

OTGA Training Course Proposal Form (English)

To be completed for every OTGA Training Course proposal (see OTGA Course Management Guidelines for instructions and details).

Course name			
Course description (Summary of the purpose and key content covered)			
Needs and priority analysis (Explain how the course responds and addresses needs and priorities of IOC Programmes, Regions, and Member States, including the links with the IOC Capacity Development Strategy)			
Learning outcomes (List measurable statements describing what learners will know or be able to do upon completion of the course)			
Course content (Topics and activities to be covered)			
Target audience and prerequisites (Who should attend? What prerequisite knowledge is required)			
Language of instruction			
Instructors (Name and affiliation of instructors; must be registered in OceanExpert)			
Start date		End date	
Course format	Online <input type="checkbox"/>	Onsite <input type="checkbox"/>	Blended <input type="checkbox"/>
If blended, list dates/times of online and onsite phases	Online:		Onsite:
If onsite, list venue			
Are synchronous sessions planned? (List dates, times and time zone; is attendance mandatory?)			
Estimated course duration / workload (in hours) (if online or blended course, clearly indicate synchronous and asynchronous work hours, as/if applicable)			
Organizers (RTC/STC/Affiliates)			
Learner assessment (How will learning be measured e.g., assignments, tests, etc.?)			
Evaluation/Certificate (Will a certificate be issued; what is the criteria?)			
Technology requirements/computer skills (list IT or other skills required)			
Pre-requisites (Is there a pre-course phase? Is special software required?)			

Application process (default is OTGA online application form)			
Application period (recommend 4-6 weeks application period plus 2 weeks for selection)			
Selection criteria (list any specific criteria for selection)			
Number of participants (maximum number to be selected)			
Costs (Is financial support available for course development, delivery and maintenance? Is financial support available for or to be requested from learners? What are the criteria?)			
Course coordinator		Contact email:	
OTGA use	Date received:	Date approved:	

Email completed form to ioc.training@unesco.org

Course Development Tracking

* Responsibility options: OTGA Secretariat, Course Facilitators (e.g., Coordinators, Subject Matter Experts, Assistant Staff)

Tasks	Description	Deliverables	Responsibility	Designated person	Expected Date of Completion
1. Identifying Learning Objectives and Structure	Determine the specific, measurable, achievable, relevant, and time-bound learning objectives. Defining full course structure.	List of Learning Objectives for the entire course. List of activities and assessments in detail.			
2. Creating Content	Develop original content or source relevant existing materials.	Creation or curation of modules and training materials (e.g., documents, videos)			
3. Reviewing Content	Ensure all content is factually correct, up-to-date, and aligns with objectives.	Content review completion report, highlighting revisions and corrections made.			
4. Designing Assessment Tools	Create quizzes, assignments, or other methods to evaluate learner performance.	Quiz/assignment blueprints, assessment rubrics, clear grading criteria.			

5. Setting up Modules	Create the structure and layout of course modules within OTGA e-Learning Platform.	Moodle course shell with all modules and sections correctly organized.			
6. Uploading Content	Upload documents, presentations, videos, and assessments into OTGA e-Learning Platform.	All course materials uploaded and accessible in Moodle.			
7. Review content					

To be completed by the OTGA Secretariat

Event URL	
Online application form URL	
Course URL	
Course category	
Course ID	
Course Tags	

The course proposal form is an informal mutual agreement between the Course Organizer and the OceanTeacher Global Academy (OTGA) Secretariat, hosted by the UNESCO/IOC Project Office for IODE.

By submitting a course proposal, the Course Organizer commits to developing and delivering the course accordingly. Any modification must be informed, assessed, and approved by OTGA Secretariat before being implemented.

By approving a course proposal, OTGA Secretariat commits to supporting the development and facilitating the delivery of the course accordingly, under the conditions and resources designated by UNESCO/IOC.

All courses must follow OTGA Course Management Guidelines and comply with UNESCO/IOC policies and disclaimers.

A set of Course documentation and procedures will be requested for each course (see OTGA Course Management Guidelines), which includes (not limited to) a Course Proposal Form, Competency Assessment Forms, OceanExpert profiles, and others. All courses will be evaluated and results shared with the designated personnel, and used in UNESCO IOC reporting.