



ASPIRE RECOGNITION OF EXCELLENCE IN TECHNOLOGY ENHANCED LEARNING IN A MEDICAL, DENTAL, VETERINARY SCHOOL

APPLICATION FORM

The application consists of the following sections:

- SECTION A SUBMITTER INFORMATION
- SECTION C RESPONSE RELATING TO CRITERIA
- SECTION D CERTIFICATION
- SECTION E APPENDICES – ADDITIONAL INFORMATION/SUPPORTING DOCUMENTATION

Prospective applicants are strongly encouraged to contact the panel chair for an informal discussion before beginning their application.

Reference Only

SECTION A: SUBMITTER INFORMATION

Name of University and School / Faculty: Click here to enter text.	
Address: Click here to enter text.	
Name of Submitters: 1 Click here to enter text. 2 Click here to enter text. 3 Click here to enter text.	Role in Institution: 1 Click here to enter text. 2 Click here to enter text. 3 Click here to enter text.
Contact person: Click here to enter text. Email address: Click here to enter text.	Tel: Click here to enter text. Fax: Click here to enter text.
First time application?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you applied for ASPIRE in other areas?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Key features of the school (not Technology Enhanced Learning), including date established, graduate or high school entry, program length, curriculum type, distinctive features. (maximum 250 words) Click here to enter text.	
Accreditation status of the school: date, duration, any conditions, accrediting agency. A copy of the most recent accreditation letter must be appended. (maximum 100 words) Click here to enter text.	

Reference Only

SECTION B: RESPONSE RELATING TO CRITERIA

This is the main part of your submission.

- Please ensure that you address the criteria listed. If some criteria do not apply to your program, please indicate this.
- Try and avoid repetition and do not feel that you need to fill all available space.
- When you respond to the criteria, you must provide evidence of attaining the criteria and include specific examples to support your submission.
- Please quantify evidence, where possible using numbers or percentages, rather than using terms like 'many', 'a few' or 'several.'
- In the main text, refer to evidence provided, by number, as an appendix. You may not exceed five appendices.
- If a link to a website is given, please indicate the specific document(s) that is to be considered.
- For each piece of evidence included in the appendix to support your claim, attach a commentary in English (maximum 100 words) detailing how excellence is demonstrated. The evidence may be in a language other than English. Use appendices sparingly.

Please remember that we are looking to recognise and reward excellence and impact, and the evidence provided by you must be convincing.

CRITERION 1: STRATEGIC MANAGEMENT

How the institution plans its effective use of Technology Enhanced Learning , including a Technology Enhanced Learning strategy aligned to institutional mission and vision; a digital literacy (including use of social media) strategy and policies for faculty/ teaching staff and students; a quality improvement system to ensure the effective use of Technology Enhanced Learning within the institution, including feedback from student and faculty/teaching staff users; a strategy and policy for sustainability of new innovations and 'horizon scanning' for awareness of emerging trends.

Evidence

- Institutional Technology Enhanced Learning strategy document
- Institutional digital literacy strategy document, including use of social media
- Institutional digital literacy (including use of social media) policy document for faculty / teaching staff
- Institutional digital literacy (including use of social media) policy document for students
- Example of the institutional level quality improvement system for Technology Enhanced Learning that demonstrates how the institution identifies the user requirements (students and faculty/teaching staff) for Technology Enhanced Learning provision and how it responds to these identified user requirements
- Institutional strategy and policy document for sustainability of new innovations and 'horizon scanning' for awareness of emerging trends.

- **Please provide text in support of Criterion 1** (maximum 1000 words)

CRITERION 2: DESIGN, DELIVERY, IMPLEMENTATION AND EVALUATION OF TECHNOLOGY ENHANCED LEARNING INTERVENTIONS

How available technology is used to effectively enhance education in the institution across a range of different educational challenges, with alignment of context, learner needs, learning objectives and content, educational design and the choice of technology; use of 'best practice' to inform approaches.

Evidence

- Three different examples from the institution, which can include modules, programmes or wider institutional ventures.
- Each example should demonstrate how available technology has been used to enhance teaching and learning in the institution, with specific demonstration of:
 - the expected benefit to users (students and faculty / teaching staff)
 - the use of 'best practice' for the design, delivery and implementation. This includes justification of both the choice of technology and its intended benefit to users. The justification must also include a discussion of the existing evidence base or guidelines for effective use of technology to enhance teaching and learning
 - an evaluation, including any important lessons learned and subsequent changes made.

- **Please provide text in support of Criterion 2.** (maximum 1500 words)

CRITERION 3: STAFF SUPPORT

How the institution provides support and training to faculty/ teaching staff in the effective use of Technology Enhanced Learning, including digital literacy (and use of social media); support to faculty / teaching staff through multidisciplinary expertise e.g. learning technologists.

Evidence

- Examples of how the institution provides continuous and 'just in time' support to faculty/ staff, such as help-desk and online resources
- Examples of how training is provided by the institution for faculty / teaching staff in the effective use of Technology Enhanced Learning. There must be several examples that cover different aspects, but there is no specific requirement for the number of examples
- Examples of how training is provided by the institution for faculty / teaching staff in the development of their digital literacy (including use of social media), but there is no specific requirement for the number of examples
- Description of the multi-disciplinary support available in the institution to support faculty / teaching staff in the effective use of Technology Enhanced Learning. Examples of support include learning technologists, web designers, educational developers.

- **PLEASE Provide text in support of Criterion 3** (maximum 1000 words)

CRITERION 4: STUDENT SUPPORT

How the institution provides support, information and guidance to students in the effective use of Technology Enhanced Learning, including digital literacy (and use of social media).

Evidence

- Examples of how the institution provides continuous and 'just in time' support to students, such as student help-desk and online resources
- Examples of how training is provided by the institution for students in the effective use of Technology Enhanced Learning. There must be several examples that cover different aspects, but there is no specific requirement for the number of examples
- Examples of how training is provided by the institution for students in the development of their digital literacy (including use of social media), but there is no specific requirement for the number of examples.

- **Please provide text in support of Criterion 4.** (maximum 1000 words)

Reference Only

SECTION D: CERTIFICATION

Certification by Submitter:

I confirm that the information contained in this application is an accurate reflection of faculty development at (enter name of School) Click here to enter text.

Signed:

Name of Submitter: Click here to enter text.

Role in Institution: Click here to enter text.

Certification by Dean:

I hereby give permission for this ASPIRE application and confirm that the information contained is an accurate reflection of faculty development in our School.

Signed:

Name: Click here to enter text.

Title: Click here to enter text.

Reference Only

SECTION E: APPENDICES – ADDITIONAL INFORMATION/SUPPORTING DOCUMENTATION

You may wish to attach additional information relating to the criteria outlined above but may not exceed five appendices.

Appendix 1 should be the accreditation letter. You may also provide a URL for where the accreditation evidence may be found.

Appendix 2 up to Appendix 5 may be submitted in a language other than English. However, each appendix must be accompanied by a commentary in English (max 100 words) that summarises the content of the material provided and how it contributes as evidence to support the case for excellence in faculty development.

Where confidential material, for example, relating to finances is included in an appendix, this should be clearly stated at the top of the appendix and noted in the letter accompanying the submission.

List appendices by number (1...5) and title(s).

Please return completed form to aspire@amee.org

AMEE – The International Association for Health Professions Education
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