

# JISC PROJECT: INTERACTIVE LEARNING RESOURCES FOR THE SKILLS SECTOR

## EDITORIAL / PUBLISHING PROCESSES AND GUIDELINES

### 1. INTRODUCTION

The Interactive Learning Resources Project has commissioned £406,552 of content from 22 organisations and across 13 vocational areas. The majority of commissioned organisations (15) are FE colleges, three are partnerships involving an FE college and another organisation, three are private providers and one is a sector body. The largest grant is for £30k and the smallest is for £5k. Prior experience of creating resources for sharing outside the provider's VLE are varied; some have a great deal of experience whilst others are new to this. The key aims of the project are to improve the availability of digital learning content and to help build the digital skills of the training providers in the skills sector.

### 2. KEY PEOPLE INVOLVED

**PROJECT MANAGER:** Ruth Hansford has final sign-off, with support from mentors, project experts and other expertise as required.

**MENTORS:** Four Jisc / ex-RSC colleagues who have extensive experience of the work-based learning sector. They support the commissioned organisations and liaise with the Project Manager.

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* Aylesbury College * Hartlepool College * Kendal College * Hull College Group * Heart of Worcestershire College * Oldham College * Gateshead College	* Stubbing Court Training Ltd * Paddock Community Trust and Bishop Burton College * LeSoCo (Lewisham Southwark) * Myerscough College * Manchester College (+DR)	* North East Surrey College of Technology * Somerset College * Chiltern Training Ltd * The Apprentice Academy * Hopwood Hall College and Univ of the Highlands & Islands	* Institute of the Motor Industry (IMI) * Accrington & Rossendale College * Bournville College * First 4 Skills and City of Liverpool College * Preston College * Manchester College (+EL)

**ADVISORS:** We can draw on in-house expertise in the areas of metadata, technical/cross-platform, IPR and digital media production (as well as accessibility & inclusion), referring to external experts where necessary.

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Jorum, metadata, curriculum mapping, statistical reporting matters	Technical advice and cross-platform	Legal, IPR, CC licences	Production values

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### 3. PUBLISHING PROCESS

**SUMMARY** The commissioned content will be of the highest possible quality. It will be accurate, accessible and appropriately branded. All rights will be cleared prior to publication and Creative Commons licences will be assigned. Content will have the correct metadata, including curriculum mapping and resource descriptions, to ensure it is discoverable on Jorum and on the open web.

Jisc branding is required and the credits for the content, when uploaded to Jorum, will show the tag:

*In partnership with Jisc  
plus Jisc logo.*

Copies of the file are available on the project website.

The commissioned content will be uploaded on a holding site for sign-off by the project team prior to uploading to Jorum. This has been factored into the plan for publication. If commissioned organisations do not have a suitable space, they will liaise with their mentors to find a solution.

#### STAGE ONE – CONTENT CREATION AND INTERNAL SIGN-OFF

1. Content creators will refer back to the Call documentation and to the Jisc Terms & Conditions sent with the grant letter. All organisations have submitted a 150-word description to the project website <http://ilrs.jiscinvolve.org/wp/> and any changes to be agreed with mentors.
2. Content creators will ensure their mentors are kept up to date with progress. They will call on the advisors and mentors to provide technical and creative advice as needed.
3. Commissioned organisations should also draw on each other's expertise, via the mailing list [ILRforSkills@jiscmail.ac.uk](mailto:ILRforSkills@jiscmail.ac.uk), project site <http://ilrs.jiscinvolve.org/wp/>, and informally. They should also ensure that they capture the lessons learned during the content-creation process.
4. Content creators are responsible for accuracy, clearing rights on content used and assigning CC licences, metadata (including curriculum mapping), branding etc. They will refer to the accessibility checklist and keep this on file. They will submit a sign-off form and metadata form accompanying their content to their mentor.

#### STAGE TWO – QUALITY ASSURANCE BY MENTORS

5. When the content is signed off by the commissioned organisation published it will be uploaded to a holding site (see above) together with completed forms available on the project website, one showing they have followed the sign-off procedure and the other providing metadata and curriculum mapping information. Content must not be uploaded to the live Jorum site.
6. The mentors will view content from the holding site, based on the requirements in the Community Opportunity and reiterated throughout the content-creation process. Mentors will use their knowledge of the organisations and teach one's content-creation process as a guide to how much they will view. They undertake to look at a proportion from each organisation plus all metadata forms. Mentors also have access to a number of subject experts (including Jisc staff, with back-up from external experts).

#### STAGE THREE – FINAL SIGN-OFF

7. Once signed off, the content creators will upload the material to the live Jorum site.
8. When the content is live, Jisc Finance will release the second tranche of funding.

## 4. SIGN-OFF AND QUALITY-ASSURANCE TEMPLATES

Key documents that the commissioned organisations should refer to, as well as their project plans, are the Jisc Grant Terms & Conditions<sup>1</sup>, the Jorum Terms of Service<sup>2</sup> and Jorum Take-down policy<sup>3</sup>. Checklist issued to the commissioned organisations in January covers (in order of importance):

AREA	NOTES ABOUT PROCESS AND EXPECTATIONS
<b>METADATA</b>	The Jorum Guides <sup>45</sup> and a bespoke metadata form have been issued to the commissioned organisations. All metadata fields of the bespoke metadata form must be populated on submission to the mentors / QA team.
Curriculum mapping	Bespoke guide for sector-specific metadata will be provided and discussion about this is encouraged on the project's JiscMail list.
Resource description	This is intended to help discoverability on Jorum and open web
<b>IPR</b>	Content creators have received training and guidance on this area
Incoming IPR	Commissioned organisations will warrant that all rights are cleared and that documentation is in place to support this. Mentors will ask to see this of there is any area of doubt.
Outgoing IPR / CC licences	Creative Commons licences will be assigned to the content. There should be a clear rationale for the use of anything other than CC BY.
Release forms	Content creators will warrant that all appropriate permissions have been gained from contributors. Documentation must be in place to support this.
<b>ACCESSIBILITY</b>	A checklist has been provided (by the Jisc SMEs for Accessibility & Inclusion) of areas that should be considered. This is on the project website and commissioned organisations are asked to address the areas that are relevant to their own audiences.
<b>OTHER COMPLIANCE</b>	Commissioned organisations will describe their internal user-testing, peer-review and sign-off processes.
Any other editorial/legal issues	Health & Safety, taste and decency, avoiding offence, etc are common currency in any educational institution. The commissioned organisation's project manager will warrant that the Jorum Terms of Service have been addressed, especially with respect to Para 3 (submission of resources) and Para 4 (acceptable behaviour).
<b>TECHNICAL</b>	Organisations are asked to describe the user-testing process
Cross-platform	Commissioned organisations will list the devices and platforms on which the content has been tested
Production values / images and sound	Commissioned organisations have received training and guidance in this area
Linguistic accuracy (including captions)	This covers spelling and grammar, the presence and position of captions
Branding	The Jisc logo should be present on the credits page, with the tag <i>In partnership with Jisc</i> . Files and guidelines are available on the project website.
Measuring use	Jorum can capture basic data on downloads but 'user stories' are to be encouraged in addition to this. Commissioned organisations are asked to provide additional information that will enhance the learning from the project.
Other	Commissioned organisation are given the opportunity to provide narrative on any of the broad areas (in bold) that they would like to amplify.

<sup>1</sup> <http://www.jisc.ac.uk/rd/get-involved/terms-and-conditions-of-grant-project>

<sup>2</sup> <http://www.jorum.ac.uk/terms-of-service>

<sup>3</sup> <http://www.jorum.ac.uk/policies/jorum-notice-and-takedown-policy>

<sup>4</sup> <http://www.jorum.ac.uk/support/guides/how-do-i-describe-my-resource> (metadata)

<sup>5</sup> <http://www.jorum.ac.uk/support/guides/how-do-i-share-my-resource-with-Jorum> (uploading)

## 5. THREE STAGES TO PUBLICATION:

### STAGE ONE

#### Content creation. Internal sign-off

(‘Publishing process’ – points 1-4)

This form will be circulated with the Jorum metadata checklist. Organisations will use this checklist as they go along. They will submit a completed form, together with the metadata form, to the mentor by the agreed date.

INFORMATION ABOUT THE CONTENT AND THE ORGANISATION		COMPLETE THE FIELDS BELOW	
Institution			
Title of project			
Name of project manager			
Names of project team members and contributors			
Brief description of the in-house content sign-off process: <ul style="list-style-type: none"> <li>•how many learners were involved in user testing?</li> <li>•how many platforms and devices were used to test the content?</li> <li>•who were the professionals who signed the content off internally?</li> <li>•which other organisations (participating in the project) saw the content?</li> </ul>		<i>This is not a compulsory field but you will help the Jisc team to understand how a diverse set of commissions were created. Please use the questions on the left as a guide.</i>	
Brief description of any in-house systems for tracking usage (eg on Moodle or similar)			
I have read Jorum’s Terms of Service and agree to them		<a href="http://www.jorum.ac.uk/terms-of-service">http://www.jorum.ac.uk/terms-of-service</a>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Y / N</div>
AREA	BY TICKING THE BOX ON THE RIGHT YOU ARE WARRANTING THAT YOU HAVE SIGNED OFF ALL THE AREAS BELOW	SIGNED OFF INTERNALLY (Y/N)	
<b>METADATA</b>			
Jorum metadata	All required Jorum metadata fields have been completed in the form (attached).		
Curriculum mapping	The content has been mapped to the relevant curriculum area(s) and vocational qualifications.		
Resource description	A clear 150-word description is provided to aid discoverability on Jorum and the open web.		
<b>RIGHTS, LICENCES, ACCESSIBILITY, COMPLIANCE</b>			
Incoming IPR	All rights have been cleared and we have documentation to prove it.		
Outgoing IPR / CC licences	We have assigned a creative Commons licence to the content.		
Release forms	All contributors have agreed to their participation and we have documentation to prove it.		
Accessibility	Using the Jisc accessibility checklist as a guide, we have made reasonable adjustments as appropriate, and saved the documentation for future reference.		

Other compliance	We warrant that there are no (editorial/legal) areas that conflict with Jorum's Terms of Service (with special reference to Paragraphs 3 and 4).	
<b>TECHNICAL</b>		
Cross-platform	We have tested the content on an appropriate range of devices and platforms.	
Production values / images and sound	We are satisfied with the quality of the document.	
Language and captions	The content has been proof-read and to the best of our knowledge there are no mistakes. All captions are correct.	
Branding	The required Jisc tag ( <i>In partnership with Jisc</i> ) plus Jisc logo are included on the credits screen	
Measuring use	We have considered options for tracking use of the content once it is uploaded to Jorum.	
<b>Use the boxes below to provide any further information</b>	<b>COMMENTS FROM COMMISSIONED ORGANISATIONS</b>	
METADATA		
INTELLECTUAL PROPERTY RIGHTS		
OTHER COMPLIANCE		
TECHNICAL		
OTHER		
NAME: ..... SIGNATURE: ..... DATE: .....		

## STAGE TWO

### Quality Assurance. Mentor (expert) sign-off

*Second stage – mentors and experts (points 5-6)*

Mentors will check the sign-off form and metadata form for each of ‘their’ commissions and will spot-check the content. They will use their own professional judgment and their experience of the commissioned organisations’ content-creation process together with the documentation provided by the organisation, as a guide to how much of the content they look at at this stage.

Mentors will fill in the right-hand boxes of the form below:

**GREEN:** no concerns and content can be uploaded to Jorum

**AMBER:** some of the supporting documentation needs to be checked

**RED:** changes are required before the content can be uploaded

AREA	MENTOR TO PROVIDE FEEDBACK ON THE FOLLOWING AREAS	RED, AMBER, GREEN
<b>METADATA</b>		
Jorum metadata	All required Jorum metadata fields are completed consistently.	
Curriculum mapping	The content has been mapped to the relevant curriculum area(s) and vocational qualifications.	
Resource description	A clear 150-word description is provided to aid discoverability on Jorum and the open web.	
<b>RIGHTS, LICENCES, ACCESSIBILITY, COMPLIANCE</b>		
Incoming IPR	I am confident there are no issues and the narrative on the sign-off form is adequate.	
Outgoing IPR / CC licences	The appropriate CC licence has been assigned.	
Release forms	I am confident there are no issues and that all relevant permissions have been granted..	
Accessibility	I am confident all areas in the checklist have been satisfactorily addressed.	
Other compliance	There are no legal or editorial issues.	
<b>TECHNICAL</b>		
Cross-platform	I am confident that the content works across a range of platforms and devices.	
Production values / images and sound	These are appropriate.	
Language and captions	I am confident there are no issues.	
Branding	The required Jisc tag ( <i>In partnership with Jisc</i> ) is included on the credits screen.	
Measuring use	I am confident that the content will have additional information about use in learning situations, as well as the basic Jorum statistics.	
<b>OVERALL</b>	There are no anticipated problems and I am confident that appropriate learning is taking place.	
MENTOR: ..... SIGNATURE: ..... DATE: .....		

## STAGE THREE

### Final sign-off. Project Manager

*Final stage – publication (points 7-8)*

Can be published / uploaded	Y / N
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