

Title	Produce a learner focused electronic training package for organisation use		
Level	3	Credits	5

Purpose	People credited with this unit standard are able to: plan an electronic training package for organisation use; produce the training package in accordance with the brief's specifications; test the computer-based training package for a computer program application; and evaluate the training package for brief compliance.
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Classification	Computing > Computer Support
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Available grade	Achieved
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Guidance Information

- Candidates are required to design and produce an electronic training package for learners.
- 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.

Electronic training package refers to training that is delivered using digital technology. It includes text, graphics and multimedia enhancements.

Learner requirements may include 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 describes 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 requirements may include but are not limited to – attainment of a qualification, correct use of technology, increasing employee awareness, legal requirements, health and safety.

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

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.

- 3 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 1993, Unsolicited Electronic Messages Act 2007, and any subsequent amendments. Current legislation and regulations can be accessed at <http://legislation.govt.nz>.
- 4 References
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://worksafe.govt.nz/topic-and-industry/work-related-health/ergonomics/safely-using-computers-at-work/>
- 5 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/providers/resources/index.html>.

Outcomes and performance criteria

Outcome 1

Plan an electronic training package for organisation 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 The brief outlines the specifications and constraints required for the training package to realise its purpose.
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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 training package in accordance with the brief's specifications.

Performance criteria

- 2.1 The package meets design specifications and learner requirements.
- 2.2 Information in the package is accurate, and constructed in accordance with accepted spelling, syntax and other usage conventions, and organisational practice.

Outcome 3

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

Performance criteria

- 3.1 Testing follows planned processes and the training package is modified, as required, to meet the design brief specifications and to eliminate deficiencies identified through testing.

Outcome 4

Evaluate the training package for brief compliance.

Performance criteria

- 4.1 Evaluation of training package verifies that it meets design specifications, learner needs and organisational requirements.

Planned review date	31 December 2021
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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	N/A
Revision	7	28 June 2018	N/A

Consent and Moderation Requirements (CMR) reference	0113
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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 NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.