



ASIA-PACIFIC
LEGAL METROLOGY FORUM

How to develop an eLearning Module

Guide 8

Marian Haire

Training Coordinator

Overview

“How to develop an eLearning Module “ is a guidance document to assist working groups to systematically work through the process of creating an eLearning Module

How does it work?

This guide document is made up of the following:

- A document control system
- A timeline that shows the process to follow
- A system of templates used to develop the various components of each test
- A quality control and reviewing procedures
- An appendix with NAWI shown as a worked example

Document control

- All documents are registered in the document control matrix
- This allows multiple sharing of documents without confusion
- Documents are created using a naming convention:
 1. Number
 2. Title
 3. Description
 4. Owner

Timeline

The timeline in the document shows:

- The process to be followed
- The approximate time taken
- The documents to be used

Process



Time



Documents Required



Templates

A system of templates with guidance notes

- The templates are in two groups:

GD series = Guidance documents

TP series = Test procedures

- Templates are sequentially numbered as they are created
- Example : GD1-01, GD1-02, or TP1-01, TP1-02, TP1-03 etc.

Template Codes

GD series:

- GD1 – Governance Document
- GD2 – Expert review request
- GD3 – Quality control and sign off

Template Codes

TP series:

- TP1 – Test procedures
- TP2 – Animations
- TP3 – Quiz
- TP4 – Assessments
- TP5 – Diagrams

Appendix

- An example of a completed template for all the GD and TP series templates
- A completed Document Control Matrix
- The overview in the main document contains the log in details to the New Zealand NAWI eLearning modules as an example

URL: <https://learning.tradingstandards.govt.nz>

Username: tradingstandards@mbie.govt.nz

Password: Trading01

Document Review Process

- Guide 8 was reviewed by the WG for Goods Packed by Measure and NAWI
- All WGs now have access to this document to use as they start developing their eLearning modules
- Sent to all members for feedback by 20 Dec
- Voting will occur in the new year

Thank you

Any questions?