



Training activity	Date	Duration/ Delivery	Provider	Target group	Required deliverables	Evidence retained
Kick-off: GMBS Online Provision Standards & Teaching Readiness	15 January 2025	6 hours / Hybrid	GMBS + e-learnmedia,	All academic staff involved in online teaching	<ul style="list-style-type: none"> Signed Readiness Checklist Module skeleton (1 topic, 1 activity, 1 assessment element) 	Agenda, training materials, attendance confirmation, readiness checklist, module skeleton
Instructional Design & Course Production Pipeline (Templates, QA, Accessibility)	29 January 2025	6 hours / Hybrid	e-learnmedia	Academic staff responsible for course/module development	<ul style="list-style-type: none"> Completed Module Pack QA Checklist Change Log 	Agenda, training materials, attendance confirmation, module pack, QA checklist, change log
Online Teaching Practice in LMS & Learning Analytics (with traceable evidence)	12 February 2025	6 hours / Hybrid	e-learnmedia, + ITernal	Academic staff delivering online courses	<ul style="list-style-type: none"> Configured LMS assignment and gradebook Short analytics reflection note 	Agenda, training materials, attendance confirmation, analytics note