



Australian Government

Department of Education, Employment and Workplace Relations

ICAICT404A Use online learning tools

Release: 1

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Modification History

Release	Comments
Release 1	This Unit first released with <i>ICA11 Information and Communications Technology Training Package version 1.0</i>

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to use the internet as a resource to acquire knowledge and skills to meet client requirements.

Application of the Unit

This unit applies to those who use the internet to maintain currency of workplace skills. This unit applies to those who use the internet to maintain currency of workplace skills.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement but users should confirm requirements with the relevant federal, state or territory authority.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Element	Performance Criteria
<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.</i>

Elements and Performance Criteria

1. Identify learning requirements	1.1 Identify learning requirements and skill gaps 1.2 Seek advice from relevant personnel on learning requirements and skill gaps 1.3 Identify opportunities for undertaking learning development activities 1.4 Develop learning plan
2. Research learning tools available online	2.1 Identify existing online learning tools 2.2 Research and evaluate other relevant online learning tools
3. Undertake learning	3.1 Implement learning plan 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 suitable assessment mode 4.2 Review outcomes of assessment 4.3 Undertake peer assessment 4.4 Assess feedback from peer assessment, individuals and colleagues 4.5 Identify further learning requirements

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- analytical skills to:
 - determine learning requirements and skill gaps
 - review assessment outcomes
- communication skills to:
 - give and receive feedback
 - seek advice
- learning skills to undertake online learning
- literacy skills to interpret online information about training requirements, company policies and procedures
- planning and organisational skills to organise learning-related activities
- research skills to find online learning tools
- technical skills to:
 - access the internet
 - use a web browser.

Required knowledge

- basic knowledge of:
 - current and future industry trends
 - legislation and statutory requirements
 - online training tools
 - principles and techniques of measuring performance and self-assessment
 - relevant competency standards and assessment processes
 - organisational training policies, plans and procedures
- overview knowledge of:
 - methods to identify and prioritise required learning needs
 - systems and processes to direct required learning.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to: • use online learning tools to gain knowledge and skills to meet client requirements • maintain currency of skills within the workplace.
Context of and specific resources for assessment	Assessment must ensure access to: • the internet to use online learning tools • appropriate learning and assessment support when required • modified equipment for people with special needs.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • verbal or written questioning on knowledge of online learning tools • review of candidate's development plan outlining learning requirements.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, where appropriate. Assessment processes and techniques must be culturally appropriate, and suitable to the communication skill level, language, literacy and numeracy capacity of the candidate and the work being performed. Indigenous people and other people from a non-English speaking background may need additional support. In cases where practical assessment is used it should be combined with targeted questioning to assess required knowledge.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Learning requirements</i> may include:	• learning due to new software or upgrades • maintaining currency of skills within industry.
<i>Relevant personnel</i> may include:	• coach or mentor • external consultants, teachers or trainers • peers, work colleagues, team or enterprise • supervisor or training manager • training development officer or assessor.
<i>Learning development activities</i> may include:	• career planning and development • coaching, mentoring or supervision • formal internal or external training provision • informal internal training provision • personal study • work experience, exchange or opportunities • workplace skills assessment.
<i>Online learning tools</i> may include:	• bookmarking systems • content management systems (CMS) and annotation systems • knowledge-based repositories • networked learning • online books and manuals • online tutorials • weblogs (blogs), wikis, podcasting, syndicated feeds and collaboration tools.
<i>Assessment</i> may include:	• offline exams • online exams.
<i>Peer assessment</i> may include:	• external assessment • review of outcomes.
<i>Feedback</i> may include:	• formal and informal performance appraisals • obtaining comments from clients, supervisors and colleagues • online feedback results • receiving guidance, technical support and information to assist performance • workplace assessment.

Unit Sector(s)

General ICT