# A close up of a logo  Description automatically generated

**ONE-STOP SKILLS CREDENTIALING - SKILLS BADGE**

**Self-Assessment Form**

**Badge Title:**

**E-LEARNING DESIGN**

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| **SALUTATION**\*\**\*\* Delete accordingly* | Mr / Miss / Mdm / Ms / Dr / Prof |
| **FULL NAME** *(as per NRIC)\***\*Underline Surname* |   |

**IMPORTANT**: Before you submit this Self-Assessment Form, please save this Word document and rename using the following naming convention:

For Stage 1 Advisory Chat:

OSSC\_Skills\_Badge\_**DDDLP06\_DCE**\_Self Assessment\_YOUR FULL NAME\_v1.0\_draft.doc

For Stage 2 Assessment Interview:

OSSC\_Skills\_Badge\_**DDDLP06**\_**DCE**\_Self Assessment\_YOUR FULL NAME\_v1.0\_FINAL.doc

**To proceed to Stage 2 Assessment Interview…**

1. Collate all relevant evidence/artefact pertaining to your finalised Self-Assessment Form in a single folder and name the folder according to the Badge Title as stated above.
2. If applying for more than one skills badge, submission should be done in separate folders according to the badge titles.

*To be completed by Advisor:*

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| **NAME OF ADVISOR** |  |
| **ADVISORY CHAT SESSION** | **Date**: *(dd/mm/yyyy)* |
| **Proceed to Skills Assessment?** | [ ]  **Yes** | [ ]  **No** |

[ ]   *I confirm I have completed Stage 1 of the OSSC Skills Badging Application for Basic Package: Skills Advisory (1 hr).*

[ ]   *I confirm I have completed Stage 1 of the OSSC Skills Badging Application for Extended Package: Skills Advisory (2 hr).*

| **INTERVENTION DESIGN AND DEVLOPMENT: E-LEARNING DESIGN** |
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| **(A)****Competency Statement***Read carefully to ensure you meet ALL requirements* | **(B)****Product Evidence***Check the boxes to confirm that you currently have the required evidence listed here* | **(C)****Applicant’s Note of Explanation***Note the given pointers to guide you in the preparation for the Skills Advisory and Assessment Interview sessions. Explain with brief notes to explain how the Product Evidence you intend to submit fulfils the requirements of columns (A) and (B).*  | **(D)****Assessor’s comments*****(For IAL use only)*** |
| 1*. Define objectives of learning technology development and integration based on learning needs, learner profile and intended learning* | [ ]  A learning solution that is **self-paced or blended** which has included an E-learning component of duration of **AT LEAST THIRTY (30)** minutes for which I can show evidence that it was **designed by me.** [ ]  **Work artefacts** and **authentic work documentary evidence** such as programme proposal, design documents, email threads to stakeholders, **AND/OR** programme report, that outlined and showed my full involvement in the design and development processes.  | I am able to show from the submitted artefacts and work documents, the design, development and integration for a learning solution and I can point out the following:[ ]  Context and needs of the organisation for the E-learning., as well as the learner profile. [ ]  The business and performance needs and gaps that the design seeks to address.[ ]  The environment learning will take place in, and the support learners will need in terms of technological and trainer interface.*Applicant’s Notes:*

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 | *For Assessor’s comments* |
| *2. Analyse information to determine the impact of learning technology and programme design options to meet learning and performance needs* | [ ]  Documentary evidence and courseware for which I have developed all the learning resources required including the E-learning components, for the facilitation of a learning programme (either classroom or synchronous) of at least 7-hour duration.[ ]  Design documents for the design and development and delivery of learning technology[ ]  A lesson plan with activity instructions. [ ]  A Learner’s Guide[ ]  Facilitator’s Guide **AND/OR** presentation deck (e.g., slides)[ ]  Relevant learning materials needed to facilitate learning activities such as notes and instructions for role plays, games, quizzes, discussions, etc.  | Specific to the E-learning component design, I am able to show artefacts of the design and developmental work that was done and could discuss the following:[ ] Project Requirements[ ]  Team involved and my own role[ ]  Project timeline, deliverables and cost.[ ]  Technical requirements [ ]  Development tools selection[ ]  Technical aspects for delivery[ ]  Compliance requirements* 1. I am able to point out from the artefacts the deliberations and decisions concerning the following:

[ ]  Learner profile and the necessary learner preparations [ ]  Adaptation(s) that instructor would need to make.[ ]  Workplace Learning adaptations and considerations.I can explain the process of creating the E-learning segments in the programme submitted, and can point out:[ ]  The variations and options of web-based learning approaches and technology that were considered and the planning parameters for the self-paced or blended learning.[ ]  Learning theories and instructional models applied to create the pathway for learning engagement and learner motivation.[ ]  The alignment of subject matter knowledge with appropriate pedagogical methods and relevant learning technology options to enable effective and engaging instruction.[ ]  The process of exploration and application of E-Learning authoring tools (E.g., Wiring Tools, Media editing and Creation tools, Generative AI tools, etc.) as well as explain the decision-making regarding whether to develop SCORM compliant E-learning.[ ]  Considerations and derivation of decisions to provide User Experience and User Interface in the submitted programme to ensure functionality and effectiveness.[ ]  Consideration to technical requirements/constraints of client, and learning pathways for learners through access and progress tracking (E.g., *Canvas*, *Moodle*, *Blackboard*, Use of third-party services such as Application Programming Interface (API), Learning Tool Interoperability (LTI), Single Sign-On (SSO), etc.)[ ]  How the decision on the final modes of access and explanation of the design adaptations involved were reached. (Laptops, Mobile, Web-based access).[ ]  Considerations of E-Learning standards (Examples of E-Learning standard: Shareable Content Object Reference Model (SCORM), Tin Can API, CMI-5) and web-standards (Examples of Web standards: Hypertext Markup Language ver 5 (HTML5), Cascading Style Sheet (CSS), JavaScript, etc.) to ensure seamless delivery over multiple platforms.*Applicant’s Notes:*

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| *3. Develop the prototype of the programme integrating the different design considerations and components that enables effective learning using learning technology* | [ ]  Artefacts that show the learning technology design concept based on defined criteria. [ ]  Documentation and records of the learning technology storyboard and prototypes incorporating media and formative assessments. | [ ]  I am able to give a tour of one of the E-learning components I have developed to show developmental steps from the design concept, the storyboard stages to the prototype that was submitted and approved by the client organisation.I am able to walk through the full programme submitted to explain the design’s planning parameters and to discuss how the following considerations built up to the integrity of the programme in both the facilitated and self-paced components.[ ]  How learning design principles, instructional models, methods, and frameworks were selected and applied at each stage of the design planning. [ ]  How the design documents and artefacts showed the structure, integrity and flow of activities across the various learning modalities and enabled learning objectives to link and build up in and across segments.I can clearly show from the he courseware that was submitted, the following:[ ]  Instructional strategies, model(s) and methods [ ]  Assessment strategies and methods*Applicant’s Notes:*

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I am able to provide a comprehensive walkthrough of thestoryboard concept and the functional prototype of the submitted learning programme to explain the following: Elements of a storyboard: [ ] On-screen elements (graphics, text, navigation)[ ]  Interactions and transitions[ ]  Scripts and voiceovers, and descriptions for any audio and video or narrations, if used[ ]  Implementation notes useful to convey the intent and purpose of any learning***Note to Applicant:*****The storyboard may be physically hand-drawn or be depicted on software applications, e.g., *MS Word*, *MS PPT*, *Adobe XD*, or online platforms, e.g. *Claritee*, *Justinmind*, *Figma*, *Miro*, *Canva*, etc.) to create and collate the various artefacts (wireframes, wireflows, storyboard details, etc.).**Elements of a prototype: [ ]  Interactivity and branching scenarios.[ ]  **AT LEAST** **SIX (6)** meaningful decision points in the branching narrative with alternative paths[ ] Availability of choiceslearners could make to vary the learning path.[ ]  Meaningful and instructive feedback to learners on performance and decisions made.[ ]  Reference to the wireframes and storyboard developed.[ ]  Choice of whether to utilise tool(s) that is/are compliant with SCORM packaging requirements. [ ]  The source file, the SCORM package (if tools used are SCORM compliant) **AND/OR** detailed screenshots.*Applicant’s Notes:*

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| *4. Analyse the impact on learning needs and learner profile to improve on the design of learning technology*  | [ ]  Documentary proof of having conducted a trial/review **AND/OR** pilot run of the prototype/ programme I have designed and developed.[ ]  A review /critique **AND/OR** documentary evidence of the feedback [ ]  The incorporated outcomes of learning technology trials and assessments to create final learning[ ]  Documents and evidence of a learning technology implementation and integration plan | I am able to able to show: [ ]  Documentary evidence and artefacts of the submission and trial of the E-Learning programme to the client organisation **AND/OR** on learners.[ ]  The recommendations and feedback that were given. [ ]  The improvements and iterations that were made to the prototype and the final programme. [ ]  The learning technology implementation and integration plan. *Applicant’s Notes:*

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