DATA ITEM DESCRIPTION

1. DID NUMBER: -V5.0
2. TITLE: Learning Management Package
3. DESCRIPTION and intended use

The Learning Management Package (LMP) comprises the complete set of documentation necessary for the management and delivery of a Training course, including course design information and lists of the Training Equipment and Training Materials used for delivery. The LMP documents the Contractor's outputs from the ‘*design’* andthe *‘develop’* phases of the Systems Approach to Defence Learning (SADL) model (ie, including analyse, design, develop, implement and evaluate phases).

The Contractor uses the LMP to:

document the outcomes of its Training design and development activities;

demonstrate to the Commonwealth how the Training course will address the requirements of the performance needs and analysis outcomes, including those within a Training Requirements Specification (TRS) when applicable;

demonstrate to the Commonwealth that the Training courses represent part of a solution that minimises Life Cycle Cost; and

provide the basis for the management and delivery of the related Training course under the Contract and under the Contract (Support), as applicable.

The Commonwealth uses the LMP to:

assist to evaluate the Contractor’s design and content of the Training course;

Verify the suitability of the proposed Training courses including, if applicable, with respect to a TRS;

understand the Commonwealth’s scope of work for Sustainment Training; and

prepare for the Verification and Validation (V&V) of the Training course(s).

1. INTER-RELATIONSHIPS

The LMP is subordinate to the following data items, where these data items are required under the Contract:

Integrated Support Plan (ISP);

Training Support Plan (TSP); and

Verification and Validation Plan (V&VP).

The LMP inter-relates with the following data items, where these data items are required under the Contract:

Performance Needs Analysis Report (PNAR);

Training Requirements Specification (TRS);

Support System Technical Data List (SSTDL);

Training Materials List (TML);

Software List (SWLIST);

Training Equipment List (TEL);

Recommended Provisioning List (RPL);

Acceptance Test Plans (ATPs); and

Acceptance Test Procedures (ATProcs).

The LMP inter-relates with the Technical Data and Software Rights (TDSR) Schedule.

1. Applicable Documents

The following documents form a part of this DID to the extent specified herein:

|  |  |
| --- | --- |
| 1. SADL Guide | 1. Defence Learning Manual chapter 4: the *Systems Approach to Defence Learning Practitioners’ Guide* |
|  | 1. ADF Service Training Manual(s), as specified in the Statement of Work |
|  | 1. *Standards for Training Packages*, National Skills Standards Council |
|  | 1. *Standards For VET Accredited Courses 2012*, Australian Skills Quality Authority (ASQA) |

1. Preparation Instructions
   1. Generic Format and Content

The data item shall comply with the general format, content and preparation instructions contained in the CDRL clause entitled “General Requirements for Data Items”.

The data item shall include a traceability matrix that defines how each specific content requirement, as contained in this DID, is addressed by sections within the data item.

* 1. Specific Content

Note: The SADL Guide identifies further information that may be added to the delivered data item, by the Commonwealth, for the purpose of internal approvals.

* + 1. Draft Learning Management Package

When this DID is invoked for the delivery of a Draft LMP, the delivered data item shall include sections 1 to 3 of the LMP, as defined by clause 6.3.

The Draft LMP documents the results of the SADL design phase and shall be substantially complete and sufficient to enable the Commonwealth to:

Verify that the curriculum addresses the performance needs and course specifications included within or supporting the TRS;

determine if the learning and assessment modules appear suitable and achievable;

determine whether the review and evaluation strategies appear suitable; and

if applicable to a qualification recognised within the national register of Vocational Education and Training (VET), review the readiness of the Units of Competency (UOCs) and course documents for accreditation by the National VET Regulator (ie, ASQA) or other accrediting body.

* + 1. Learning Management Package

When this DID is invoked for the delivery of a (complete) LMP, the delivered data item shall include sections 1 to 5 of the LMP, as defined by clause 6.3.

The LMP incorporates the results of the SADL develop phase and shall be complete in all aspects, and suitable for the management and delivery of the Training course. For the purposes of this clause, ‘complete in all aspects’ includes Training Materials that are items of Technical Data developed for purposes other than Training (eg, operating and maintenance manuals) and which are delivered separately under the Contract.

* 1. Learning Management Package Structure

Note: Words in italics indicate headings within the SADL LMP template guide.

* + 1. Section 1: Learning Management Information

Section 1 of the LMP, *learning management information*, shall contain a *course data description*, including:

the identifying course code, the course name, and short name;

the highest security classification of course content (often related to Technical Data or Software that supports but was not developed for Training purposes) as defined by the Security Classification and Categorisation Guide;

a statement of the course aim;

a brief course description, including an overview of the scope of the learning outcomes to be covered, core learning activities and other associated learning programs that, together, form a L&D solution;

the type of course (eg, continuation, familiarisation or specialist);

the minimum and maximum number of students per course;

the primary delivery method (eg, distance learning, instructor led, etc);

applicable trade / profession (ie, ‘skills domain’ or ‘job family’) of the participants;

total course duration; and

if applicable, the Registered Training Organisation.

Section 1 of the LMP shall contain a list of the course *learning outcomes* including a sequence number, description and, if applicable, the related UOCs from training packages and qualifications within the national register of VET.

Section 1 of the LMP shall contain an outline of the *summative assessments* and identify the required assessor qualifications.

Section 1 of the LMP shall contain details of course prerequisites including:

*course Service prerequisites* (eg, Defence prerequisites, student rank or grade, required security clearance, and so on) when this information is provided by the Commonwealth;

*course qualifications prerequisites* including, as applicable:

education qualifications and language prerequisites;

prerequisite military proficiencies;

prerequisite UOCs identified from training packages and qualifications within the national register of VET; and

prerequisite courses, including courses that are not included within the national register of VET; and

*any additional prerequisites* identified by the course designers and developers.

Section 1 of the LMP shall list *course targets* in terms of proficiencies, competencies, qualifications and licences, as applicable.

If the course is a ‘*program course*’, comprising a series of component or ‘child courses’, section 1 of the LMP shall list the *program course components* by course code and title.

Section 1 of the LMP shall contain a list of major items of *course equipment* (ie, Training Equipment) identified by part number (if available), equipment name and the required quantity (note that additional details will be included in section 3).

Section 1 of the LMP shall identify *Defence training authority details*, when this information is provided by the Commonwealth.

Section 1 of the LMP shall include an *evaluation plan* (ie, a SADL evaluation phase plan) that consists of:

a learning review plan, which includes:

a summary of the V&V activities (eg, trial courses) to Verify the suitability of the course curriculum and to provide assurance of the quality of the learning and assessment materials;

cross-references to the ATPs and ATProcs applicable to the evaluation; and

focus areas for the evaluation process based on specific areas of risk (eg, safety critical and complex tasks); and

a *workplace evaluation plan*, which includes:

a summary of the activities to Validate the learning outcomes and competencies applied in the workplace, including Contractor V&V program activities and recommended Defence activities, as applicable;

cross-references to the ATPs and ATProcs applicable to the evaluation; and

focus areas for the evaluation process based on specific areas of risk (eg, safety critical and complex tasks).

Section 1 of the LMP shall describe any *alternate learning pathways*, if applicable, such as assessment only, or recognition of competencies based on existing evidence.

Section 1 of the LMP shall identify course *accreditation* details including, when applicable:

the VET regulator for course accreditation (eg, ASQA);

Australian Vocational Education and Training Management Information Statistical Standard (‘AVETMISS’) codes and reporting requirements;

proposed accreditation period; and

recognition by other relevant professional or industry bodies.

Section 1 of the LMP shall include contact details for organisations able to grant *authority to use* the LMP and related Training Materials, consistent with Technical Data and Software Rights Schedule for the Contract.

Section 1 of the LMP shall identify *Intellectual Property* *holders* (ie, Defence, Contractor or third parties) including for course content imported from VET training packages, and cross-reference any related restriction of rights detailed in the TDSR Schedule.

Section 1 of the LMP shall incorporate, where applicable, any additional information:

including special information or instructions provided by the course developers; and

provided by the Commonwealth in relation to the above information requirements.

* + 1. Section 2: Curriculum

Section 2 of the LMP shall describe the course curriculum, excluding cost information.

The course curriculum details shall include:

a *course overview*, including a course map (ie, graphical representation) showing the sequence of course modules and mapping of UOCs; and

course duration, identifying each learning and assessment module and any other activity, the duration of each module or other activity, and the total duration.

The course curriculum shall describe the *modules* within the course (where modules are used to group learning outcomes with a similar purpose or goal) including:

the module content, described in a single sentence and a list of the learning outcomes in the module;

identification of prerequisite modules;

the security classification of the content;

a list of the module’s assessment activities;

a summary of the learning / Training delivery methods used within the module;

a list of key Support Resources, such as significant items of Training Equipment;

any WHS requirements; and

any additional information relevant to defining the scope of the module.

The course curriculum shall describe the *learning outcomes* for each module, including:

a learning outcome identifier (eg, LO1.1) and descriptive name;

performance conditions (ie, the learning and assessment environment);

performance standards to be attained in order to achieve competency;

assessment criteria, addressing the required skills, knowledge, and attitudes / behaviours;

identification of the related formative and summative assessment modules;

any related UOCs from VET;

a content summary, describing the skills, knowledge, etc, to be covered;

security classification of the content;

the Training level, if applicable (as defined in the SADL Guide);

any pre-requisite learning outcomes;

the learning / Training delivery method;

a summary of the resources required, including human resources, Facilities and Training Equipment;

a list of related Technical Data (ie, that was not developed as Training Materials);

any additional information relevant to describing the learning outcome; and

if there are no subordinate learning outcomes, a description of the teaching points applicable to this learning outcome.

The course curriculum shall describe each *subordinate learning outcome* (ie, being subordinate to a learning outcome in clause 6.3.2.4), as applicable, including:

identification of the related (parent) learning outcome;

a subordinate learning outcome identifier and descriptive name;

equivalent details for each topic identified in subclauses b to e and k to n under clause 6.3.2.4; and

teaching points.

The course curriculum shall describe the course assessments, including:

for each formative assessment:

an identifier and name;

identification of the related learning outcome / subordinate learning outcome;

the assessment method;

a description of the assessment and the conditions under which the assessment is to be performed;

the assessment criteria; and

any additional information relevant to describing the assessment; and

for each *summative assessment*:

for the purposes of summative assessment, each requirement as listed in clause 6.3.2.6a; and

any related UOCs from VET.

The course curriculum shall include any *additional information* provided by the Commonwealth, including reference to related Defence policies and procedures.

* + 1. Section 3: Major Resource Requirements

Section 3 of the LMP shall identify the human and other Support Resources required to deliver the course. The list of *major resource requirements* in the LMP shall include:

human resources requirements, including:

instructors;

assessors; and

administration and support staff;

the physical Support Resource requirements, including:

the use of Mission Systems, if applicable;

proposed Training Facilities, summarising requirements such as the utilities, installed equipment and information systems required;

significant items of Training Equipment; and

related services (eg, student transport and access to information systems);

the support to be provided by Defence units with a major role in providing learning and assessment activities, including the use of existing Defence resources; and

any additional information provided by the Commonwealth in relation to the above.

Section 3 of the LMP should cross-reference section 4 instead of detailing the Training Equipment and Training Materials that are not considered to be major resources.

* + 1. Section 4: Learning and Assessment Materials

Section 4 of the LMP shall list the *learning and assessment materials* used for the management and implementation of the course, including:

materials developed for learning and assessment purposes including:

student materials (eg, précis, workbooks, exercise and tutorial materials);

presentation media, exercise and other Training-delivery materials;

instructor manuals, guides and manuals for the use of Training Equipment;

student assessment and grading materials;

software and electronic media for learning delivery and assessment;

competency specifications and graduation requirements;

requirements for individual Training records and reporting;

documents required for course evaluation and reporting; and

any other documents and Software required to enable delivery of Training courses, conduct assessments, and perform administrative functions; and

other Technical Data and Software that was developed for another purpose (eg, operating and maintenance manuals) but which is required for course.

Training Materials, developed for Training purposes, shall be attached to the LMP as soft copy data items.

For Technical Data and Software that were not developed for Training purposes but which are required for the delivery of Training, the LMP shall:

identify the reference number or document number, as applicable, including the version / build number for Software;

identify the document or Software module / library name, as applicable; and

include a cross-reference to the related entry in the SSTDL or SWLIST, as applicable.

* + 1. Section 5: Supporting Materials

Section 5 of the LMP shall list *supporting materials* for the course, identifying the name, version number and date, and including the related TRS, ATPs and ATProcs.