

# JISC PROJECT: INTERACTIVE LEARNING RESOURCES FOR THE SKILLS SECTOR

## EDITORIAL / PUBLISHING PROCESS – INTERNAL SIGN-OFF

There are three stages to the publishing process:


- **Stage one: content-creation and internal sign-off.** Commissioned organisations make their content available to their mentor and submit this form plus the metadata form for sign-off. The accessibility checklist is not required but should be used as a diagnostic tool and kept on file.
- **Stage two: quality assurance.** Mentors view this form and the Jorum metadata form, alongside a sample of the commissioned content, as appropriate.
- **Stage three: final sign-off.** Commissioned organisations upload their content to the live Jorum site and this triggers payment of the second tranche of funding.

### STAGE ONE

#### Content creation. Internal sign-off

This form will be submitted along with the Jorum metadata form, to the mentor by the agreed date. Organisations should also use this checklist as a planning tool they go along.

INFORMATION ABOUT THE CONTENT AND THE ORGANISATION	COMPLETE THE FIELDS BELOW
Institution	Institute of the Motor Industry (IMI)
Title of project	Automotive Diagnostics
Name of project manager	Tom Denton
Names of project team members and contributors	Mark Forshaw, Dave Rogers, Jenny Farish, Richard Ellis, Elizabeth Denton, Alison Read, Alice Vowles
Brief description of the in-house content sign-off process: •how many learners were involved in user testing? •how many platforms and devices were used to test the content? •who were the professionals who signed the content off internally? •which other organisations (participating in the project) saw the content?	<p><i>Early versions of the templates and simulations have been in use by hundreds of student users. Feedback was informal by speaking with tutors and very positive.</i></p> <p><i>The SCORMs (when used in a suitable VLE) work on all the main browsers. The Reload software was also used to check the SCORM packages</i></p> <p><i>Tom Denton took the role of monitoring quality of all aspects and the various resources were only included in the project when they met normal industry and publishing requirements.</i></p> <p><i>None</i></p>
Brief description of any in-house systems for tracking usage (eg on Moodle or similar)	Moodle reports
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="float: right; border: 1px solid black; padding: 2px 10px;">Y</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.	Y
Resource description	A clear 150-word description is provided to aid discoverability on Jorum and the open web.	Y
<b>RIGHTS, LICENCES, ACCESSIBILITY, COMPLIANCE</b>		
Incoming IPR	All rights have been cleared and we have documentation to prove it.	Y
Outgoing IPR / CC licences	We have assigned a creative Commons licence to the content.	Y
Release forms	All contributors have agreed to their participation and we have documentation to prove it.	Y
Accessibility	Using the Jisc accessibility checklist as a guide, we have made reasonable adjustments as appropriate, and saved the documentation for future reference.	Y
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).	Y
<b>TECHNICAL</b>		
Cross-platform	We have tested the content on an appropriate range of devices and platforms.	Y
Production values / images and sound	We are satisfied with the quality of the document.	Y
Language and captions	The content has been proof-read and to the best of our knowledge there are no mistakes. All captions are correct.	Y
Branding	The required Jisc tag ( <i>In partnership with Jisc</i> ) plus Jisc logo are included on the credits screen	Y
Measuring use	We have considered options for tracking use of the content once it is uploaded to Jorum.	Y
<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: Tom Denton      SIGNATURE:  DATE: 18/02/2015		