**Entity’s readiness assessment form**

This form assesses the readiness of each academic entity to be part of the VLE roll out project during Phase 1: June 2017 – May 2018 and Phase 2: June 2018 – May 2019

|  |
| --- |
| **Name of the entity:** |
| **Project start date:** |
| **Name of the faculty lead:** |
| **Name of the VLE assistant:** |
| **Names of BDL\_net team members:** |
| **Names of IT/AC team members:** |

**Program Name:**

**Level of Training (level 1 or 2):**

**Dates of faculty training:**

**Total Number of faculty members and locations**

**Program details:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of courses** | **Dates when the course is offered** | **Credit points** | **Names of faculty** | **Expected number of students** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Readiness checklist:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Readiness Criteria** | **YES** | **NO** | **Comments** |
| Identified a lead faculty and empower him/her to oversee the use of VLE within the entity |  |  |  |
| Identified a VLE assistant (an existing staff member to provide administrative support for VLE implementation) |  |  |  |
| Agreed on training dates and ensured that all faculty members are available on these dates. |  |  |  |
| All faculty members are provided protected time to learn and to use VLE in the courses (e.g. 2 to 3 hours a week in the first year) |  |  |  |
| Budget for purchasing software license specific to entity’s courses (e.g. SPSS) is available  |  |  |  |
| Budget for purchasing copyright of the materials to be posted on the course websites (e.g. readings, videos) is available.  |  |  |  |
| Available 1:1 computer: faculty and 1:4 computer: student ratio on the campus (e.g. through implementing a Bring Your Own Device strategy in collaboration with IT) |  |  |  |
| Ensure seamless connectivity on the campus (the IT team will conduct a connectivity audit and advise the Dean/Director on the budget required to improve connectivity). |  |  |  |

Signed by Dean/ Director Signed by Assistant Director BDL\_net