

Glossary

Advanced (learner)	The learner already has substantial knowledge and experience in the field. An 'Advanced' course imparts special knowledge.
Asynchronous	Not in real time; capable of being carried out by participants in their own time frame and according to their own needs. The opposite of synchronous. A conversation between two people is synchronous, but an exchange via e-mail or text messages is asynchronous.
Audiovisual Learning Resources	Audiovisual learning resources differ from typical learning software by their degree of interactivity. Audiovisual resources are not interactive, use only audio and/or video as media formats, are not typically computer based.
Beginner (learner)	The learner has little or no previous knowledge or experience in a subject area. A 'Beginner' course imparts basic knowledge.
Best Practice	Sometimes known as "Good Practice", these represent approaches and practices that has proved very successful in a given situation (eg. in e-learning initiatives at handicraft companies). They are complementary to "lessons learned", which focus on how not to do things in a given situation to maximise the opportunities for a successful outcome.
Blended Learning	Blended learning combines different kinds of training/learning methods, which may for example, include classroom (or face-to-face) as well as online based learning (CBT).
Blue Print	A Blue Print usually documents in a structured way relevant models, concepts, best practices or lessons learned for the purpose of developing a training regime.
Business Model	A description of how a business operates to achieve organisational goals. This can include business focus, business functions, operational expenses and revenue streams.
Case Study	Case study refers to the structured and methodical collection and presentation of detailed information about a particular event, participant or small group, frequently including accounts contributed by the subjects themselves.
Certification / Certificate	A process (certification) / document (certificate) that proves that learners have acquired a certain level of knowledge and skill required in a profession, occupation or predefined by a curriculum through their training or e-learning course.
Check List	A list of questions or instructions relative to a particular procedure or objective.
Collaborative Work Group	A group of learners who participate in an interactive learning process (eg. collaborative training on-the-job etc.) by support of the Internet.
Computer Based Training (CBT)	Learning software that is usually delivered as an offline course, i.e. a course stored on a local media, eg. a CD-Rom.
Concepts and Models	Approved e-Learning models and/or concepts with high relevance to the target groups that implement best practices (case studies) of implemented e-Learning strategies in organisations of relevant fields and/or sectors.
Course	A set of training units based upon a predefined Curriculum.

Curriculum	The skills, performances, attitudes, and values learners are expected to learn from their training / learning sessions: includes statements of desired outcomes, descriptions of materials to be used, and the planned sequence of training activity that will be used to help learners attain the desired outcomes.
Discussion Forum	An online service that allows registered users to post questions and responses to other posted questions. Used by learners to support their learning process.
e-Learning Based Trainings	Any training and educational programmes applying e-learning methods, which are available on the market. Such training programmes are based on a defined curriculum with clear training objectives and typically use e-Learning and/or blended learning concepts and resources to achieve those objectives.
e-Learning Software	Any computer based learning material that follows common e-Learning rules and didactic criteria and differs from simple information resources available on the Internet. Usually learning software is designed for an educational setting, containing multi media resources and a highly didactical approach.
Evaluator	A partner of the eLISHE consortium, who evaluates and/or methodically describes an eLearning product which is published on the eLISHE portal.
Expert (learner)	The user already has specialised knowledge in the subject domain and a high level of practical experience and expertise in the field. The course focuses on the practical aspects of the subject and (critically or impartially) reflects practical and best practice scenarios to foster knowledge transfers at expert level.
Expert Portal	An online community that realises a discussion platform intended for subject experts and professionals and that provides professional material, usually via discussion forums, expert reports, white papers etc.
Goods	Commodities and arts with special regard to wood, metal, plastics; food, ceramics, construction, repairs, transport, and several "other services".
Instant Messaging	Instant messaging is the ability to easily see whether a chosen learner or trainer is connected to the Internet and, if they are, to exchange messages with them. Instant messaging differs from ordinary e-mail in the immediacy of the message exchange and also makes a continued exchange simpler and more efficient than sending sequential e-mails back and forth.
Instructor	An individual who shares relevant knowledge or information to learners in a systematic manner by presenting information, directing structured learning experiences, and managing group discussions and activities.
Intermediate (learner)	The user already has basic knowledge and experience in the subject area and is able to increase this within a course that leverages existing knowledge but does not require specialist knowledge to be exploited.
Learning Content	Information delivered by means of multimedia in a learning environment.
Learning Management	The capacity and technology to design and support pedagogic strategies that achieve learning outcomes in learners.
Learning Networking	A network of learners or the creation of such a network, with the purpose of exchanging knowledge and ideas.
Learning Portal	An online community that provides relevant e-Learning resources to a specified group of learners, usually via discussion forums, expert reports, white papers etc.

Learning Software	Any computer based learning material that follows common e-Learning rules and didactic criteria and differs from simple information resources in the Internet. Usually learning software is designed for an educational setting, containing multi media resources and a high didactical approach.
Learning Support Tool	Any computer based application that supports the process of learning.
Learning Target	A predefined set of knowledge and skills that should have been acquired by learners after the completion of a particular training / learning programme.
Lessons Learned	Usually specific recommendations based on experience to help avoid errors previously made in projects or programmes. (also see 'best practice').
Model	Approved e-Learning models and/or concepts with high relevance to the target groups and present best practices (case studies) of implemented e-Learning strategies in organisations of relevant fields and/or sectors.
Off-line	Not connected to the Internet or any local network (LAN/WAN).
Off-line Course	A training course can be described as offline when it delivered without the use of the Internet or any local network. (often used as a synonym for Computer Based Training).
On-line	Connected to the Internet or any local network (LAN/WAN).
Online Collaboration	Joint activities between two or more users (learners), synchronously or asynchronously, using online technology and concepts.
Online Communication	Online Meetings and/or Discussions between two or more users (learners), synchronously, using online technology and concepts.
On-line Communities	Allow a specified target group of users or learners to stay current in their field through dialog with other members with common interests, or indeed other members within the larger global field. Communities strongly contribute to the flow of tacit knowledge and lessons learnt, and support the process of learning. Online communities usually form part of learning networks that provide valuable resources and contacts to target groups.
On-line Course	A training course can be described as online when it delivered using the Internet or any local network. (often used as a synonym for Web Based Training).
On-line Learning	Similar to e-Learning, but restricted to that subset of distance learning which involves a computer connected to a wide-area network. The use of a freestanding computer and a CD-Rom (thus not requiring connection to a network) would therefore be included in e-learning, but not in on-line learning.
Online Training	Online tutorials, courses, and general training materials that can be used on the Internet or other network.
Online Tutorial	Sessions that are held between a learner and teacher (tutor) to supplement the information encountered in the self-directed learning process.
Provider	A relevant contact person of a company who sells or provides an eLearning related product or service. A person in an association or organisation, that is responsible for a product, or is working with a product as an e-learning expert (for example a moderator in an expert-portal or a instructor in a web based training)

Synchronous	In real time; requiring the simultaneous interaction of two or more participants; the opposite of asynchronous. A telephone conversation between two people is synchronous, but an exchange conducted by sending e-mails or text messages is asynchronous.
Target group	A person or group involved in crafts or handicrafts activity and who may use the eLISHE web portal and the eLISHE e-learning inventory.
Text / Voice Chat	An Internet service that allows two or more users (eg. learners and teachers) to interact online using typed messages or voice over Internet Protocol (VOIP). This involves real-time communication.
Tools / devices	Any software or applied hardware that delivers knowledge and/or learning content in the required format in a work-related context.
Tutor	Similar to teacher, but it is normally assumed that the tutor has a stronger individual bond with a smaller group of learners, or even with a single learner, and is responsible for guiding their learning experience.
Tutorial	A tutorial is a lesson involving a tutor and one or more students for the purpose of guided learning. While tutor-led, learners are expected to participate actively, either by presenting their own work, or by joining in discussion.
User	A person who uses a product or works with a product as a learner.
Video Conferencing	Communicate in real time with two or more people at different locations via video (by support of ICT and Internet).
Web Based Training (WBT)	Learning software that is available as a course in the internet (WBT – Web Based Training).
Work Based Learning	Attempts to inject learning content into the actual workflow and usually applies tools and devices. This facilitates the process of learning presented in a real work context. Work based learning can be realised in many ways: by means of software (eg. computer simulations) or hardware (glove, handhelds etc.)
Work-Based Learning Application	Any application (software, hardware) that supports the learning process at the work place (on-the-job training supported by e-learning methods).