



Centre for
Canadian Language
Benchmarks

Centre des niveaux de
compétence linguistique
canadiens

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**June 2020 - June 2021
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Title: eLearning Developer
Position type: Independent Contractor
Application deadline: October 14, 2020
Region: National Capital Region
Anticipated Start date: October 26, 2020
Duration: until November 30, 2020

The Centre for Canadian Language Benchmarks (CCLB)/Centre des niveaux de compétence linguistique canadiens (CNCLC) is an Ottawa-based, national, non-profit organization. Since 1998, CCLB has been the centre of expertise in support of the Canadian Language Benchmarks and Niveaux de compétence linguistiques canadiens, the national standards for describing, measuring, and recognizing the second- language proficiency of immigrants and prospective immigrants for living and working in Canada.

CCLB is currently seeking an eLearning Developer with design and development expertise in Articulate Storyline 360 or Adobe Captivate to develop an online training delivery package on how to administer a new English as a Second Language Placement Assessment.

Experience using InDesign, Adobe Captivate, Moodle or other Learning Management Systems and other tools is also an asset.

eLearning Developer:

Under the direction of and reporting to the Project Manager, the primary responsibilities of the eLearning Developer is to create an online training delivery package based on content provided by the training developer. This online training will be comprised of synchronous and asynchronous learning and will reference multiple learning modalities (instructor-led, video, quizzes, etc.).

The successful candidate will have passion for story telling, adult learning theory and understand what makes a solid user experience.

Duties and Responsibilities:

- Work with the Training Developer(s) to confirm course specifications and resolve gaps
- Utilize authoring tools like Articulate Storyline 360 or Captivate to build online training
- Create, manage, and deliver engaging training which reaches multiple learning styles
- Utilize technical and creative skills to engage course participants
- Integrate adult learning best practices into online training
- Address changes and feedback to course deliverables in a timely manner
- Work collaboratively with development team to create an impactful learning experience
- Work in a fast-paced environment adhering to specific deadlines

Please refer to the [CLBPA Training Components document](#) to view the online training development expectations.

Qualifications:

- Bachelor's degree in training, instructional design, learning technologies, or related field or equivalent
- 3+ years training design experience creating blended learning solutions both instructor-led and self-paced training
- Experience in audio/narration editing
- Graphic design experience with the following Adobe products: Indesign, Illustrator, PhotoShop\
- Ability to exercise discretion and professionalism in handling issues and confidential/embargoed information
- English essential (high proficiency in all four skills – Listening, Speaking, Reading, Writing),
- Exceptional organizational skills, ability to work independently with good initiative and judgment, ability to adapt to changing priorities and manage multiple tasks and is deadline driven
- Experience working with ESL practitioners and related stakeholders is an asset
- Availability between October 26, 2020 and November 30, 2020

Application Process:

Interested individuals are asked to submit the following documents:

- Application cover letter
- Curriculum vitae
- Samples of previous eLearning training developed
- Quote, timeline and availability for this work

CCLB welcomes diversity in the workplace and encourages applications from all qualified members of equity-seeking groups, including women, visible minorities, Indigenous Peoples, people with diverse gender identities, and people with disabilities. Members of these groups are encouraged to identify themselves. Although, in accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents, all qualified candidates are strongly encouraged to apply.

For more information about the CCLB/NCLC, visit www.language.ca.

Please submit your application package in PDF format by email no later than October 14, 2020 at 4:00 PM EDT:

Attn: CLBPA Project Manager, Centre for Canadian Language Benchmarks
E-mail: info@language.ca

Please ensure that the subject line reads "eLearning Developer".

We thank all applicants for their interest in this position; however, please note that we will contact only those selected for an interview.

Here are a few details on the desired construct of the self-serve modules for this project. This is only meant as a sample, items are subject to change once the content developer begins their work.

Training Modules:

Training Activity	Duration	Delivery
Speaking Test & Listening Pre-Tests Scoring Quiz - Trainees complete this module independently, scoring approximately 10 video recorded assessments (they may be allowed two attempts at each sample, after which they are given the correct benchmark with a brief rationale)	2 hrs	Self-directed module
Writing Pre-Test Scoring Quiz - Trainees complete this module independently, scoring approximately 8 - 10 digital samples (they may be allowed two attempts at each sample, after which they are given the correct benchmark with a brief rationale)	1 hr	Self-directed module
Writing Core Test Scoring Quiz - Trainees complete this module independently, scoring approximately 10 - 12 digital samples (they may be allowed two attempts at each sample, after which they are given the correct benchmark with a brief rationale)	2 hrs	Self-directed module

Additional Resources:

Item	Duration	Delivery
Recap Module – Speaking & Listening Pre-Test Review of protocol and principles + selected video clips interspersed with tips, guidelines and reminders for Speaking	30 min.	Self-serve resource
Recap Module – Reading & Writing Pre-Tests Review of protocol and principles + selected video clips interspersed with tips, guidelines and reminders for Writing Pre-Test	20 min.	Self-serve resource
Recap Module – Writing Core Test Review of training + selected samples with tips, guidelines and reminders for Writing Core Test administration and scoring	30 min.	Self-serve resource