

Title	Produce an interactive electronic training package for organisational use		
Level	3	Credits	5

Purpose	People credited with this unit standard are able to: plan an interactive electronic training package for organisational use; produce the interactive electronic training package; test and evaluate the interactive electronic training package.
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Classification	Computing > Computer Support
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Available grade	Achieved
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Guidance Information

- Learners are required to design and produce an electronic training package for learners.
- A *plan* outlines how the requirements of the brief will be realised. For this unit standard, the plan will include pre-task components. Depending on the assessment context, the plan must 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.
- Definitions**

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 training package can be evaluated. 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.

Interactive electronic training package refers to training that is delivered using digital technology. It includes text, graphics, multimedia enhancements and other interactive features.

Learner requirements refer to but are not limited to – visual, auditory, kinaesthetic, experiential; Gardner's Multiple Intelligences Theory; Kolb's theory of Experiential Learning; Problem-Based Learning (PBL); Bruner's Discovery Learning.

Organisation refers to the context the electronic training is designed to operate in (e.g. businesses, clubs, schools, not for profit organisations). It does not define or limit the situations in which assessment evidence may be gathered.

Organisational practice refers to any style guide or policy an organisation may use to standardise organisational written and/or visual communications.

Organisational requirements refer to but are not limited to attainment of a qualification, correct use of technology, increasing employee awareness, legal requirements, health and safety.

- 4 Legislation relevant to this unit standard includes but is not limited to the:
Copyright Act 1994
Copyright (New Technologies) Amendment Act 2008
Harmful Digital Communications Act 2015
Health and Safety at Work Act 2015
Privacy Act 2020
Unsolicited Electronic Messages Act 2007
and any subsequent amendments.
Current legislation and regulations can be accessed at <http://legislation.govt.nz>.
- 5 Reference
Guidelines for Using Computers - Preventing and managing discomfort, pain and injury - ACC5637. Accident Compensation Corporation - Department of Labour, 2010; available from WorkSafe New Zealand, at <https://www.worksafe.govt.nz/topic-and-industry/work-related-health/musculoskeletal-disorders/ergonomics/safely-using-computers-at-work/>.

Outcomes and performance criteria

Outcome 1

Plan an interactive electronic training package for organisational use.

Performance criteria

- 1.1 A brief is formulated that identifies the organisation and learner requirements of the training package in terms of purpose and learning outcomes.
- 1.2 Specifications and constraints required for the training package to realise its purpose are outlined in the brief.
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| Range | specifications include but are not limited to – technical specifications, learner profile and learning objectives, content and structure, usability and instructional and visual design. |
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- 1.3 A plan is developed to realise the brief.
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| Range | plan includes a list of steps to fulfil the brief, testing procedures and may include but is not limited to – concept design, storyboard, resources, annotations, notes, flow diagram. |
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Outcome 2

Produce the interactive electronic training package.

Performance criteria

- 2.1 Design specifications and learner requirements are met by the package in accordance with the brief's specifications.
- 2.2 The package is produced with information that is accurate, and constructed in accordance with accepted spelling, syntax and other usage conventions, organisational practice, and with the brief's specifications.

Outcome 3

Test and evaluate the interactive electronic training package.

Performance criteria

- 3.1 The training package is tested following a planned process and modified as required to correct issues identified through testing.
- 3.2 The training package is evaluated to verify that it meets design specifications, learner needs and organisational requirements.

Planned review date	31 December 2026
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	30 July 2002	31 December 2015
Revision	2	16 July 2004	31 December 2015
Rollover and Revision	3	26 March 2007	31 December 2015
Review	4	19 November 2010	31 December 2018
Rollover and Revision	5	16 April 2015	31 December 2019
Review	6	19 January 2017	31 December 2024
Revision	7	28 June 2018	31 December 2024
Review	8	28 April 2022	N/A

Consent and Moderation Requirements (CMR) reference	0099
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Toi Mai Workforce Development Council qualifications@toimai.nz if you wish to suggest changes to the content of this unit standard.