

Passing Lane

Vocational Education and Training Materials

Written Resources

Product Information Sheet



PASSING

LANE

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MATERIALS PUBLISHED IN AUSTRALIA

INTRODUCTION

Passing Lane Pty Ltd is pleased to introduce your school/institution to our vocational education and training written resources.

This document outlines the licensing terms and conditions of the use of the resources.

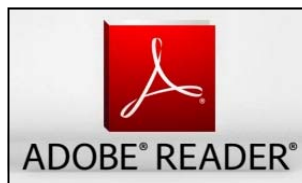
It also provides samples of what each resource component is and what the features and benefits of the resources are.

Should you have any further questions or require any additional information do not hesitate to contact Passing Lane.

HOW TO USE THE MATERIALS

It is recommended that the materials when purchased are immediately loaded on to a network and/or a teacher's notebook computer.

The Student Manuals, Student Workbooks and the Teacher Manuals are Portable Document Files (PDF) and are opened using Adobe Reader.



The latest Acrobat Reader software is available for free at <http://get.adobe.com/reader/>

The presentation modules are 'PowerPoint*' presentation files.



The PowerPoint viewer software is embedded into each PowerPoint presentation .

*PowerPoint and the PowerPoint icon are trademarks of Microsoft Corporation.

Both the PDFs and the PowerPoint presentations can be used on both PC and MAC platforms.

Generally, the resources are easily exported to most learning platforms.

CONTENTS OF THE RESOURCE PACKAGE

As earlier mentioned, the resource package has vocational education and training resources in the form of Student Manuals, Student Workbooks and Teacher Manual.

We will go through each in more detail.

STUDENT MANUAL

The 'Student Manual' could be liken to a E-Book.

The manuals contain detailed information, supported with graphics, charts, tables, photos and drawings.

Each manual has a self assessment section at the end for the student to briefly confirm their understanding of the content and topics.

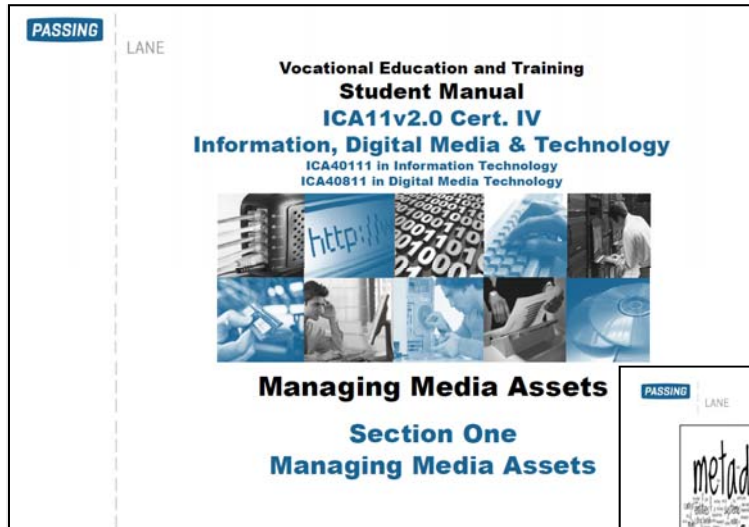
Each manual is supported by a PowerPoint presentation.

The manuals can be used as Self Paced resource materials.

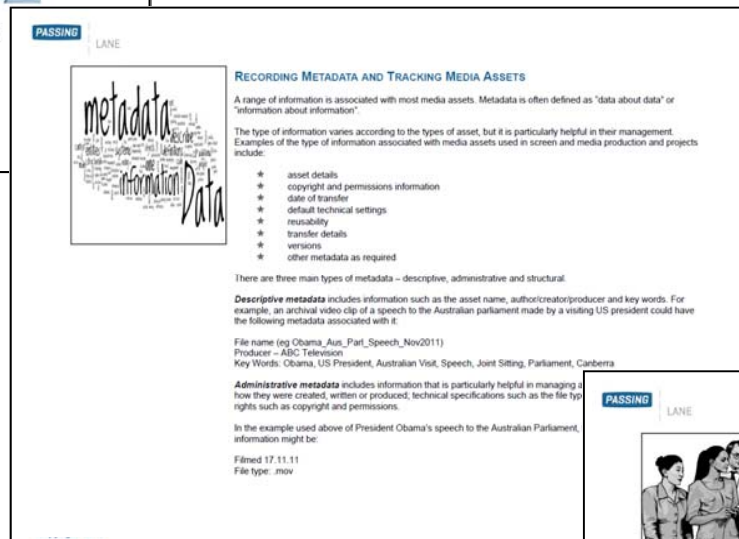
The manuals, as PDF files, are in a landscape format that makes them ideal to view on a computer screen.

The manuals can be printed as well as being presented and accessed in an electronic form as the licence allows.





These are examples of the layout and format of the 'Student Manuals'.



All 'Student Manuals' are in a landscape format for easier computer monitor viewing.



For more information or other sample pages please contact Passing Lane directly.

STUDENT WORKBOOK

Each 'Student Workbook' has a significant amount of activities, research projects and other tasks to test the student's understanding of the subject matter presented and contained in the manuals.

The Student Workbook is a PDF file and can be printed out for distribution or provided in an electronic form as the licence allows.

Some of the activities require the student to answer questions.

All Student Workbooks are 'form' enabled that allows the activity fields in the workbook to be filled out on the screen as an online form.

These fields can be filled in with the keyboard and the workbook saved and emailed back to the teacher or trainer for marking.

The image displays two pages from a 'Student Workbook'. The left page is the title page, featuring the text: 'Vocational Education and Training Student Workbook ICA11v2.0 Cert. IV Information, Digital Media & Technology ICA40111 in Information Technology ICA40811 in Digital Media Technology Managing Media Ass Sections 1—6'. The right page is titled 'ACTIVITY NINE' and contains three large, empty blue rectangular boxes for student input. An arrow points to the top box. The page number '58' is visible in the bottom right corner.

STUDENT WORKBOOK—CONTINUED

There are activities that are research projects, interviews and tasks.

The student workbook is not limited simply questions and answers and all activities are designed to both to test the student's understanding of the information outlined in the student manuals as well as simulate a working environment.



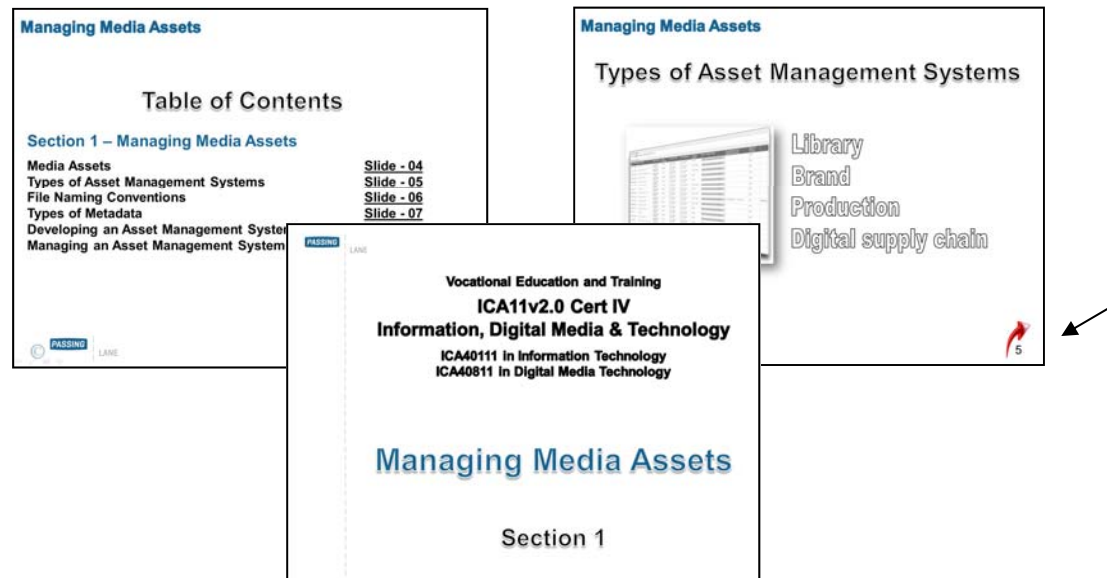
PRESENTATIONS

The presentations are animated Microsoft PowerPoint slide presentations.

They are designed to be 'prompts', meaning that they are abridged points that the teacher can develop upon during the presentation.

Each section has a 'Table of Contents', and the page numbers on this slide are 'hyperlinked' to the relative page should the teacher wish to navigate from slide to slide in a different order.

On each slide in the bottom right-hand corner is a 'arrow'.



This is to indicate that the next slide is about to be loaded and can be viewed.

The presentations are supported by Student Manuals.

PRESENTATIONS—CONTINUED

Each resource package has a PowerPoint viewer software embedded so any computer can play the presentations without the need for any special software.

Presentations can be made by using a projector and screen setup, large screen monitors or on an internal or external network of classroom computers.

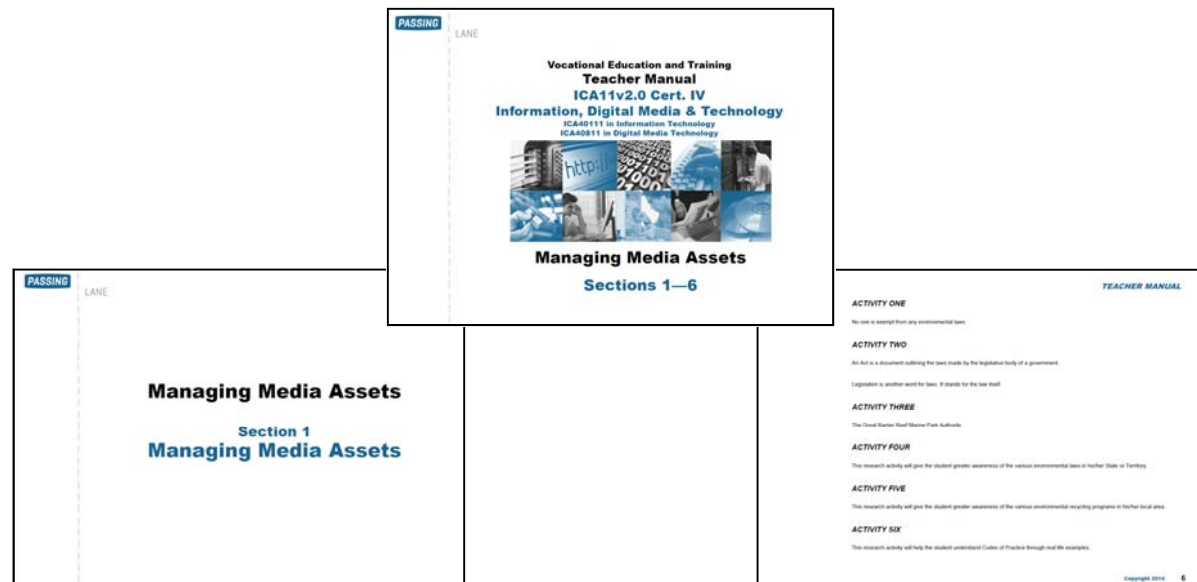


TEACHER MANUAL

The 'Teacher Manual' contains all the answers and guidance notes that support and relate to the 'Student Workbook'.

This document is also a PDF file.

As with the 'Student Workbook' the 'Teacher Manual' is cross referenced to various sections of the 'Student Manuals'.



UNIT MAPPING OVERVIEW

Passing Lane provides 'Unit of Competency Mapping' documents to assist teachers and/or trainers to develop their learning plans.

Each 'Unit of Competency Mapping' document details both the 'Elements' of each unit as well as the 'Performance Criteria' and outlines where in the Student Manuals the 'Elements' of each unit as well as the 'Performance Criteria' are being addressed.

These 'Unit of Competency Mapping' documents are in an spreadsheet format so additional resources can be added to the document by teacher or trainer.

PASSING LANE Copyright 2018 All Rights Reserved These materials are provided in a confidential training operation under a non-disclosure agreement. A use of this information may be made only for the purpose of the training and no other use is permitted without the written consent of the provider. The use of these materials for other purposes is strictly prohibited. Unit Mapping Guide This Unit Mapping Guide provides the teacher or trainer information as to where in the Passing Lane <u>Student Manual</u>, each <u>Unit Element</u>, and the corresponding <u>Performance Criteria</u> is being addressed. This guide allows the teacher or trainer to add other resources to this guide should there be the need to do so. ICA11v2.0 Information, Digital Media & Technology (Core units and selected elective units) Unit 4, ICA11v2.0 Information, Technology, (ICAT001) is Digital Media Technology CUFPOS402A - Manage media assets				
ELEMENT	PERFORMANCE CRITERIA	PASSING LANE STUDENT MANUAL	SECTION and PAGE NUMBERS	OTHER RESOURCES
1. Establish systematic procedures for managing content and output	1. Confirm media asset management requirements with relevant personnel	ICA11 Cert 4 - Student Manual Managing Media Assets	Section 1, Pages 4 - 6	
	2. Set up file naming system for projects based on standard conventions and protocols	ICA11 Cert 4 - Student Manual Managing Media Assets	Section 1, Page 7	
	3. Source and review storage requirements and backup systems appropriate for the task	ICA11 Cert 4 - Student Manual Managing Media Assets	Section 1, Pages 8 - 9	
	4. Set up processes to record information required for tracking, formal documents and media assets	ICA11 Cert 4 - Student Manual Managing Media Assets	Section 1, Pages 8 - 9	
	5. Establish workflows for recording progress and location of media assets	ICA11 Cert 4 - Student Manual Managing Media Assets	Section 1, Page 7	
	6. Develop strategy for tracking and recording media assets	ICA11 Cert 4 - Student Manual Managing Media Assets	Section 1, Page 7	
	7. Brief team members on the media asset management system, including the process for alerting relevant personnel to problems experienced in the system or implemented	ICA11 Cert 4 - Student Manual Managing Media Assets	Section 1, Page 10	
2. Store and manage information about documents and media assets	8. Document version of media assets according to established procedures	ICA11 Cert 4 - Student Manual Managing Media Assets	Section 1, Pages 6 - 10	
	9. Document progress and details of a range of outputs	ICA11 Cert 4 - Student Manual Managing Media Assets	Section 1, Pages 6 - 10	
	10. Maintain records of technical information on work in progress	ICA11 Cert 4 - Student Manual Managing Media Assets	Section 1, Pages 6 - 10	
	11. Maintain copyright and permissions information	ICA11 Cert 4 - Student Manual Managing Media Assets	Section 1, Pages 6 - 10	
	12. Track media assets and record information according to established system	ICA11 Cert 4 - Student Manual Managing Media Assets	Section 1, Pages 6 - 10	
	13. Maintain version control and identify status of various products, prototypes and other relevant media assets	ICA11 Cert 4 - Student Manual Managing Media Assets	Section 1, Pages 6 - 10	
	14. Respond to and resolve problems experienced in the system or implemented	ICA11 Cert 4 - Student Manual Managing Media Assets	Section 1, Pages 6 - 10	
3. Plan for project completion and storage	15. Confirm schedule for final sign-off with relevant personnel	ICA11 Cert 4 - Student Manual Managing Media Assets	Section 1, Page 10	
	16. Determine requirements for archiving	ICA11 Cert 4 - Student Manual Managing Media Assets	Section 1, Page 10	
	17. Confirm procedures for finalisation of projects	ICA11 Cert 4 - Student Manual Managing Media Assets	Section 1, Page 10	
4. Finalise project	18. File and index formal documents according to agreed project or enterprise procedures	ICA11 Cert 4 - Student Manual Managing Media Assets	Section 1, Pages 6 - 10	
	19. File and index scripts according to agreed project or enterprise procedures	ICA11 Cert 4 - Student Manual Managing Media Assets	Section 1, Pages 6 - 10	
	20. Archive media assets in established system repository system according to industry practice	ICA11 Cert 4 - Student Manual Managing Media Assets	Section 1, Pages 6 - 10	
	21. Ensure appropriate access by relevant personnel to formal documents and media assets developed by projects	ICA11 Cert 4 - Student Manual Managing Media Assets	Section 1, Pages 6 - 10	
	22. Review the effectiveness of the media asset management system and note areas for future improvement	ICA11 Cert 4 - Student Manual Managing Media Assets	Section 1, Pages 6 - 10	

Guidance Notes

The Passing Lane written training resources are developed as a fully comprehensive and extensive review of the subject matter relating to specific 'Units of Competence' as well as those units that may be clustered in some 'Student Manual'.

This 'Mapping Guide' directs teachers/trainers to a specific 'Student Manual', a specific section of the Student Manual and specific page within that section where the Unit of Competence 'Element' and 'Performance Criteria' are addressed.

However the teacher/trainer should be aware that previous pages and following pages of those specified in this Unit Mapping Guide may expand on the subject matter and that may be useful to include these pages in your 'Training Plan'.

LICENCE OVERVIEW

The Passing Lane licence agreement frees the school, TAFE, and other training organisations the burden of copyright restrictions.

Under the Passing Lane licence agreement the resource package may be 'loaded' on to secure school/institution networks, secure web servers, learning platforms and/or teacher notebook computers and with **'no restrictions as to the number of students'** accessing and using the materials.

Also, there is 'no restriction' to the licenced school/institution as to how many 'printed copies' can be made of the materials.

There is also 'no restriction' as to how many times the 'Presentations' may be used during the licence period.

DVD/CD copies of the resources may not be done under any circumstances.

During the licence period the school, TAFE, and other training organisations have access to the downloads at anytime.

If the school, TAFE, and other training organisations purchased a DVD version of the resource package then, there is no charge for replacement of lost or damaged DVDs that have a current license.

The resource packages are provided on a site licence basis and are not transferable without written consent by Passing Lane.

All licences are renewable for a fee or automatically renewed for a full licence period when an available upgrade is purchased.

Keeping a current Passing Lane licence ensures the school, TAFE, and other training organisations are not exposed to costly reproduction fees associated with 'statutory licences'.



LICENCE OVERVIEW—CONTINUED

Passing Lane will send out a notice to the school/institution informing them of the pending expiry of the licence and the cost of renewing the licence.

Should the school/institution not renew the licence, the resource package and all the materials within must not be used and all materials removed from websites, networks and learning platforms.

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Should your school or institution have any further questions or require any additional information about the licensing arrangements do not hesitate to contact Passing Lane.