate alternative:* | |
| **5 STUDENT ASSESSMENT DURING THE COURSE** | Met? (Y/N) |
| **5.1** Provide an outline of how the students’ understanding will be assessed during the course |  |
| **5.2** Offer a range of assessment methods (where appropriate) |  |
| **5.3** Ensure that assessments are linked to course content and Learning Outcomes |  |
| **5.4** Provide feedback on assessments |  |
| *Provide a brief description of how you intend to achieve the above criteria. If any areas are not met, explain the rationale and/or appropriate alternative:* | |
| **6. RESOURCES** | Met (Y/N) |
| **6.1** Use of descriptive titles for all items |  |
| **6.2** Provide details of the learning resources |  |
| **6.3** Provide pre/post course preparation that each student will be given (where relevant) |  |
| **6.4** Will perform regular checks to ensure that resources are reliable |  |
| **6.5** Embed videos and other media |  |
| **6.6** For each OHTA course identify what IH measurement equipment will be demonstrated by the tutor. Will students be expected to provide their own IH measurement equipment? |  |
| *Any areas not met, with rationale and/or appropriate alternative:* | |
| **7. CROSS-PLATFORM COMPATIBILITY** | Met (Y/N) |
| **7.1** Consider the file formats that are used for all OHTA courses |  |
| **7.2** Compress files |  |
| **7.3** Content fully usable in a range of modern browsers: Chrome, Safari, IE/Edge and Firefox |  |
| **7.4** Content fully usable on Windows, iOS and Android (if appropriate) |  |
| **7.5** Mobile friendly content (if appropriate) |  |
| **7.6** Many corporate IT protocols will not permit the loading of software on to PCs. How will this be dealt with if students only have access to corporate IT equipment? |  |
| *Provide a brief description of how you intend to achieve the above criteria. If any areas are not met, explain the*  *rationale and/or appropriate alternative:* | |

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| **8. ACCESSIBILITY** | Met (Y/N) |
| **8.1** Provide accessible learning resources for each OHTA course |  |
| **8.2** Clearly signpost how links open (e.g. to a new window) |  |
| **8.3** Meet online learning standards in usability and accessibility using Web Content Accessibility Guidelines 2.1 (AA) <https://wave.webaim.org/> |  |
| *Provide a brief description of how you intend to achieve the above criteria. If any areas are not met, explain the rationale and/or appropriate alternative:* | |
| **9. LEGISLATION** | Met (Y/N) |
| **9.1** Observe Intellectual Property and Copyright legislation |  |
| **9.2** Each OHTA course complies with the BOHS Privacy policy: <http://www.bohs.org/privacy-policy/> |  |
| *Provide a brief description of how you intend to achieve the above criteria. If any areas are not met, explain the*  *rationale and/or appropriate alternative:* | |
| **10. QUALITY ASSURANCE OF THE COURSE DELIVERY** | Met (Y/N) |
| **10.1** Enable users to evaluate the OHTA courses anonymously |  |
| **10.2** Encourage all stakeholders to contribute to the course/programme evaluation |  |
| **10.3** Course evaluation covers all aspects relevant to the use of technology for teaching and learning |  |
| **10.4** Review all OHTA courses annually |  |
| *Provide a brief description of how you intend to achieve the above criteria. If any areas are not met, explain the*  *rationale and/or appropriate alternative:* | |