

Produce a simple electronic training package for organisation use

Level 3

Credits 5

Purpose People credited with this unit standard are able to plan, produce, test, and document, a simple electronic training package for organisation use.

Subfield Computing

Domain Computer Support

Status Registered

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Entry information Open.

Accreditation Evaluation of documentation by NZQA.

Standard setting body (SSB) NZQA Computing and Information Technology

Accreditation and Moderation Action Plan (AMAP) reference 0011

This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Special notes

- 1 Candidates are required to design and produce an electronic training package for training users of computer applications.
- 2 Definitions
Simple electronic training package refers to simple training material that is delivered using a computer. It is text-based and multimedia enhancements, whilst not excluded, are not required.
Organisation describes the context the electronic training is designed to operate in (eg businesses, clubs, schools, not for profit organisations). It does not define or limit the situations in which assessment evidence may be gathered.
A *brief* is defined as a clear description of both the desirable outcomes sought and the constraints to be met by the solution. It contains requirements against which the success or otherwise of the spreadsheets can be evaluated. For the purpose of this unit standard the brief can be either created as part of the candidate's employment (in the case of workplace assessment) or in response to a set task.

A *plan* outlines how the requirements of the brief will be realised. For this unit standard, the plan will include pre-task documented components. Depending on the assessment context, the plan may include:

- key milestone outcomes;
- how resources such as time, expertise and materials (and finance, if appropriate) will be used to achieve the outcomes of each milestone;
- how consultation with stakeholders will be carried out to ensure that all constraints and requirements are met.

Evidence of planning may be oral, written, and/or graphic. For additional information on planning, refer to the computing assessment resource at <http://www.nzqa.govt.nz/for-providers/resources/index.html>.

A *simple user document* is a short description of the purpose of the package, how to access the package and how to use the package.

- 3 Legislation relevant to this unit standard includes but is not limited to: Health and Safety in Employment Act 1992; Copyright Act 1994; and their subsequent amendments.
- 4 An assessment resource to support computing unit standards (levels 1 to 4) can be found on the NZQA website at <http://www.nzqa.govt.nz/for-providers/resources/index.html>.

Elements and performance criteria

Element 1

Plan a simple electronic training package for organisation use.

Performance criteria

- 1.1 A brief is formulated that identifies the organisation requirements of the training package in terms of purpose and target users.
- 1.2 The brief outlines the specifications (including constraints) required for the training package to realise its purpose.

Range	specifications must include but are not limited to – critical performance factors for the production of the package, training entry level and learning objectives, course content and structure, user interface and design.
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- 1.3 A plan is developed to realise the brief.

Range	includes testing procedures.
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Element 2

Produce the training package in accordance with the brief's specifications.

Performance criteria

- 2.1 The package includes a statement on package purpose and design specifics.
- 2.2 The package meets design specifications, addressing critical performance factors, learning objectives, and user requirements.
- 2.3 Information in the package is easily understood by, and coherent and accessible to, target users.
- 2.4 Information in the package is accurate, and constructed in accordance with accepted spelling, syntax and other usage conventions, and with normal organisation practice.

Element 3

Test the computer-based training package for a computer program application.

Performance criteria

- 3.1 Testing follows documented process and the training package is modified, as required, to meet the design brief specifications and to eliminate deficiencies identified through testing.
- 3.2 Review of printed material verifies that training package meets design specifications and the learning needs of target audience.

Element 4

Complete user documentation.

Performance criteria

- 4.1 A simple user document is created for the training package.

Please note

Providers must be accredited by the Qualifications Authority, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by the Qualifications Authority before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact the NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.