



Australian Government

ICTICT431 Use online tools for learning

Release: 1

ICTICT431 Use online tools for learning

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 6.0.

Application

This unit describes the skills and knowledge required to identify current and future skill and knowledge gaps and use the internet as a resource to acquire knowledge and skills to meet organisational requirements.

It applies to individuals who use the internet to develop new workplace skills.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

General ICT

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify learning requirements	1.1 Identify current and future learning requirements and skill gaps according to organisational needs 1.2 Seek advice from required personnel on current and future learning requirements and skill gaps 1.3 Identify opportunities for learning development activities using online learning tools 1.4 Develop learning plan according to identified learning requirements and organisational training policies, plans and procedures
2. Research learning tools available online	2.1 Identify existing online learning tools applicable to learning plan objectives 2.2 Research and evaluate online learning tool in achieving learning plan outcomes

ELEMENT	PERFORMANCE CRITERIA
3. Undertake online learning	3.1 Implement learning plan using identified online learning tools 3.2 Identify opportunities in the workplace to apply new learning 3.3 Follow coaching or mentoring advice in work activities
4. Monitor learning effectiveness	4.1 Determine mode for assessing effectiveness of online learning 4.2 Perform assessment and review outcomes 4.3 Undertake peer assessment and review feedback from peers 4.4 Identify further learning requirements from assessment review and feedback with required personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Learning	<ul style="list-style-type: none"> Investigates and evaluates information from a range of sources to select online learning development activities to meet skills gaps and future learning needs
Reading	<ul style="list-style-type: none"> Identifies, analyses and compares information gathered from a large range of both online and hard copy texts to inform current and future learning needs, and to develop and execute a learning plan
Writing	<ul style="list-style-type: none"> Uses required language including referencing and web links to document findings, develop learning plan, undertake assessment and complete online learning
Oral Communication	<ul style="list-style-type: none"> Elicits and evaluates information using listening and questioning techniques to identify skills gaps and future skills needs, and undertake online learning, assessment and feedback process
Teamwork	<ul style="list-style-type: none"> Cooperates with others and contributes to work practices where joint learnings can be applied
Self-management	<ul style="list-style-type: none"> Analyses assessment outcomes and identifies some key principles that may be applicable in future situations Takes responsibility for defining key aspects of own workload and managing own learning related activities
Technology	<ul style="list-style-type: none"> Identifies purposes, specific functions and key features of common digital systems and tools, and complete routine tasks

Unit Mapping Information

Supersedes and is equivalent to ICTICT404 Use online learning tools.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2>