**MOODLE COMPLIANCE TEMPLATE**

**DEVELOPER GUIDELINES**

The Moodle compliance template allows developers to meet ASQA compliance using electronic methodology; alternatively, developers can choose to upload paper-based ASQA documentation to demonstrate compliance.

Please follow these guidelines when developing your Moodle shell:

**Units of Competency Moodle Shells**

* Each Moodle shell can relate to a single Unit of Competency, or clusters of Units.
* If clusters are used, please follow the “Clustering of Units” guidelines (below)
* When developing the Moodle Shell, please replace any italicised text with text specific to the Unit, and delete all orange text (instructional text).

**Clustering of Units:**

* Maximum number of units per shell: 3 – 4 units.
* Clustering will only occur when units are delivered and/or assessed in a holistic manner; OR when the units form part of a short accredited (SA) course.
* Shell name will include the Unit codes – this will be created by Moodle Administrator
* All Learning and Assessment Activities (quizzes, forums, assignments, etc) must include the name of the activity, followed by the unit code pertaining to that activity.
* Where more than one unit pertains the activity, the name of the activity must include all the relevant unit codes

Eg

Note: when using an activity as evidence of participation, only use a single Unit code.

* All Clustered shells must contain a detailed Delivery plan which maps the activities to the Unit codes, elements and performance criteria
* All Clustered shells must contain Assessment Maps showing how holistic assessment activities map to the Unit codes, elements and performance criteria.

**Content - maintain Copyright compliance**

1. Non-GOTAFE developed materials from the Internet

* Use Links; do not download and upload.
* Ensure all web-based documents and pdf resources are LINKS to the original webpage rather than downloading, because downloading could breach copyright.
* This includes Units of Competency from training.gov.au

1. Non-GOTAFE materials that cannot be linked

* Ensure you do have written consent to use, lodged and registered with Manager Library Services (Anne Ritter).
* Uploaded from Moodle into Alfresco, completing the copyright attributions information in Alfresco

1. GOTAFE developed learning materials and files

* Ensure all GOTAFE developed materials and files have in the footer “ ©GOTAFE / File name / Author's name / date of creation/version “
* Use Alfresco for content management - upload any GOTAFE developed learning materials and files from Moodle into Alfresco and complete copyright questions in Alfresco.

1. Images

* Images include photos, drawings and diagrams.
* All images must display copyright information and attributions
* Link to images on the internet where possible; or
* Uploaded from Moodle into Alfresco, completing the copyright attributions information in Alfresco
* If permission for use is required, ensure you do have written consent to use lodged and registered with Manager Library Services (Anne Ritter).
* These rules apply to images embedded within documents, pdfs, powerpoints and videos.

1. Videos

* Do download or upload videos directly into Moodle
* Embed links, including You Tube, or use link to a url to track activity by the student
* For GOTAFE developed videos, arrange for the video files to be uploaded to the GOTAFE You Tube channel, and then link to the url.

**HESG Compliance**

* Evidence of Participation - Start
  + “Let’s Start Learning” Tab - Each Unit should begin with a small piece of learning followed by a learning activity – eg quiz or forum.
  + The activity must be named with “SSP” and (Unit code) in the title: eg **Identifying Soils SSP Quiz (AHCPCM201). This ensures accurate reporting for SSP uploading to SMS.**
  + The activity is conditional, with progression onto the sessions or learning resources conditional on the activity being completed.
  + For clustered shells, create separate learning and activities for each individual unit, and name as per above. Do not use multiple unit SSP activity.
* Evidence of Participation – End
  + “Assessment” Tab – Each Unit has an Assignment Activity called Assessment (Unit code) Final Result. **This ensures accurate reporting for Grade effective dates, for entering into SMS.**
  + **This Assignment is for Trainer’s use, not the student.**
  + **Use the “Assessment (unit code) Final Result Template.**
  + **Add Advanced grading. Criteria are the names of each Assessment Task that makes up the whole Unit’s assessment tool.**
  + For clustered shells, create separate Final Result assignments for each individual unit; do not use multiple unit Final Result assignments.

**ASQA Compliance and developing each Moodle Section (Tabs)**

* Developers can choose to use the GOTAFE Paper ASQA Compliance documents system or the Moodle compliance electronic system, or a combination of the two.
* When using GOTAFE Paper ASQA Compliance documents, upload them from Moodle into Alfresco and complete copyright information in Alfresco.

Use the following table to determine the required items using GOTAFE Paper ASQA Compliance documents system or the Moodle compliance electronic system; you may use a combination.

|  |  |  |  |
| --- | --- | --- | --- |
| **Moodle section (Tab)** | **Paper** | **OR** | **Electronic** |
| **Unit Information** | Delete the Unit Guide ebook, and upload Unit Guide FLA-48 |  | Populate the Unit Guide ebook |
| Location and Contact details webpage - required |  | Location and Contact details webpage - required |
| Delete Schedule, upload Unit timetable |  | Schedule – enter Unit timetable details into webpage |
| **Assessment** | Instructions to Learners about Assessment webpage - required |  | Instructions to Learners about Assessment webpage - required |
| List the Assessment Tasks by typing them into the section, and then upload the Assessor Tool for Learners FLA-43 |  | Create each Assessment Activity on this Tab section eg  Assessment Task 1 (Unit Code)  Assessment Task 2 (Unit Code)  Assessment Task 3 (Unit Code)  You may wish to have a link to each Assessment task in the appropriate session tab. Do this by opening the assessment task in the Assessment tab and copying the url |
| Online grading and feedback – refer to Creating Assessment using paper based ASQA Assessment Tool with online grading and feedback checklist; can opt to give electronic feedback or upload Assessment Task Feedback to Learner form FLA-65 |  | Advanced Grading and Marking Guides – refer to  Creating Assessments Online with online grading and feedback checklist |
| Assessment Final Result – required  Refer to HESG Compliance information (Above) |  | Assessment Final Result – required  Refer to HESG Compliance information (Above) |
| **Let’s Start Learning** | For each Unit of Competency: Place a short piece of learning here, eg a video or a short document; then create an SSP learning activity – required  Refer to HESG Compliance information (Above) |  | For each Unit of Competency: Place a short piece of learning here, eg a video or a short document; then create an SSP learning activity – required  Refer to HESG Compliance information (Above) |
| **Session One – Two – Three …**  Note: Some developers may choose not to use the Session tabs, and just use the Learner Resources Tab. If so, delete the Session tabs. | Delete Session 1 Delivery plan webpage; upload Delivery Plan FLA-38 |  | Session 1 Delivery Plan webpage - required |
| **Learner Resources**  Note: Some developers may choose to use the Learner Resources Tab instead of the Session tabs. If so, delete the Session tabs.  Some developers may choose not to use the Learner Resource tab at all – if so, delete this tab. | Upload Paper-based Workbooks/Learner Guides via Alfesco |  | Upload via Alfresco copyright compliant materials.  Add learning resource links |
| **Feedback** | Unit Feedback – required |  | Unit Feedback - required |
| **Teacher Resources** | Upload   1. Assessment Map/s 2. Delivery Plan/s 3. Assessment Tool Assessor Version |  | Upload   1. Assessment Map/s 2. Delivery Plan/s 3. Assessment Tool Assessor Version |
|  | Continuous Improvement form - required |  | Continuous Improvement form - required |
|  | Checklist compliant Moodle shell – required |  | Checklist compliant Moodle shell – required |

When you have completed the Shell, delete any red/orange instructional text; send the shell url to onlinecampus@gotafe.vic.edu.au for check and activation of self enrolment.