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OVIN Vehicle Innovation Network (OVIN) – Content Partnerships Program

PROPOSAL QUESTIONS

Instructions: Answer **all** questions carefully. Provide sufficient details for reviewers to assess the merit of the opportunity. If you want reviewers to consider supporting documentation, please refer to specific document titles in your answers below and upload these documents in the Attachment – Additional Supporting Documents section. Attachments must be brief.

OCI Office use only

APPLICATION DATA	
Project Title	
Application Number	

***APPLICATIONS CAN BE A MAXIMUM OF 25 PAGES**

***Please refer to the Key Components section of the Program Guidelines.**

SECTION 1: BACKGROUND

- Are you an Ontario-based non-profit organization, post-secondary education institution in Ontario, or other accredited organization in Ontario?
- Provide a brief description of your organization. If applicable, please detail your experience developing micro-credentials for experienced members of Ontario's automotive and mobility workforce.
- Please explain, using evidence, why you are the best fit (your comparative advantage) to develop micro-credentials for the sector. If applicable, please include how many members of the automotive and mobility sector your organization has engaged in past micro-credentials or courses.

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SECTION 2: CONTENT DESIGN

- A. State your goals and objectives for the micro-credential(s) that you will be developing through this program. Explain the specific upskilling gap(s) that you have observed and how your micro-credential(s) will address and solve this need within the industry.**
- B. Please identify your targeted stream(s), segment(s) of the sector, learner type, and proposed subject-matter focus. Please specify how they will contribute to the overall impact on experienced members of Ontario's automotive and mobility industry.**
- C. Please describe your methodology, delivery methods and structure will you use for your content development? (e.g., videos, quizzes, assignments, duration of course, etc.). Please outline the level of instructor involvement that would be required once the micro-credential is live.**
- D. Explain your plans to ensure that the micro-credential(s) being developed are innovative, engaging, and well suited for this audience.**

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SECTION 3: COURSE DEVELOPMENT

- A. Please provide a detailed work plan for the micro-credential(s) with key timelines, milestones and activities within a 6-month period, including course outline. Please note that all courses need to be delivered before March 30 2026. Please be sure to include information related to approval stages that may be required by your academic institution or governing body.**
- B. Include the pre-requisites that learners should have before starting the course (this could be prior academic certifications, accreditations, current employment status, etc.). Please also include a list of specific jobs that the content will target.**
- C. Outline course learning outcomes (CLO) and vocational learning outcomes (VLO), as applicable.**
- D. Describe the file format of the micro-credential(s) you plan to develop. Outline your familiarity and experience with SCORM file formats, LearnDash, and/or other course builder tools.**

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SECTION 4: CONTENT LOGISTICS AND ADMINISTRATION

- A. Describe your team's capacity and expertise. Identify the key team members who will be responsible for developing the micro-credential(s) and why they are qualified to carry out this work. Please include sound rationale if you plan to hire or contract additional staff for this work.
- B. Please outline how the content you are proposing will focus on upskilling experienced members of the automotive and mobility sector, not on rapid reskilling. What other resources will you use to develop your micro-credential(s)? (e.g., hardware/software, other digital tools, etc.).
- C. Describe the metrics you will use for evaluating course completion and the relevant assessment criteria to determine skills mastery, including the number of attempts allowed per assessment stage and whether the micro-credential(s) uses a pass/fail or percentage assessment. Please also outline what users will receive upon completion of your micro-credential(s) (ex: certificate or digital badge).

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SECTION 5: INTELLECTUAL PROPERTY (IP) AND CONTENT LICENSING CONSIDERATIONS

- A. The preference is that all Courses and materials related thereto, including Intellectual Property (IP) therein developed under the program will be owned by the Ontario Centre of Innovation (OCI). Please provide a comprehensive description of IP and licensing considerations, including:
 - Your position on ownership of IP and content licensing for this program. Please clearly articulate whether you will be open to OCI owning the IP related to the content developed through this program.
 - Cost breakdown for all related elements associated with purchasing course content or licensing agreements.
 - The policies, procedures, and any other relevant information your institution has in place regarding the management of IP ownership and content licensing requirements, as relevant for the content developed under OVIN's Content Partnerships Program.

- A. (Type Here)

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SECTION 6: CONTENT VALIDATION

- A. Outline your proposed approach for vetting your content with industry, especially as it relates to upskilling. This should outline the current or future skills gaps and how the micro-credential(s) is relevant and valuable and will meet the industry's needs.**
- B. Please describe in detail your plans to develop a dedicated industry advisory committee (or engage an existing industry advisory committee) or conduct focus groups with industry stakeholders to ensure input from industry is present throughout the development of the micro-credential(s).**
- C. Please provide any current industry validation, research, and rationale to support your content recommendation for Ontario's automotive and mobility sector. Please also be sure to include existing partnerships and relationships with industry.**
- D. This program requires applicants to work with industry and gather letters of support to show industry buy-in. Please outline your plans to garner letters of support outlining a commitment for the number of users who could register for the course on [OVIN Learn](#).**
- E. Please outline plan and elements (methodology, timelines, plans for distribution) that you plan to use when engaging industry to validate your micro-credential focus.**

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- E.** (Type Here)

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Commented [AJ3]: Please update - OVIN Learn has launched

SECTION 7: MONITORING AND EVALUATION

- A. Please outline your plan to measure impact on Ontario's automotive and mobility sector. Provide clear measurement indicators and detail strategies for the following outcomes:**
- Increased participation in developing industry-recognized accreditation guidelines.
 - Demonstrated learner satisfaction of the design and implementation of the micro-credential (including participants from equity-deserving and underrepresented groups).

- Demonstrated mastery of skills related to the automotive and mobility sector as a direct result of participation in the micro-credential(s).
- Demonstrated industry engagement in the validation and support of micro-credential development to navigate learning pathways through industry approved standard for credentials and accreditations.
- Successful collaborations facilitated with partners (industry, post-secondary, and learners) across Ontario to help build and grow the talent pipeline for the automotive and mobility sector.
- Successful integration of equity, diversity, and inclusion considerations into program.

**Please include the evaluative instruments you are planning to utilize.*

A. (Type Here)

SECTION 8: SUSTAINABILITY

- Once the micro-credential has been delivered to OVIN, please describe the process for ensuring that updates or evolutions to course content can be implemented without involvement from course developers, using a flexible and iterative design approach. This includes how long the credential will remain relevant for and the recommended timeframe for providing content updates to the micro-credential(s).
- Please describe the process for performing regular maintenance and support assessments of course content to ensure there are no bugs or issues being experienced by users.
- How do you foresee the impact and outcomes of the micro-credential(s) contributing to future additions or updates to the content?
- Please outline any other sustainability considerations, if applicable.

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SECTION 9: BUDGET BREAKDOWN AND JUSTIFICATION

A. Please provide a budget and detailed justification of the budget you are requesting for your content development. Please include how you plan to spend the requested funds within a 6 month period based on OVIN’s flow of funding requirements. Please note that all courses need to be delivered by March 30 2026.

Item Description	Payee	Source of Funds	Type of Funds	Budget Category	Quantity	Unit	Rate	Total

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Budget Justification

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