**Data Item Description**

**Courseware Style Guide**

**ILS-088-050**

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| **DATA ITEM DESCRIPTION** |
| 1. **TITLE**

Courseware Style Guide | 1. **IDENTIFICATION NUMBER**

ILS-088-050 |
| 1. **DESCRIPTION / PURPOSE**

The Vessel Class Training Package must include unique Qualification Standard and Plans (QSP) for each identified course in the Canada-approved TNA report. The QSPs must be delivered in accordance with the RCN QSP Template and identify the skills and knowledge expected of the student on completion of the course. The QSPs must be delivered in accordance with the RCN QSP Template and identify the skills and knowledge expected of the student on completion of the course, and how these will be assessed. The QSP Report must outline the course content, structure and testing methods to impart this knowledge to the student, whether the student is Canada personnel or Support personnel with the In-Service Support Contract (ISSC). |
| 1. **REFERENCES**

Attachments: NilReferences: This DID must be read in conjunction with the appropriate paragraphs of the Statement of Work, Subcontract Data Requirements List and any references cited in the DID. |
| 1. **FORMAT**

The following formatting guidelines must be considered when preparing the deliverables.* 1. Unless a specific template is provided by VSY, the deliverables may be prepared in contractor’s format upon review and approval by VSY.
	2. The format shall not impose any restriction on searching, editing, copying, or printing.
	3. The information shall be provided in English and in French, if available.
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| 1. **CONTENT**
	1. The contractor must develop a Ship Courseware Style Guide for approval by CANADA, to set a standard for the development of all JSS Class courseware.
	2. The Vessel Courseware Style Guide must be based on industry best practices, follow the guiding principles outlined in CFITES, and address the following, as a minimum:
		1. Courseware writing and development standards;
		* Writing standards and style;
		* Text formatting standards;
		* Paragraph standards;
		* Sentence standards;
		* Grammatical Standards;
		* Technical standards; and
		* Audio text narrative standards for self-paced lessons, if required;
		1. Media development standards;
		2. Metadata;
		3. Evaluation and/or assessment standards;
		4. Instructional design best practices;
		5. Specifications for storyboards; and
		6. References.
	3. The report must include a description of how the Contractor intends to meet the current Canadian-specific requirements of the Shareable Content Object Reference Model (SCORM) 2004 3rd edition requirements.
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