

Personal Profile: A highly experienced Training practitioner and Full 360 eLearning and Instructional Design expert, including the rollout, deployment and uptake of Learning for Adult learners using VLE in blended learning Training. Additionally, IT Assessor Apprenticeship Trainer and Coach with Functional Skills Training in IT, English and Mathematics. Skilled in IT Technical and Soft Skills Training. My passion is training face to face using blended learning and online teaching methods. Objected Oriented and Database programmer, Applications Software Expert and UX/UI Designer. Experienced in Training and Learning Needs Analysis; Identifying Learning Gaps and Curriculum development for 6 years - Training Designer; Design of Programmes of study and Managing the entire learning development process. 25+ years of adapting Andragogical and proven Pedagogical Learning Methods for adult learning; also used the 70:20:10 model for vocational Training to achieve specific learning goals in FE/HE and Commercial roles. Blooms Taxonomy implemented in Courseware Design for Learners.

Creativity and Achievements:

- **Initiated and customised a VLE** for Apprenticeship Training and Delivery
- **Website build** in Wordpress with plugins - Functional Skills videos and downloadables for learners
- Reviewing existing PDF heavy text content and considering ways of presenting to professionals using Articulate 360, Vyond animation – Whiteboard and Business template themes - create brand guides
- **Delivering complex financial and Technology concepts** using Animation to tell a story and animate statistics and facts to make it memorable – **'Sticky Learning'** method
- Theme customisations in Moodle and Wordpress using Bootstrap, HTML5 and CSS for 'intuitive' feel
- **Guiding SMEs** in the building of Scripts and Storyboards and **effective liaison** through to sign off
- Training staff in **Moodle administration** who knew nothing about LMS platforms
- **MoSCoW matrix** building with clients to identify initial requirements of eLearning provision
- Creating learning guides for an Affiliate product selling to high ticket clients.
- Helping Clients to build their **Brand Style Guides** and Courseware Design templates
- **Analysing** Client needs and developing their ideas from just a concept in their mind to a completed product: Animation; Course development; Online sessions with private clients for high ticket services.
- COVID communication maintenance using Project Management tools: ASANA, Trello, Favro to keep projects on target and deliver to the client In Time.
- **Curriculum Design:** Trainee Needs Analysis, Module to Lesson Outlines, KLP Development, Competency Framework mapping, Learner Journey planning, Trainer/Trainee Activity Cards
- Edexcel OSCA MODERATOR and **Expert Lead** in AVCE in Programming & Software Applications.
- **Developed VLEs** – Moodle and SaaS cloud based LMS platform developments
- Have worked collaboratively in teams and as a **Lead Instructional Designer (ID)**.
- Familiar with the process of scripting, storyboarding and organising filming and editing of engaging learning content. **Video editing** (Camtasia/Movavi); **Animation** in Vyond and Vector graphics using **Adobe Creative Suite:** Photoshop; Illustrator and Audio editing using **Audacity**.
- **Defence/Military Training** Courseware Designer (DSAT)/Training Designer on AGILE projects Comfortable liaising with SME's (Subject Matter Experts)
- AGILE project environment using **SCRUM** meetings and Kanban tools – ASANA, FAVRO, JIRA.
- Conducted **Due Diligence/Auditing** for Food Businesses who achieve 5 Star Food Ratings

Qualifications

- **ASc** Computer Science (**Programming:** Cobol, Pascal, Assembly)
- **BSc (Hons) IT** with Microbiology (*Medical*)
- Post Compulsory Education and Training **PGCE** (PCET) – *Teaching Qualification*
- **PgCert** in Food Safety and Quality Management (**Level 7** MSc Programme)
- **NVQ Level 5** - Diploma in Management
- **CAVA** (A1 Assessors Award) and **IQA** (pending)
- Professional **TV Presenter** Training at Pinewood Studios (Talking to Camera and Presenting)
- **Prince 2** Project Management (Foundation) Prince 2 Agile - Practitioner (Pending)
- Fundamentals of **Risk Management** (FoRM) and **UI/UX** (User Experience) Fundamentals

Software Expert Skills and Trainer Experience in:

HTML5; Java; Python (basic); Bootstrap element coding; **Articulate 360** Suite: Storyline, RISE and Engage; **Articulate Storyline 3** (LH); **VYOND** Animator; **Camtasia 3** (LH); Movavi Video Suite (LH); Movavi Converter (LH); Smart Assessor (ePortfolio); **Moodle VLE** (Customising themes and Bespoke Moodle LMS development); **Planet Estream and VIMEO** ; eTracker Database,; **Microsoft Office Suite (Advanced level)** (with VBA); MS Access (with VBA). **Visual Basic .NET; Adobe Creative Cloud** (Photoshop, Illustrator, Lightroom; Dreamweaver); meetings using Zoom.us; Webex; MS Teams. Some of My eLearning samples available here: <https://www.janiceweirgermia.com/elearning-samples/>

EMPLOYMENT HISTORY - Various Agency Contracts

Jun 20 to Aug 20 **Training Designer (DSAT)** - Babcock International Group Contract

- Working in line with JSP 822 and ICF Standards (Naval Service Individual Competency Framework).
- Activity Card Reviews and Peer Reviewing for Trainer and Trainee Activity Cards
- Auditing and Quality checking Training Material, Media and reporting to QC
- Peer Reviews for Activity Cards and Media and Captstone Assessments (similar to EPAs).
- Submitting Change Requests to Client as appropriate to achievable outcomes
- Experienced in major project processes of Sign off at various stages for due diligence
- Due diligence, auditing and collating of DSAT Documentation
- P2P; Management Review; TC Review; Quality Assurance; MDL (Media Development Lessons)

Feb 20 to May 20 **Courseware Designer (DSAT)** - Babcock International Group Contract

- Developing Courseware from Learning Outlines (LOs) to given KLPs and Sub KLPs
- Working in line with JSP 822 and UAE Design Analysis Standards.
- Preparing Scripts with SME Liaison for content development, SME Reviews and Sign Off
- Lesson Outline used to Script in Word and SME liaison to sign off for Storyboarding
- SABA Templates used for storyboarding and modified to meet brand guidelines
- Preparing Storyboards in SABA (formerly Lectora) for reviews by Peer, SME, Management Design Team and sign off for end Client acceptance and dealing with rework requests
- Create formative Feedback Questions and end of lesson Questions for formative feedback.
- Preparing Media placeholder information for Media Team to create appropriate images
- Development of user-centred lesson in SABA (formerly Lectora)
- Development within an Agile Environment with Sprints (2 week Timebox cycles)
- Instructional Design within the Navy Training System using DSAT course development
- Use of Defence Language in developing courses using Military Lexicon and Reference Lists
- Developing evaluation of learning outcomes using formative assessments in SABA
- Experienced in major project processes of Sign off at various stages for due diligence
- Due diligence, auditing and collating of DSAT Documentation
- P2P; Management Review; TC Review; Quality Assurance; MDL (Media Development Lessons)

Jul 19 to Feb 20 **Instructional Designer** - Institute of Risk Management Contractor

- Project to digitise courses for eLearning from PDF to engaging Online content for Moodle
- **MoSCoW** Prioritisation and matrix compilation from CEO and Education Project meetings
- Conducting Stakeholder and SME meetings for design review
- Audience Analysis (stakeholder meeting to determine performance gaps and learning styles)
- eLearning and LMS build Project Lead
- Project Scope Plan design documentation and working to specific Milestones
- LMS Platform: Moodle - Theme Customisation with Bootstrap and HTML5
- UX/UI branded customisation for the Moodle Themed Interface
- Implementation of an Andragogical approach for adult learning. Storyboarding and Video Scripting
- Rapid authoring of eLearning - Articulate Storyline 360 , Rise 360, Engage 360
- Articulate Storyline Lightbox customisation and menu customisation
- Adobe Photoshop, Illustrator picture editing and isolation for lessons and VYOND props
- Vyond Animation (Voiceover, General Animation including Camera Movement; Graph animation and Whiteboard animation. Classic and New characters. (Character customisation)
- Branding style guide and colour palette for consistent style content building and Colour Swatches
- Creating interactive multimedia; eye-catching infographics; branded eLearning
- Learner Journey and IT integration troubleshooting
- Supervising and Training staff member to be Champion Moodle administrator
- Voiceover Coaching and Audacity audio editing and integration into SCORM content
- Proofreading and Curriculum research and Implementation of WCAG 2.0 standards
- Articulate 360 (Storyline, RISE, Engage) SCORM course building published in HTML5
- Camtasia Video Editing Suite. Movavi Video Editor and Movavi Screen Capture
- Adobe Creative Suite (Illustrator, Photoshop, Acrobat) vector graphics, background cancellation and PDF document editing and extractions. **Vyond Animation** Suite with embedding into Articulate 360

Mar 19 to Jun 19 **IT Trainer** – Contractor (Lecturer for West Kent College)

- Programming (*Java, PYTHON*) and Web Design (HTML & CSS)
- BTEC LEVEL 2 Computing Trainer (Web Design, Project Management, IT modules)

Oct 18 to Mar 19 **eLearning Developer** - One Savings Bank

- eLearning course development using Articulate 360 Storyline and RISE, Adobe Creative Suite
- Video Editing and Vyond Animation with Voice Over training
- Financial Compliance course scripting, sign off and development with SMEs for Staff Onboarding
- Training and Cinema pop-ups to engage learning in the workplace. Staff Engagement Surveys

Mar 17 to Apr 18 **Digital Marketing Assessor/eLearning VLE Developer** - Digital Skills Solutions

- Coordinate/Delivery of Functional Skills & eLearning Project: ICT, Maths and English level 2 Only
- Assessor/Coach: Level 3 Diploma in Social Media and New Standards Digital Marketing. Preparing learners for Synoptic Project and Portfolio for End Point Assessment
- Delivery of social tagging, publishing across social channels, tracking stats, SEO Optimisation
- Monthly visits and Training Sessions Off the Job for All Apprentices. Business Liaison Ambassador.
- **VLE development** for eLearning courses in **Moodle** (Administrator) and embedded learning for IT Apprenticeships and Functional Skills Delivery. Videos, Scripting, Articulate RISE Content.
- Smart Assessor administration and Learner Journey Assessor tracking

Nov 07 to Mar 17 **Overlapping FE Contracts - Visiting Lecturer and Unemployment Advisor**

- Schemes of Work; Lesson Planning; and Delivery of Functional Skills to Level 2 (Math, Eng, ICT)
- Planning and Curriculum Development for VB.Net Programming
- Delivering and Developing Material for: Web Design; Systems Analysis; Networking and BTEC IT
- Conducting Audits for Functional Skills for Inspection, Risk Assessment and Achievement Monitoring
- **2016** - Blended Learning eCourse Development – **Articulate Storyline & RISE - Authoring Tool**
- Administrator of **Moodle VLE** online resources for subject delivery as the SME to be used by Learners
- **eLearning Development** since 2016 for FE College Apprenticeship Functional Skills Programmes
- ACE Award Claims and Funding Analysis as appropriate for Learners: Timely/Untimely
- **Smart Assessor** to communicate learner feedback and **ePortfolios** for assessment
- Delivery of ICT units essential to Level 2 Diploma in Business; Personal Development and Confidence Building. Delivery of Equal Opportunities and Understanding Diversity
- Exams Administration and Management via OCR Interchange. Managing all Exam Administration
- 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, career progression advice and interviewing for jobs
- One to One support to customers who need to find employment; placing them into work or on courses
- Liaising with the Job Centre for 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-compliance audit for Inspection. Successful compliant inspection outcome. H2H (Hardest to Help) contract awarded at CDG
- Key Skills Delivery for: Literacy, IT and Numeracy (Application of Number with Calculus)
- E2E (Entry to Employment) Training for young people either Convicted; Awaiting Conviction; or Recovering from Spent Imprisonment Terms. IT; Confidence; Personal Development

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

- 14-19 yr old Link programme development and implemented for Vocational ICT (04/06)
- Lead Technical Author and material design for delivery of Commercial and bespoke training
- **Moodle course development.** Interactive blended learning using Quia and Hot Potatoes
- Edexcel OSCA moderator for NewVic - Programme Leader for AVCE (Programming)
- PGCE **Mentor** for Technology Department at for Beginning Teacher on the PGCE programme
- Expert Lead and Trainer on Software Training Projects: Sure start; NHS; Local Government
- **Commercial Training** to Advanced level in Microsoft Software, CLAIT and **Bitesize** courses
- **Curriculum Development** and Training Gaps Analysis for external clients and Learners
- Classroom Delivery/Setup; Technical authoring; Delivery of ICT and Business and **eLearning Blogs**
- Member of PGCE (PC) Course Committee at The Institute, London EC1 (2004/2005)
- Experience of Candidate Assessing: BTEC; NVQ; AVCE; ePortfolios on Smart Assessor & Onefile
- Internal Moderation and Standardisation for qualification curricula.
- **Edexcel OSCA MODERATOR** and **Expert Lead** in AVCE in Programming & Software
- Computing Subjects delivered 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.
- Adult IT Trainer in MOD (Ministry of Defence Sector) conducting: Training Needs Analysis; Classroom Delivery/Setup; Technical authoring; Delivery of ICT and Business for Commercial and Bespoke Training.