

Advice for learners using e-learning

E-learning stands for Electronic Learning and simply means **learning based on the electronic media**. E-learning covers a wide set of tools and processes including computer based content, video, CD-ROM, web based content, email, MP3/video players and more. Nowadays, many courses are delivered using e-learning or through **blended learning** where some aspects of traditional teaching are also available, so volunteers may have some experience of this in their work lives.

Before deciding on e-learning as a method, you should consider its advantages and challenges:

Advantages:

- Flexibility (time and place) – you decide how and when to learn
- Reduced costs – save time on travel and possibly learning materials
- Easy reviewing – repeating and reviewing the learning is straightforward.

Challenges:

- Flexibility – you need to have strong motivations and a good study plan
- Technology – skills and computer/internet access are required
- Deceptive easiness – you will still need time to study and will have to find time to talk to others.

It's important for you to choose a method that is right for you and that will meet your expectations.

Ask yourself:

What types of learning are you more comfortable with?

Do you prefer the collaborative elements that a course can bring?

Do you have the self motivation to complete and reflect on the training you do online?

Do you have access to computer equipment?

Accessing the learning

E-learning is only available online, so you need to make sure you have good access to the internet.

The system requirements are as follows:

- Computer with internet browser
- Standard broadband internet connection
- Flash Player 9 or equivalent
- Audio facilities (speakers or headphones).

If you do not feel comfortable using the online tools, it may be this method is not right for you.

Setting goals

You should set deadlines for yourself on when and how you wish to complete the learning. You may want to split up the chapters and tackle each one at a different time. Set your goals and try to stick with them.

Reflecting on learning

Some guidance has been produced to help you to reflect on the learning. It is important to think about how the topics relate to your role and to discuss your experiences with others. Your Training Adviser has a very important role in making sure that you understand the core objectives, and that you can demonstrate this knowledge in practice.