

Virtual Instruction and Design



Information Booklet

VID

VIRTUAL INSTRUCTION AND DESIGN OVERVIEW



Whether your business is large or small, needs a total training solution, or just a little assistance or training advice, Virtual Instruction and Design will provide a range of training development and design services. Virtual Instruction and Design will produce flexible, dynamic, and performance based training solutions that meet your business training needs.

TRAINING SOLUTIONS:

- Training Needs Analysis
- Curriculum Development
- Courseware Design
- Training Aid Production
- Training Delivery



ABOUT US

Virtual Instruction and Design is a small privately owned and operated business established in 2002 with expertise in technical training development particularly for the Aerospace and Aviation Industry as well as know-how across a wide range of technical industries. Virtual Instruction and Design specialises in the following market segments;

- Training Needs Analysis including;
 - Occupational and Job Gap Analysis,
 - Training Risk Analysis,
 - Learning Needs Analysis,
 - Syllabus Development,
 - Training Methodology Selection,
 - Courseware Design, and Production;
- Tailor made training courseware;
- Technology based training solutions including:
 - E-learning and computer based training systems,
 - Computer Managed Interfaces,
 - Learning Management Systems and networks;
- Training Consultancy:
 - Training Assessment and Evaluation,
 - Training Systems Auditing and Management Systems;
- Training Course Delivery including:
 - Advanced Aircrew Instructional Techniques Course,
 - Training Management Course, and
 - Operations Leadership and Management Course;
- Commonwealth and Commercial Tender Services;
- Specialised Defence Oriented Aviation Services.

CORE SERVICES

Virtual Instruction and Design uses instructional-system-design-principles aligning training outcomes with your organisational strategies and corporate culture. Virtual Instruction and Design ensures fundamental learning values are focused on performance outcomes which are measurable and instructionally sound.

TRAINING CONSULTING



Much is said about the benefits of Computer Based Training (CBT) and Web based training solutions, but is CBT right for your business or are there more cost effective solutions?

Virtual Instruction and Design provides end-to-end training management solutions for a small business through to corporate training departments using our own CBT designers or seeking the right agency to provide the most cost effective training solution.

Virtual Instruction and Design provides a range of training consulting and support services including supplemental resources to other training organisations for large projects or short term requirements.

TRAINING NEEDS ANALYSIS

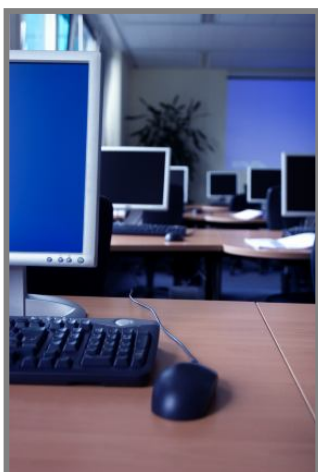


Are you spending on training and not getting the results?

Free up valuable company resources and have Virtual Instruction and Design do all the “back-end” training analysis and produce all the supporting documentation. Virtual Instruction and Design conducts in-depth Training Needs Analysis that gets results as well as other functions such as;

- Occupational and Job Gap Performance Analysis;
- Training Risk Analysis;
- Learning Needs Analysis;
- Syllabus Development;
- Training Methodology Selection and Courseware Production;
- Training Delivery, Assessment, and Evaluation; and
- Training Systems Management and Auditing.

TRAINING DEVELOPMENT



Does your business need to update old courseware or develop new training courses?

Virtual Instruction and Design can produce courseware in your organisation's existing instructional format as well as producing a wide range of technology based material in a variety of instructional media. Virtual Instruction and Design can also provide the following:

- Dynamic, interactive and vibrant presentations,
- Instructor Guides,
- Assessments, and
- Posters, Simulations and Part Task Trainers.

Virtual Instruction and Design uses a systems approach to training development that is aligned with the Australian Quality Training Framework Standards 2007. Instructionally sound, competency based training development that is aligned to the strategic goals of the organisation are the key drivers to Virtual Instruction and Design's successful training development.

TECHNOLOGY BASED LEARNING



Does your organisation understand the benefits of e-learning and technology based instructional systems but need a starting point or perhaps a more cost effective CBT solution?

Virtual Instruction and Design has developed, designed, and delivered integrated e-learning packages that compliment existing conventional training programs. These packages enhance learning through enriched and highly interactive courseware.

These CBT packages include competency based interactions, progress tracking and adaptive pathway learning strategies that exceed the boundaries of standard web based architecture.

Virtual Instruction and Design also develops Computer Aided Learning (CAL) courseware that combines the benefits of both CBT and facilitated lesson activities. Using the "best of both worlds" Virtual Instruction and Design's CAL presentation techniques promotes a highly interactive and stimulating learning experience for students and instructors alike. CAL fosters pro-active learning to deliver a real and measurable return on your training investment.

Virtual Instruction and Design can even convert OEM computer based programs to instructor led formats.

TRAINING DELIVERY



Need to try something different? Why not focus training on your organisation's instructors and grow your training investment?

Effective training starts with those delivering the training. Virtual Instruction and Design delivers highly specialised classroom training packages focused on advanced training and instructional techniques for the aviation industry and leadership and management coaching for business operations departments.

Practicing what we preach, these courses are active, vibrant and engaging learning experiences. Virtual Instruction and Design's unique integration of e-learning and facilitated interactive presentations have students championing for more. Virtual Instruction and Design's training delivery motivates students towards the education process by promoting a positive culture and attitude.

WHY CHOOSE VIRTUAL INSTRUCTION AND DESIGN?

EXPERIENCED SERVICE PROVIDER



Virtual Instruction and Design possesses a unique combination of skill sets ideally suited to technical training and the Aviation Industry but with application across a wide range of other enterprises and industries. Virtual Instruction and Design will work closely with your organisation's key personnel ensuring a high level of consultation and overall satisfaction on service and training deliverables.

ON TIME PERFORMANCE



Virtual Instruction and Design has an impeccable record of on time delivery for courseware including supporting documentation. Through the business's extensive network of supporting agencies, the timely delivery of agreed services is achieved. Virtual Instruction and Design uses dynamic project management techniques to ensure sufficient resources are available for technical projects both large and small.

RELIABILITY



Virtual instruction and Design has proven reliability with a reputation to deliver the required services. Our courseware regularly achieves a student satisfaction rating in excess of 98%.

The business employs a Quality and Risk Management process in line with Australian Standards and Worlds Best Practice. Virtual Instruction and Design utilises a "Support-in-Depth" philosophy through the employment of reserve instructors, a network of outsourced graphic designers and software programmers as well as an in house capability delivering a low risk, high quality end product and service.

FLEXIBILITY



Through the use of innovation and technology based systems, Virtual Instruction and Design is able to rapidly adapt to the changing needs of customers.

Virtual Instruction and Design courseware development models are designed to allow for continuous improvement which makes the end products and services inherently dynamic and flexible, able to adapt as new research becomes available or the dynamics of the training requirement evolves.

RESPONSIVE



Virtual Instruction and Design uses secure database systems for collating and backing up all courseware documents including: needs analysis, training justifications, assessment specifications and competency objective determinations. All documents including source codes to any e-learning solutions are provided to the customer. The systems approach to training development combined with database reference material ensures that Virtual Instruction and Design can respond rapidly to changes with continuing reference to preceding development work.

OUR TRAINING AIM



The Aim of any training is to provide staff with the knowledge, skills, and attitudes necessary for them to do their job effectively. Virtual Instruction and Design provides instructionally sound, performance-based, quality training that is aligned with the corporate vision, business strategy, and division goals of your organisation. VID will develop a training package that meets the direct needs of any organisation through instructional-system-design-principles including;

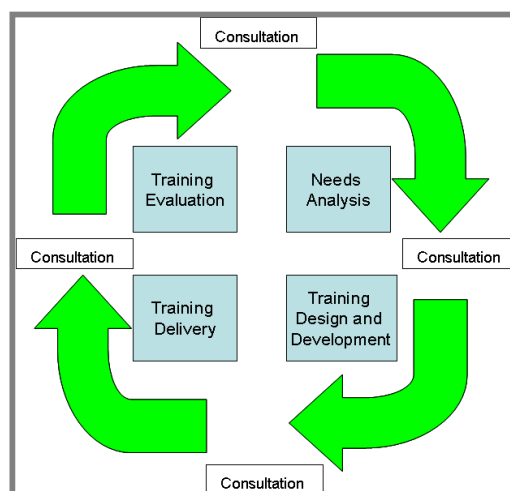
- Fostering a culture, attitude, and positive motivation surrounding the training course;
- Ensuring skill and knowledge acquisition is active, vibrant and a self-fulfilling process with proactive learning opportunities; and
- Attaching curricula design to the eventual training delivery measurements to ensure the return on investment of learning.

Virtual Instruction and Design will produce and deliver your organisation a streamlined, flexible, competency-based, and culturally focused learning package.

OUR TRAINING METHODOLOGY- A SYSTEMS APPROACH

One of the essential requirements of an effective and efficient training system is a model on which training, management decisions, training design and development can be based. The model developed to meet the training needs of most organisations uses a systems methodology and is cyclical in nature. A simplified version of this model is broken into four distinct phases:

- A Needs and Occupational Analysis
- Design and Development
- Implementation
- Evaluation



CONSULTATION

Virtual Instruction and Design provides consultation during each stage of this process to ensure the client is satisfied with the progress and direction of content being developed. The previous diagram illustrates the simplified form of the VID model and highlights consultation checks at each phase in the cycle.

POLICY AND PRINCIPLES



Virtual Instruction and Design forms a philosophical partnership with the client to provide a critically targeted training solution that achieves goals better, faster, and cheaper through a system of proven course policy guidelines and training development principles. These include but are not limited to the following key training development policy and principles.

- VID uses the following training development policy:
 - a systems approach to training,
 - the need to align all training with company strategy,
 - the need for continual improvement,
 - the requirement for quality, and
 - the need to promote individual responsibility for training.
- VID employs the following principles for training development:
 - Training is to be task orientated,
 - Training must be matched to business goals,

- Training objectives are to be derived from job requirements and are aligned to company outcomes,
- Tasks not frequently performed but required in an emergency should to be included in training,
- Training should, wherever possible, be given immediately before the skills learned are required for job performance (The Just-In-Time training principle),
- The quantity of training is not to exceed that which is necessary to effectively achieve the desired outcome (Cost effective),
- Training is to be based on Industry Standards,
- Training is to be subjected to constant review and evaluation,
- Training should be sought from those agencies which can most efficiently and efficiently deliver the quality of training required.

TRAINING COURSEWARE

Virtual Instruction and Design can produce, update, and supply all your training courseware. This includes presentation materials, CBT and program source code (where licensed), "back-end" analysis, and training support documentation.

FEATURES

Virtual Instruction and Design's e-learn courseware can incorporate a range of features including:

- Secure log-in and narration options,
- Search and glossary functions,
- Imbedded video or Flash® movies, and
- A full range of user interactions such as multiple choice, hot spot, hot objects, moving and matching, and equipment simulation.

DOCUMENTATION

VID Education Course COURSE DATA SHEET		
Training Location	E- Learning	
Course Title	VID Education	
Course Aim	The aim of this course is to provide the pre-requisite training on VID services.	
Course Description	This course provides the background knowledge on VID services. The course details the benefits of e-learning solutions and integrated CBT training solutions.	
Course Duration	10 minutes	
Course Conduct Cycle	12 months	
Administration		
1. Training Authority	VID	
2. External Agency Endorsement of Nominated Trainees Required	Yes/No	
3. External Agency Endorsement Required post assessment	Yes/No	
4. Course Size	Maximum: 12	Minimum: 1 Optimum: 4
5. Course Type	E-learning CBT	
6. RPL/RCC Available	N/A	
Trainee Entry Level Requirements		
Refresher /Continuation Training Course Only		
7. Education Level	N/A	
8. Prerequisite Courses	A need to become a Learning organisation	
9. Required Experience	N/A.	
10. Required Qualification	N/A	
11. Security Classification	Nil	
12. Other requirements	Nil.	

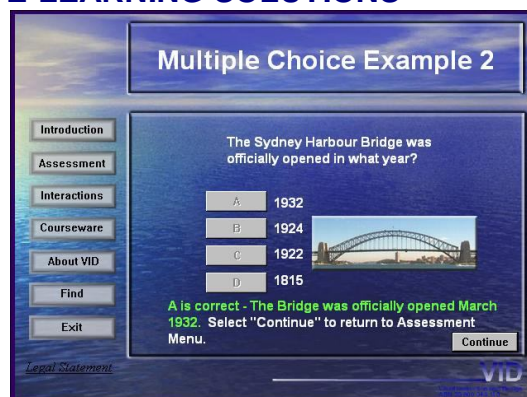
Virtual Instruction and Design provides all the supporting documentation from objective analysis functions and Instructor guides, through to course evaluation forms and user feedback reports. Virtual Instruction and Design understands the need to regularly update training documentation and maintains a linked database to easily amend your training suite of documentation efficiently and cost effectively.

PRESENTATIONS



Virtual Instruction and Design has developed, designed, and delivered integrated presentations that compliment existing training media such as "PowerPoint". These presentations enhance learning through vibrant and enriched interactivity.

E-LEARNING SOLUTIONS



Virtual Instruction and Design can build your organisation a cost effective Computer or Web based training package incorporating a variety of engaging interactions and intuitive navigation pathways. Visit www.vid.net.au to download examples of web based interactions and advanced features.

ASSESSMENT FEATURES

Computer based training assessments can also include the following features:

- Random question sequencing.
- Time limits for individual questions or complete exams.
- Try limits.
- Intuitive responses – correcting the student's incorrect answers.
- Exam scoring and pass mark reporting.
- Post exam reporting for assessment validation.

SUMMARY

Virtual Instruction and Design will provide your total training solutions, from converting paper exams to CBT to an in-depth training development project, VID will produce the training package that meets your organisation's needs.

FIND OUT MORE



Do you need find out more on how Virtual Instruction and Design can provide your organisation with the right training solutions?

Check out the web site @ www.vid.net.au

Chief Consultant
Garrick Richards
e-mail: garrick@vid.net.au

Ph 0402 424 012

Address
VID
13 Prowse Close
VINCENTIA NSW Australia 2540