

# University Staff Development Program

## New course request form

### **COURSE TITLE**

### **COURSE CONTACT and ORGANISATIONAL UNIT**

*The Course Contact is a point of contact for general course queries.*

### **IS THE COURSE CONTACT CURRENTLY SET UP WITH CONTENT CREATOR ACCESS IN WORKDAY?**

*The 'Content Creator' is a security role in Workday, allowing access to create course content, view enrollee lists and schedule offerings. 'Content Creators' who are also the 'Course Contact' can access course evaluation data. In the vast majority of cases the 'Content Creator' is the same as the 'Contact'.*

### **LEARNING INSTRUCTORS**

*The Learning Instructors are responsible for marking attendance for in-person courses and records assessment outcomes in Workday. Please indicate all learning instructors for this course.*

### **COURSE TYPE**

*Digital refers to an online course. Blended can be a combination of in-person and digital.*

### **DOES THIS COURSE HAVE AN ASSESSMENT?**

*If the course is digital, a SCORM package containing the assessment must be provided. If the course is in-person and contains an assessment, please contact the Learning and Development Team.*

### **COURSE DESCRIPTION**

**Description:**

**Outcomes:**

**Target Audience:**

**Keywords:**

**TOPIC**

*Multiple topics can be selected.*

Academic Development Higher	Engagement and Marketing	Finance	Health Safety & Wellness
Degree by Research	Information Technology & Software	Student Services	Teaching & Learning
People & Culture	Operations, Projects & Planning	Research	Leadership & Management

**IS A REFRESHER REQUIRED?**

*Eg Annual Fire Safety has an expiry date of 1 year.*

*If yes, specify when the refresher is required eg every 2 years*

**COURSE DURATION**

*Provide specific details eg 4 hours per day over 3 non-consecutive days.*

**NUMBER OF OFFERINGS PER YEAR**

*Blended courses only*

**MAXIMUM NUMBER OF ATTENDEES**

**MINIMUM NUMBER OF ATTENDEES**

**MAXIMUM NUMBER FOR WAITLIST**

*The recommended waitlist number is 50% of the maximum number of attendees.*

## **ALIGNMENT**

*How does this course align to the [UQ Mission, Vision Values](#) and/or [Strategic Plan 2018 – 2021](#)?*

## **IMPACT**

*What is the impact or benefit of delivering this course?*

**If you believe this course is mandatory or required, please contact the Learning and Development team.**

## **FUNDING**

*In certain circumstances, funding support can be provided by the UQ Staff Development Committee with the provision of an appropriate [Business Case](#). Please also refer to the [Procurement procedures and forms page](#). Contact the Learning and Development Team for more information around this process.*

## **APPROVAL**

*Name and signature of Head of Functional Unit approving this course proposal:*

Name

Signature

**Please email completed form to the Learning and Development Team:  
[learning.hr@enquire.uq.edu.au](mailto:learning.hr@enquire.uq.edu.au)**