

## e-Learning request form

Please fill out as much of the following e-Learning request form as you can. This will allow us to scope your project and allocate an e-Learning developer to be your point of contact.

Name				
Job Title				
Email Address				
Contact Number				
Department				
Will you be the SME? (The main person creating the content)	No	If no, who will:		
	Yes			
<b>Request Details</b>				
Please provide a brief description of the project:				
Which type of e-Learning package you are looking to develop?	Link to external e-Learning package New e-Learning package Update of existing e-Learning package			
Does the trust already deliver training on this subject?	No			
	Yes	Title of program:		
If yes, how?	e-learning Training video Face to Face/Practical session Support documents on OLI			
What is/are the driver(s) for this project?				
Has ELHT/external group identified this subject as a training need for ELHT staff?	No			
	Yes	if yes, which:		
Who are the target audience? E.g. All HCAs				
Approx. how many staff does this equate to?	1-9	10-99	100-999	1000+
How often would staff need to refresh their learning?	Never	Yearly	Every 2 years	Every 3 years+
What is the provisional launch date for the project?				

**Disclaimer:**

I consent to being contacted by the e-Learning developer in order to set an initial meeting, and for subsequent queries relating to the project.

I, or the named SME, understand that no development will begin until after the initial meeting has happened and the shared agreement is signed.

I, or the named SME am aware that creating e-Learning can be complex and time consuming, sometimes running into weeks and months for complex requirements. I/they can give the required support to completing the project within a timescale to be agreed at the initial meeting.

Once completed, please email this form to [elearning@elht.nhs.uk](mailto:elearning@elht.nhs.uk). We aim to respond within 10 working days.