



# VicPCP Online Health Literacy Course

## Embedding the course in your internal learning management software

The tips below have come from organisations who have embedded the online course in their internal learning management software.

### Key Points

- The VicPCP Online Health Literacy Course is provided to your organisation as a SCORM file. These files are straight forward and easy to use. They upload easily into your learning management software.
- Putting the training into your learning management system allows you to identify who has and hasn't completed the training so employees can be targeted. This information is also useful for accreditation.

### Key Considerations

- There are 5 modules in the course. Not every staff member needs to complete every module. Keep modules separate so you can target to staff appropriately.
- Ensure staff understand the benefit of the training. There is a one page flyer which you can use to promote the training to staff.
- Each training module takes a different amount of time. Be transparent about the time commitment for each module so staff know how much time to allocate.
- A follow up evaluation tool might be useful for your organisation to measure any change in knowledge/attitudes after completing the module.

### Technical matters to be aware of

- Your staff need to have easy access to computers to access the training.
- Headphones or speakers are not required as the course does not have an audio component.

### How to make it successful in your organisation

- Consider making the introduction module mandatory.
- Embed the course in orientation for new staff.
- Encourage managers to include the training in staff annual performance plans.
- Make use of the supporting/promotional materials.
- Get management and team leader support to promote the training to your staff.
- Provide your staff with free time to complete modules.