



Innovation and Development Fund

Final Project Report

Section 1

Project Title

What is the title of your project?	Keyword and educational descriptions training development
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Project Partners

Who is the lead organisation?	John Wheatley College
Please provide contact details for the lead organisation (name, address, telephone and email)	John Wheatley College 2 Haghill Road Glasgow G31 3SR Tel: 0141 588 1500
Who is the project manager (name, organisation, address, telephone and email)?	Craig Green Information and Learning Services Manager John Wheatley College 2 Haghill Road Glasgow G31 3SR Tel: 0141 588 1500
Who are the other project partners?	JISC SW Scotland RSC

Project description

Please give a brief description of your project (no more than 150 words).	<p>The project built upon the work of the JISC mandate project which led to the development of a digital repository to manage learning and teaching materials and documents related to College governance. The major hurdle involved in effective systems implementation is the development of skills and good practice in the declaration of keywords and educational descriptions.</p> <p>This project supported the development of controlled vocabularies appropriate to Scottish FE and its major output would be to develop a training package by SW Scotland RSC with SLIC officer support, assisting the development of similar skills in other services deploying digital asset management. The training package was platform-independent and will be used by CILIPS and the RSC for educational libraries and</p>
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	resource management staff. It could be adapted to suit other information service sectors (e.g. public libraries, museums and archives, and would resonate with other developments like the proposed COLEG repository.
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Amount of Award

How much was awarded from the Innovation and Development Fund?	£7760
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Section 2

Project Name

Keyword and educational descriptions training development

Project Description

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This project supported the development of controlled vocabularies appropriate to Scottish FE and its major output would be to develop a training package by SW Scotland RSC with SLIC officer support, assisting the development of similar skills in other services deploying digital asset management. The training package was platform-independent and will be used by CILIPS and the RSC for educational libraries and resource management staff. It could be adapted to suit other information service sectors (e.g. public libraries, museums and archives, and would resonate with other developments like the proposed COLEG repository)

Project Aims and Objectives

To develop a controlled vocabulary suitable for Scottish learning and teaching materials, tested in the context of a working digital asset management system.

To develop a training programme and resources package to support the development of skills in keyword and educational descriptions declaration trialled in a College setting using a working digital asset management system

Summary of Outputs and Outcomes

Outcomes

Enhanced asset management capacity in John Wheatley College

Enhanced training capacity for SLIC and the SW Scotland RSC supporting educational and other information sectoral services

Extended partnership operations for SLIC/CILIPS and the SW Scotland RSC

Enhanced JWC staff skills

Outputs

Improved authority file aspects of JWC digital asset management system

Training programme and resources package for delivery in partnership between CILIPS and Scottish RSCs based on teaching consultant input and trialled with teaching and administrative staff

Methodology

The project was managed by the College's Information and Learning Services Manager. RSC staff developed a training package in consultation with teaching staff, supported by SLIC staff metadata expertise. Teaching staff developed sample records for use in the training package. The training was delivered face to face and feedback incorporated into the final RSC training package.

Appraisal of project in terms of service and professional practice enhancement

The training package was used to support John Wheatley College staff in the development of their understanding of educational metadata, supporting the use of the College's digital repository. The package is to be used by CILIPS and the RSC to provide training to other educational library/ learning resource services.

Lessons for other services' developments

It was useful to engage teaching staff in the development of the training package – this allowed advanced consideration of metadata issues by some teaching staff and enabled the development of a package at an appropriate level.

The engagement of teaching staff in this development also supported further refinements to the College system.

Publications

<http://learning.rsc-sw-scotland.ac.uk/>

Section 3

Milestones

Please list the milestones agreed as condition of grant and report progress against them		
Milestone	Progress	Remedial action if required
Project start May 2007	Achieved	
Research and Development based on LOM and SLIC recommendations in 10 meetings involving SLIC and RSC staff with teaching consultants and a web developer May- June 2007	Achieved	
Draft training package produced July/ August 2007	Achieved	
Package trial: training for John Wheatley College staff Late August 2007	Achieved	
Training Package available for self-delivery or support by CILIPS or Scottish RSCs October 2007	Achieved	

Project costs

Please list expenditure related to SLIC funding to date		
Item	Cost	
College staff time	£7760	
RSC staff time	-	
SLIC staff time	-	

Dissemination

<p>SLIC will disseminate reports from your project through its website.</p> <p>SLIC will also require a follow-up report about the impact of your project between 12 and 24 months after the funding period.</p> <p>What support is the project providing for dissemination of the lessons learned from the project to the wider sector?</p>	
In what publications has the project presented its lessons to?	Information Scotland article (pending)
What websites has the project presented its lessons to?	http://learning.rsc-sw-scotland.ac.uk/
What mailing lists has the project presented its	

lessons to?	
What seminars has the project presented its lessons to?	SLIC FE Conference November 2008
What conferences has the project presented its lessons to?	IDF conference November 2008
Are there other dissemination routes the project will use or has used?	Training opportunities

Declaration

The information provided in this interim report is correct to the best of my knowledge			
Name	Craig Green	Signature	
Position	Information and Learning Services Manager	Date	30 March 2009