



**Deliver and Monitor Learners'
Progress in an e-Learning Lesson**

SCQF level 8

Unit Code: F9XX 35

Who is this qualification for?

This Unit has been primarily designed for the continuing professional development (CPD) of teachers, involved in the teaching, coaching and mentoring of learners, which may include formal and informal learning.

The PDA may also be attractive to tutors, trainers and other staff who are involved in the delivery of learning in other areas, including further education, community and voluntary learning and private training providers.

The qualification Outcomes are:

- 1 Use a range of e-resources to deliver and facilitate an e-learning lesson to learners.
- 2 Monitor learners' progress against an individual learning plan.

Understanding and applying skills in these Outcomes is important because they help you work effectively in your learning and teaching role and also prepare you to use e-learning resources in the delivery of learning, teaching and assessment.

What should I know or be able to do before I start?

You would normally be expected to be working towards or have completed a teaching qualification, a Professional Development Award for teaching or a professional training qualification or have some knowledge and experience of learning, teaching and assessment. Candidates should have competence in information technology at SCQF level 5 or higher.

What do I need to do?

You need to be able to demonstrate your competence as a deliverer of learning, when planning and delivering learning lessons to groups of learners.

Candidates undertaking this Unit will be provided with opportunities to develop and practice their skills in utilising ICT and e-learning resources effectively in a learning environment.

How do I get this Unit?

This Unit will be assessed by written/oral evidence. The candidate is required to use e-learning resources and materials to deliver, an interactive e-learning lesson with one or more learners using e-resources.

You will be asked to provide a portfolio of evidence covering the two Outcomes. The evidence submitted in the portfolio should be based on the candidate's actual work in a learning environment with learners.

There must be arrangements in place to ensure the authenticity of the work provided. Simulation is not permitted in this Unit.

What might this involve?

Each approved centre operates slightly differently. They may ask you to attend a training course and/or a one-to-one tutorial.

There may also be some self-study to undertake prior to the commencement of your assessment. Some individual course work will be required specifically in relation to developing a portfolio of evidence.

What qualifications can I do next?

This particular Unit is part of a Professional Development Award (PDA) in Technology Enhanced Learning and Teaching. The content of this Unit is based on:

- ◆ The National Occupational Standards for Learning Delivery for Teachers, Tutor and Trainers.
http://www.lluk.org/documents/professional_standards_for_itts_020107.pdf,
- ◆ The Learning and Skills e-Learning Framework <http://www.LSNeducation.org.uk>
- ◆ The Framework for Professional Recognition (2007) and the Standard for Chartered Teacher (2009)
<http://www.gtcs.org.uk/ProfessionalDevelopment/ProfessionalDevelopment.aspx>

Your tutor can advise you about the other Units in this PDA and other qualification options or alternatively visit SQA's web page: www.sqa.org.uk.

Guidance for tutors

The information included in the remainder of this document has been grouped under the following sections:

Section A: The Unit specification

Section B: Assessment guidelines for complete Unit

This Unit is supported by a set of support notes which can be obtained separately from the SQA. The support notes contain detailed evidence requirements and assessment guidelines.

The additional support needs of individual learners should be taken into account when planning learning experiences, selecting the most appropriate assessment activity, and considering any reasonable steps which might be necessary to allow the learner to meet the assessment standard. Further advice can be found on our website: www.sqa.org.uk/assessmentarrangements.

Section A — Unit specification

Unit title: **Deliver and Monitor Learners' Progress in an e-Learning Lesson**

This section provides detailed information on the Unit specification requirements covering the two Outcomes.

The sections of the Unit stating the Outcomes, Knowledge and/or Skills, and Evidence Requirements are mandatory.

'Candidate' refers to someone who is working towards the achievement of this Unit.

Deliver and Monitor Learners' Progress in an e-Learning Lesson		
Ref	Outcome	Skills and Knowledge
1	Use a range of e-resources to deliver and facilitate an e-learning lesson to learners	<ul style="list-style-type: none"> ◆ Gather information about the learners, their knowledge and skills, their learning needs, styles and objectives. ◆ Provide learners with information about the types of support available. ◆ Direct and guide learners in the appropriate use of electronic tools to meet learning objectives. ◆ Guide learners in the appropriate use of electronic resources in regard to copyright, health and safety and legal requirements. ◆ Identify types of e-learning communities which may be relevant to learners to meet their learning objectives. ◆ Explain to learners how to communicate effectively and safely online with other users.
2	Monitor learners progress against an individual learning plan	<ul style="list-style-type: none"> ◆ Create an individual learning plan that lists the learning objectives that learners must meet using the e-resources. ◆ Create milestones and review dates to provide feedback to learners on their progress within the individual learning plan. ◆ Use the individual learning plan to monitor learner's experience of using e-resources to meet learning objectives. ◆ Evaluate any problems learners found when using the individual learning plan. ◆ Use the feedback from learners to review your use of the e-resources to meet curriculum objectives.

Section B — Assessment guidelines for complete Unit

Unit title: Deliver and Monitor Learners' Progress in an e-Learning Lesson

The candidate will be expected to submit a fully referenced portfolio of evidence covering the two Outcomes for assessment.

These assessment guidelines have been developed to give advice by identifying where opportunities exist to gather evidence efficiently.

For assessment purposes, the evidence can be divided into two main categories:

- 1 Portfolio evidence produced by the candidate.
- 2 Portfolio evidence produced by the candidate.

Detailed evidence requirements and assessment guidelines are available from the SQA upon request for centres delivering this Unit and those seeking approval to deliver it.



Administrative information

Credit value

1 credit at (SQA level 8) (8 SCQF credit points at SCQF level 8)

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