Invitation to freelance/consultancy pool: Online CPD Course Delivery Assistant

1. Summary

STEM Learning Limited ('STEM Learning') is seeking individuals with the necessary experience to maintain and support online CPD courses on a freelance/consultancy basis. Individuals are invited to apply to join our consultancy pool of course delivery assistants, to support the technical and functional aspects of our online courses on FutureLearn.

Support contracts will be offered to the pool on a course-by-course basis. Work packages will suit individuals with experience supporting online courses, learning technologists and technology-enhanced learning advisers. Individuals should be comfortable with front-end online learning platforms, understand distance learning participation and have attention to detail. Subject knowledge of the course content is not required, but individuals will need to identify key learning activities and content to sustain participation.

Individuals will not be employees of STEM Learning. Acceptance to the consultancy pool does not guarantee any contract for work. Acceptance onto the pool will last for one year.

Please note that applications from agencies are not accepted.

Applications should be submitted by **12 noon, 8 February 2019.**

2. Background

STEM Learning's vision is a world-leading STEM education for all young people across the UK. STEM Learning is the largest provider of support in the UK for STEM teaching and learning, through provision of continuing professional development, resources, STEM Ambassadors, online communities and other support, in partnership with a wide range of organisations and individuals.

Our online CPD programme comprises 20 online courses for teachers, technicians and volunteers working with young people. Our courses are provided via the FutureLearn platform, with most courses freely available and open to both UK and international participants. Our online CPD provides a flexible way for teachers, and others involved in learning and teaching, to access and undertake continual professional development alongside their daily practice, with emphasis on reflective learning and collaboration with peers. As our online CPD offer continues to expand, we are seeking experienced individuals to support the delivery of the programme to a world-leading standard.

3. Purpose of the Work

Course delivery assistants will work closely with course mentors, educators and authors to provide a seamless learning experience for our online CPD participants. Work packages will be available to the course delivery assistant pool on a course-by-course basis.

A typical work package for a course will include:

- Preparing the course for delivery by checking and updating links, amending content and creating new instances of activities in third-party tools.
- Drafting of course emails or reviewing course emails authored by course educators. This will require familiarity with the key content and activities of the course, highlight participant discussions and encourage participation.
- Providing a topic-based summary of participant questions for educator Q&A sessions.
- Monitoring discussions and course log for any issues and reporting course performance to the Online CPD Coordinator.
- Upload additional content during the course.

Support is expected to be provided by course delivery assistants across the course duration, though this can be done flexibly. However, weekly course emails must be submitted no later than 10am on a Friday morning for each week the course is running. The total number of hours required to provide support is based on course length, but may vary between work packages. It is anticipated a minimum of 2 hours per week is required for most courses. Typical total hours shown in the table below:

Course length (weeks)	Contracted period (weeks)	Contracted hours (total)
2	5	9
3	6	12
4	7	15
5	8	20

In addition, dependent on skillset, individuals may be commissioned to edit Q&A recordings.

4. Intellectual Property Rights

All intellectual property arising from any work package will be vested in STEM Learning.

5. Fees for work packages

Work packages will be costed on a per-course basis, with an hourly rate of £30-£40 per hour based on experience. See above for typical work packages. Work packages may be invoiced for payment at the end of the course run.

Individuals will be responsible for the payment of any national insurance contributions, income or corporation tax. As an independent contractor you will not have rights to any pension or other fringe benefits from STEM Learning.

6. Application requirements

Individuals should apply by sending a CV and evidence of experience in supporting online learning. Specifically applications must show:

- Ability to identify and communicate the key learning points of educational resources.
- Ability to create digital resources which conform to prescribed design standards, including the use of styles, formatting and Markdown.
- Attention to detail and methodical approach to quality assurance.
- Excellent written communication skills, spelling and grammar.

Individuals will need a broadband internet connection (recommended minimum 5mbps) and the Google Chrome web browser.

Individual should provide names of two references prepared to act as referees if required.

7. Application submission

The deadline for receipt of submissions is 12.00 noon on 31 January 2019. Late submissions will not be accepted. All submissions will be acknowledged with a notification of receipt.

An electronic copy of the proposal should be received in PDF format by this deadline. This is an electronic only submission process. All documentation must be submitted in PDF format; if required, as a single zipped folder no greater than 10Mb.

Evidence of prior experience should be no longer than 4 sides of A4 (excluding CVs). If the proposal exceeds this limit, information outside the limit may be disregarded.

Proposals should be emailed to: onlinecpd@stem.org.uk FAO Matt Cornock, Online CPD Coordinator, clearly stating Application: Course Delivery Assistant. Please send from an email that you can receive further correspondence.

A decision will be made as soon as possible after receiving the tenders, with clarification by email if needed. Any questions for clarification should be emailed to: onlinecpd@stem.org.uk.

8. Acceptance to the pool

STEM Learning reserves the right not to award a contract. STEM Learning may undertake post tender negotiation in order to clarify proposals.

Upon acceptance, individuals will be required to attend two one-hour webinars which explains how the FutureLearn platform works and the tasks required. Further, prior to engaging in a contracted work package, individuals must:

- hold valid professional indemnity insurance for a minimum of £50,000;
- abide by STEM Learning's Information Security and Data Protection Policies;
- sign a Non-Disclosure Agreement;
- sign an Acceptable Use Policy Form;
- sign a Data Sharing Agreement.

Acceptance to the pool will last for one year. Acceptance to the pool does not guarantee any work or contract with STEM Learning.

9. Enquiries

Enquiries about this invitation should be directed to:

Matt Cornock, Online CPD Coordinator

National STEM Learning Centre, University of York, Heslington, York, YO10 5DD

onlinecpd@stem.org.uk