NSW GOVERNMENT | State Records

State Records' e-learning modules

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Background

- Face-to-face training program not reaching all clients
- Training survey identified high degree of interest in online training/e-learning
- Feb/March 2010 investigated content authoring products
- April 2010 purchased ‘Lectora’ - ITC Learning and set to work!

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What we can provide

- Short modules on various topics
- Free on our website (HTML) – just click and complete
- Can also provide on CD-Rom if required
- State Records will not track usage, just keep statistics
- Can provide SCORM/AICC version for NSW organisations with a LMS – capacity for them to register who is using the courses, keep scores and adapt modules to their needs

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Introducing our first online modules…

For Nominated Senior Officers

- *Role of the Nominated Senior Officer* (15 minutes)

For records managers and records staff

- *Recordkeeping concepts* (30 minutes)
- *Framework for recordkeeping in the NSW public sector* (20 minutes)
- *Digital recordkeeping concepts* (30 minutes)
- *Managing email* Parts A and B (30 minutes per part)

For all officers who use email

- *Your responsibilities for managing email* (20 minutes)

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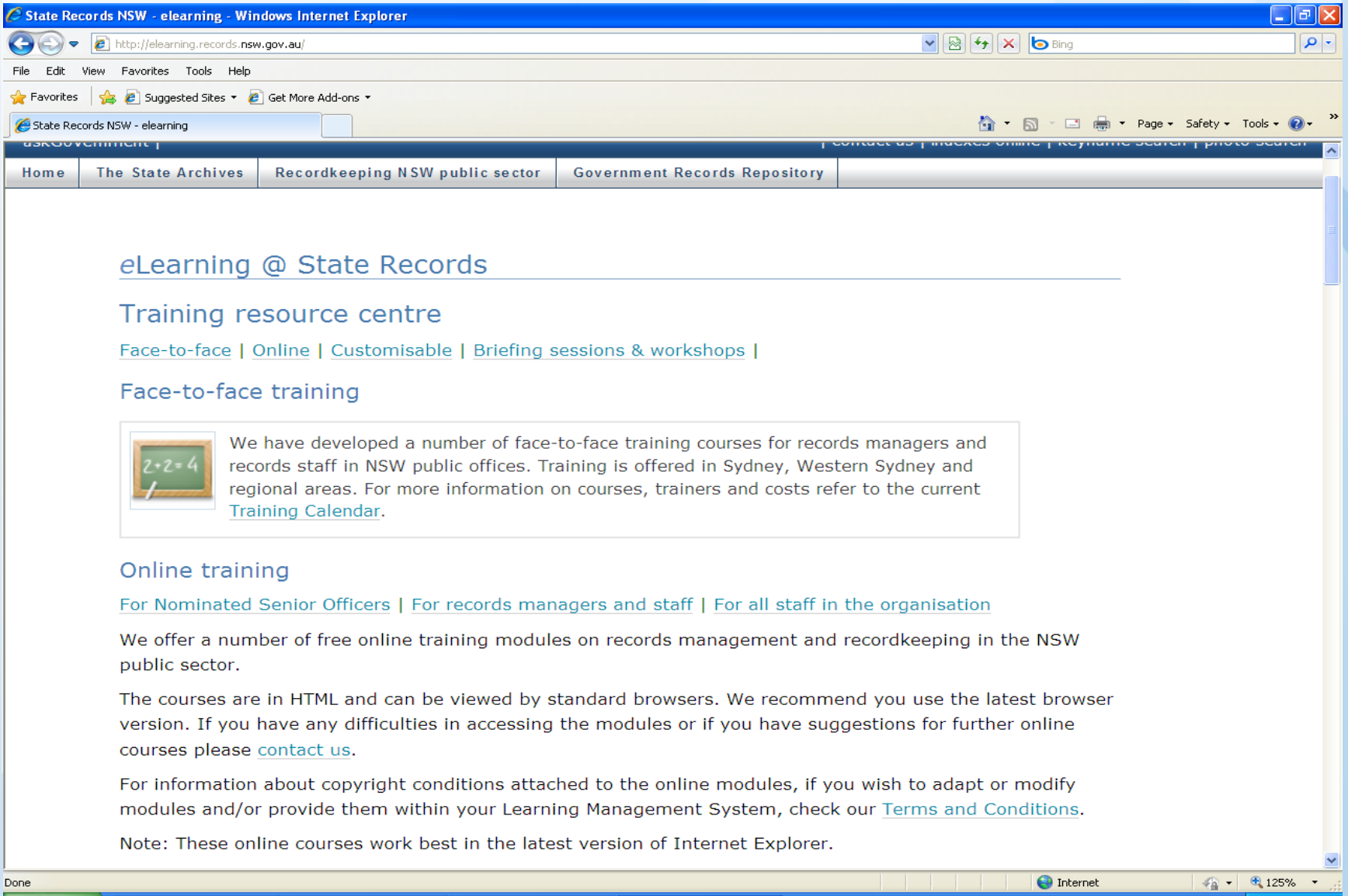

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- Available from: http://elearning.nsw.gov.au (or link to *Training resource centre* from Recordkeeping page)
- Modules expected to become more sophisticated as we learn more about this mode of delivery and about Lectora's capabilities
- Work best with latest version of IE and some include FLASH
- Potential for more topics and collaboration with stakeholders
- Feedback welcome – use Contact us link