

Application to Register for E-Learning

The application to register for E-Learning is a **THREE** stage process:

- (i) Completion of the Form A0064 with confirmation of payment.
- (ii) Completion of the Form A0065 which tests the proposed system against the UKATA e-learning standards delineated in Form A0058
- (iii) Review of the e-learning system itself.

		YES/NO
1.	<u>The Course</u>	
1.1	Does the course contain the UKATA "statement of limitation" on the first teaching page?	
1.2	Is the course divided into modules?	
1.3	Are the modules sequential?	
1.4	Are there questions at the end of each module?	
1.5	Do the questions come from the UKATA databank?	
1.6	Can the candidate only proceed if the questions are answered successfully?	
1.7	Are the Core questions identified?	
1.8	The pass criteria is 100% in Core questions and at least 80% overall. Explain how the system ensures that only candidates satisfying the criteria can progress:	
1.7	Please attach your Training Needs Assessment Form for use in Refresher Training. If this is done electronically, please explain how this is achieved:	

2.	<u>The System</u> (Please note that UKATA will only register web based systems)	
2.1	Does the System clearly define the Course provider's Terms and Conditions of use?	
2.2	Does the User have a unique reference number and unique password?	
2.3	Please explain how you identify the User sitting the course	
2.4	Please explain how you will provide (computer related) support to the User i.e. support for queries on the e-learning programme	

2.5	Please explain how you will provide tutor support to the User i.e. support for queries on course material	
	

3.	Operations	
3.1	Please explain how your Learning Management System (LMS) is hosted	
	
3.2	Please explain what Firewall system you use to protect your hardware	
	
3.3	Please confirm that your system is backed up daily with 'back ups' stored off site	
3.4	Please state times that your LMS will be active and available to Users	
	

4.	For UKATA USE ONLY:	
4.1	Are the instructions for page navigation clear?	
4.2	Is the site easily navigable?	
4.3	Comments on the system and support	
	
4.4	Comments on the quality of the learning experience	
	
4.5	Recommendation – please state the reason(s) if negative	
	
	Signed:	
	Date:	