

Subject Matter Expert (SME) Content Capture Brief

Use this working document before recording or repurposing a training contribution. Complete it collaboratively; it is not a form to hand to the contributor without discussion.

Prototype note: Adapt this brief to the institution's approved consent, data-protection, copyright, Welsh-language and publishing processes.

1. Purpose and audience

Working title

Training need or programme priority

Primary learners, prior knowledge and potential barriers

One measurable learning outcome

2. Source contribution

Item	Decision or location	Owner
Slides or demonstration		
Live recording		
Supporting readings or data		
Activity or worked example		

3. Capture and rights

- ☐ Presenter and participant recording permissions confirmed.
 - ☐ Third-party images, quotations, datasets and media checked for permission or licence.
 - ☐ Confidential, personal, restricted or unpublished information identified and handled appropriately.
 - ☐ Approved recording location, equipment, microphone, lighting and backup agreed.
 - ☐ Caption, transcript, audio-description and alternative-format needs planned.
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4. Roles and approval

Responsibility	Named owner	Approval / date
Academic accuracy and currency	Subject Matter Expert	
Learning design and production	E-Learning Officer	
Programme and publication approval	Training Lead	
Accessibility and technical QA	E-Learning Officer / agreed reviewer	
Welsh-language review, where applicable	Named fluent reviewer	

5. Publication and maintenance

Platform, intended access and promotion route

Resource owner, archive location and source-file location

Review date and triggers for an earlier review

Evaluation questions and evidence required
