

**PREFERRED STANDARDS TO SUPPORT NATIONAL  
COOPERATION IN APPLYING TECHNOLOGY TO  
VOCATIONAL EDUCATION AND TRAINING**

**2000**

## **USER GUIDE**

**FRAMEWORK FOR NATIONAL  
COLLABORATION IN FLEXIBLE LEARNING IN  
VOCATIONAL EDUCATION AND TRAINING**

**2000-2004**

**AUSTRALIAN NATIONAL TRAINING AUTHORITY  
STRATEGY 2000 PROJECT 2/5.1**

**flexiblelearning.net.au**



This document forms part of a series of reports on  
Preferred Standards to Support National Cooperation in Applying Technology to  
Vocational Education and Training

An initiative within the  
Framework for National Collaboration in Flexible Learning in  
Vocational Education and Training  
2000-2004

All reports and consolidated recommendations are available at  
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0.3	27 Oct 00	Jon Henry	Additional comments
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0.5	27 Feb 01	Jon Henry	Added intended method of use and references to Table of Preferred Standards

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## 1 Introduction

### 1.1 Purpose

This document provides guidelines for using the VET Preferred Standards 2000.

### 1.2 Background

The aim of the VET Preferred Standards 2000 Project is progress towards a nationally agreed, standards-based environment for the use of online training experiences.

The Project is part of the *Australian National Training Authority's Strategy 2000*, which commences the implementation of the *Framework for National Collaboration in Flexible Learning in Vocational Education and Training 2000-2004*, which, in turn, supports the broader scope of the *National Strategy for Vocational Education and Training*.

### 1.3 Information

Complete Information on the Project is available on the web site at <http://www.flexiblelearning.net.au/standards/navigation/home.shtml>.

## 2 Method for Selecting Relevant Preferred Standards and Operational Guidelines

The recommendations for Preferred Standards, Emerging Standards, and Operational Guidelines are summarised in a user-friendly Table on the web site at <http://www.flexiblelearning.net.au/standards/products/ps.htm>.

Training practitioners making use of the Preferred Standards may wish to

start with an identified need for technology to assist with the delivery or management of training,

select relevant Standards Areas, Foci, and Operations from the Table to find the relevant Standards (Preferred and Emerging) and Operational Guidelines,

use the references linked from the Table to look up the details of the relevant Standards,

read the relevant Operational Guidelines linked from the Table,

check the background to the Standards and Operational Guidelines in the Workshop Papers on relevant Standards Areas found in the Table and linked from the entries in the Standards Area column of the Table,

determine which of the relevant Standards and Operational Guidelines are useful in the context of the identified need for technology, and

follow the recommendations below to implement the useful Standards and Operational Guidelines.

### **3 Recommendations for Using Preferred Standards and Operational Guidelines**

(Recommendations on policy, procedures, and assessment of funding applications were originally part of the *Communication Plan*.)

#### **3.1 Policy**

Training organisation staff to refer to the Preferred Standards when preparing policy related to online training delivery.

#### **3.2 Procedures**

Training organisation staff to refer to the Preferred Standards when preparing procedures within the scope of the Preferred Standards.

#### **3.3 Tender Documents**

Training organisation staff to refer to the Preferred Standards when preparing tender documentation.

#### **3.4 Evaluations**

Training organisation staff to refer to the Preferred Standards when preparing evaluations of software and hardware products.

#### **3.5 Funding Submissions**

Training organisation staff to refer to the Preferred Standards when preparing funding submissions.

#### **3.6 Grant Scheme Guidelines**

Training organisation staff to refer to the Preferred Standards when preparing grant scheme guidelines.

### ***3.7 Assessments of Funding Applications***

Training organisation staff to refer to the Preferred Standards when preparing assessments of funding applications.

### ***3.8 Resource Agreements and Contracts***

Training organisation staff to refer to the Preferred Standards when preparing resource agreements and contracts.

## **4 Recommendations for Maintaining Preferred Standards Documentation**

### ***4.1 Storage, Access and Presentation of Documentation***

Preferred Standards documentation to be exemplary in the use of relevant standards for web presentation.

### ***4.2 Review of Preferred Standards***

Preferred Standards documentation to be continually reviewed and updated.

### ***4.3 Maintenance of Documentation***

Preferred Standards documentation to be supported with up to date emails, newsletters, and flyers.