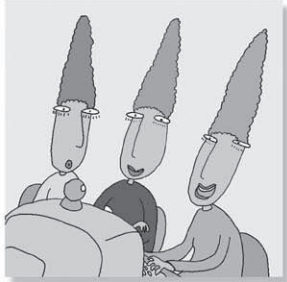
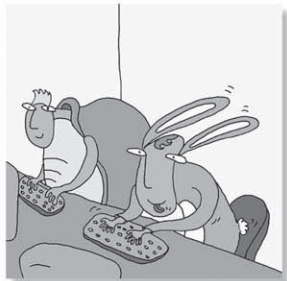


Blended Learning



4 GLOSSARY OF TERMS AND COURSES



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Glossary of terms and courses

Adobe Acrobat Reader

Is free software that lets you view and print Adobe Portable Document Format (PDF) files which is a generic file format that can incorporate text and pictures on multiple IT platforms. With Acrobat Reader, you can also fill in and submit Adobe PDF forms online.

Adult and Community Education (ACE)

This sector offers a range of programs, including both accredited vocational training, and hobby, enrichment and personal development programmes.

Australian National Training Authority (ANTA)

Is a Commonwealth Statutory Authority established in 1994 providing a national focus for vocational education and training (VET). ANTA's mission is to ensure that the skills of the Australian labour force are sufficient to support internationally competitive commerce and industry and to provide individuals with opportunities to optimise their potential.

ANTA Toolboxes

Are training materials available for distribution on CD and online. They comprise learning activities, resources and user guides to support program delivery for endorsed Training Package qualifications. ANTA Toolbox development is part of the Australian Flexible Learning Framework, an agreement between ANTA and the Australian States and Territories. The original toolboxes were an ANTA initiative to use online learning technologies to assist Australia's transition to an information economy. Since the commencement of the second series, toolbox development has been part of the Australian Flexible Learning Framework. The AFL Framework is a comprehensive range of strategies to achieve widespread uptake of flexible learning—particularly online learning—through national collaborative projects.

Asynchronous discussion

Communication between two or more chat users that is conducted online at any time but not in sync. Asynchronous is more like a discussion conducted over a period of time.

Broadband

Broadband is the facility to send large amounts of information via the computer system to meet the demands of the service required. The greater the speed and quantity, the larger the bandwidth required. The bandwidth relates to the amount of information you can send through an internet/computer/telephone connection, usually measured in bits-per-second. Colloquially, 'broadband' has come to be used as a generic term referring to a variety of technologies that provide fast access and are always 'on'.

CD

Compact disk.

Cgve

Is a Certificate II in General and Vocational Education (AQF) and is for people who want to improve their chances of entering the workforce by doing further study. The course has a flexible attendance pattern and a wide range of modules that develop work related skills and general education to a level equivalent to Year 10.

Chat

Can be defined as real-time 'synchronous' communication between two users via computers. Once a chat has been initiated, either user can enter text by typing on the keyboard and the entered text will appear on the other user's monitor.

CommunityZero™

Is an interactive website that allows a group of people to communicate and exchange information over the Internet from their own private and secure area. Within each area, participants are provided access to a suite of powerful tools that enable a group to effectively get organized, share knowledge and communicate. For more information, see www.communityzero.com. There are a number of other websites which allow registered users to set up discussion groups. Those mentioned in Exemplars include mc2.vicnet.net.au; groups.msn.com; groups.yahoo.com; and blackboard.com. The first three are generic free sites supporting any form of community or common-interest group. The latter is a site dedicated to education, and incorporates authoring tools, an assessment engine, and various collaborative tools, all for a fee.

Facilitating and Managing e-Learning (FAME)

Is a Graduate Certificate in online teaching. This online programme develops online teaching excellence through innovative, collaborative and creative learning activities.

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(Facilitating and Managing eLearning) is a Graduate Certificate in online teaching. This online programme develops online teaching excellence through innovative, collaborative and creative learning activities.

Forums

Are 'asynchronous' text-based forms of conversation located either at a URL or incorporated in an online learning platform such as Web CT, Top Class, Blackboard or Network 54. The participants go to the forum at any time and see the threaded conversation. They can reply to any messages there or begin a new thread in the discussion. Some forums are 'closed' and therefore require a user name and password to get in. Others are 'open' to the general public.

Framing the Future

A major, ANTA funded professional development initiative, which uses work-based learning to promote understanding and participation in the National Training Framework, specifically in the implementation of endorsed and available Training Packages. The name of this project has been changed to ReFraming the Future.

HTML

Stands for HyperText Markup Language that is the coding language used to create Hypertext documents for use on the World Wide Web. HTML looks a lot like old-fashioned typesetting code, where you surround a block of text with codes that indicate how it should appear.

Introduction to Teaching Online (ItTO)

The Introduction to Teaching Online (ItTO) is a professional development programme (managed by PDN) to expose teachers who are venturing into the world of online delivery to a range of online strategies, issues and networks.

Janison Toolbox

Is a product of Janison Solutions, an Australian web technology company. Janison Toolbox, or just 'toolbox' is a set of component based training tools which can provide all the functionality and power of WebCT or Top Class styled tools but in a true component form. This means that a web page designer can insert training components from the Toolbox library directly within a web page, just like a designer currently inserts an image into a web page. This allows the designer to create a fully functional training site and continue to maintain the look and feel of the existing website. Rather than be built with traditional web programming tools, the toolbox is built with a new generation web development system from Microsoft called Active Server Pages which is tightly integrated with Microsoft's Internet Information Server web server application.

Learningware Development

Is a programme of project funding for the development, technical quality assurance, library use, distribution and implementation of online learningware.

LearnScope

[<http://www.learnscope.anta.gov.au/>] is a national work-based learning initiative funded by the Australian National Training Authority (ANTA) as part of their Australian Flexible Learning Framework 2002–2004. The focus is to target people within the VET sector to develop their skills, knowledge and attitudes required to apply new learning technologies to flexible learning and delivery. Participation of middle managers, student support staff and those staff supporting teachers/trainers is encouraged. Funding is available through a competitive application process at the beginning of each year.

Lists

Are online communities of people who communicate with each other via email on certain set topics. Lists can often be password protected, but you'll get an idea of how lists work from genealogy sites like lists.rootsweb.com or boards.ancestry.com. See also Exemplar 14.

Master of Online Education

From University of Southern Queensland includes units in flexible delivery, instructional design, development of text-based materials, multimedia, and teaching online. For details of entry requirements and units offered, see www.usqonline.com.au

NEWL.inc

(NET*Working Women's Learning) grew out of the New England Linking in New Communities project funded by the Department of Women during 2001 under the Women's Grants Program. In 2001, the project ran workshops and videoconference seminars which attracted more than 180 participants.

NET*Working

The Australian Flexible Learning Framework 2002-2004 funds an annual conference (alternately online and face-to-face) with NET*Working 2002 being the National Online Conference conducted from 19–30 August, 2002 attracting over 2600 participants from around the globe. It focused on a range of topics relating to e-learning. NET*Working 2003 will be held in Sydney from 3–5 November, 2003.

Node Learning Technologies Network

A not-for-profit organisation promoting effective uses of Internet-based technologies in education and training. The site presents a number of publications, workshops, research and consulting services, online resources and electronic forums, developed to support informed decision-making by individuals and organisations in the education sectors and in industry. See thenode.org.

Open Training and Education Network-Distance Education (OTEN-DE)

Is the specialist distance and open learning organisation of TAFE NSW. OTEN-DE offers flexible and distance learning for people who live either in Australia or overseas. It provides the opportunity for study to occur at various paces and places e.g., home, office or library. They provide well-designed, quality learning materials and resources that include multimedia, online and print formats.

OTEN-DE Online

OTEN-DE now uses the Internet to offer some subjects and sections of courses, to enrich course delivery, and to provide better contact between staff and students. You will be able to explore these pages but be aware that you won't be able to gain full access to all sections unless you are enrolled in the course and have a password. Recent courses and training materials include; IT Virtual Campus, Transport of Dangerous Goods, Assessor Training and Murder Under the Microscope.

PDN

See Professional Development Network.

Post-Graduate Certificate in Technology-Based Distributed Learning

This program of five courses has been developed jointly by The University of British Columbia (UBC) and the Monterrey Institute of Technology (ITESM), Mexico. Delivered in Canada and internationally over the Internet, it is designed for graduate students and professionals concerned with the application of new technologies to teaching and learning in higher education. The program explores the relationships between the use of different technologies and approaches to teaching/learning to better use technology to enhance learning.

Professional Development Network (PDN)

Is part of TAFE Educational Services and provides support services to Institutes and Divisions in their provision of innovative professional development approaches and strategies into key initiatives. Main areas of support include research and development, professional development information service, project management, consultancy and facilitation.

ReFraming the Future

[<http://reframingthefuture.net>] is a major initiative of the Australian National Training Authority. Its aim is to provide a strategic planning approach for change management and staff development activities that will assist in building the capacity of the Australian VET sector to facilitate the achievement of an integrated, national Vocational Education Training (VET) system. Replaced 'Framing the Future'.

Rural Link

Is a project of the State Library of NSW to establish innovative, sustainable, high speed Internet and online access for public or not-for-profit community institutions in at least 90 relatively small towns across rural and remote NSW. See www.nswnet.net/rural_link_overview

Synchronous discussion

Communication between two or more chat users that is conducted online at the same time. Synchronous is more like a face-to-face chat because you receive instant replies.

TAFE

Technical and Further Education

TAFE Virtual Campus (Victoria)

In 1998, the Office of Training and Further Education (OTFE), currently known as the Office of Training and Tertiary Education (OTTE), Victoria established 10 learning Networks to trial options for training through flexible delivery arrangements including Virtual Campuses and online technologies.

Teaching and Learning Online (run by TAFE NSW—Riverina Institute)

This program has a nominal duration of 80 hours and will provide participants with the skills to integrate online approaches in their delivery. The course is divided into three stages, Introductory, Advanced and Optional. The stages are linked together by a work-based project.

Spam

Refers to the internet equivalent of junk mail (unsolicited email sent to millions of users) and other forms of inappropriate mass advertising.

USQ Online—the University of Southern Queensland

The University of Southern Queensland offers a range of courses which can be taken online. Technology related areas include Information Technology and Multimedia. Other areas include Education and Business.

VETAB

Is the New South Wales Vocational Education and Training Accreditation Board and is a government authority under the Vocational Education and Training Accreditation Act (1990). The Recognition Services Branch of the Department of Education and Training (DET) supports VETAB. VETAB is responsible for accrediting vocational education and training (VET) courses in NSW and for registering training organisations that provide these courses.

Virtual Learning Community

[<http://www.learnscope.anta.gov.au/>] This site provides a range of professional development options including resources, elearning activities and a space for community interaction. The primary objective is to encourage the continued development and integration of communities across the VET sector for the purpose of professional development for flexible learning.

WinZip

Is a 'Zip' file that makes it easy for Windows users to work with archives. Zip files are 'archives' used for distributing and storing files. These files save time and space, and make downloading software and transforming e-mail attachments faster.