



Australian Government

ICTICT404 Use online learning tools

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Application

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

It applies to individuals who use the internet to maintain currency of 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 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

ELEMENT	PERFORMANCE CRITERIA
	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

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, 1.4, 3.1, 3.3, 4.3	- Identifies future skills and knowledge needs by seeking the opinions of others - Investigates and evaluates information from a range of sources to select learning development activities to meet skills gaps and future learning needs - Uses a range of learning mediums, including coaching, mentoring, online and peer-to-peer to manage the learning process, and ensures learning is reinforced by application
Reading	1.1, 1.3, 2.1, 2.2, 3.2, 4.1, 4.2, 4.4, 4.5	Identifies, analyses and compares information gathered from a large range of both online and hard copy texts to determine current and future learning needs, and to develop and execute a learning plan
Writing	1.4, 2.2, 3.1, 4.3	Uses appropriate and clear language, including clear referencing and web links, to document findings, develop a learning plan, undertake assessment and complete learning
Oral Communication	1.2, 3.3, 4.3, 4.4	Elicits and evaluates information using effective listening and questioning techniques to identify skills gaps and future skills needs, and undertake the learning, assessment and feedback process
Interact with Others	1.2, 3.3, 4.3 4.4	Selects and uses appropriate conventions and protocols when communicating with clients and co-workers in a range of work contexts

		• Uses a range of strategies to establish a sense of connection and build rapport with clients and co-workers • Cooperates with others and contributes to work practices where joint outcomes are expected and deadlines are to be met
Get the work done	2.1, 3.1, 3.2, 4.1, 4.2	• Understands the purposes, specific functions and key features of common digital systems and tools, and operates them effectively to complete routine tasks • Takes responsibility for defining key aspects of own workload and managing own learning related activities • Reflects on the appropriateness and effectiveness of assessment outcomes and identifies some key principles that may be relevant in future situations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTICT404 Use online learning tools	ICAICT404A Use online learning tools	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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