

**SKILLS FRAMEWORK FOR TRAINING AND ADULT EDUCATION
SKILLS MAP - COURSEWARE DEVELOPER**

Sector	Training and Adult Education			
Track	Adult Education			
Occupation	Adult Educator			
Job Role	Courseware Developer			
Job Role Description	<p>The Courseware Developer conducts research and develops learning materials. He/She develops courseware materials based on curriculum objectives and assessment of learning needs. He also develops the learner user experience journey analysing the appropriate learning delivery modes as well as identifying opportunities to integrate learning technology and systems. He designs assessment processes, manages accreditation and certification processes and identifies opportunities to enhance curriculum effectiveness.</p> <p>He is creative, analytical and aims to drive innovation. He is detail-oriented and has excellent critical thinking and research skills. He is resourceful and collaborates effectively with stakeholders across the organisation.</p> <p>He typically works in an office environment and regularly interacts with digital systems.</p>			
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions	Assess learning needs	Key Tasks	Performance Expectations (for legislated/regulated occupations)
			Engage stakeholders to understand desired learning outcomes and business objectives	
			Analyse client's learning philosophy and processes	
			Collect data to facilitate learner profile and learning needs analyses	
			Assess client's business operating environment and industry context	
	Compile learner profile and learning needs analysis report			
	Drive innovation and research	Analyse emerging research trends and methodologies		
		Conduct literature reviews to facilitate analysis of research hypotheses		
		Deploy qualitative and quantitative research methods to analyse defined research hypotheses		
		Develop research finding reports to respond to defined research hypotheses		
		Identify innovation and research application opportunities		
	Design curriculum and courseware materials	Develop courseware development plans in alignment with curriculum design specifications		
		Develop user experience journeys for learners to facilitate achievement of learning experience objectives		
		Identify potential learning delivery modes to facilitate achievement of learning experience objectives		
		Assess potential opportunities to integrate learning technology and systems with curriculum		
		Develop courseware materials based on analyses of curriculum objectives and specifications		
		Analyse curriculum objectives to define assessment criteria and module breakdowns		
		Determine appropriate assessment metrics, models and methods based on analyses of curriculum objectives and specifications		
		Develop content for assessment materials and tools		
	Manage accreditation and certification processes	Conduct research to understand current and emerging accreditation policies and requirements		
Analyse potential accreditation and certification opportunities for curriculum				
Collaborate with internal and external stakeholders to understand accreditation and certification requirements				
Determine appropriate accreditation and certification approaches and models				
Review courseware materials and assessments to evaluate compliance with internal and external accreditation and certification requirements				
Implement organisation's quality assurance policies and systems to ensure alignment with internal and external requirements				
Evaluate curriculum effectiveness	Collect curriculum feedback from internal and external stakeholders			
	Analyse data to assess curriculum take-up rates and attendance and completion rates			
	Evaluate outcomes of learner assessments to identify learning and performance gaps and trends			
	Implement review processes to assess compliance with organisation's quality assurance policies			

		Report potential improvement areas based on analyses against objectives and performance standards		
	Manage stakeholders	Analyse stakeholder needs and priorities		
		Establish long-term stakeholder relationships		
		Implement stakeholder management strategies to drive collaboration		
		Manage stakeholder expectations and feedback		
	Manage vendors	Design vendor requirements specification		
		Manage vendor selection processes		
		Assess vendor performance and adherence to service level standards		
		Cultivate strong relationships with vendors		
		Manage contractual and performance issues with existing vendors		
Skills & Competencies	Technical Skills & Competencies		Generic Skills & Competencies (Top 5)	
	Accreditation Structure Management	Level 4	Creative Thinking	Advanced
	Assessment Design and Implementation	Level 4	Communication	Advanced
	Business Environment Analysis	Level 3	Transdisciplinary Thinking	Advanced
	Business Innovation	Level 4	Sense Making	Intermediate
	Business Negotiation	Level 3	Computational Thinking	Advanced
	Competency Framework Development	Level 4		
	Contract Development and Management	Level 3		
	Curriculum Design	Level 4		
	Customer Relationship Management Operations	Level 3		
	Data Collection and Preparation	Level 4		
	Data Management	Level 3		
	Emerging Technology Synthesis	Level 3		
	Innovation Management	Level 4		
	Knowledge Management	Level 3		
	Learner Profile Analysis	Level 4		
	Learning Experience Evaluation	Level 4		
	Learning Mode Design	Level 4		
	Learning Needs Analysis	Level 4		
	Learning Space Design	Level 4		
	Market Research	Level 3		
	Networking	Level 3		
	Partnership Management	Level 3		
	Project Feasibility Assessment	Level 4		
	Quality Assurance Management	Level 4		
	Reflective Practice	Level 3		
	Research Data Analysis	Level 4		
	Research Design	Level 4		
	Research Findings Communication	Level 3		
	Research into Professional Practice Translation	Level 4		
	Skills Framework Adoption	Level 4		
	Stakeholder Engagement and Management	Level 4		
Talent Capability Assessment	Level 4			
Vendor Management	Level 3			
Programme Listing	For a list of Training Programmes available for the Training and Adult Education sector, please visit: www.skillsfuture.sg/skills-framework/tae			