1. **Preparing and undertaking a photo shoot**
Practical exercise designed to develop skills in planning for a photo shoot around a predetermined theme. Practical learning includes understanding the client brief, preparing for a photo shoot, checking equipment, understanding framing for different situations and lighting, lighting, shooting images outdoors, tips for controlling images, and some ideas for photo shoots.

Competency: CUFIMA01A Produce and manipulate digital images
Discipline: Movie, Video, Radio and Television Services
Educational Level: Certificate II and III

2. **Movie Maker**
Practical exercise designed to develop skills in basic image and video editing and presentation using Windows Movie Maker, a freely available editing software that is part of the Windows Operating System. A local travel agency, Top Travel has asked us to produce a 30-second multimedia presentation for their web site promoting the various attractions on offer in this region. We need approximately 30 digital photos of the local area incorporated wi…

Competency: CUFIMA01A Produce and manipulate digital images
Discipline: Movie, Video, Radio and Television Services
Educational Level: Certificate II and III

3. **All about digital images**
The multimedia designerJacob introduces a number of key concepts about digital imaging, photography and digital video including file types for specific applications (bitmaps, jpegs, gifs, tifs etc), bit depth, resolution, compresssion,video & dvd, connectivity, video legal colours, image scanning, health and safety and asset managment while working with digital images, video and or multimedia.

Competency: CUFIMA01A Produce and manipulate digital images
Discipline: Movie, Video, Radio and Television Services
Educational Level: Certificate II and III

4. **Tourism Multimedia Project**
This activity describes a pratical multimedia project that involves image manipulation, sound editing and multimedia design and export. A local travel agency, Top Travel has asked us to produce a 30-second multimedia presentation for their web site promoting the various attractions on offer in this region. We need approximately 30 digital photos of the local area incorporated with a sound track into a multimedia sequence. This presentation will i…

Competency: CUFIMA01A Produce and manipulate digital images
Discipline: Movie, Video, Radio and Television Services
Educational Level: Certificate II and III

5. **Manipulating Images**
Image manipulation is an important part of digital photography. This sequence explains how to import images into Photoshop, explains manipulating the images, using effects, using text creatively, using the eraser tool, adding and renaming layers, resizing images, creating motion, changing transparency, using text and masking in multimedia. Ben, The multimedia designer explains the requirements for image manipulation, discusses and provides activi…

Competency: CUFIMA01A Produce and manipulate digital images
Discipline: Movie, Video, Radio and Television Services
Educational Level: Certificate II and III

6. **Removing Red Eye from Digital Images**

This activity describes how to remove "red eyes" in digital images caused by flash bounce. As you remove red eye from an image, you will learn to use a number of Photoshop tools and processes including eyedropper, filters, paintbrush, hues and blends.

Competency: CUFIMA01A Produce and manipulate digital images
Discipline: Movie, Video, Radio and Television Services
Educational Level: Certificate II and III

7. **Digital Cameras**
AEShareNet-S Toolbox Repository
Introduction to digital cameras including ISO, film speed, digital camera, charged couple device (CCD), lenses, SLR body, focal length, angle of view, wide-angle lens, telephoto lens, close-ups, aperture, exposure, f/number, shutter speed, focus, depth of field, lighting, indirect light, diffused light, direct light, three-point lighting, key light, fill light, back light, shadows, flash, backgrounds, composition, rule of thirds, framing, looking…

Competency: CUFIMA01A Produce and manipulate digital images
Discipline: Movie, Video, Radio and Television Services
Educational Level: Certificate II and III

8. **Participate in assessment validation**
AEShareNet-S Toolbox Repository
This is a unit from the Certificate IV in Training and Assessment. This unit specifies the competence required to participate in an assessment validation process. Validation is a process involving assessors working in collaboration to review, compare and evaluate their assessment process and their assessment outcomes. Validation forms part of an RTO's quality system and is undertaken to improve the quality of the assessment process. For this unit…

Competency: TAAASS404A Participate in assessment validation
Discipline: Education and Training
Educational Level: Certificate IV

9. **Facilitate e-learning**
AEShareNet-S Toolbox Repository
This is an elective unit from the Certificate IV and Diploma of Training and Assessment. In this unit you will learn about facilitating learning delivered via electronic media. This project requires you to complete tasks associated with the following four steps in facilitating e-learning: establish the e-learning environment, introduce e-learning, guide and facilitate e-learning, monitor and review e-learning.

Competency: TAADEL501A Facilitate e-learning
Discipline: Education and Training
Educational Level: Certificate IV and Diploma

10. **Research and design e-learning resources**
AEShareNet-S Toolbox Repository
This is an elective unit from the Certificate IV and Diploma of Training and Assessment. This unit focuses on the design of e-learning resources. The complexity of the design will vary depending on its focus, type and audience. The emphasis of this unit is on the clarity and structure of the learning resource and how the technology supports this, not on the technology itself. The skills covered in this unit include planning, researching and devel…

Competency:Discipline:Educational Level: 11. **Plan and organise assessment**
AEShareNet-S Toolbox Repository
This is a unit from the Certificate IV in Training and Assessment. This unit is about using Training Packages to meet particular client needs. You will learn about the structure and content of Training Packages as well as how to use them as a tool to support the training needs for industry, organisations and individual learners.

Competency: TAAASS401A Plan and organise assessment
Discipline: Education and Training
Educational Level: Certificate IV

12. **Develop and evaluate e-learning resources**
AEShareNet-S Toolbox Repository

This is an elective unit from the Certificate IV and Diploma of Training and Assessment. E-learning resources are designed to enhance and support flexible learning, and utilise technology effectively to offer engaging learning experiences for our VET clients. In this unit you will learn about the processes and practices involved with the development and evaluation of e-learning resources. The skills covered in this unit include working collaborat…

Competency: Discipline: Educational Level: 13. **Facilitate group-based learning**

This is a unit from the Certificate IV in Training and Assessment. Training and facilitating learning to a group involves a complex process of preparing, guiding, supporting and managing learners. It involves the use of delivery methods, knowledge, skills and behaviour that enhance learning in others. The focus of this unit is on guiding and managing the delivery/facilitation process in accordance with the learning program and delivery plan.

Competency: TAADEL402A Facilitate group-based learning
Discipline: Education and Training
Educational Level: Certificate IV

14. **Develop assessment tools**

This is a unit from the Certificate IV in Training and Assessment. This unit requires you to design and develop effective and relevant assessment tools, which are tailored to meet the needs of individual candidates. You will learn how to interpret the evidence requirements of the specified competency standards, analyse the assessment context, identify assessment methods which most effectively address those evidence requirements and design and dev…

Competency: TAAASS403A Develop assessment tools
Discipline: Education and Training
Educational Level: Certificate IV

15. **Use training packages to meet client needs**

This is a unit from the Certificate IV in Training and Assessment. This unit is about using Training Packages to meet particular client needs. You will learn about the structure and content of Training Packages as well as how to use them as a tool to support the training needs for industry, organisations and individual learners.

Competency: TAADES401A Use training packages to meet client needs
Discipline: Education and Training
Educational Level: Certificate IV

16. **Plan and organise group-based delivery**

This is a unit from the Certificate IV in Training and Assessment. This unit provides the skills and knowledge needed to customise and modify an existing learning program to reflect the needs of the specific learner group.

Competency: TAADEL401A Plan and organise group-based delivery
Discipline: Education and Training
Educational Level: Certificate IV

17. **Work effectively in vocational education and training**

This is a unit from the Certificate IV in Training and Assessment. This unit requires you to work effectively in the operating environment of the VET sector. To achieve competency you will need to provide evidence that you have acquired knowledge of the key policies and features of the national vocational education and training system. You will also need to show how you integrate this knowledge into all aspects of your work in a vocational educat…

Competency: TAAENV401A Work effectively in vocational education and training
Discipline: Education and Training
Educational Level: Certificate IV

18. **Facilitate work-based learning**

This is a unit from the Certificate IV in Training and Assessment. This unit is about using Training Packages to meet particular client needs. You will learn about the structure and content of Training Packages as well as how to use them as a tool to support the training needs for industry, organisations and individual learners.

Competency: TAADEL404A Facilitate work-based learning
Discipline: Education and Training
Educational Level: Certificate IV

19. **Ensure a safe work and healthy learning environment**
AEShareNet-S Toolbox Repository
This is a unit from the Certificate IV in Training and Assessment. This unit addresses the legislative and common law duty of care responsibilities of trainers and assessors and other relevant parties to address health and safety in the delivery of training and conduct of assessment. This unit defines the knowledge and skills to assess the learning environment for hazards and risks and to apply risk control strategies to ensure the safety, health…

Competency: TAAENV403A Ensure a safe work and healthy learning environment
Discipline: Education and Training
Educational Level: Certificate IV

20. **Design and develop learning programs**
AEShareNet-S Toolbox Repository
This is a unit from the Certificate IV in Training and Assessment. In this unit, you will learn about designing and developing learning programs that meet the needs of a variety of learner groups and satisfy appropriate benchmarks, such as endorsed competency standards or organisation performance standards. You will achieve this by completing a project that is based on a request from a fictional client.

Competency: TAADES402A Design and develop learning programs
Discipline: Education and Training
Educational Level: Certificate IV

21. **Facilitate individual learning**
AEShareNet-S Toolbox Repository
This is a unit from the Certificate IV in Training and Assessment. This unit provides the skills and knowledge needed to identify which learners and learning contexts may benefit from individual facilitation, and apply techniques that centre on the development of interpersonal relationships between the trainer/facilitator and learner.

Competency: TAADEL403A Facilitate individual learning
Discipline: Education and Training
Educational Level: Certificate IV

22. **Assess competence**
AEShareNet-S Toolbox Repository
This is a unit from the Certificate IV in Training and Assessment. In this unit you will learn about the process of assessing a candidate for competence. This process can be for either a learning and assessment pathway or for the purpose of skills recognition. The unit will help you interpret the evidence that has been collected and make a decision on competence according to specific competency standards, rules of evidence and principles of asses…

Competency: TAAASS402A Assess competence
Discipline: Education and Training
Educational Level: Certificate IV

23. **Foster and promote an inclusive learning culture**
AEShareNet-S Toolbox Repository
This is a unit from the Certificate IV in Training and Assessment. In this unit, you will address the responsibilities of all persons in a Training/Assessment Organisation to promote a positive and inclusive learning culture which actively acknowledges, respects and builds on individual differences, and integrates principles which underpin inclusiveness into all training and/or assessment practices.

Competency: TAAENV402A Foster and promote an inclusive learning culture

Discipline: Education and Training
Educational Level: Certificate IV

☐ 24. **Recording and Editing Digital Sound using Audacity**
AEShareNet-S Toolbox Repository
This activity describes how to record, edit and mix sounds, sound loops and sound tracks using open source sound editing software Audacity.

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Competency: CUSSOU12A Edit sound using digital systems
Discipline: Movie, Video, Radio and Television Services
Educational Level: Certificate II and III

☐ 25. **Creating and adding audio files to learning objects**
AEShareNet-S Toolbox Repository
This mini tutorial will show you how to create audio files and add them to a learning object from the Australian Flexible Learning Framework's Toolbox Learning Object Repository.

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Competency:
Discipline: Education and Training
Educational Level: Certificate IV

☐ 26. **Aboriginal education features of cultural differences in the classroom**
TAFE SA
This paper will discuss the various cultural aspects that influence the action of learning that teachers might need to consider when teaching Aboriginal and/or Torres Strait Islander students. The discussion to what is colloquially referred to as 'urban' Aborigines, though there are different distinct lifestyles such as urban and/or rural, amongst the many groups of Aborigines whose ranges of lifestyles are mixed, in that they vacillate between b…

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Competency: HLTHIR4A: Work effectively in a cross cultural context with Aboriginal and Torres Strait Islander people and o
Discipline: Community Care and Welfare
Educational Level: Certificate III

☐ 27. **Take notes from an oral source**
AEShareNet-FfE DET NSW (CLI)
Discusses the skills required to effectively take notes from an oral source. Including recognising the purpose of the talk, the sequences of facts and events etc. Used in the Aboriginal access to further study course.

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Competency:
Discipline: Education and Training
Educational Level: Certificate III

☐ 28. **Read and interpret information**
AEShareNet-FfE DET NSW (CLI)
In this topic students learn how to identify the purpose and audience of information; the main ideas in information; how to distinguishing fact from opinion; how to use context to identify meaning in information and to infer the meaning of words from context. Used in the Aboriginal access to further study course.

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Competency: Discipline: Educational Level: ☐ 29. **Search and access information**
AEShareNet-FfE DET NSW (CLI)
In this topic you'll learn to: take notes from written and spoken sources; search electronic information; understand and use the Dewey decimal system to find materials in library; evaluate references for relevance, currency, authority and reliability. Used in the Aboriginal access to further study course.

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Competency:
Discipline: Education and Training
Educational Level: Certificate III

☐ 30. **Develop study goals and systems**
AEShareNet-FfE DET NSW (CLI)

In this topic the student is introduced to the process of setting study goals, developing a course plan and timetabling. Used in the Aboriginal access to further study course.

Competency:
Discipline: Education and Training
Educational Level: Certificate III

31. **Access facilities relevant to study**
AEShareNet-FfE DET NSW (CLI)
In this topic the student is introduced to TAFE facilities and services. Used in the Aboriginal access to further study course.

Competency:
Discipline: Education and Training
Educational Level: Certificate III

32. **Find out more about the internet**
AEShareNet-S Toolbox Repository
This is a series of learning activities about using the Internet, searching the web and sending emails.

Competency: Discipline: Educational Level: 33. **Workplace Communications**
AEShareNet-S Toolbox Repository
This activity examines the different kinds of communication used in the health care setting. The user is provided with examples of the kinds of workplace communications found in a fictitious organisation. They investigate the organisation's policies and procedures on communication, features of email programmes and examples of workplace communications. A comprehension worksheet accompanies this information. Using this information, the user complet…

Competency: HLTHIR1A Work effectively in the health industry
Discipline: Medical, Dental and Health Services Industry
Educational Level: Certificates I and II

34. **Send information using effective communication**
AEShareNet-S Toolbox Repository
In this task you need to send information using effective communication. In the task you will need to re calculate prices on the quote form and send an email to the insurance companyinforming them of the changes.

Competency: AUR70314 Contribute to workplace communication
Discipline: Automotive Industry
Educational Level: Certificate III

35. **Conduct workplace communication**
TAFE SA
This interactive quiz contains 17 questions on communicating effectively with other workers in a general construction workplace environment.

Competency: BCGCM1004B: Conduct workplace communication
Discipline: Information, Communication, Computer Technology
Educational Level: Certificate III

36. **Understand and use basic computer terminology**
AEShareNet-FfE DET NSW (CLI)
Any area of study has its own special vocabulary. This topic looks at ways to develop your vocabulary for basic computing. This vocabulary includes: - words (eg 'modem') and phrases (eg 'hard drive') - abbreviations which are the short forms of words and expressions (eg 'email' is the short form of 'electronic mail' and CD-ROM stands for 'compact disc - read-only memory') - acronyms which are special abbreviations using the first letter of words …

Competency: Discipline: Educational Level: 37. **Work on your writing skills**
AEShareNet-S Toolbox Repository

This set of learning activities aims to help improve writing skills relating to filling in forms, writing short notes, spelling and taking phone messages. It also includes a spelling and word game.

Competency: 21250VIC General Education for Adults
Discipline: General Education, Literacy
Educational Level: Certificate 1

38. **Follow and clarify basic instructions**
AEShareNet-FfE DET NSW (CLI)
When using computers you often need to give and follow instructions. These can be simple commands like 'Restart your computer'. However, instructions can sometimes be longer. For example, when you install software you have to follow a series, or sequence, of steps. In this topic we will look at the language of instructions. This includes following simple instructions, like opening a Word document. You will also practise following longer instructi…

Competency: Discipline: Educational Level: 39. **Use basic computer technology to process enterprise and customer data**
AEShareNet-S Toolbox Repository
Topics covered include basic computer operations, occupational safety and health issues in the office environment, using a spreadsheet application and basic word processing.

Competency: ICTTC201A Use basic computer technology to process enterprise and customer data in a call centre environment
Discipline: Communication Services
Educational Level: Certificate II

40. **Improve your reading**
AEShareNet-S Toolbox Repository
This set of learning activities aims to help improve reading skills. It provides activities around taking phone messages, using automatic teller machines (ATMs), shopping, reading maps and timetables, choosing greeting cards, reading instructions and choosing a mobile phone plan. It also provides a spelling and word game.

Competency: 21250VIC General Education for Adults
Discipline: General Education, Literacy
Educational Level: Certificate 1

Plan and promote a Training Program
AEShareNet-FfE TAFE VC
This unit will provide you with the skills to plan and promote training

Competency: TAADES402A :Plan and Promote a Training Program
Discipline: Education and training
Educational Level: Certificate III

42. **Manage a small team**
AEShareNet-S Toolbox Repository
This resource provides important information to help you manage a small team of staff. Topics include: developing a staff plan, forming your team, writing a job description, designing an organisation structure, devloping a training plan, industrial relations, management styles and staff management.

Competency: BSBSBM407A Manage a small team
Discipline: Business, Labour and Professional Organisations
Educational Level: Certificate IV

43. **Plan and conduct group activities**
AEShareNet-S Toolbox Repository
This competency has the following elements of competency: 1. Address resourcing issues for group activities. 2 Co-ordinate a group planning process. 3. Manage group processes including responding to conflict. 4. Evaluate group activities.

Competency: CHCGROUP3A Plan and conduct group activities
Discipline: Community Care and Welfare
Educational Level: Certificate II, Certificate III, Certificate IV, Diploma

44. **Plan and conduct group activities (Community Services)**
TAFE SA
You will be able to address resorcin issues for group activities, co-ordinate a group planning process, manage group processes including responding to conflict and evaluate group activities.

Competency: CHCGROUP3C: Plan and conduct group activities
Discipline: Community Care and Welfare
Educational Level: Certificate IV

45. **Communicate in the retail workplace**
AEShareNet-FfE TAFE TAS
This unit of competency provides the learner with the knowledge and skills required to communicate effectively with both customers and colleagues in the retail workplace.

Competency: WRRCS1BCommunicate in the retail workplace
Discipline: Retail Industry
Educational Level: Certificate I-II

46. **Non-verbal communication**
AEShareNet-S Toolbox Repository
This resource provides information about the role that body language has in conveying meaning and messages as part of communications between people in the workplace.

Competency: AUR70314A Contribute to workplace communication
Discipline: Automotive Industry
Educational Level: Certificate III