



# E-LEARNING INSTRUCTIONAL DESIGN CERTIFICATE

## INFORMATION PACK



## Welcome

Welcome to ACTION People Solution's three day E-Learning instructional design certificate. This program has been developed to incorporate instructional and practical learning elements providing the participant with a holistic learning experience and greater outcomes.

You will experience a three day smorgasbord of E-Learning instructional design from developing an idea to launching a course ready for students to login and begin their learning journey. This program is ideal for individuals who have a desire to learn more about E-Learning best practices, developing content and meeting the compliance against the standards for RTO 2015 and industry best practices.

Individuals can register for one, two or all three days of the course depending on their experience and learning needs. Each day is designed to provide a complete learning experience, while at the same time providing building blocks for the next days for those who are eager to attend all three days.

E-Learning is used for many different reasons and from various platforms this certificate will provide you with a comprehensive detailed learning experience and is appropriate for all levels of the e-Learning designer.

### Who will gain value from this program

- School teachers
- University lecturers
- Vocational education trainers and assessors
- Corporate trainers
- Instructional designers
- Those who would like to become more involved with instructional design

Attendees will enjoy the interactive and hands on style learning environment created during this program. Over the three days you will take a concept and develop a short E-Learning module where your learners can begin their learning journey. You will be amazed at how quickly you can create content such as e-books, online quizzes, learning content and much more.

Each scheduled program is kept to a maximum of 12 attendees to ensure individuals gain maximum benefit from the program. By limiting the numbers we have found that attendees achieve more over the three days and our facilitator has time to give attention to each attendee and assist one-on-one as required during the program. We encourage you not to leave it to the last minute to register for the program as the limited numbers mean they fill quickly.



Creating learning to reach the world



## About The Program Facilitator

Judy Beeken is your facilitator for the program, she comes from an extensive training and assessment background and has been developing E-Learning course wear now for over ten years.

Judy delights in having the opportunity to transfer skills and knowledge to those in her workshops and seminars. You will love her interactive hands on approach to teaching as you journey with her over the three days.

After voluntary closing their family operated national RTO, Judy transitioned into a consultant's role focusing on small to medium RTOs providing valuable support at all levels of RTO operations. Judy continues to support a small number of RTOs through a monthly e-mentoring program and remains up to date in the VET sector compliance requirements.

Judy is naturally an excellent communicator who engages her audience from the moment they walk in the door. You will benefit from her desire to equip and encourage others as she takes you on a learning experience which is both interactive and hand on.

Judy's qualifications include:

- Certificate IV in training and assessment
- Lead Auditor
- Integrated management systems
- Diploma in Business Administration

Judy has the following membership and partnerships:

- Professional member of the Australian Human Resource Institute
- iSpring partner

Judy currently undertakes work as an E-Learning designer and consultant in the following settings:

- VET Sectors
- Schools
- Corporate training
- Not for Profit environment
- Small to medium enterprise



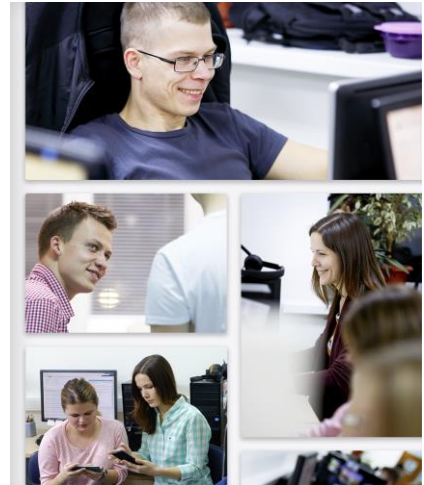
## Program Overview

The program is delivered over three days from 9:00am to 4:00pm. Individuals are able to attend all three days or register for a single day or a combination of days which best caters their needs. Over the three days you will have the opportunity to participate in an environment which is informative and interactive providing you with hands on real time experience using iSpring.

### Day 1 – Instructional Design

Day one of the course lays the foundations to build effective E-Learning courses. It is about starting out on the right foot and includes the following topics:

- What is instructional design
- Best practices
- Steps to creating content strategy for your needs
- Theories at a glance
- A systematic approach
- The learner at the centre of your design
- Supported group based learning
- Creating the road map for your course
- Preparing to create you module



### Day 2 – iSpring Basics

On day two we start to explore the power of iSpring and the basic design functions you have at your finger tips. You will love the supercharged features iSpring offers which allows you to develop E-Learning fast and easy. Topics on day two include:

- Finding your way around iSpring
- Creating the base slide
- Supporting PowerPoint effects
- Practical creation of your first small module
- Mobile learning – manually tweaking the course for different devices
- Adaptive player & content
- Gestures support
- Tests for Learning, Assessment & Skills Practice
- Testing rules customisation
- Previewing and testing your module

### Day 3 – iSpring Advanced Features

On day three we will explore the amazing advanced features iSpring offers to enhance your E-Learning programs with amazing content. Topics include:

- Dialogue Simulations for Practicing Customer-Facing Scenarios
- Branched scenarios
- Dialogue voice-over
- Audio & Video Narration
- Synchronization with slides and animations
- Audio/video editor
- Screencasts & Video Tutorials
- Interactive canvas
- Interactive e-books

## Advantages of iSpring as an E-Learning Authoring toolkit?

At ACTION People Solutions we have used iSpring for over 10 years and it is our preferred E-Learning authoring toolkit because it creates dynamic, engaging and responsive E-Learning content in record time at a great price. The iSpring suite has the following features:

- Integrates with PowerPoint
- Quiz maker
- Interactions
- Dialog simulation
- Screen recording
- Templates, Characters and backgrounds to get you started



It is an award winning software and has been awarded Gold in the Brandon Hall group for excellence in technology three times. This three day course will walk you through how you can take advantage of the most powerful eLearning toolkit for PowerPoint to develop quality courses, video lectures and assessments that will work on any desktop, laptop and mobile platform at a fraction of the time and cost of similar design tools.

As an added valued resource iSpring Learn LMS enables your company to launch mobile learning in record time. Just upload your courses in a couple of clicks and invite your employees — and that's it! Learners can take courses on the go, and you get insightful reports on their performance.

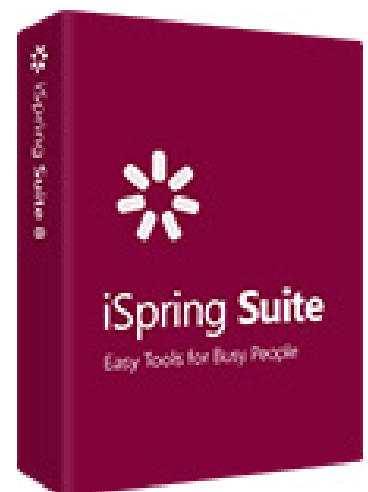
You need even greater access to the courses for your staff or students, iSpring Play makes it happen, a free mobile app for iOS and Android, lets learners download content to their devices and study at any time, even offline.

## Do I Need iSpring to attend this course?

This three day course is based on the features of iSpring, you will need to have access to iSpring to enable you to undertake the activities carried out in the course.

There is **no needs to purchase** iSpring if you are not sure that iSpring is right for you, you can download a trial for 14 days but ensure you download it the day prior to attending the course to give your self plenty of time to see if iSpring is right for you. To download a free trial follow this link

<https://www.ispringsolutions.com/ispring-suite/download>







## You will need to bring the following to the course

The program is delivered over three days from 9am to 4:00pm in each nominated location. To ensure you gain maximum benefits from the course you are required to bring the following with you to all three days:

- Laptop - ensure it meets the system requirements listed below
- Notebook and Pen
- An idea for a short E-Learning module you would like to design
- Requirements of your organisation's branding – e.g. logo. (only if applicable)

## System Requirements Content Authoring

You are required to bring a laptop with the following system requirements. If you have any questions or concerns about the below requirement please do not hesitate to contact us. Most quality laptops will meet the requirements listed below.

### Hardware

- Computer and processor - Dual-Core processor (Quad-Core or higher is recommended, 2.0 GHz or faster)
- Memory - 4 GB (Recommended: 8 GB or more)
- Free disk space - 2 GB for installation and 20 GB for operation
- Display - 1366x768 or higher resolution
- Video card - NVIDIA® GeForce® 8 series, Intel® HD Graphics 2000, or AMD Radeon™ R600 or higher with 512 MB memory for regular video and 1 GB for HD video, Direct3D 10.1/Direct 2D compatible graphics adapter is required for the operation of iSpring Cam Pro.\*
- Audio - Sound card and microphone (for narration recording)
- Video - Built-in or external webcam (for video recording)

### Software

- Operating System - Microsoft® Windows® 7/8/10 (32- and 64-bit)
- Microsoft PowerPoint - Microsoft® PowerPoint® 2007/2010/2013/2016/2019 (32- and 64-bit)
- Microsoft Word - Microsoft® Word® 2007/2010/2013/2016/2019 (32- and 64-bit)
- Internet Explorer - Internet Explorer 9.0 or higher

## What is included in the course fees

The fees covers the following aspects of the course:

- Three days face to face training in an interactive and hands on atmosphere
- Course manual to take away with you
- All catering – morning tea, light lunch and afternoon tea
- 6 months access to ACTION E-Learning Designer's Network an online community where you gain access to ongoing training, support and forums.

## Course Fees

The course fees are designed to provide you with flexible options to suit your needs. The fee structure is as follows:

- Full 3 days of training - \$1,500.00
- Double day Registration – days 2 & 3 only - \$1,400
- Day 1 only - \$750.00
- Day 2 only - \$750.00
- Day 3 only - \$750.00

It is important to understand that if you only book into day three of the course you may be missing some essential basic skills and knowledge from days one and two which enables you to move into the advance functions of iSpring.

Our facilitator does not have time to fill the gaps for those who only register for some of the course.

All prices are inclusive of GST

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## Who should attend this course?

This course is ideal for both the novice and experienced E-Learning designer, who have used iSpring in the past and those who are new to iSpring. It is highly recommend that the following people attend this course:

- Vocational trainers and assessors
- Instructional designers
- School teacher who are involved with E-Learning
- HR advisors who would like to become more involved with E-Learning Development
- Corporate trainers and assessors
- Mangers who have a desire to develop inhouse E-Learning material

## Limited numbers

We have a limit of 12 people in any one course to ensure participants gain maximum value, benefits and support during the three day.



## Registration Form

<b>First Name</b>	
<b>Last Name</b>	
<b>Address</b>	
<b>Name of Company</b>	
<b>Your Position</b>	
<b>Best Contact Number</b>	
<b>Best email</b>	
<b>Course</b>	Certificate in E-Learning Design and Development

### 2019 – Dates and Times

Please indicate the date and time you are registering for

<input type="checkbox"/> Brisbane – July 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup>	<input type="checkbox"/> Newcastle – June 18 <sup>th</sup> , 19 <sup>th</sup> & 20 <sup>th</sup>
<input type="checkbox"/> Sydney – June 24 <sup>th</sup> , 25 <sup>th</sup> & 26 <sup>th</sup>	<input type="checkbox"/> Melbourne – September 24 <sup>th</sup> , 25 <sup>th</sup> & 26 <sup>th</sup>
<input type="checkbox"/> Perth – September 17 <sup>th</sup> , 18 <sup>th</sup> & 19 <sup>th</sup>	<input type="checkbox"/> Adelaide – October 8 <sup>th</sup> , 9 <sup>th</sup> & 10 <sup>th</sup>

<b>Who will be invoiced</b>	<input type="checkbox"/> The person above <input type="checkbox"/> Company (please provide a purchase order)
	<p>Please note to pay by credit card please go to the event page on our website at  <a href="https://www.actionstaffingsolutions.com.au/shop-events">https://www.actionstaffingsolutions.com.au/shop-events</a></p>

### Terms and Conditions

By signing this registration form you acknowledge and agree to the following terms and conditions.

- No refunds are provided if you fail to give written notice within 21 days of the event. 50% refund is provided when 14 days notice in writing is provided.
- If ACTION People Solutions needs to cancel this event for any reason you will be entitled to a full refund or transfer to another program of lesser or equal value.
- Your registration in this event is confirmed once full payment is received or the supply of a company purpose order is attached to this registration form .
- If the event has reached full capacity when your payment is received you will be informed and alternative arrangements will be agreed to by both parties including the possibility of a refund.
- The personal information you provide on this form will be used for accessing information pertained to this program, and for emailing any updates regarding this event. We also place you on our email list to update you on any other events you may be interested in.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_