

Personal Profile: A highly experienced Training practitioner and eLearning Design expert: Scoping, Design, Development, Deployment and Go Live. For L&D internal training and Commercial learners. Skilled in Technical and Soft Skills Training. My passion is 'Sticky Learning' and making sure the end user can apply what they have learnt in differential ways, using scenarios; interactivity; animation; SL3 and ASSIMA simulations.

Experienced in Training and Learning Needs Analysis, identifying Learning Gaps and Curriculum development as a Lecturer and Trainer.

Blooms Taxonomy implementation. Adapted Andragogical and proven Pedagogical Learning Methods for adult learning including the 70:20:10 model for vocational Training to achieve specific learning goals in FE, HE, L&D and Commercial roles as a Trainer and eLearning Design expert.

Creativity and Achievements:

- Reviewing existing PDF heavy text content and considering ways of presenting to professionals using Articulate 360, Vyond animation – Whiteboard and Business themes.
- Delivering complex financial and Technology concepts using Animation to tell a story and animate statistics and facts to make it memorable – 'Sticky Learning' method.
- Using Bootstrap, HTML5 and CSS in creating Moodle courses for a more intuitive feel. Theme customisation in Moodle and Wordpress.
- Guiding SMEs in the building of Scripts and Storyboards and effective liaison.
- Training staff in Moodle administration who knew nothing about LMS platforms.
- MoSCoW matrix building with clients to identify initial requirements of eLearning provision.
- Creating Guides for an Affiliate product selling to high ticket clients.
- Helping Clients to build their brand style guide 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.
- Have worked collaboratively in teams and as a **Lead Instructional Designer** (ID).
- **Implemented** 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).
- Worked within AGILE project environments using SCRUM meetings and Kanban tools – ASANA, FAVRO, JIRA, TRELLO.

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 Level 3 (pending)
- Professional **TV Presenter** Training at Pinewood Studios (Talking to Camera and Presenting)
- **Prince 2** Project Management (Foundation) AGILE Prince 2 Practitioner (Pending)
- Fundamentals of **Risk Management** (FoRM) and **UI/UX** (User Experience) Fundamentals

Software Expert Skills and Trainer Experience in:

SCORM; 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, VIMEO** ; eTracker Database,; **Microsoft Office Suite (Advanced level)** (with VBA); MS Access (with **VBA**). **Visual Basic .NET**; **Adobe Creative Cloud** (Photoshop, Illustrator, Lightroom); meetings using Zoom.us; Webex; MS Teams; CISCO Jabber Iobeya.

Small eLearning sample available here: <https://www.janiceweirgermia.com/elearning-samples/>

EMPLOYMENT HISTORY - Various Agency Contracts

Sep 20 to Present **Learning Content Designer (L&D)** - Thales

- Designing and Developing Course modules in Storyline 3 for Internal Business Units (BUs) and Business As Usual (BAU) activities
- Unifii project to bring together Thales BUs into the use of a single system. All training modules around all aspects of the business were created in our team. Over 90 modules that were all specialist content
- Design using: Vyond Animator, Camtasia Studio 8 (and Camtasia 2020), Assima Training Simulator Software (ATS), Advanced Articulate Storyline 3 (SL3).
- SME Liaison for Commercial Business Units (CBUs) and Global Business Units (GBUs) Staff training to be used by Business As Usual (BAU) Channels and New Capability on the Unifi Systems project.
- Comms using: JIRA PM Software tool, Cisco Jabber webchat and Iobeya Kanban collaboration tool and Trello for personal management and tracking of allocated modules and Work In Progress (WIP).
- Developed from scratch courses using SL3 Advanced design methods including: Gamification Interactions and Variables; Advanced SL3 layering; Use of Dials/Sliders; Player customisation, story development of modules.
- Simulation in ATS, Vyond animation videos and Camtasia video editing all embedded in SL3 with voiceover production.
- Peer Reviews, QA checks and Team WIP or Rework edits for courses not created by me. Essential to work and collaborate as a Team to meet deadlines.

Feb 20 to present **Courseware Designer/Training Designer (DSAT)** - Marine Training Contract

- Developing Courseware from Learning Outlines (LOs) to given KLPs and Sub KLPs. Working in line with JSP 822 and ICF Standards (Naval Service Individual Competency Framework). Peer Reviews for Activity Cards and Media and Captstone Assessments (similar to EPAs). Submitting Change Requests to Client as appropriate to achievable outcomes. Preparing Scripts with SME Liaison, 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). Team collaboration and sign offs via ASANA
- 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. Peer to Peer processes (P2P); Management Review; TC Review; Quality Assurance; MDL (Media Development Lessons)

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

- Project to digitise courses for eLearning from PDF to engaging Online content
- 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

- Programming (*Java, PYTHON*) and Web Design (HTML & CSS) Lecturer for West Kent College
- BTEC LEVEL 2 Computing module Lecturer

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
- Financial Compliance course scripting and development with SMEs for Bank 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 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 Inspection, Risk Assessment and Achievement Monitoring
- 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
- 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 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.