

Alchemy Courseware

Instructional Design

Alchemy offers 267 active unique course codes, and it is important to understand the kinds of instructional design options that Alchemy chooses for our courses so that you can plan your lessons accordingly. What follows is a description of the different elements of an Alchemy course.

Literacy Level

Courseware in North America is targeted at a 5th – 8th grade reading level; these are the guidelines used in developing our courseware:

- Universally needed instruction (ex: Handwashing) is written at a 5th – 6th grade reading level
- Specialized instruction (ex: Cleaning and Sanitizing) is written at a 7-8th grade level
 - The job roles for this instruction usually require a higher level of education
- Alchemy considers the full body of text when evaluating a course reading level
 - Some sentences will be more complex than others, but the entire text is averaged
 - Industry standard words may normally register a high reading level, but due to their familiarity and repetition the assumed reading level is much lower

Length of Courses

Course length is determined by content and typical attention span

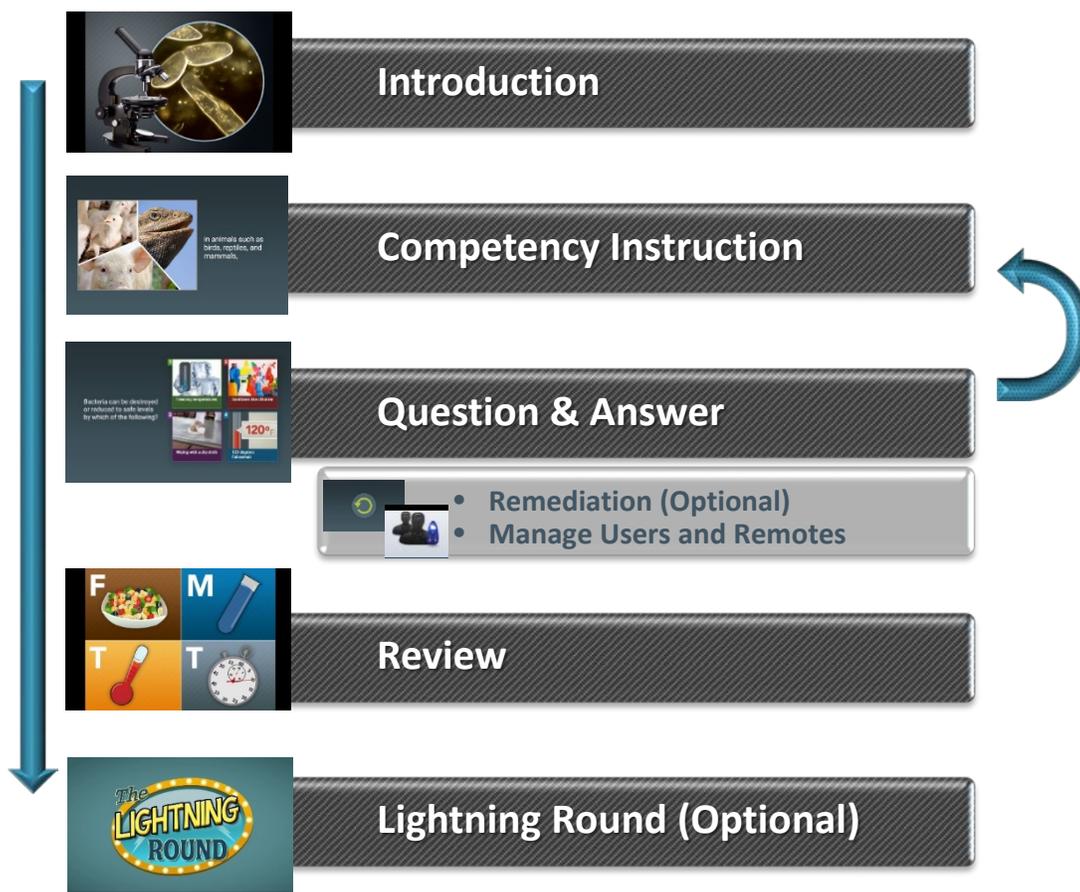
- The majority of Alchemy courses run 20-25 minutes
- Refresher courses usually run 10-15 minutes
- All course estimates assume two Remediation loops per question
 - Small classes (2-8 participants) will likely have a faster training time
 - Large classes (20+ participants) may take a little longer
 - Removing the Lighting Round save 2-3 minutes per course

See pages 2 & 3 to visualize the flow of Alchemy Courseware and Refreshers

Design – Full Alchemy Courses

Alchemy courseware uses a multi-media approach to encourage attention and retention

- Competency instruction utilizes visuals to enable understanding at a variety of reading levels
 - Competencies are reviewed again at the end of the session to ensure retention
- Question and answer sections through out validate understanding
 - Alchemy courses require a correct answer for each question set
 - Up to two Remediations (second chances) can be set for each question
 - Users and Remotes can be managed on the Q&A page
- The Lightning Round is an optional team-builder that further encourages retention
- Alchemy courses can be imported through Creator and edited to your own specifications.



The anatomy of an Alchemy Refresher course is on the next page.

Design – Refresher Alchemy Courses

Refresher courses look and run very much like full Alchemy courses, but are designed for Users already familiar with the subject matter

- Refresher courses review the subject matter and use knowledge verification questions
- Designed to save time while validating understanding
- Remediation questions are repeated, not unique

Note: Learning Plans which have full Alchemy courses assigned to them are NOT satisfied by the Refresher course, and Learning Plans with Refresher courses assigned to them are NOT satisfied by the full course.

