CHCEDS013 Use an e-learning management system
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Modification History

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<td>Release 2</td>
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<td>• assessor requirements statement</td>
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<td>• foundation skills lead in statement</td>
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<td>Equivalent outcome.</td>
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<td>Release 1</td>
<td>This version was released in <em>CHC Community Services Training Package release 1.0</em> and meets the requirements of the 2012 Standards for Training Packages.</td>
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<td>Significant changes to elements and performance criteria.</td>
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Application

This unit describes the skills and knowledge required to use an e-learning management system that supports self-directed e-learning within the context of a pre-arranged course or program.

This unit applies to education support work in a variety of contexts and the work is to be undertaken with appropriate guidance, support and supervision by a nominated teacher or other education professional.

*The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.*

## Elements and Performance Criteria

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<tr>
<th>ELEMENT</th>
<th>PERFORMANCE CRITERIA</th>
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<tr>
<td><strong>Elements define the essential outcomes.</strong></td>
<td>Performance criteria specify the level of performance needed to demonstrate achievement of the element.</td>
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| 1. Prepare to support e-learning | 1.1 Identify and access organisation’s resources to enable e-learning  
1.2 Find and access resources to support students using an e-learning management system in accordance with organisation requirements  
1.3 Ensure organisation processes and procedures for managing e-learning are in place |
| 2. Preview e-learning management system | 2.1 Test organisation’s e-learning management system to ensure completion of an online course is possible  
2.2 Check effectiveness of functions of e-learning management system, including email to online cohort, discussion boards, downloading of materials and management of work  
2.3 Identify issues impacting on the effectiveness of an e-learning management system and report to supervisor |
ELEMENT

Elements define the essential outcomes.

PERFORMANCE CRITERIA

Performance criteria specify the level of performance needed to demonstrate achievement of the element.

3. Implement e-learning support

3.1 Confirm learning outcomes with students and teachers and establish access to e-learning technology and materials in accordance with individual needs and the e-learning strategy

3.2 Assist students through identified support mechanisms, and manage contingencies in accordance with organisation standards

3.3 Use learning management system to track e-learning progress and outcomes in accordance with the learning strategy and privacy requirements

4. Review e-learning

4.1 Review the e-learning program in terms of its applicability to the student’s needs and the organisation’s capacity to support the process

4.2 Obtain feedback from students about their level of satisfaction with e-learning against set criteria

4.3 Gather feedback from other stakeholders on the use of the e-learning management system and e-learning approaches generally

4.4 Use feedback to identify areas for follow-up or improvement and document recommended changes in accordance with organisation requirements

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

- Digital literacy – in order to navigate and use appropriate functions of an e-learning management system.
- Writing – in order to produce accurate, informative reports.

The remaining foundation skills essential to performance are explicit in the performance criteria of this unit.
Unit Mapping Information

No equivalent unit.

Links