Welcome to LET Training

Contact us: admin@letraining.com.au   Tel: 02 9633 929

LET TRAINING

Course Induction

Your Roadmap for Study with Us

Welcome to LET Training's Course Induction

The purpose of this course induction is to give an overview of our learning portal and how to complete your studies with LET Training.

This course induction will provide information on the following areas:

- ✓ Navigating the online learning portal
- ✓ Understanding learning and assessment requirements
- ✓ How to get learning support
- ✓ Effective learning flow

Course Induction Content

The Learning Flow

Study via the Online Learning Portal

How to Conduct Role-Play Activities

Artificial Intelligence (AI) Use
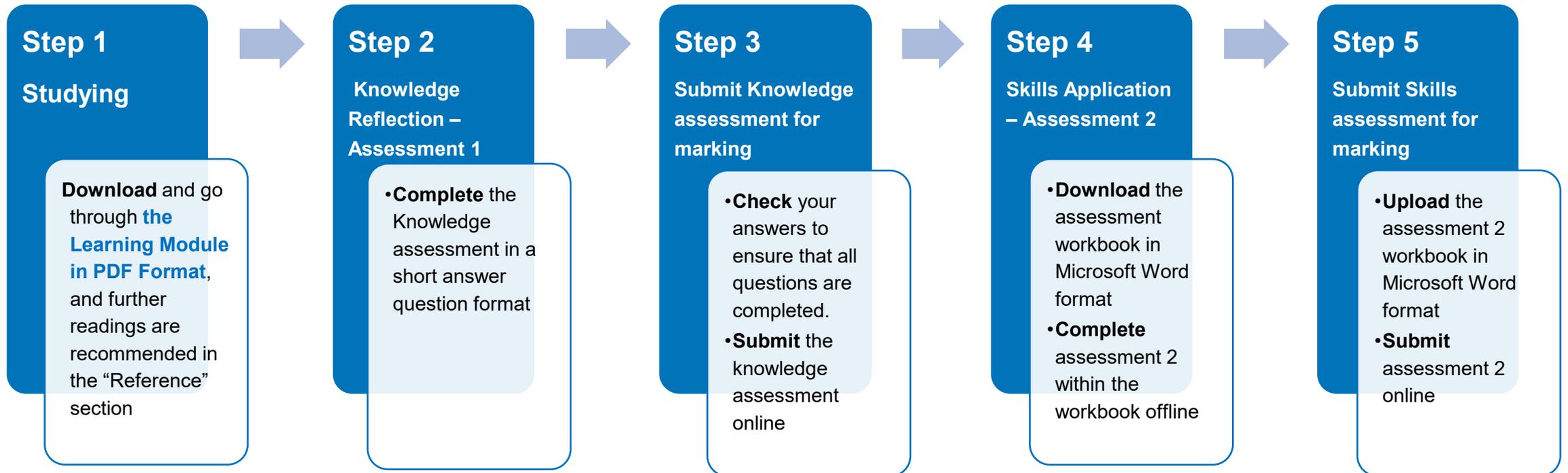
Getting Learning Support

Contacts from LET Training

Glossary – Assessment Terms

GROWING UP

The Learning Flow

The learning flow is designed to enable a flexible and effective study journey. We strongly recommend that you take the following steps to plan and complete your course.

Step 1

Studying

Download and go through **the Learning Module in PDF Format**, and further readings are recommended in the "Reference" section

Step 2

Knowledge Reflection – Assessment 1

- **Complete** the Knowledge assessment in a short answer question format

Step 3

Submit Knowledge assessment for marking

- **Check** your answers to ensure that all questions are completed.
- **Submit** the knowledge assessment online

Step 4

Skills Application – Assessment 2

- **Download** the assessment workbook in Microsoft Word format
- **Complete** assessment 2 within the workbook offline

Step 5

Submit Skills assessment for marking

- **Upload** the assessment 2 workbook in Microsoft Word format
- **Submit** assessment 2 online

Before Starting the Course

Tick to confirm	Check if you are ready:
☐	You have access to a fully-functional computer loaded with a web browser, web camera and appropriate software applications to read PDF files and produce documents (using Microsoft Suite)
☐	You have access to reliable internet
☐	Have a valid email account and a telephone with a valid telephone number for learning and assessment communication, support session;
☐	You have received "Enrolment Confirmation" from LET Training admin team, and able to locate the online learning portal login details (*If you haven't received the email, please check your junk/spam folder, if you still can't locate it, contact our support team at* admin@lettraining.com.au *to resend it.*)
☐	You have noted the enrolment term of your course start and end dates
☐	You have noted your trainer and support contact details.

The Online Learning Portal

Step 1: Finding your login details

Enrolment Confirmation Email

This is an important email received from the **LET Training admin** team (admin@lettraining.com.au) with the subject **"Enrolment Confirmation"**. Information includes:

- "**Your Enrolment Term**" section outlines the start & end dates.

- **"Training Resources & Login Details"** section outlines your username, password and a link to the online learning portal are in this section.

- **Your nominated trainer** and his/her contact details.

- **The Student Handbook** contains the responsibilities, support services and policies & procedures agreed upon enrolment registration.

- **The course induction program** – which is this document provided with step by step guidance on how to study with LET Training.

Subject   BSB50320 Enrolment Confirmation

02 LET Training Student Handbook_v3.13_20240606.pdf
807 KB

LET Training Course Induction_V3.2.pdf
2 MB

Dear Joel,

Welcome to LET Training!

This is to confirm that you have enrolled in

BSB50320 Diploma of Human Resource Management

With Entry Requirement: BSB40420 Cert IV in HRM (4 core units)

Your **online learning portal** is now active and ready for you to begin your studies.

My Enrolments

|	Title	Planned Completion Date	Status
●	BSB40420 - Human Resource Management	13/10/2025	Active
●	BSB50320 - Human Resource Management	13/10/2026	Active

Your Enrolment Term (Course Duration)

Start Date: 14th April 2025
End Date: 13th October 2026
Course term: 18 Months

Training Resources & Login Details

Learning and assessment materials are located under your online learning account.

To access your online learning portal, please go to:

Learner Login: https://let.tutis.com.au/tpi/login
Username: joel.blog
Password: joel2025

The Online Learning Portal

Step 2: Log into your learning account

To log into your account:

- Go to the login page: *https://let.tutis.com.au/tpi/login*

- Enter your username and password.
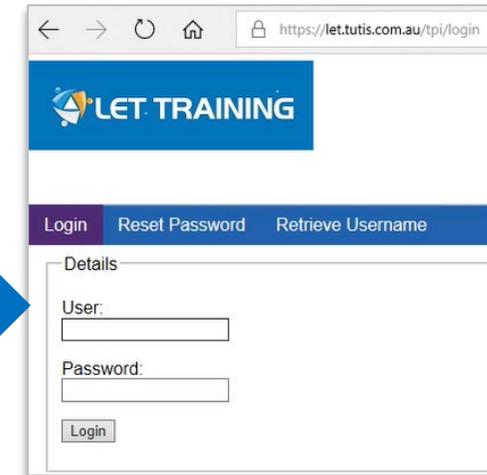
To reset your password:

- From the login page, click '**Reset Password**' in the blue bar

- Enter your username

- Click '**Submit**'

- You will receive an email. Follow the prompts in the email
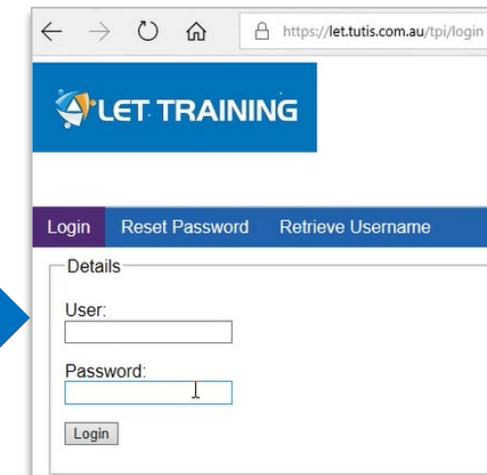
The Online Learning Portal

Dashboard

Assessments Ready to Attempt:

this is a snapshot of assessments to be completed for your enrolled course/s.

Note: the completed assessments will no longer be listed here.

The Online Learning Portal

Step 2: Access your enrolments

To access your enrolled course, you can:

- Straight from the "**Dashboard**" to view your enrolled course under "**My Enrolments**", or

- Click the **'My Enrolments'** button [My Enrolments] on the left-hand side of the dashboard. This will take you to the '**My Enrolments**' page. Here you will be able to see the courses you have enrolled in.

- Click on the '**View**' button [View] on the right-hand side of the "My Enrolments" page to access the detailed course page.

My Enrolments					
	Title	Planned Completion Date	Status		
⊙	BSB41419 - Work Health and Safety	19/10/2024	Active	View	
⊙	BSB40120 - Business	19/10/2024	Active	View	
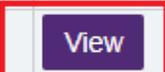
(Displaying 1 - 2 of 2, Page: 1/1) 10 ⌄

The Online Learning Portal

Step 3: View your course details

From the course detail page, you can access information such as the units of competency you must complete, as well as any assessments, training related documents/resources, and sessions.

Click the screenshot to expand the automation play panel, and take a tour of how to access the training and assessment.

The Online Learning Portal

Step 3: View your course details (continued)

From the '**Unit Detail**' page:

- You can access each individual unit to see:

    - Resource Material

    - Assessment Tasks

- Depending on your progress through the unit you will be able to click '**Start**', '**Continue**' or '**View**' to access this information.

- You can also monitor your progress and the outcomes (e.g. Competent) for completed units.
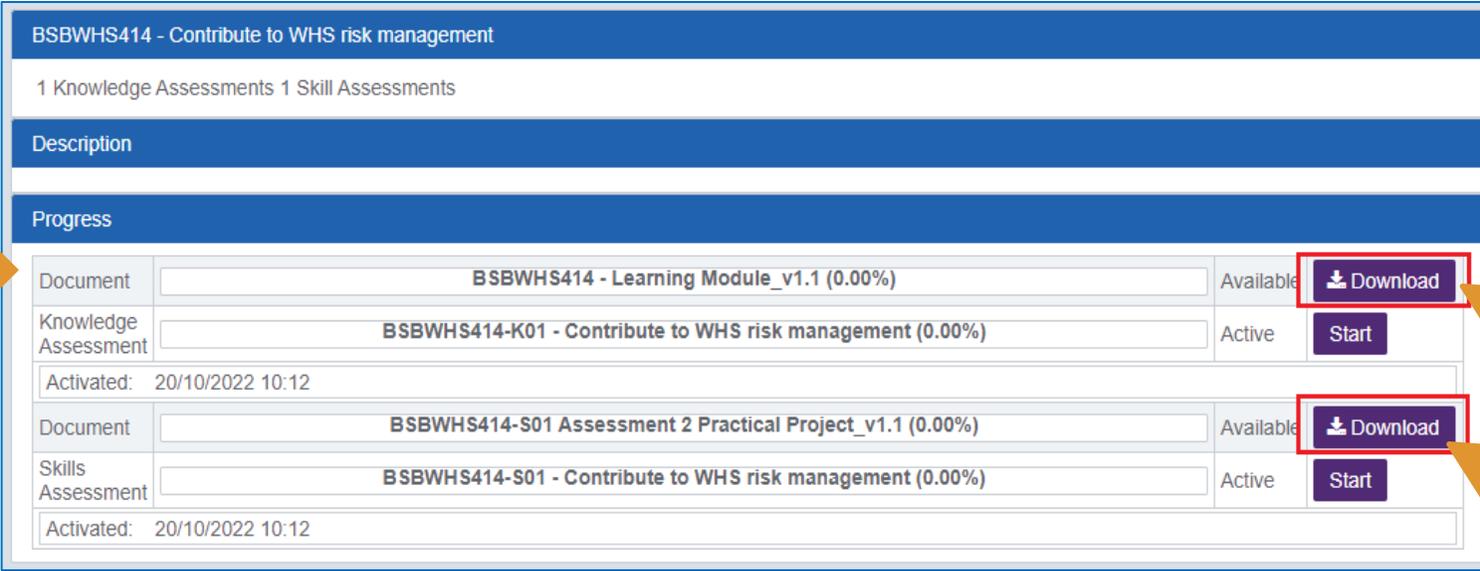
The Online Learning Portal

Step 3: View your course details (continued)

The blue shading in the bar next to each unit (see below) enables you to see how much of the unit you have completed.

The Online Learning Portal

Step 4: Download training materials

To access your Learning Module and Assessments:

- Click on the 'Download' button **⬇ Download** in the far-right column.

- For every unit, there are two documents that you need to download:

  1. **Learning Module**: For example, BSBWHS414 Learning Module. This is your learning material for the unit of study.

  2. **Assessment 2 Practical Project**: For example, BSBWHS414-S01. This is the **second assessment**, which contains 3-4 tasks to be completed offline and should be uploaded under "BSBWHS414-S01" for marking.

Note: For some units, there may be additional support materials provided or further reading required. This material will be coded accordingly.

The Learning Module (in PDF format)

BSBLDR412 Communicate Effectively as A Workplace Leader — Learning Module

Learn Your Way - Take Your Studies Wherever You Go

- **Download the** Learning Module (the textbook) for the unit
- Read and reflect your understanding by completing the knowledge assessment (short answer questions) , e.g. "*BSBXXXK01*",
- Go to the "**Reference and Further Reading** " section to investigate and research additional resource or content to assist your learning.

Table of Contents

The Online Learning Portal

Step 5: Complete and submit your assessments

There are two (2) assessments to be completed for each unit:

1. **Assessment 01: Knowledge-based assessment**.

   These short answer questions are coded as Unit Code-K01, e.g., **BSBWHS412-K01**.

2. **Assessment 02: Skills based assessment**.

   These practical projects are coded as Unit Code-S01, e.g., **BSBWHS412-S01**.

Tips (flexibilities in completing the assessment activities):

▪ You can complete the units in any order. However, you should:

  ❖ complete the knowledge assessment **BEFORE** attempting the skills assessment – the practical project workbook.

▪ You have three (3) initial attempts for each assessment.

▪ After three attempts, the assessment will be temporarily locked and a support session with your trainer will be scheduled to identify the issues and discuss the areas for improvement.

▪ Your trainer is available to assist with any questions regarding your assessments!

The Online Learning Portal

LET TRAINING

To complete knowledge assessments:

- Click '**Start**' or '**Continue**' next to the Assessment you wish to undertake.

- Click '**Start**' or '**Continue**'. A confirmation pop-up window will appear.

- Tick to confirm it is your own work.

- Click on '**Launch**' (in the pop-up window).

- Answer all questions in all sections by typing your responses into the provided space.

- Click 'Save and Exit' [Save and Exit] to return to it later OR click '**Submit**' [Submit] once you have completed ALL questions.

The Online Learning Portal
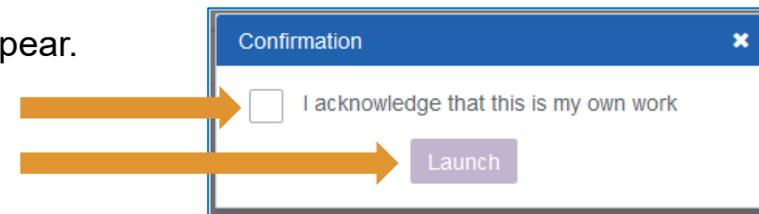
Completing knowledge assessment questions:

BSBINS401 Short Answer Questions

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |

Question 1

Q2. Provide at least two (2) examples for each of the following:

a. primary source.
b. secondary source.
c. tertiary source.

Answer

Make sure you answer ALL questions before submitting your assessment task.

Type your answers in the spaces provided here

Upload image

Submit   Save

NOTE: *There is a 20-minute inactivity timer while completing knowledge assessments. Make sure you* **save** *your work often!*

The Online Learning Portal

You will receive feedback from the assessor for the submitted assessment in 3-5 working days.

Don't wait for Marking Feedback!

Move on!

The Online Learning Portal

To access Knowledge Assessment feedback (cont.):

- Once you are in the assessment, questions in red indicate that they were answered incorrectly and need to be reattempted. If required, go through and complete any questions **marked red**, and resubmit your assessment for marking.

- Notes provided by your assessor on incorrect or insufficient responses will also appear at the **bottom** to guide you in your reattempt.

- Once you have successfully completed an assessment, you can access your attempt history by finding the assessment from the course details page.

The Online Learning Portal
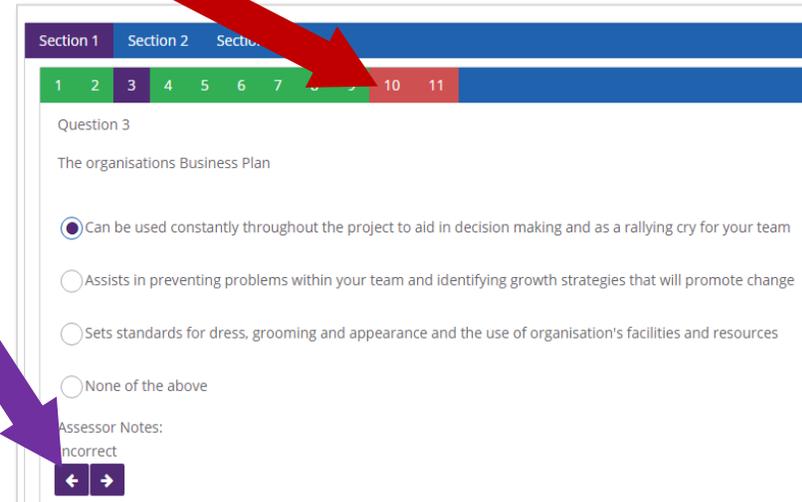
To complete Skills Assessment – Assessment 2:

Download Assessment 02, with the '**S01**' code. Open the Word document and work your way through the project tasks.

Note: Some assessments will contain **multiple files in a zipped folder**. For example, the zip folder may contain a practical project and a simulated business case study and/or templates to help you complete the assessment tasks.

Completing Skills Assessment - Practical Project

For example, BSBHRM411-S01
The Assessment 2 – Workbook contains 3 practical tasks to be completed based on the provided simulated business.

The **Simulated Business document** to help you complete the practical project in a simulated business environment.

Tip: Ensure you work within the downloaded assessment workbook in "MS Word" format.

The Online Learning Portal

To submit Assessment 02 - Skills Assessment:

Once you have completed the assessment workbook, Click Start
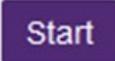
		BSBINS402 - Coordinate workplace information systems		
		1 Knowledge Assessments 1 Skill Assessments		
		Description		
		Progress		
	Document	BSBINS402 Learning Module	Successful	⬇ Download
	Document	BSBINS402-S01 Assessment 2 Practical Project	Successful	⬇ Download
❯	Knowledge Assessment	BSBINS402-K01 - Coordinate workplace information systems	In Progress	Continue
❯	Skills Assessment	BSBINS402-S01 - Coordinate workplace information systems	Not Started	Start
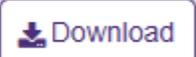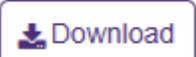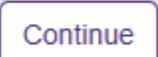
The Online Learning Portal

To submit Assessment 02 - Skills Assessment (cont.):

Click '**+Choose**' to locate and upload your file, then click '**Submit**'.

This is the **first attempt** of this assessment. Remember, you get three attempts for each assessment.

You **DO NOT** need to export the PDF from here.

Two steps for you to submit the skills assessment

please do not place the actual video in the assessment workbook – the **file size is limited,** and your submission will likely be rejected!

Note: If you are **submitting more than one document**, ensure you create a folder and save the documents in the folder and **compress it into a zip file** as you will only be **allowed to upload one file**. Every submission is considered one attempt!

Tip: If you are unsure of how to compress (zip) files, click on the relevant link for guidance: Windows or Mac.

The Online Learning Portal

Step 6: Review assessment feedback

Once your assessor has marked your assessment (generally within 5 working days), you will receive an email and can then log into your account to see your results.

To access Knowledge assessment feedback:

- Go to your dashboard and click on '**View**' for the corresponding course.

- The '**Assessment Details**' page will show the status of your assessment, as well as the number of questions you got correct.
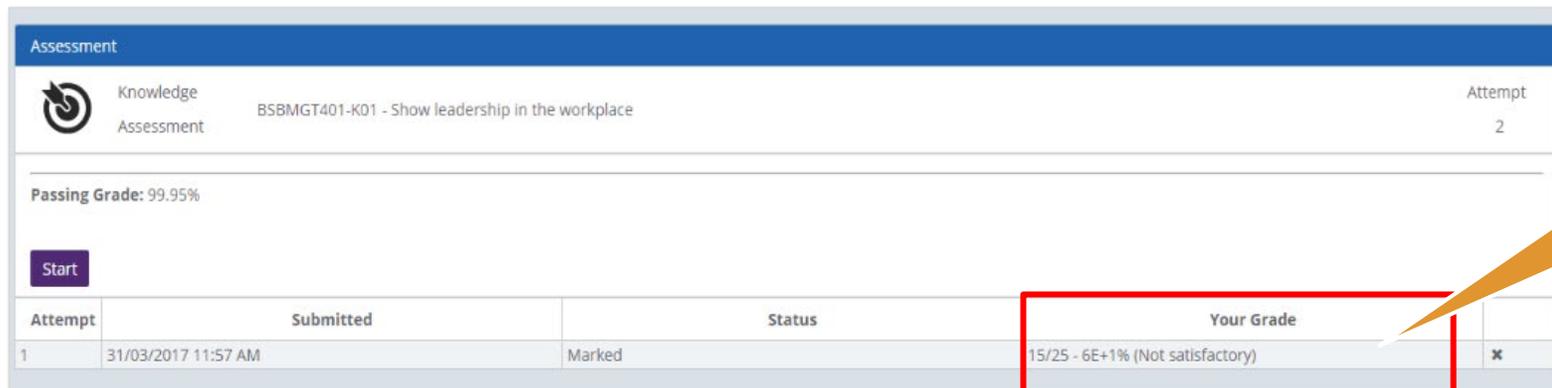
In this example, the first attempt was graded 'Not satisfactory'.

The Online Learning Portal

To access Skills Assessment (Workbook) Feedback

Once your assessor has marked your assessment (generally within 5 working days), you will receive an email and be able to log into your account to see your results.

It's **the same process to submit the skills assessment:**

- You will need to proceed to **"Continue"** the skills assessment and

- "**Download**" **the marked workbook** for assessor's feedback and instructions for adjustment if required.

- Once you are in the Assessment workbook, check the **"Project Assessment Summary"** page for an overview of the assessment outcome and identify the areas require further work or corrections.

LET Training Assessment 2 Workbook

Project Assessment Summary

Task	Assessment Outcome	Assessor Comments
	To be completed by Assessor	
Task 1	Not Yet Satisfactory	04/04/2025: The required knowledge and assessment yet to be demonstrated. There are some minor adjustments, mis-work to be completed and the role-play recordings to be resubmitted. Please refer to the notes provided in the respective areas in Task 1
Task 2	Not Yet Satisfactory	04/04/2025: The required knowledge and assessment yet to be demonstrated. There are some minor adjustments to be completed. Please refer to the notes provided in the respective areas in Task 1
Task 3	Satisfactory	04/04/2025: The required knowledge and skills demonstrated. Task 3 is completed.
Assessor further Comments:	Hi Joel, You've made a fantastic start with a strong, well-structured response that clearly demonstrates your understanding of performance management principles and their application to the simulated business. There are just a few minor adjustments needed, and the role-play records will need to be resubmitted. Please review my detailed notes in Task 1 and Task 2 for guidance on the required updates.	
Assessor Name:	Mark P.	
Assessor Signature:	Mark P.	Date Assessed: 15/04/2025

The Online Learning Portal

To access Skills Assessment (Workbook) Feedback

Once you have the information about the task or work requires resubmission, you will need to:

- Open the workbook to check the "**Comments**" and/or *"**Notes***" left by the assessor in the respective task and area/s that were responded to, incorrectly or insufficiently and need to be re-attempted. If required, go through and complete these questions/activities, and resubmit your assessment for marking.

- Once you have successfully completed an assessment, you can access your attempt history by finding the assessment from the course detail page.

The Online Learning Portal

Fantastic! You are almost ready to get started!

Let's have another look at how to start the process!

Step 1.	Step 2.	Step 3.	Step 4.	Step 5.
Download and read your Learning Module	Completing and submit your knowledge assessment	Download the assessment 2 practical project workbook	Complete the skills assessment – Practical Project Workbook offline and save it in your computer	Submit your skills assessment – workbook by upload it onto your learning portal under the respective unit – skills assessment spot

Completing a role-play activity

Role-Play is one of the assessment requirements!

In completing **the Skills Assessment**, you may be required to complete a role-play as one of the assessment activities.

According to the unit of competency requirements, you are required to demonstrate your communication skills by conducting interactive activities in a simulated business environment.

When it comes required, please follow the "How to complete the role-play" instruction provided in the workbook to complete it.

For example:

How to conduct your meeting role-plays

Note: You will need to invite one (1) team member to participate as the team member in your meeting (role-play). The participant may be either work colleagues, family members, or friends. You will need <u>to video-record the session between 15 to 20 minutes as evidence</u> and ensure the persons chosen to role-play the team members are familiar with **the scenario.**

Alternatively, you may choose to conduct the role-play with your assessor. If so, you will need to send an email to *assessment@lettraining.com.au* to arrange a time, with the email subject: BSBLDR411 Project Task 2 Individual Team Meeting Role-Play:

✉	To: assessment@lettraining.com.au
Subject:	BSBLDR411 Project Task 2 Individual Team Meeting Role-Play

Completing a role-play activity

Don't panic!

You have two options for completing the roleplays required in the Skills Assessment:

Option 1 – Friends/Family/Colleagues:

Using friends, family or colleagues, form a team and hold a meeting.

If you choose to complete the activity in this manner, you will need to video your assessment and upload the video as your assessment attempt.

Option 2 – Trainers:

You can complete the assessment with the assistance of your trainer.

Email an invitation to the assessor and a copy of the email invitation, must be placed in the workbook accompanied by other required documents.

Completing Role-Play Activities

Option 1: Using friends, family or colleagues, form a team and hold a meeting **who must be over the aged of 18 years**. If you complete this activity with a formed role-play team, the meeting must be recorded in a video format visually.

Requirements for video recording:

✓ Ensure your activity set up meets the task and activity requirements

✓ Ensure you provide required information to the participants before the session starts

✓ Save your recorded video in a third-party website or app

 (*For example: Dropbox, OneDrive, G-Suite, YouTube, etc.)*

✓ Share your recorded video to **assessment@lettraining.com.au**

✓ Provide the **shared video link** in the assessment task area of your assessment workbook, please do not place the actual video in the assessment workbook – the **file size is limited** and your submission will likely be rejected!

Completing Role-Play Activities

Option 1: Conduct with your choice of participants on video

Tips for video recording:

- Contact your trainer prior to the assessment
  (Discuss the assessment with them to make sure you're on the right track)

- Ensure all team members are audible and visible on the video
  (The team members must be able to be seen and heard during the video – no back views of people)

- Make note of the suggested time indicated in the assessment task
  (If it requires 15 minutes and your video is 5 minutes long, you are not meeting the assessment requirement, and your assessment will not be accepted.)

- Make sure the video is **shareable and downloadable**
  (Dropbox is preferred – if you're using Google Share make sure you give us access to the assessment)

How to conduct a role-play activity

Option 2: Conduct the roleplay activity with your trainer

Step One: Email an invitation to the trainer/assessor

Address to:
assessment@lettraining.com.au
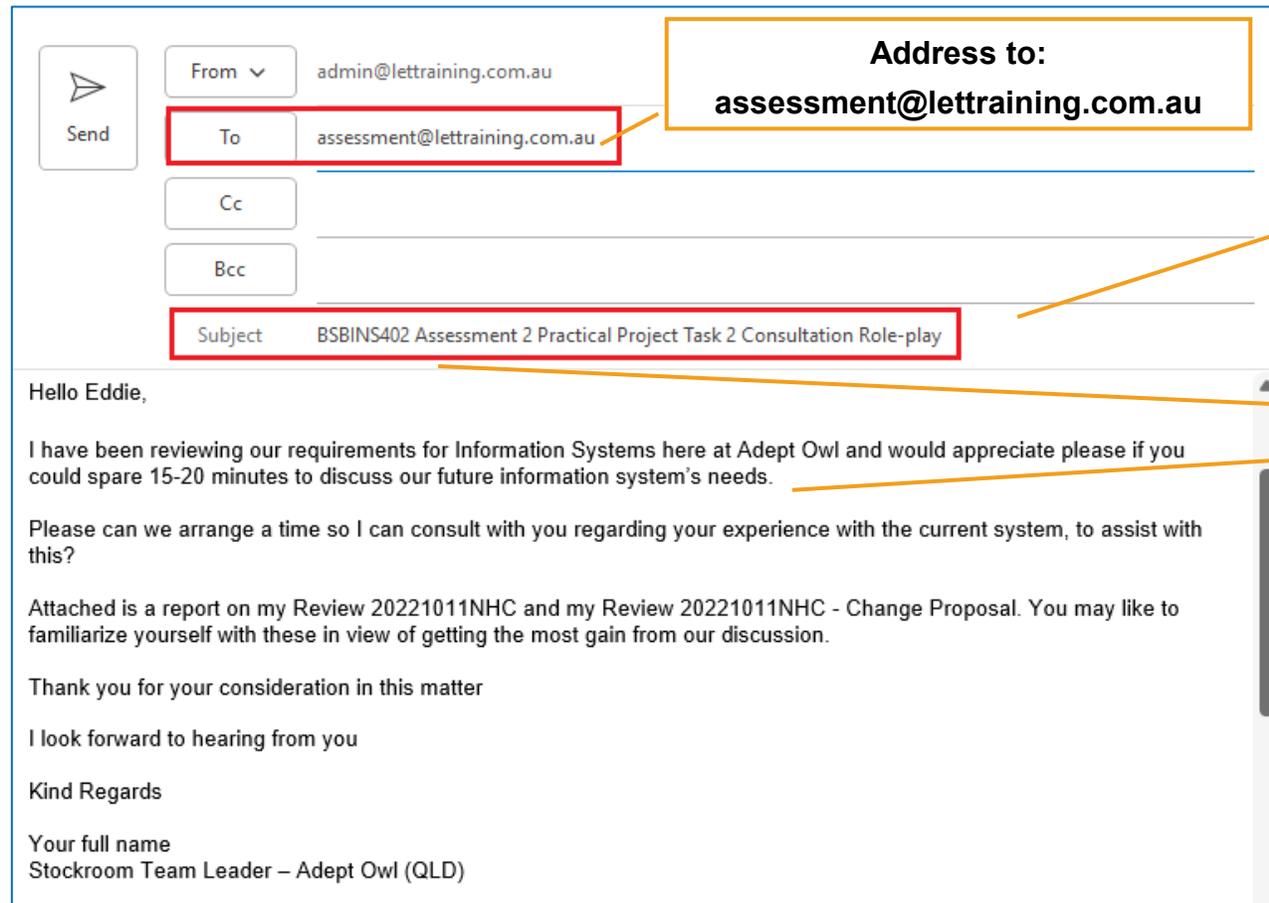
From ∨ admin@lettraining.com.au

Send | To | assessment@lettraining.com.au

Cc

Bcc

Subject | BSBINS402 Assessment 2 Practical Project Task 2 Consultation Role-play

Hello Eddie,

I have been reviewing our requirements for Information Systems here at Adept Owl and would appreciate please if you could spare 15-20 minutes to discuss our future information system's needs.

Please can we arrange a time so I can consult with you regarding your experience with the current system, to assist with this?

Attached is a report on my Review 20221011NHC and my Review 20221011NHC - Change Proposal. You may like to familiarize yourself with these in view of getting the most gain from our discussion.

Thank you for your consideration in this matter

I look forward to hearing from you

Kind Regards

Your full name
Stockroom Team Leader – Adept Owl (QLD)

Address the subject box, for example: BSBINS402 Project Task 2 Consultation Role-Play
Please ensure you include your **_Full name_** when addressing the subject box, So the trainer knows who it is from.

When constructing the email content, make sure you include the following:
- Unit Code and Task you are completing
- A preferred day and time you would like to book the meeting
- Attach relevant information or documents required.

How to conduct a role-play activity

Option 2: Conduct the roleplay activity with your trainer (cont.)

Step 2: Participate in the role-play assessments with your trainer online:

- ✓ Give yourself plenty of time to prepare!
  (Prepare at least a day before)
- ✓ Ensure you have sent all relevant documents as per the assessment instructions to your trainer
  (You can always double-check by email with the trainer that they've received everything)
- ✓ Join the session via your booking link **at least five minutes before** the session starts
  (Find a quiet and safe spot to complete your assessment in and make sure your video and audio is working)
- ✓ Check the activity requirements before you start
  (Make sure you've got everything you need to complete the assessment task).

Note: *If you need to reschedule a role-play, please follow the same procedure as with a support session.*

Note: *Do not be **in operation of a vehicle** when contacting your trainer. It's not only a bad idea, but also against the law.*

Artificial Intelligence (AI) Use

LET Training encourages the use of technology to support learning and research. Our assessment policy permits the use of AI as a tool for indirect assistance in completing coursework.

This includes, but is not limited to:

- Grammar checks and text paraphrasing

- Structuring written responses more effectively

- Generating images for storyboards or visual aids

- Clarifying resource materials by explaining concepts differently

- Troubleshooting issues, such as diagnosing error messages
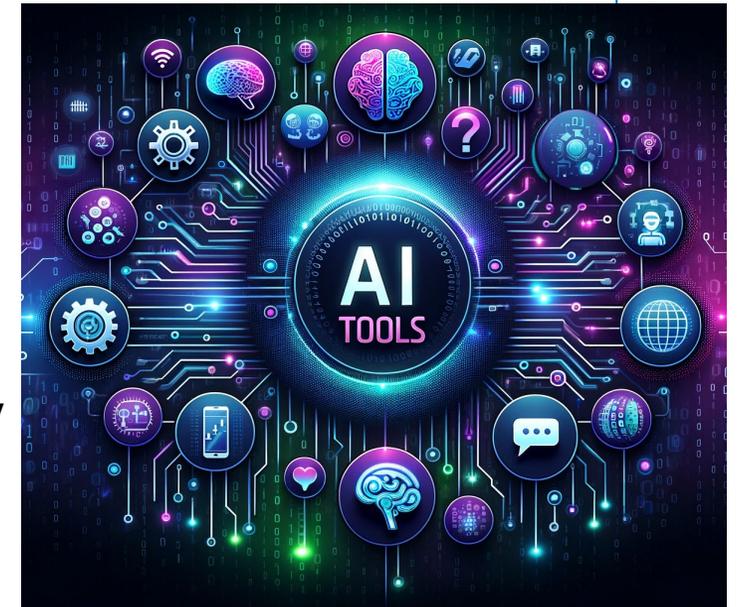
Artificial Intelligence (AI) Use

LET Training uses tools and applications to help detect both plagiarism and cheating in assessment tasks:

- If the tools **determine up to 20% of an AI-generated response**, your trainer may schedule a skills competency validation.
This session conducted via web conference, allowing the assessor to verbally the information provided in your responses accurately reflects your abilities and knowledge.

- If the tools **determine over 20% of the response has been generated by AI** the submitted assessment will not be marked, and the student will be notified that they need to re-attempt the assessment in their own words.

- The trainer may also schedule a learning validation session in the event your assessment tasks match an existing assessment in the system (e,g: from a previous student at LET Training).

NOTE: We encourage students to contact their trainer or the admin team if they need further clarification on these requirements. You can contact at any time before, during or after an assessment has been submitted.

Getting a Learning Support

Getting Trainer Supports

We're here to support during your learning journey with us!

Contact your trainer via email:

- Highly recommended. Responses from your trainer within one to two business days

- Ensure you have included the unit name, the assessment (and if it's knowledge or a practical assessment) and question in details in the email to avoid any delay of response.

TIP: *It's always better to ask five questions in one email, than one question each in five different emails.*

Contact your trainer for phone support sessions:

- 30-minute support sessions, one-on-one with your trainer.

- Can be booked either directly with trainer or with admin team by phone or by email.

- Trainers are available Monday to Fridays between 9:00am to 5:00pm (NSW Time).

Getting a Learning Support

Getting Trainer Supports (cont.)

Contact your trainer for online support sessions:

- 30-minute support sessions, one-on-one with your trainer.

- Conducted over Microsoft Teams or Zoom

- Can be booked either directly with trainer or with admin team by phone or by email

- Our trainers are available Monday to Friday (NSW business days) from 9:00 AM to 5:00 PM. **Need after-hours support?** Contact our team to check availability—limited sessions may be offered outside standard hours (excluding weekends).

TIP #1: *Book your sessions a couple of days in advance – also prepare more than one potential time to be available for the booking. Schedules fill up!*

TIP #2: *Email your trainer before your support session and tell them the unit/task you want to discuss. That way your trainer will be ready!*

Getting a Learning Support

Request and participate in a one-on-one support session

Booking a support session	Minimum 3 business days before the session, send an email to: admin@lettraining.com.au
Information required for booking	- Unit code or name - Description of the support needs, questions, or issues, or as described in the assessment workbook
Session length	30 minutes
Number of sessions allowed	Maximum **two one-on-one sessions** per student per unit of competency
Participation requirements	- The student is participating in the session in a safe and quiet environment; - Get ready five minutes before the session starts; - Log in to the online learning portal; - Have the relevant training and assessment documents open for discussion; - Follow LET Training policies and procedures.

Getting a Learning Support

What will happen if you are not meeting the participation requirements

Unable to attend the session	▪ Cancel the session at least 2 hours before the session; ▪ Student/s missed two sessions without complete the cancellation process may result from further bookings being rejected.

Trainer authorised actions	LET Training trainer is authorised to terminated session if: ▪ The student is not meeting the participation requirements; ▪ The required policies and procedures are not followed; ▪ The student presents inappropriate behaviour/s.

It's okay to ask for help!

Chat with your trainer to work out a study plan if you can't find a reliable time for study!

Getting a Learning Support

What can trainers provide in support sessions?

Trainers CAN:

- Explain and clarify the use of training and assessment resources
- Clarify assessment activity requirements
- Explain the learning content to assist with the understanding of the subject matters
- Assist with how to get started on an assessment activity
- Provide feedback on assessment attempts
- Provide information on RPL and/or credit transfers
- Direct students to other support resources that may help them with their questions (e.g. webinars)

Trainers CAN'T:

- Provide examples or samples of ANY completed assessment activities
- Review and provide outcomes/feedback for assessment questions, activities, and appendices drafted or completed before the assessment is submitted online for marking.
- Give advice on personal workplace problems
- Support for technical problems or payment-related questions (talk to the admin team instead)

Getting a Learning Support

Other Learning Support Services

Admin and Support Team - Available from 9AM – 5:30PM Monday to Friday (Sydney local time)

- Online learning portal issues
- Access to training and assessment resources issues
- Enrolment term extension application
- Learning support booking sessions
- Course fee and payment related quires
- Participating in live webinars
- Work placement assistance (health care courses only)
- Wellbeing and personal support
- Special needs support

Contact us at: admin@lettraining.com.au, or 02 9633 3929

Explore Our Learning Support Resources

Visit the LET Training Website – Learning Support Page to access a range of helpful resources, including:

- Access to online learning portal
- Getting a learning support session
- Technology Support Guides – Step-by-step tutorials, such as how to create a chart in Microsoft Word.
- Upcoming Webinars – Check the calendar for scheduled webinars.
- Assessment & Enrolment Help – Find answers to common questions about terms and requirements.

For quick solutions, visit the LET Training FAQ Page for answers to frequently asked questions!

Contacts from LET Training

LET TRAINING

We will be in contact each month! Please check and read the monthly email!

Monthly contact from LET Training:

To ensure you stay informed, we will contact you via email each month with important updates, including:

- Any changes to your course or our services.
- Available learning support resources.
- Opportunities to share your feedback.

These monthly communications will keep you up to date with relevant information and help us enhance your learning experience.

Personalised Support Options:

We understand that many of our students have work or personal commitments during business hours, making it difficult to take phone calls. For this reason, **LET Training does not conduct routine phone calls after enrolment**.

However, if you would prefer scheduled phone or web-based check-ins, please notify our admin team. We're happy to customize your contact preferences and arrange regular sessions with your trainer at times that suit you.

Glossary – Assessment Terms

Important:

Read the following assessment terms to understand what is required when attempting assessment activities!

It takes **two minutes** only, but can save hours of your time!

Glossary – Assessment Terms

LET TRAINING

The terms listed in this section are often found within the questions and activities in the Assessments.

The intention of this Glossary is to explain the terms used in the questions and tasks within the Assessment Instructions.

These are often considered as general requirements of each assessment activity.

Assessor Feedback Term	Description
Incorrect answer or response	The assessment activity or question response is unrelated.
Insufficient answer or response	Not enough information. Further information is required to address the activity or question requirements.
Incomplete answer or response	The assessment activity or question is not complete or only partially completed.
Satisfactory response	The assessment activity or question is successfully responded.
Deemed Satisfactory	The assessment activity or task is successfully responded.

Glossary – Assessment Terms (cont.)

Term:	Description:
Add detail	To clearly explain by adding to the information already provided.
Briefly explain/ describe	In a few short sentences, (usually 2-3 sentences) give an account in words to explain and make clear the subject or topic.
Bullet Point	A few items printed in a list, each after a centred dot. They are usually the most important points in a longer piece of text.
Discuss	Talk or write about a topic in detail, taking into account different issues or ideas.
Explain	Make an idea or situation clear to someone by describing it in more detail or revealing relevant facts.
Explain in your own words	Using you own thoughts and words, not copied from another source.
Extend	To cover a wider area; make larger.
Expand	Give a fuller version or account of a particular subject area.

Glossary – Assessment Terms (cont.)

Term:	Description:
Identify	To name specifically. For example: Work Health and Safety Act 2011, Section 19. Note both section number and the name of the Act have been supplied.
Identify and explain	Name specifically and make the subject you have named clear to someone by describing it in more detail. For example: Work Health and Safety Act 2011, Section 19 Primary Duty Of Care
Identify and describe	Name specifically and give a detailed account of the subject. For Example: Work Health and Safety Act 2011, Section 19
Outline	Usually a list (often in bullet points).
Proposal	A plan or suggestion, especially a formal or written one, put forward for consideration by others.
Use an example to explain	An example of the situation that is the focus of the subject, to explain and make clear, by describing in more detail.

Glossary – Assessment Terms (cont.)

Term:	Description:
Simple Report Format	Simple reports have sections with headings: • Introduction • Body • Conclusion • Summary • Recommendations
Formal Report Format	Reports are divided into sections clearly labelled with headings and sub-headings. Management Reports should have the following sections: • A Title or title page. • Table or list of contents. • Executive summary. • Introduction. • Discussion. • Conclusion. • Recommendations. • References. • Technical information which would clutter the body (discussion) of the report is placed in the appendix or appendices
What does "DO NOT PDF" your Workbook mean?	When saving documents, you will have some choices as to what format to save them in. PDF format is a Non-Editable format. At LET Training, we regularly leave feedback and instructional comments within your submitted document. We cannot do that in an un-editable PDF document. We suggest using the default Microsoft **.doc** or **.docx** format, which is editable.

YOU ARE ALL SET – TIME TO GET STARTED!

Remember, we're here to support you every step of the way in your course enrolment journey!

Refer to the Enrolment Confirmation Email and contact your trainer to discuss a succession plan and support needs.

Go to LET Training Learning Support Page to access learning support resources:
https://lettraining.com.au/learning-support/

Contact LET Training Support Team:

- **Email: admin@lettraining.com.au**

- **Phone (02) 9633 3929**