

# Template – Content expert

The following template, prepared for the Series 11 *Fit to Fly Aviation Toolbox* is an example of how this information can be obtained from the content expert, either verbally or in writing.

<b>Unit:</b>	
MEA112B Plan and implement civil aircraft maintenance activities	
<b>Element:</b>	
2	Implement aircraft maintenance activities.

## Instructions for content writer

- The headings in the following table are provided to assist you in writing content for this project.
- Use language that the intended audience would understand.
- Fill in as many of the sections as possible. If it is not applicable, type 'NA' in the relevant section.
- Add any specific terminology and acronyms to the glossary, give a brief description.
- Information included must be your own original work or if it is taken from someone else's work (eg a book or the internet), you must provide full details of the source.

### Obtaining information from your content writer:

<b>Name of the performance criterion/a being covered:</b>	
2.1 Roles and responsibilities of maintenance personnel are communicated and agreed.	
<b>In your industry, or your experience, what is this topic about? Give a description that you would use to inform new students about the topic.</b>	
<b>List and describe methods you would use in a classroom to present relative content to students.</b>	
<b>Provide full details of any specific resources that you have or could use (eg books, websites, video, audio, diagrams, etc).</b>	
<b>Write down any specific information that a student 'must know' in relation to this topic.</b>	
<b>Provide at least one scenario or case study that could be used when presenting this topic to a class.</b>	
<b>For the scenario/s that you have provided above describe some 'what if?' situations that could occur. List the sorts of decisions, and consequences of those decisions, that people in this situation may have to make.</b>	
<b>Give examples of questions, exercises and/or techniques that you use, during a class, to reinforce content and develop underpinning knowledge of students.</b>	
<b>Provide examples of questions, exercises and/or techniques that you use to assess if a student has achieved competency. In other words, how do you get students to prove that they know it?</b>	
<b>Can you think of any online interactive application that, if built, would assist the learner? If so describe (draw diagrams if you wish) what it would look like, do, and how a student would interact with it.</b>	
<b>Glossary.</b>	
<i>Term</i>	<i>Description</i>
[Click here and type...]	[Click here and type...]