

WSI ePortfolio Exemplar Project - Skills Analysis

TAFE NSW Western Sydney Institute is reviewing ePortfolio use across the Institute as part of the National VET eLearning Strategy ePortfolio Exemplar Projects.

The Workforce Capability Unit is gathering feedback from teachers and learners regarding their experiences in using the WSI ePortfolio platform (FolioSpaces / Mahara) across a number of vocational areas. Data and information will be collected from teachers and learners who have been involved in using WSI ePortfolio in Semester 2, 2011 as well as current usage during Semester 1, 2012.

The data and information collected by WSI as part of the National VET eLearning Strategy ePortfolio Exemplar Projects will be used for reporting purposes only and individuals will not be personally identified.

As a new user of WSI ePortfolio you have been identified as an ideal participant for the Skills Analysis component which will allow you to self assess a range of existing technical skills when introduced to WSI ePortfolio and again after using WSI ePortfolio for a period of 2 or more months.



General Information

*1. Contact Information

Name:	<input type="text"/>
TAFE Course:	<input type="text"/>
College Location:	<input type="text"/>
Teaching Section:	<input type="text"/>
Email Address:	<input type="text"/>
Phone Number:	<input type="text"/>

*2. Employment Status - please select all that apply:

- | | | |
|-------------------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Full Time | <input type="checkbox"/> Trainee | <input type="checkbox"/> Job Seeker |
| <input type="checkbox"/> Part Time | <input type="checkbox"/> Apprentice | <input type="checkbox"/> Unemployed |
| <input type="checkbox"/> Casual | <input type="checkbox"/> Volunteer | |
| <input type="checkbox"/> Other (please specify) | | |

Computer Knowledge and Skills

These questions will give us a general sense of your comfort level with technology and using a computer.

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***3. When it comes to using a computer, which of the following do you consider yourself:**

- A complete novice (no experience)
- Some experience (e.g. use computer for basic tasks like Word Processing, Web surfing and email)
- Somewhat proficient (e.g. fair amount of experience in using a number of computer programs)
- A power user (e.g. use computer for a wide range of tasks and have several years experience)

***4. Do you use a computer at home?**

- Yes - PC
- Yes - MAC
- No

***5. How long have you been regularly using a computer ?**

- Less than 6 months
- 6 - 12 months
- 12 - 18 months
- 18 - 24 months
- More than two years

***6. What are the three (3) main tasks you use a computer for?**

1.
2.
3.

***7. When I encounter a problem or challenge using a computer, my first course of action is usually to:**

- Get help from a tech support person or knowledgeable colleague
- Consult user documentation e.g. hard copy or electronic help and support resources
- "Play" with the computer, trying different actions until I get it to work

***8. When I encounter a problem or challenge using a computer, my last resort is usually to:**

- Get help from a tech support person or knowledgeable colleague
- Consult user documentation e.g. hard copy or electronic help and support resources
- "Play" with the computer, trying different actions until I get it to work

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*9. Self assess your current knowledge and skill level for each of the areas below:

	Novice (no knowledge and skills)	Basic Knowledge and Skills	Average Knowledge and Skills	Advanced Knowledge and Skills
Turn on computer, open and exit applications, switch users, log off and shutdown.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Navigate toolbars, windows, menus and sub menus, tabs and dialog boxes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Run more than one program at the same time and navigate between multiple open windows.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Resize windows using minimise, restore and maximise.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Insert and eject removable storage devices such as CDs, portable hard drive, USB or flash drive.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Identify various file types.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
File Management: creating, finding, opening, editing, saving, copying, renaming, moving and deleting files and folders.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Word Processing: entering, editing, deleting, selecting, cutting, copying and pasting text.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Internet: searching for information using a search engine, following links, refreshing pages, navigating back and forward between pages and navigating between windows and tabs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Internet: uploading, downloading and saving files such as documents, images or PDFs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Internet: Privacy and Copyright requirements.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Email: composing, sending, receiving, replying, forwarding and deleting.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Email: sending, opening and saving attachments.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use of social media tools:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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Social networking e.g. Facebook, Edmodo, Linked In, Google+, Ning, Bebo, Formspring	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Microblogging e.g. Twitter, Tumblr, Maang	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Image and video sharing e.g. Flickr and YouTube	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Social bookmarking e.g. Delicious, Diigo	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Blogs e.g. Edublogs, Blogger	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please tell us about any other Social Media you have used:

*10. Which of the following internet browsers have you used ?

- Internet Explorer
 Chrome
 Safari
 Firefox
 Other (please specify)

*11. Please indicate your knowledge, skills and experience in using the following Microsoft software products:

	No Experience	Complete Novice	Some Experience	Somewhat Proficient	Power User
Operating Systems e.g. Windows XP, Windows Vista, Windows 7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Word e.g. 2003, 2007, 2010	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Powerpoint e.g. 2003, 2007, 2010	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Excel e.g. 2003, 2007, 2010	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outlook e.g. 2003, 2007, 2010	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Publisher e.g 2003, 2007, 2010	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*12. Please indicate your knowledge, skills and experience in using the following Adobe software products:

	No Experience	Complete Novice	Some Experience	Somewhat Proficient	Power User
Acrobat	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Photoshop	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Presenter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Captivate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dreamweaver	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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13. Please tell us about any other software that you regularly use:

ePortfolio Experience

These questions will give us sense of your ePortfolio experience.

***14. How long have you been using the WSI ePortfolio tool?**

- Just started
- 1 - 2 months
- 2 - 3 months
- 3 - 4 months
- 4 - 5 months
- 5 - 6 months
- More than 6 months

***15. How would you rate your current knowledge, skills and experience in using the WSI ePortfolio tool:**

- No Experience
- Complete Novice
- Some Experience
- Somewhat Proficient
- Power User

***16. Have you previously used any other ePortfolio tool?**

- Yes
- No

If Yes, which ePortfolio tool have you previously used?

***17. Why are you using the WSI ePortfolio tool to develop an ePortfolio?**

- Personal choice
- Requirement of my course
- Other (please specify)

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***18. What is the purpose of your ePortfolio? Please select all that apply:**

- | | | |
|-------------------------------------------------|--------------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Personal Reflection | <input type="checkbox"/> Job Seeking | <input type="checkbox"/> Learning and Assessment |
| <input type="checkbox"/> Showcase my Work | <input type="checkbox"/> Recognition of Prior Learning | <input type="checkbox"/> Assessment |
| <input type="checkbox"/> Other (please specify) | | |

***19. Did you receive any training before you started using the ePortfolio tool ?**

- Yes
 No

If Yes, who provided the training?

***20. Were you given or do you know where to find help and support resources?**

- Yes
 No

***21. Please tell us about any difficulties you have experienced in using WSI ePortfolio:**

22. Please enter any additional comments or feedback you would like to add regarding your experiences using the WSI ePortfolio tool below:

The WSI Workforce Capability Unit would like to thank you for taking the time to complete this survey.