**Appendix 3:**

**Checklist for the commissioning of e-learning provision**

|  |  |  |
| --- | --- | --- |
| **Action** | **Details** | **Date action is completed** |
| Check what packages other similar organisations are using / might be able to recommend |  |  |
| Is there an off the shelf package already available?   * If so, is the e learning package reviewed/updated at regular intervals? * -Are you able to recommend changes and/or updates? |  |  |
| Does it contain information on how to make safeguarding (adult and/or child) referrals for Essex?   * If not, is there scope to include specific information in relation to safeguarding processes in Essex? * Or, how will you ensure those accessing this package have that information? |  |  |
| If you are going to have to create a package is there any scope in contacting other similar organisations to see if they would be interested and share costs? |  |  |
| If creating a bespoke package, check costs for:   * + Licences   + Reporting   + Maintenance   + Updates |  |  |
| Does the package have a knowledge check at the end of the  e-learning package? |  |  |
| Is there a certificate for those who successfully complete the course? |  |  |
| How is the e learning linked to staff training records i.e. how will you know that they have successfully completed the course? |  |  |
| How do you plan to evaluate the  e-learning package? |  |  |
| How will you monitor the impact of the learning? |  |  |
| How are you going to identify future learning needs? |  |  |