



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	Investigates and evaluates information from a range of sources to select online learning development activities to meet skills gaps and future learning needs
Reading	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	Uses required language including referencing and web links to document findings, develop learning plan, undertake assessment and complete online learning
Oral Communication	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	Cooperates with others and contributes to work practices where joint learnings can be applied
Self-management	- 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	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>

Assessment Requirements for ICTICT431 Use online tools for learning

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop and implement an online learning plan using at least two different online learning tools.

In the course of the above, the candidate must:

- acquire knowledge and skills using online learning tools
- use a range of learning mediums, including coaching, mentoring and peer-to-peer interactions
- confirm learning is reinforced by application.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- learning development activities using a range of online training tools
- organisational training policies, plans and procedures applicable to organisational learning requirements and online learning
- principles and techniques of measuring performance, including self-assessment
- methods to identify and prioritise required learning needs
- processes in developing learning plans
- systems and processes used to direct learning
- required competency standards and assessment relevant to learning.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- online learning tools
- hardware and its components required to use online tools.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet -

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