



Australian Government

CHCEDS013 Use an e-learning management system

Release: 2

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Modification History

Release	Comments
Release 2	Updated: <ul style="list-style-type: none">• assessor requirements statement• foundation skills lead in statement• licensing statement• modification history to reflect 2012 standards Equivalent outcome.
Release 1	This version was released in <i>CHC Community Services Training Package release 1.0</i> and meets the requirements of the 2012 Standards for Training Packages. Significant changes to elements and performance criteria. New evidence requirements for assessment.

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

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes.

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

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

ELEMENT**PERFORMANCE CRITERIA**

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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

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

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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

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4fle53>