

## Online eLearning and Computer Based learning systems: Dangerous Goods Training

For approval to be granted to conduct online eLearning and/or Computer Based training, the following requirements must be met and detailed in the TPM/MOP:

Online eLearning and Computer Based learning systems shall comply with the following general requirements:

- a) shall only be used with the support of an instructor or a subject matter expert;
- b) shall consist of tutorials providing information on a particular topic area, with questions and applied examples interspersed throughout a training session;
- c) shall incorporate well-organized courseware with menus, modules and instructions;
- d) the flow of information shall build and develop knowledge, skills and abilities in a logical order;
- e) the usability of computer-based training systems in addressing software, human-computer interaction, and hardware factors shall be a primary consideration;
- f) shall cater for the audio and visual instruction to accommodate different styles of learning;
- g) with the exception of timed modules trainees must be given adequate time to complete the training;
- h) shall be designed to administer both formative and summative tests to make a judgment on learner achievement;
- i) the pass mark for the tests/exams/assessments shall be no less than 80%;
- j) candidates shall receive their results after they have completed the exam/assessment and where the candidate is declared competent, the system must show where the candidate gave incorrect answers;
- k) the computer-based training system shall be designed so that it may also be used by those with minimal computer skills;
- l) the final exam/assessment shall be administered in a controlled environment\* and shall include mechanisms to guard against inappropriate collaboration when completing course assessments
- m) the training program and the system shall be approved by the Director;
- n) identity management and authentication shall be built into the system;
- o) the system shall have information protection mechanisms;
- p) all information shall be kept for a minimum period of five (5) years.

\* Will include the use of an invigilator