



Developing Online Content

SCQF level 8

Unit Code: F9Y0 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 Identify content development tools and plan e-materials development.
- 2 Design and develop specifications for e-learning materials and tools.
- 3 Trial and test e-learning materials in a learning session.
- 4 Evaluate effectiveness of developed e-learning materials.

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 create and 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 to use content development tools, create learning content, and test e-learning resources with 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 and performance evidence. The candidate is required to use content development tools to create, design, trial and test an e-learning resource with one or more learners.

You will be asked to provide a portfolio of evidence covering the four 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, Tutors 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.

Disabled candidates and/or those with additional support needs

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: **Developing Online Content**

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.

Developing Online Content		
Ref	Outcome	Skills and Knowledge
1	Identify content development tools and plan e-materials development	<ul style="list-style-type: none"> ◆ Understand commonly used e-learning terms, such as platforms, websites, intranets and VLEs. ◆ Identify sources of e-learning materials and any copyright issues. ◆ Identify technical or accessibility requirements for learners who will use the e-learning materials. ◆ Determine functionality that will be provided via the e-learning resources. ◆ Develop a list of requirements based on learning outcomes, for e-learning materials and tools. ◆ Review e-learning materials and tools against learning outcome requirements.

Developing Online Content		
Ref	Outcome	Skills and Knowledge
2	Design and develop specifications for e-learning materials and tools	<ul style="list-style-type: none"> ◆ Create clear, concise comprehensive specifications for e-learning materials in collaboration with subject authoring and design specialists. ◆ Understand any standards and legal requirements required to use content development tools. ◆ Identify content development tools to facilitate development of e-learning materials. ◆ Identify technical skills and resources required to develop e-learning materials. ◆ Ensure the specifications meet learning objectives for learners.

Developing Online Content		
Ref	Outcome	Skills and Knowledge
3	Trial and test e-learning materials in an e-learning session	<ul style="list-style-type: none"> ◆ Create a list of prerequisites for use with developed e-learning materials. ◆ Create basic learner guide, help manual and technical documentation to use with e-learning materials. ◆ Trial and test developed e-learning materials with sample learners. ◆ Modify developed e-learning materials according to feedback from testing. ◆ Review the redeveloped e-learning materials against learning objectives. ◆ Test redeveloped e-learning materials to learners.

Developing online content		
Ref	Outcome	Skills and Knowledge
4	Evaluate effectiveness of developed e-learning materials	<ul style="list-style-type: none"> ◆ Create evaluation criteria and an evaluation system to gather information of the designed e-learning materials to evaluate their effectiveness against specified learning outcomes. ◆ Evaluate designed e-learning materials against evaluation criteria. ◆ Involve learners and colleagues in evaluating the effectiveness of the designed materials. ◆ Gather information about how learners' used the designed e-learning materials to meet their learning goals. ◆ Monitor how learners respond in using the designed e-learning materials to ensure they match learners' abilities and learning styles. ◆ Review evaluation results against learning programme and share best practice with colleagues.

Section B — Assessment guidelines for complete Unit

Unit title: Developing Online Content

The candidate will be expected to submit a fully referenced portfolio of evidence covering the four 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 four main categories:

- 1 Portfolio evidence produced by the candidate.
- 2 Portfolio evidence produced by the candidate.
- 3 Portfolio evidence produced by the candidate.
- 4 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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