

### OTGA Training Course Proposal Form (English)

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

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

|   |                       |                       |  |
|---|-----------------------|-----------------------|--|
| <b>Application process</b> (default is OTGA online application form)  |                       |                       |  |
| <b>Application period</b> (recommend 4-6 weeks application period plus 2 weeks for selection)   |                       |                       |  |
| <b>Selection criteria</b> (list any specific criteria for selection)  |                       |                       |  |
| <b>Number of participants</b> (maximum number to be selected)   |                       |                       |  |
| <b>Costs</b> (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?) |                       |                       |  |
| <b>Course coordinator</b>   |                       | <b>Contact email:</b> |  |
| <b>OTGA use</b>   | <i>Date received:</i> | <i>Date approved:</i> |  |

Email completed form to [ioc.training@unesco.org](mailto: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 |
|---|---|---|----------------|-------------------|-----------------------------|
| <b>1. Identifying Learning Objectives and Structure</b> | Determine the specific, measurable, achievable, relevant, and time-bound learning objectives. Defining full course structure. | List of Learning Objectives for the entire course.<br><br>List of activities and assessments in detail. |                |                   |                             |
| <b>2. Creating Content</b>                              | Develop original content or source relevant existing materials.   | Creation or curation of modules and training materials (e.g., documents, videos)                        |                |                   |                             |
| <b>3. Reviewing Content</b>                             | Ensure all content is factually correct, up-to-date, and aligns with objectives.  | Content review completion report, highlighting revisions and corrections made.                          |                |                   |                             |
| <b>4. Designing Assessment Tools</b>                    | Create quizzes, assignments, or other methods to evaluate learner performance.  | Quiz/assignment blueprints, assessment rubrics, clear grading criteria.                                 |                |                   |                             |

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

**To be completed by the OTGA Secretariat**

|                                    |  |
|------------------------------------|--|
| <b>Event URL</b>                   |  |
| <b>Online application form URL</b> |  |
| <b>Course URL</b>                  |  |
| <b>Course category</b>             |  |
| <b>Course ID</b>                   |  |
| <b>Course Tags</b>                 |  |

*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.*