



Australian Government

BSBLED301 Undertake e-learning

Release: 1

BSBLED301 Undertake e-learning

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to undertake learning using electronic and communication technologies. It relates to the identification of learning needs and opportunities, and development of an e-learning plan.

It applies to individuals who undertake self-directed or self-managed approaches to learning.

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

Unit Sector

Workforce Development – Learning and Development

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 needs	1.1 Identify personal learning needs and skill gaps through self-assessment 1.2 Self-assess learning factors related to e-learning and identify any support required to optimise e-learning outcomes 1.3 Identify and prioritise required outcomes from e-learning in accordance with individual, team and organisational requirements
2. Identify e-learning opportunities	2.1 Assess, in consultation with management, range of suitable e-learning opportunities in accordance with identified learning outcomes, available technology, time and budgetary requirements 2.2 Examine e-learning content, materials and online methodology to determine quality, applicability and acceptability to individual

ELEMENT	PERFORMANCE CRITERIA
	and organisational requirements 2.3 Determine blended training solutions in accordance with organisational requirements where e-learning opportunities alone are insufficient to meet personal learning needs
3. Develop an e-learning plan	3.1 Negotiate inclusion of agreed e-learning opportunities and timeframes in learning plans in accordance with individual and organisational needs 3.2 Negotiate and include time required to access e-learning opportunities in learning plans 3.3 Prepare, and obtain management agreement for learning plans and required resources 3.4 Negotiate with management for recognition of competencies developed through e-learning
4. Undertake e-learning	4.1 Agree renegotiated workload and deadlines with management to provide for allocation of e-learning time in accordance with agreed e-learning plan and budgetary requirements 4.2 Undertake e-learning in accordance with e-learning plan and manage contingencies when unforeseen circumstances arise 4.3 Manage integration of work and learning in accordance with e-learning plan and organisational requirements
5. Review e-learning	5.1 Evaluate e-learning experience in terms of its applicability to individual learning style and individual/organisational satisfaction with process and outcomes 5.2 Consider advantages and disadvantages of e-learning and make recommendations regarding participation in future e-learning where necessary 5.3 Review and adjust individual e-learning plan in accordance with individual requirements and organisational needs

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description

Learning	1.1, 1.2	Reflects on knowledge and experience required to broaden and reinforce learning using self-evaluation to improve own working methods
Reading	1.3, 2.1-2.3, 4.1, 4.3, 5.3	Compares several pieces of information to form an opinion, and determine and adhere to requirements
Writing	1.3, 3.1-3.4, 4.1, 5.1, 5.3	- Records key outcomes in a sequential manner using correct spelling, grammar and format appropriate for reference purposes - Develops material for a specific audience using clear and detailed language to convey explicit information and requirements
Oral Communication	2.1, 3.1-3.4, 4.1	- Articulates instructions and requirements clearly and exchanges information through listening and questioning - Uses simple and relevant language to confirm understanding of requirements
Numeracy	2.1, 3.1, 3.2, 4.1	Performs calculations required to estimate timeframes and budgetary requirements
Navigate the world of work	1.3, 2.3	Recognises and responds to organisational procedures and protocols
Interact with others	2.1, 3.1-3.4, 4.1	Collaborates with others to negotiate agreed outcomes
Get the work done	1.2, 1.3, 2.1, 2.2, 3.1-3.3, 4.1-4.3, 5.1, 5.2, 5.3	- Takes responsibility for planning and organising own workload, identifying ways to prioritise and sequence tasks - Systematically gathers and analyses all relevant information and evaluates options to make informed decisions - Evaluates outcomes of decisions to identify opportunities for improvement - Recognises and takes responsibility for addressing predictable and some less predictable problems in familiar work contexts - Establishes and maintains online connections with others, using a variety of digital tools and media to interact and collaborate - Investigates the use of digital technologies as learning tools

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLED301 Undertake e-learning	BSBLED301A Undertake e-learning	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBLED301 Undertake e-learning

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Performance Evidence

Evidence of the ability to:

- identify and prioritise personal learning needs by determining skill gaps through self-assessment
- conform to organisational requirements when:
 - determining outcomes of e-learning
 - determining suitability of e-learning
 - developing e-learning plan
 - integrating work and learning
 - evaluating and reviewing e-learning experience and outcomes
- collaboratively examine and identify suitable e-learning/blended learning opportunities
- manage contingencies and adhere to timeframes.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain the differences between blended learning and e-learning
- outline relevant e-learning programs or methodologies
- outline factors that could affect an individual's capacity to be successful with e-learning
- explain the support requirements when implementing e-learning
- outline organisational learning and development requirements
- describe how to assess personal competency.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the workforce learning and development field of work and include access to:

- business technology with software suitable for online learning tasks
- organisational policies and procedures
- workplace documents and
- case studies and, where available, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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