Course Template 2024 – Face to Face Courses

PROPOSED COURSE TITLE

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| Insert proposed course title here (max 70 characters). This will be reviewed by the UAL Short Course team. |

Why are you proposing this course?

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| Eg Unused equipment or facilities? Gap in the market? Learner request? |

SHORT COURSE DESCRIPTION

Insert an informative, long paragraph explaining what will be covered during this course. Some prompts are provided below – note that you should provide your own description of the course and add relevant information.

This section is the opening ‘sales pitch’ to your course on the website. Consider the main benefits of the course / why someone would want to participate.

Aim for a minimum of 150 words (example: <https://www.arts.ac.uk/subjects/communication-and-graphic-design/short-courses/art-direction/multimedia-art-direction-short-course-lcc> - everything after ‘Who should attend?’ section is standard copy that appears on all course pages).

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| Example sentences:   * ‘Taught through a combination of lectures, practical exercises etc, this course will… ‘ * ‘This is a 20-week course…’ * ‘You will be expected to work X hours outside of class…’ * ‘During the course students gain an insight into...’ * ‘The courses aims to...’ |

WHO SHOULD ATTEND THIS SESSION?

Describe who the audience of the course would be.

This section is very useful for students when browsing courses for suitability. We receive a high number of enquires requesting this information if not available on the website.

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| E.g. ‘This course is aimed at designers, creatives, managers and entrepreneurs in the creative industries interested in …. It is also an excellent fit for individuals who are new to the creative sector or who aspire to work in it, and want to learn more about …’    Level of experience: specify if level is beginners/intermediate/advanced  Necessary experience: e.g. you will need to be comfortable using a sewing machine / have experience of drawing |

OUTCOMES

The course outcomes depend on what the course will cover. Please insert outcomes as bullet points. Some examples are listed below as a prompt - you should come up with your own outcomes. Please ensure the outcomes are realistic given the duration of the course. Only list things everyone doing the course will be able to do, consider the wording to make sure it is realistic. E.g., not everyone will make a bag, but everyone will know how to.

This section is very helpful especially when students are comparing courses. It also supports our Customer Service Team when making recommendations and answering queries.

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| E.g. By the end of the course, students should be able to :   * Identify the practical aspects of running their own business * Understand industry critical paths * Create a manageable product offering * Create a tech sheet * Understand a customer * Develop a range plan and price offer…   Make sure this is what EVERYONE will do |

DETAILS

Please list 4-5 bullet points that summarise the topic covered. This will show as quick summary on the course webpage.

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| Topics to be covered:    1 Business Foundations  2 Product Development and Marketing  3 Commercial  4 Production and Logistics  5 Finance  Will there be an off-site visit? What is the cost per learner? |

Lesson plan

Please provide a basic session by session plan for the course

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| Session 1 – induction to the studios. Basic structure creation |
| Session 2 – Developing structures using darts |
| Session 3 - exploring other artists methods |
| Session 4- experimenting with pattern (1-2=1 feedback) |
| Session 5- finishing garments and plan every activity |
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MATERIALS for learners

Specify what they NEED to bring or MIGHT want to bring if they have them.

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| Eg. Please bring a pen and note book with you.  You may also wish to bring any portable paints and brushes you like to use. |

Below is the standard text we use for the Under 18s courses (unless there are materials they have to bring). Please paste into the textbox if this is applicable.

*‘If possible, please bring a camera or camera phone to record the process of making work, and the outcomes. Everything needed to complete the course is provided, but please feel free to bring any current sketchbooks or materials you enjoy using.’*

MATERIALS for operations

Specify materials that will need to be provided by the UAL Short Courses operations team. Please ensure you add a monetary figure of the cost.

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| Eg Acrylic paint, pots, brushes, paper. |

OTHER STAFFING REQUIREMENTS

In TERMS OF HOURS E.G. Life model, Technician, Guest Speaker etc.

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| Eg 2 hours life model per session |

ROOM REQUIREMENTS

Do you have preferred rooms / sites to teach this course on.

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| E.g. Does the room need to have a sink? Wall to pin things on? What is the minimum number of tables etc? |

FORMAT OF COURSE

What format can this course be?

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| E.g. Does it need to be sequential days? Or can it be one day a week over a term? What are the limiting factors (time needs to dry clay etc) |

RISK ASSESSMENT

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| What are the major risks involved in the delivery of the course?  Use of machinery, chemicals, sharps etc. |

TECHNICAL SUPPORT

For courses suggested in the technical areas, are technical mangers need to approve the delivery of the course in the area.

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| Please specify if you have already been inducted to use the technical area needed for this course and if you need a technician to support the delivery. |

MEET THE TUTOR(S)

Please insert the biography of each tutor

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| … |

PROMOTIONAL IMAGES

If you have any images that you can share with us to promote the course, please get in touch. Images must be high-resolution (ideally landscape). Please provide written confirmation that you have copyright permission for the images to be used for promotional purposes.