

Title	Manage the provision of open, flexible, and networked learning (OFNL)		
Level	6	Credits	20

Purpose	<p>People credited with this unit standard are able to: manage provision of education and training in an OFNL environment; manage the design process and development of OFNL materials; evaluate learning materials provided by OFNL developers; monitor and manage the delivery of OFNL; and review the management of OFNL provision.</p> <p>This unit standard is designed for team leaders and managers in the field of OFNL.</p>
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Classification	Generic Education and Training > Open, Flexible, and Networked Learning
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Available grade	Achieved
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Guidance Information

1 Definitions

Learner profiles are demographic descriptions of target learner audience, typically including age, gender, ethnicity, language proficiency, previous educational history, learning preferences, current employment, educational and/or vocational aspirations, and geographic distribution.

OFNL is an approach to learning which emphasises flexibility and accessibility in order to optimise opportunities for learners in terms of choice regarding; access to learning, what is learned, where it is learned, when it is learned, how it is learned, and if, when, and how learning is assessed. OFNL is typically characterised by the diverse use of learning strategies, with increasing emphasis on information and communication technologies as learning tools.

OFNL principles include – equity, access, flexibility, learner choice and control, learner focus.

Organisational requirements refer to the establishment's policies and guidelines including but not limited to – the use of language, copyright, learning and assessment content and structures, and administration structures.

Stakeholders refer to people such as clients (including companies, professional groups, community organisations, Industry Training Organisations, learners), teachers, trainers, subject matter experts, OFNL and information technology specialists.

2 Legislation relevant to this standard includes the Privacy Act 1993 and the Employment Relations Act 2000.

- 3 All media can be used in OFNL interactions; these may include but are not limited to the following formats: print (e.g. book); analogue (e.g. film); digital (e.g. CDs, DVDs, simulations, games, virtual reality); web based (e.g. websites, social media, content management systems); portable media (e.g. mobile devices).

Outcomes and performance criteria

Outcome 1

Manage provision of education and training in an OFNL environment.

Performance criteria

- 1.1 The management of staff supports the organisation's goals and objectives for OFNL and is in accordance with organisational requirements.
- Range includes but is not limited to – allocation of workload and monitoring of performance.
- 1.2 Feedback to staff supports professional practice and is in accordance with organisational requirements.
- 1.3 Known problems with media and related technologies and learner support systems are monitored and resolved.
- 1.4 Ongoing changes in technology are monitored for impact on provision of education and training and any necessary actions taken.
- 1.5 Possible future problems for media and related technologies and learner support systems are anticipated and addressed.

Outcome 2

Manage the design process and development of OFNL materials.

Range materials include – content, teaching/learning technology, assessment. Evidence includes the development of sufficient materials to support a minimum of 20 hours learning by one or more learners.

Performance criteria

- 2.1 Management of the design process and development includes evidence of collaboration with colleagues and other stakeholders within the organisation.
- Range includes but is not limited to – instructional designers, OFNL specialists, IT specialists.
- 2.2 Management of the design process and development ensures the OFNL materials meet agreed outcomes, organisational requirements and OFNL principles.

Range includes but is not limited to – principles of learning, budget, timelines.

Outcome 3

Evaluate learning materials provided by OFNL developers.

Range includes – content, teaching/learning technology, assessment.

Performance criteria

3.1 Materials are evaluated for compatibility with learner profiles and organisational requirements.

Range includes – level, learning sequence, underpinning methodologies, quality, quantity.

3.2 Teaching/learning delivery technologies are evaluated for compatibility with learning outcomes, content, assessment, and organisational requirements.

3.3 Assessment tasks are evaluated for compatibility with learner profiles and organisational requirements in terms of purpose of assessment, methods and frequency.

Range assessment methods may include but are not limited to – written, oral, practical;
purposes of assessment may include but are not limited to – diagnostic, formative, summative.

Outcome 4

Monitor and manage the delivery of OFNL.

Performance criteria

4.1 Establishment and maintenance of communication networks between students and provider is monitored for student involvement and progress.

4.2 Ethical performance of facilitators is monitored in relation to student tutor interaction, and any necessary actions taken.

4.3 Facilitator response to student needs is monitored in relation to student progress and timelines for programme completion, and any necessary actions taken.

4.4 Media and other technologies are monitored for problems that arise during delivery. Any problems are addressed with minimal impact on delivery.

4.5 Stakeholder feedback on programme delivery is reviewed in terms of satisfaction with provision and student overall results.

Outcome 5

Review the management of OFNL provision.

Performance criteria

5.1 Stakeholder feedback on the management of OFNL provision is sought and analysed in accordance with organisational requirements.

Range includes but is not limited to – OFNL principles, organisation, staff management, design, design process, content, course delivery, technology, assessment.

5.2 Review is used to identify possible areas for future refinement and recommendations are documented in accordance with organisational requirements.

Replacement information	This unit standard replaced unit standard 10474.
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Planned review date	31 December 2022
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	17 July 2009	31 December 2019
Rollover and Revision	2	20 February 2014	31 December 2019
Review	3	28 September 2017	N/A

Consent and Moderation Requirements (CMR) reference	0045
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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.