

# Using micro learning

Part of the AUSMASA Trainer and Assessor VET Career Framework



**Purpose:** Use this template to create short learning activities that can be delivered in 5 to 10 minutes during pre-starts, toolbox talks, handovers, workshop breaks or on-the-job coaching. Each activity should focus on one clear objective, one key message and one workplace application task.

## Part A: Microlearning Design Template

- Keep the activity focused on one topic only.
- Use plain language and real workplace examples.
- Build in one short check for understanding.
- Finish with a practical action learners can apply straight away.

Template field	What to include
<b>Topic</b>	Name the skill, task or issue being reinforced.
<b>Audience</b>	Who is this for? For example, operators, maintenance workers, technicians, apprentices or mixed crews.
<b>Delivery point</b>	When and where will it be delivered? For example, pre-start, shift handover, workshop floor, crib break or toolbox talk.
<b>Time</b>	Keep it to 5-10 minutes.
<b>Learning objective</b>	State one thing learners should know or do by the end. Start with a verb, such as 'identify', 'explain', 'inspect' or 'apply'.
<b>Key message</b>	Write one simple message that learners should remember after the activity.
<b>Activity</b>	Briefly describe the method—for example, a quick demonstration, short scenario, visual prompt, paired discussion or mini challenge.
<b>Workplace application task</b>	Describe one task learners should complete straight away in the workplace to apply the learning.

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## Part B: Completed Examples

### Example 1: Mining

Template field	What to include
Topic	Isolation handover checks
Audience	Mobile plant maintenance crew on the day shift
Delivery point	Pre-start toolbox talks beside the maintenance bay
Time	7 minutes
Learning objective	Identify the 3 checks required before accepting an isolation handover.
Key message	Do not assume the handover is complete.
Activity	Stop, verify and confirm each control before work starts.
Workplace application task	The trainer shows a permit, lock and tag setup from a recent maintenance task. In pairs, learners identify what must be checked before accepting the handover. The trainer then confirms the correct sequence.

### Example 2: Automotive

Template field	What to include
Topic	Tyre wear pattern checks during service inspection
Audience	Workshop technicians and apprentices during morning workflow
Delivery point	On the workshop floor before the first service booking
Time	6 minutes
Learning objective	Identify 2 common tyre wear patterns and explain what they may indicate.
Key message	Tyre wear tells a story. Check the pattern, then link it to the likely vehicle issue before recording your findings.
Activity	The trainer shows 2 tyres or photos with different wear patterns. Learners give a quick answer on what each pattern may indicate. The trainer confirms the likely cause and models how to note it on the job card.
Workplace application task	Each learner inspects the next vehicle allocated to them, identifies any wear patterns, and clearly records the findings on the service paperwork.

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## Quick design reminders

- Choose one topic only.
- Avoid trying to teach the whole procedure in one burst.
- Use a real task, real piece of equipment, real fault, real form or real site example.
- Keep the message practical. Learners should know what to do differently after the activity.
- End with action. A microlearning activity should lead straight into workplace application.

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