Erasmus Student Work Placement

EMPLOYER INFORMATION	
Name of organisation	Havering College of Further and Higher Education
Address inc post code	Ardleigh Green Road, Hornchurch, Essex RM11 2LL
Telephone	+44 (0) 1708 455 011
Fax	
E-mail	
Website	www.havering-college.ac.uk
Number of employees	600+
Short description of the company	Havering College FHE is a highly regarded and successful educational institution.
CONTACT DETAILS	
Contact person for this placement	Robert Lahner
Department and designation / job title	Head of e-Learning team, ILT Department.
Direct telephone number	+44(0) 1708 462802
E-mail address	rlahner@havering-college.ac.uk
Application Procedure	
Who to apply to (including contact details)	Robert Lahner
Deadline for applications	Jan 14th, 2013
Application process	Please send CV and cover letter in English. Please ensure that you satisfy the competences, skills and requirements before you apply.
Other	Shortlisted candidates will be interviewed via Skype

Please provide as much information on the placement as possible – too much information is better than not enough!

PLACEMENT INFORMATION	
Department / Function	You will work as part of the e-Learning team in the college.
Description of activities	- Assisting with the development of Moodle 2.2 as a student intranet/portal, setting up individual service areas, as well as developing the overall appearance and functionality. - Assisting in launching Moodle 2.2 as a college-wide VLE (to replace Blackboard), including full course migration and restructuring, and devloping and promoting new learning tools. - Supporting the production of teaching and learning content suitable for use on the VLE. - Supporting the use of a new Kaltura video server, and assisting in uploading and managing the video resources.
Location	London, Hornchurch
Start Date	Feb/March 2013
Duration	4 to 6 months
Working hours per week	36 h/w Monday to Friday Flexibility is essential within this post as hours may include early mornings and/or late evenings
Accommodation (please select)	Student to make own arrangements
Details of financial and "in kind" support to be provided	**unpaid internship - voluntary position**
Other	This will be an opportunity to work on the ambitious release of new college-wide student information and learning platform. Support will be given to the successful applicant's personal development goals. Monitoring and evaluation will follow throughout the internship period and a letter of recommendation will be produced at the end of the period.

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	Suitable for a post graduate, a newly graduated student or a student in their last year of a Bachelor degree of Learning Technology or related feild of IT.
Computer skills and level of skills required	High level of IT skills, experience of web site or online content development, and general database or multimedia knowledge.
Drivers license	No
Other	Please see the Job Description for further details

INFORMATION PROVIDED BY	
Name	Robert Lahner
Department / Function	Head of e-Learning team, ILT Department
E-mail address	rlahner@havering-college.ac.uk
Phone number(s)	+44 (01708 462 802
Date	

Please return this form by email to erasmus@britishcouncil.org

Havering College of Further and Higher Education

Department of Information Learning Technology (ILT)

Learning Technologist Internship

General College Overview

Havering College of Further & Higher Education is a highly regarded and successful education institution located on the fringe of London. We are committed to quality, and currently provide a wide range of programmes to approximately 12,000 further and higher education students.

Equality of Opportunity

The College has a strong commitment to working towards the implementation of equality of opportunity in both service delivery and employment. The College's mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination and implementation of this aim and related policies and programmes.

Purpose of Post

The college has embarked on a major project to implement Moodle 2 as a replacement for its current VLE (Blackboard), and Student Intranet. We are looking for a self-motivated individual who has the theoretical knowledge of the wider application of VLEs, and has the vision and skills support the ILT Department in developing an innovative and dynamic VLE and Student Intranet which meets our students' expectations, and enhances the college's application of learning technologies.

General Post Overview

This is a **voluntary** full time internship, for 3 to 6 months. The post holder will work within the ILT department, supporting and reporting to the Head of E-Learning.

The college will support the post holder to gain …

- Practical experience in learning technology and web development on a large project.
- The opportunity to develop IT skills and knowledge through working in an ILT department.
- Support in developing their personal, project or career goals.

Duties and Responsibilities

1. Assisting in developing the student intranet using Moodle 2.2 - helping to set up individual department/service areas, as well as developing the site's overall appearance and functionality.

2. Assisting in implementing Moodle 2.2 as a college-wide VLE (to replace Blackboard), including the migration and restructuring of all current courses.

3. Developing and promoting new learning tools and plug-ins for use with Moodle VLE.

4. Supporting the use of a new Kaltura video server, and assisting in uploading and managing the college's video resources.

5. Providing day to day technical and administrative support for staff using the college VLE and other learning technologies.

6. Helping to produce a range of training materials, including digital formats, to support staff in using the VLE and other learning technologies in the college.

The above list is neither exhaustive nor exclusive and the post-holder will be expected to undertake any other reasonable duties within his/her capabilities and experience, as requested

Person Specification

1	Suitable for a student in their last year of a Bachelor degree, a newly graduate or a post graduate of Learning Technology or related field of IT.
2	Experience of web development or programming is essential. A working knowledge of PHP or Moodle is desirable.
3	Experience in developing online educational learning resources and activities is desirable
4	Excellent IT skills and knowledge is essential. Experience of working with multimedia (images and video) and database applications Is desirable.
5	Good interpersonal and organisation skills, and a demonstrated commitment and enthusiasm for promoting the use of technology in an educational environment are essential.
6	Good communication, both spoken and written English is essential. Experience in producing training materials is desirable.
7	Effective customer service skills with the ability to work effectively with a wide variety of end users are essential.