

**Personal Profile:**

My PASSION is eLearning Development and **Blended Learning** within an educational context, imparting Technical knowledge using interactive Authoring. Seeking a Trainer/Assessor role that is innovative and a company that is Digitally forward thinking in terms of using up-to-date Technology. Preferably a Field Based employment style, thus reducing costs and maximising Time - our most important Commodity.

Dedicated Instructional Designer/Developer with over 20 years experience in Training development. Long before Instructional Design, I have been linking content and Authoring documentation for - AVCE; APPLIED GCE; BTEC National programme modules, such as: Programming in Visual Basic.NET; Computing & ICT; Business; Mathematics; English; Food Safety Legislation; and Quality Management. Use of various Pedagogical methodologies for Delivering sessions via eCourse Development using **my licensed software**: Articulate **Storyline 3; Movavi; Capto; Easy Sketch Pro Whiteboard** software; **Adobe Create Cloud** (All Apps), **Camtasia for MAC** and user of other Authoring Tools (e.g.: Articulate 360 suite) for online contextualised delivery. Always learning and preparing for COMPTIA A+ exams.

**Currently** An **IT Trainer/Assessor** involved in Assessing; Organising; Planning and Implementing Training Needs to Motivate Apprenticeship Learners on Level 3 IT Procoms Pathways: **Social Media and Marketing**. Every opportunity is used to enhance my professional knowledge and improve performance. Also, a **Functional Skills Strategist and Trainer**. Experienced in Commercial Adult Training; Work Based Learning for Adults; FE Lecturing roles as a Computing Lecturer. Industrial experience: Executive PA; SAP IT Project Management - Client Side; Vegan Food Blogger; Podcaster; Business Owner; New Product Development and Change Management; Food Inspection-Legal Compliance for FBOs; HACCP and Food Law Consultancy. Industry experience in the Private Sector, Law, Education and Manufacturing. Able to handle competing priorities. Reliable and committed individual. Full Clean Driving License. **Personal Ethos:** To Motivate And Build Others Whilst Passing On A Legacy Of Learning.

Examining Body	Date	Qualifications
QCF	Pending 2018	<b>Level 4 Award</b> Internal Quality Assurance of Assessment Processes and Practices (IQA)
Robust IT Training	Pending 2018	<b>COMPTIA A+ with NETWORKING</b>
East Ham College of Technology	1986	<b>O Level English Language</b>
Northern Caribbean University	1995	<b>ASc</b> Computer Science & Programming
Huron University (London)	1995	Finite Math II
University of East London	1998	<b>BSc (Hons)</b> IT with Microbiology
University of Greenwich	October 2001	<b>PGCE</b> Post Compulsory Education and Training
University of Greenwich	2007	<b>PgCert</b> in Food Safety and Quality Management
British Institute of Technology and E-Commerce (BITE)	November 2008	<b>NVQ Level 5 - Diploma</b> in Management
DV8 Training	July 2011	<b>Functional Skills Maths Level 2</b>
Wingate Training (UK) Ltd	November 2011	<b>Level 3 Award</b> in Assessing Competence in the Work Environment
TV Training Academy	2016	Professional TV Presenter Training
University of Birmingham	Pending 2017	<b>CertHE</b> in Food Safety and Food Legislation

**CONTINUING PROFESSIONAL DEVELOPMENT**

**Software Trainer, eLearning Developer & Expert User in:**

Articulate 360 Suite, Articulate Storyline 3 Licensed Holder (LH), Articulate Replay, Articulate RISE, Articulate PEEK, Capto (LH), 2017-Camtasia 3 for MAC (LH), Movavi (LH), Easy Sketch PRO (LH), Smart Assessor (ePortfolio Software), Moodle VLE (Bespoke Moodle LMS), Planet Estream (video on demand), eTracker Database, Microsoft Office Suite (*Advanced level* for all): Word; Excel (with VBA); PowerPoint; Access (with VBA); Publisher; Project. Also, Visual Basic (.NET & VBA and Java); CorelDraw; Adobe entire Creative Cloud (LH); Dreamweaver, Hot Potatoes and Quia; Virtual Learning Environment development (VLEs): eCourse Development and Production for platforms such as: [UDEMY](#), [THINKIFIC](#), [TALENT LMS](#); Implementing AdSense and Clickbank; Wordpress Widget and Theme Development for Websites/Blogs; Handling SCORM and Tin Can compliant files for LMS and Websites; Office 365; and Sharepoint.

**Memberships:** **CMI, CIEH** (65091) (CIEH Centre: Food Safety and Occupational Health & Safety Licences)

## INDUSTRY EXPERIENCE SUMMARY

### IT ASSESSOR

- IT Procoms (Frameworks & New Standards): Social Media & Digital Marketing Level 3
- Responsibility for Level 2 Functional Skills: ICT; Mathematics; and English.
- Apprenticeship and Trailblazer Learner Progress via calls, emails, visits off-site, drop-in sessions and timetabled sessions on-site. Moodle Administrator and Use of Blended Learning delivery on MOODLE LMS Virtual Learning Environment (VLE) platform
- eLearning Developer for Subject delivery.
- Experience of Candidate Assessing: BTEC; NVQ; AVCE; ePortfolios on Smart Assessor & Onefile
- Internal Moderation and Standardisation for qualification curricula.
- OSCA MODERATOR and Expert Lead in AVCE in Programming & Software Applications
- Communications expertise in use and implementation of Social Media and Marketing Strategies

### Subject Specialist Trainer/Lecturer

- As an Adult IT Trainer in MOD (Ministry of Defence Sector) conducting: Training Needs Analysis; Classroom Delivery/Setup; Technical authoring; Delivery of ICT and Business. Leading and Working with Others in: Technical Authoring; Designing material for delivery of Commercial and Bespoke Training.
- Computing Subjects delivered for over 10 years have included: Web Design in HTML/CSS: Notepad and Dreamweaver; Systems Analysis; Programming in [VB.Net/VB8](#) and Java; Networking and Topology Theorem; Computing Mathematics; Algebra and Calculus; Assembly Language; Macro Programming and Front End form creation for: ACCESS and EXCEL; Access Database Programming and Modular design.
- Affiliate Program and Backlinks Creation/Development to monetise Wordpress Blogs and Customised Wordpress Website development for Clients. Training SMEs how to manage their websites.

### Instructional Design

- Use of Articulate 360: Storyline, REPLAY; PEEK; Articulate Storyline 2 and implementing SCORM via LMS to design and develop eLearning solution for Apprentices who required remote learning material.
- Created an Online delivery method for remote learning in the workplace non-intrusive to employers
- Software Applications Expert User and Computing Trainer for creating all types of documents using Technical Authoring for delivery. Includes: Creating Templates; Mail Merges; Macros; Working with Tables; Columns to produce Newsletters and Complex documents; Complex IF Statements/V LookUp.
- Development of Resources using Microsoft Office Suites: Worksheets, Lesson Plans, Subject Delivery Material, Sample documents for Learners use as problem solving templates. Use of Powerpoint with and without Animation and Transition slides; graphics, tables and columns.
- Some SEN and LLD Adult and Post 16 Student delivery and contextualised teaching methods, researched and adapted worksheets and eLearning content and Blogs for use in the classroom.
- Creation of blogs/vlogs with material for students to access across satellite centres and annexes to maintain consistency of delivery. Providing instruction/working files for CONSOLIDATION Tasks.

### Motivator

- Flexible and self-motivated with a dedication to student achievement and quality.
- Motivating Learners to keep pursuing their dreams and inspire them to develop and grow
- Interviewing Prospects and Students for Qualification suitability and Career Direction; Tutoring students to be SUCCESSFUL and filling in any gaps in their educational needs during Tutorials and Pastoral Care.

### Management

- Risk Assessment and Achievement Monitoring for FE Funding Claims and ROI.
- Supervise and Manager for small Teams and Creative Industry Project Management.
- Exam Strategist and Course Leader, Managing my own workload: Delivery and Course Scheduling process for Work-Based Learners to PASS ALL EXAMS as employment commitments did not allow for regular day time sessions throughout the academic year. The Success rate was very high for Learners
- Liaison and Business Analysis for improved performance and Scalability for Clients
- Product Development Consultancy and Training for Clients who are developing a product from an idea.
- Creation of GREAT TASTE AWARD Winning products in the Gourmet Industry.
- Some Food Inspection Consultancy for clients: HACCP; Compliance and Risk Assessment Analysis.
- Writing Proposals/Bids for Prospective Contracts. Fund Raising: Grants and Govt Match funding initiatives.
- Basic Book Keeping tasks for Tax Returns and NI Contributions annually as a LTD Company/Contractor.

## **EMPLOYMENT HISTORY - Various Agency Contracts**

(All roles includes: Lecturing; Course Development, IT Assessor and Internal Moderation)

### **March 17 to Present Functional Skills Tutor/IT Assessor, Digital Skills Solutions**

- Coordinate/Delivery of Functional Skills & eLearning Project : ICT, Maths and English Lvl 2 Only.
- IT Procoms Assessor: Level 3 Diploma in Social Media for Business.

### **Dec 14 to Mar 17 Overlapping Contracts for: Havering College, Uxbridge College, Bromley College, Epping Forest College**

- Delivery of Functional Skills: ICT, Maths and English Lvl E1 to Lvl 2 (ALL SUBJECTS)
- Blended Learning and eCourse Development in Articulate, Replay, RISE, Authoring Tools.
- Administrator of Moodle VLE online resources for subject delivery as the SME. To be used by Learners.
- Use of innovative tools and techniques in teaching and assessing using previous knowledge and skills.
- Utilised and developed an eLearning opportunity for remote Learning.
- Checking Framework requirements; Developed Functional Skills Assessment and Auditable system for 1:1 and Workshop delivery with regular Visits to deliver and see learners in the Workplace.
- Developed strategy for Fast Tracking Learners to build success rates in all areas of Apprenticeship
- Development of Quality Files and processes for Functional Skills Apprenticeship Learner Journey
- Liaison and Relationship building with Employers as an Ambassador for the College
- ACE Award Claims and Funding Analysis as appropriate for Learners: Timely/Untimely
- Use of Student Learning Records for Resolving Issues
- Conducting Audits for Functional Skills System to ensure all evidence required in place
- Risk Assessment and Achievement Monitoring
- Use of Smart Assessor to communicate with Learners and feedback paperwork or improvement notices
- Supporting Learners who need to implement concepts learnt in the workplace; and for examination
- Booking Exams/Establishing Learner Programme Status and whether to be Fast Tracked
- Completing Learners to ensure Budgets and Funding claimed within framework period for various sectors
- Delivery of Functional Skills: ICT, Maths and English Lvl E1 to Lvl 2 (ALL SUBJECTS)

### **Feb 13 to Jul 14 Visiting Lecturer at Barking & Dagenham College (Functional Skills: Math, Eng)**

- Delivery of Functional skills: ICT, Maths and English for: Patisserie; Engineering; Sport, etc...

### **Feb 12 to Jul 13 Visiting Lecturer at Waltham Forest College (Business & ICT)**

- Delivery of ICT units essential to Level 2 Diploma in Business; Personal Development and Confidence Building. Also, delivery of Equal Opportunities and Understanding Diversity.

### **Nov 10 to Dec 11 Functional Skills Trainer – DV8 Training Ltd, South Essex College, Southend**

- Delivery of Functional Skills in ICT; Mathematics and English – L1 and L2.
- Exams Administration and Management via OCR Interchange. Managing all Exam Administration for my group and assisting other lecturers in managing their entries for all attending students.

### **Oct 09 to July 10 Visiting Lecturer (VL) at Shooters Hill College (Computing and Functional Skills)**

- Planning and Curriculum Development for PILOTING Functional Skills Mathematics and VB.Net Programming. Preparing materials for Microsoft Office 2007 software applications suite.
- Delivery of Functional Skills and BTEC Units for Year 2 students in Programming, Web Design, Networking
- Lecturing and Candidate Assessing. Good Ofsted feedback: impromptu inspection in my 1<sup>st</sup> week at SHC.

### **Jul 09 to Oct 09 Basic Skills/Personal Advisor /Session Delivery (CDG, Agency Contract)**

- Basic Skills delivery in Numeracy and Literacy to UNEMPLOYED Clients
- Managing an agreed caseload of programme participants on 13 week programmes
- Complete all Initial Assessments and Individual Learning Plans and other documents for customer files
- Arranging work placements for customers and advising on career progressions and interviewing for jobs
- One to One support to customers who need to find employment; placing them into work/on courses
- Liaising with the Employability Assistant in regards to new starts on Nominal roll and signing off customers
- Vacancy referrals; preparing customers for pre-screening and interviews; and CV writing
- Managed, at short notice, non-compliances for an Inspection.
- A successful outcome was achieved to save the H2H (Hardest to Help) contract at CDG.

### Sep 08 to Jun 09 Visiting Lecturer (VL) in ICT - Uxbridge College

- Key Skills Delivery for: Literacy, IT and Numeracy (Application of Number with some Calculus)
- Delivering and Developing Material for: Web Design; Systems Analysis; Networking and other BTEC IT modules on the BTEC First and BTEC National general and Programming pathways.
- VL Role at Uxbridge College, involved Lecturing and Candidate Assessing. During Ofsted Inspection I was observed and the Observers' feedback to me directly was "EXCELLENT" whilst at Uxbridge College (Department Ofsted Grade = 1).

### Nov 07 to Aug 08 Basic Skills/IT Trainer Roles and Lecturing or Supply Teaching (Agency Contracts)

E2E (Entry to Employment) Training for young people either Convicted; Awaiting Conviction; or Recovering from Spent Imprisonment Terms. IT; Confidence; Personal Development; and Comprehension Training; Basic Skills in Numeracy and English; ESOL Training; IT Software Training; General Supply Teaching

### Aug 01 to Oct 07 Newham Sixth Form College (Tutor/Lecturer/Commercial IT Trainer)

Subject specialisms: ICT (information and communication technology); Computing; and Business

- 14-19 yr old: Applied ICT; BTEC and A-Level in ICT and BTEC Business First Diploma and Schools Link programme development and implemented for Vocational ICT (04/06)
- Commercial Training: Beginners; Intermediate; Advanced (Microsoft, Bespoke software and CLAIT).
- Expert Lead and Trainer on projects such as: Sure start; NHS; Local Government; and the general public.
- Also delivered Bitesize courses for which I developed resources to meet specific Curriculum Objectives.
- Training Needs Analysis; Classroom Delivery/Setup; Technical authoring; Delivery of ICT and Business.
- Interviewing and Tutoring. Leading and Working With Others in: Technical Authoring and designing material for delivery of Commercial Training and bespoke training. Used Moodle, Quia, Hot Potatoes.
- Edexcel OSCA moderator for NewVlc - Programme Leader for AVCE
- PGCE **Mentor** for Technology Department at NewVlc for Beginning Teacher on the PGCE (PCET) programme at Institute of Education. My **Mentee successfully passed** and completed his PGCE.
- Member of PGCE (PC) Course Committee at The Institute, London EC1 (2004/2005).

### Sep 94 - Jul 01

*Combination of Agency roles:*

- **IT TRAINER** in Chancery Lane and the City. Delivering Standard and Bespoke courses in Microsoft Word; Microsoft Excel and Microsoft Powerpoint to Senior Managers and staff in the Ministry of Defence sector.
- **SAP Project Assistant Manager** for Stationery Company and Buy-in of 6 companies. Executive PA to IT Directors attending all Steering Committees; Senior Management and Chairman Briefings
- **Database Management:** Maintenance of system using: dBase 3+ and FEFC funding Management and Database Reconciliation
- **Documentation Management/Executive PA Secretary** to Design Director: Jubilee Line Extension Project (JLEP) at 30 South Collonade, Canary Wharf & Canning Town sites; Drew the Jubilee Line Extension design for London Underground; Typical Audio Secretarial duties which included Change Management and Risk Management Administration and Scheduling; Liaison with Civil Engineers and Negotiating Blueprints and RFIs (Requests for Information) between JLEP and External Civil Engineers; Winding down project Stock Management. Managing Design Documentation and Scale Drawings for Tunnel excavations and structural designs.
- **Executive PA Secretary** (Audio Typist) in Industries: **BT Legal; Insurance Brokers; Solicitors; Surveyors; Property Management; The Queens Estates** - St James Park; **UNISYS; Pagoda Books Publishers; Advertising; Computing Consultants, NHS, PCTs (Primary Care Trusts), Hospital Emergency Registrars & Consultants.**

### Jan 90 - Aug 94

*Combination of roles whilst studying:*

- Night Duty **Cheque Reconciliation Clerk** for TSB Bank in London Bridge clearing house; Credit and Debit Cheque Reconciliation and Encoding duties; Pilot Time & Motion studies Candidate.
- **Computer Lab Supervisor** and Business Manager. Ran a Typing Service to raise money for the Lab
- Finance Director Executive PA Secretary
- **IT Teacher** for University and School Students
- **IT Helpdesk** for Greenwich University - Student Portal First Line Support
- Banana Packhouse **Quality Control Manager**

## eLearning Developer/Consultancy Profile

E: [janice@janiceweirgermia.com](mailto:janice@janiceweirgermia.com)



*Janice Weirgermia*

In this brief Introduction, I wish to share how I can help in our Consultations and Project Implementations. A qualified and experienced Computer Science Lecturer. I love going the extra mile to make my eLearning clients happy. Having heavily invested in myself and software development skills and licenses, it is important to maintain that Quality by ensuring each Client has Consultation before Project implementation. I give to others what I expect of myself, QUALITY!

**I can assist** in the Management and Development of all stages of an eLearning program:

- Storyboarding
- Multimedia Asset Development
- User Interface (Ui)
- User Experience (Ux)
- Learner Experience (Lx)
- Content Development
- Course Authoring

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**I will start with:** Any content or research new content for you

**Experienced in:** Developing e-learning and online learning content for people at various levels. Passionate about learning technologies. Commercially minded to ensure any developments are beneficial, attractive and cost effective to the end user. After years of Technical Authoring and Instructional Design and now developing e-learning, I use various Authoring Tools and Software for editing Video, Audio and Graphics.

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### **My Previous Instructional Design Responsibilities:**

- Technical Authoring since 2001
- Programming / Web Design / Systems Analysis Lecturer and Practitioner since 2001
- Responsibility for learning management system (LMS) in my subject delivery, including copyright; security and course and content management
- Design and sourcing of professional e-learning content for FE VLE using Bespoke Moodle LMS
- Adapting classroom programmes to incorporate e-learning elements. An Advocate of Blended Learning
- Deliver live and recorded training – Trained TV Presenter and familiar with FILMING Crew requirements
- Willing to present to audiences on the benefits of the LMS
- Working with IT to deploy the LMS to off-site Learners and administering logins
- Update existing e-learning courses to ensure the content meets curriculum guidelines
- Work with subject matter experts and use instructional design principles to script, create and deploy effective e-learning solutions
- Build close relationships with IT and other teams to ensure the technical side of the LMS is fit for purpose and up to date. Researched and tried: Learnpress; Talent LMS; also reviewed other Turnkey LMS options (Variable features and Economical options): ABSORB, LITMOS.
- Mentor & support internal resources in the use of Authoring tools and the LMS
- Capable of establishing and implementing e-learning related policies and procedures
- Working with colleagues to ensure the LMS is culturally aligned and reflects their differing L&D needs
- Include Marketing requirements that co-exist with Differentiation; VARK and ALS needs.
- Experienced L&D professional with a Passion for learning technology and Software Applications
- Food Photography skills using specialist lenses; dpi resolution settings; and Photo Editing Techniques
- Confident and engaging Facilitator and Public Speaker.
- Administrative/Implementation knowledge and use of MOODLE Standard and Bespoke Themes

**I can Provide/Supervise/Consult on:**

- Storyboarding
- Defining module goal and learning objectives
- Dividing objectives as module sections
- Each section to offer: Input - Modelling - Check for Understanding slides
- Compelling eLearning modules based on learner and organisation needs
- Complex level of interactions/games/branched scenarios, storylines
- HTML 5 and SCORM packages
- Tests & Quizzes for Formative and/or Summative Feedback

### **Some Licensed Authoring Tools that I use:**

- Articulate storyline 3
- Movavi Video Editing Suite
- Movavi Photo Editor
- Movavi Conversion Software (Video, Audio, Image)
- Camtasia
- Adobe Photoshop
- ON1 Photo Editor
- Adobe InDesign
- Easy Sketch Pro 3.0 Whiteboard Animator
- Levidio Premium Animated Templates and various Animation tools

### **Software Skills:**

- Articulate Storyline 3 (License)
- Articulate 360 Suite (Replay 360, Storyline, RISE 360, Studio 360)
- Adobe Creative Suite (InDesign, Photoshop, Spark, Animate, etc (CREATIVE CLOUD LICENSE)
- Camtasia/Movavi (Licenses)
- On1/Movavi Photo Editor (Licenses)
- Hipanni Animator 5.1
- Creating and uploading SCORM compliant content
- MOODLE Administration and Development
- Moodle Certificate Building using (HTML/HTML5/CSS/JavaScript)
- Mobile learning principles (HTML5/responsive web design)
- Instructional design and e-learning development
- VB.Net, VBA for MS Office Apps
- Advanced Level Trainer for Microsoft: WORD, EXCEL, POWERPOINT, ACCESS, OUTLOOK
- Proficient in use of Microsoft PROJECT/ Office 365: Sharepoint; Lync

**SAMPLES available at:**

<http://www.janiceweirgermia.com/elearning-samples/>