LET TRAINING

The Online Learning Portal

Welcome to LET Training

Learn Your Way – Take Your Studies Wherever You Go
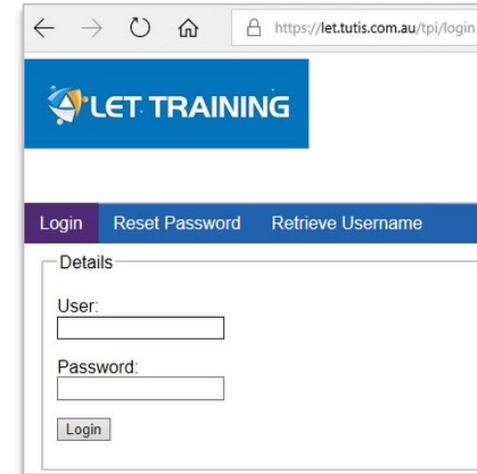
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Step 1: Log into your learning account

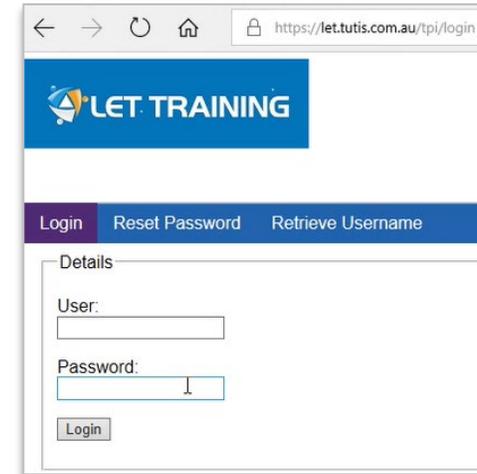**To log into your account:**

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

- Enter your username and password.

- Click on the image (right) to watch a short video demonstration.

If you would like to reset your password:

- From the login page, click '**Reset Password**' in the blue bar (at the top).

- Enter your username: *firstname.lastname (all lowercase)*.

- Click 'Submit'. You will receive an email. Follow the prompts in the email.
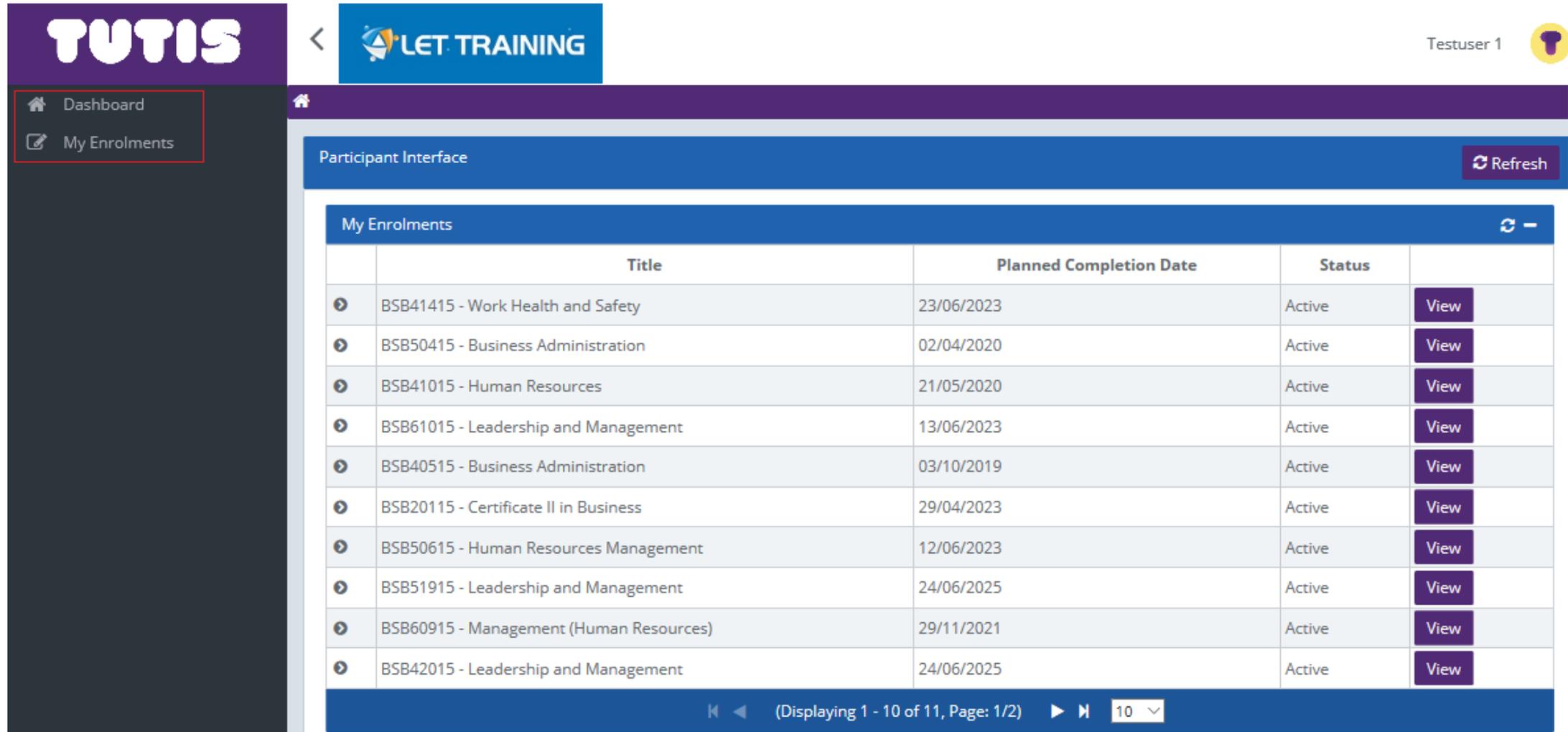
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Step 2: Access your enrolments

To access your enrolments, you:

1. Click on '**My Enrolments**' [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 all of the course/s you have enrolled in.

- Then, click on the '**View**' button [View] to access the '**Course Details**' page. From here, you can access information such as the units of competency you must complete, any eLearning activities, assessments, documents, and/or sessions.

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Step 3: View 'My Enrolments'

On the '**My Enrolments**' page, you will be able to see all of the courses that you are currently enrolled in.

Click on '**View**' to access the '**Unit Details**' page.

Click on the image below to watch a video demonstration on how to access your enrolments.

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From the '**Unit Details**' page:

- You can access each individual unit to see:
    - Documents
    - Assessments.
- Depending on the status of the unit you will be able to click '**Start**', '**Continue**' or '**View**' to access this related information.
- You can also monitor your progress towards completion, and the outcomes (e.g. Competent) for completed units.

CORE		BSBWHS402	Assist with compliance with WHS laws (In Progress)	Continue
		BSBWHS403	Contribute to implementing and maintaining WHS consultation and participation processes (In Progress)	Continue
		BSBWHS404	Contribute to WHS hazard identification, risk assessment and risk control (In Progress)	Continue
		BSBWHS405	Contribute to implementing and maintaining WHS management systems (In Progress)	Continue
		BSBWHS406	Assist with responding to incidents (In Progress)	Continue
ELECTIVE		BSBINN301	Promote innovation in a team environment (Competent)	View
		BSBPMG522	Undertake project work (In Progress)	Continue
		BSBRES401	Analyse and present research information (0.00%)	Start
		BSBWHS407	Assist with claims management rehabilitation and return-to- work programs (0.00%)	Start
		BSBWRT401	Write complex documents (In Progress)	Continue

- The blue shading in the bar next to each unit (see below) enables you to see how much of the unit you have completed.
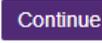
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Step 4: Download training materials

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 to be downloaded:
    1. **Learning Module**: For example, BSBLDR402 Learning Module. This is your learning material for the unit of study.
    2. **Assessment 2 Practical Project**: For example, BSBLDR402-S01. This is the **second assessment**, which contains 3-4 tasks to be completed offline and should be uploaded under "BSBLDR402-S01" for marking.

Note: For some units, there may be additional support materials provided or further reading required. This material will be coded accordingly.
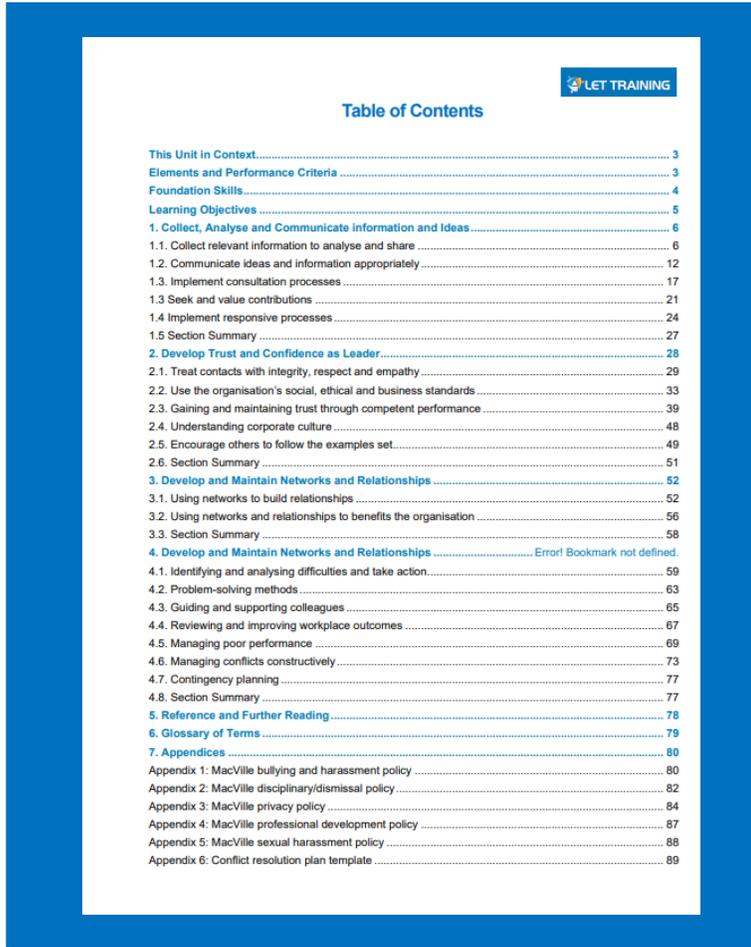
The Learning Module (in PDF format)

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BSBLDR402
Lead Effective Workplace
Relationships
Learning Module

- Download materials for relevant unit and;
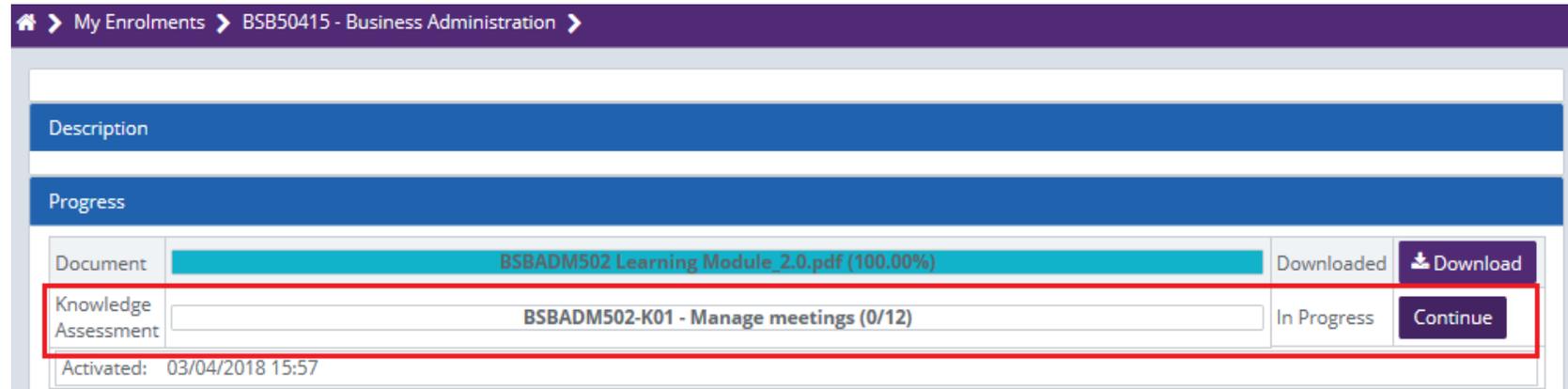- Read all materials, review, analyse, investigate and research content.

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To complete Assessment K01 - Knowledge Assessment:

- 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).
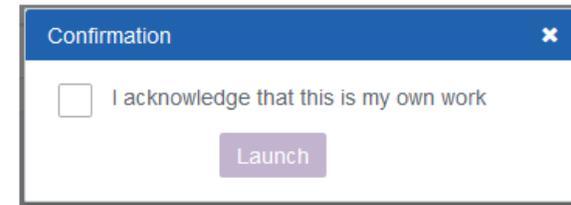
- Answer all questions in all sections, by typing your response into the provided space.

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

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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. BSBADM502-**K01.**

2. **Assessment 02: Skills based assessment**. These practical project tasks are coded as: Unit Code-S01, e.g. BSBADM502-**S01**.

Tips:

- You can complete the units in any particular order. However, we suggest completing the knowledge assessment BEFORE attempting the skills assessment.

- You have three (3) attempts for all assessments.

- If you need help with completing the assessments, you can contact your trainer directly.

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To complete Assessment 02 - Skills Assessment:

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

BSBLDR401 - Communicate effectively as a workplace leader			
1 Knowledge Assessments 1 Skill Assessments			
Description			
Progress			
Document	BSBLDR401 Learning Module_v2.0.pdf (100.00%)	Downloaded	⬇ Download
Knowledge Assessment	BSBLDR401-K01 - Communicate effectively as a workplace leader (0/15)	In Progress	Continue
Activated:	25/06/2019 12:25		
Document	BSBLDR401-S01 Assessment 2 Practical Project (100.00%)	Downloaded	⬇ Download
Skills Assessment	BSBLDR401-S01 - Communicate effectively as a workplace leader (0.00%)	Active	Start
Activated:	25/06/2019 12:25		

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.

The Practical Project – Assessment 2

For example, BSBLDR401-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**. Your assessor will not mark any assessments in the workbook that are not in "MS Word" format.

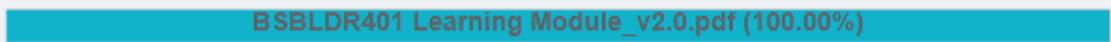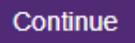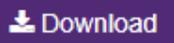# The Online Learning Portal

To submit Assessment 02 - Skills Assessment:

- Once you have completed the assessment workbook, click '**+Choose**' **+ Choose** to locate and upload your file, and then click '**Submit**'.

- **Note:** If you are **submitting more than one document**, ensure you **compress (zip) the files** as you will only be **allowed to upload one file**. Every upload is considered one attempt!

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

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

Note: If you are **submitting more than one document**, ensure you **compress (zip) the files** as you will only be **allowed to upload one file**. Every upload is considered one attempt!

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

Step 6: Review assessment 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.

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'.

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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.

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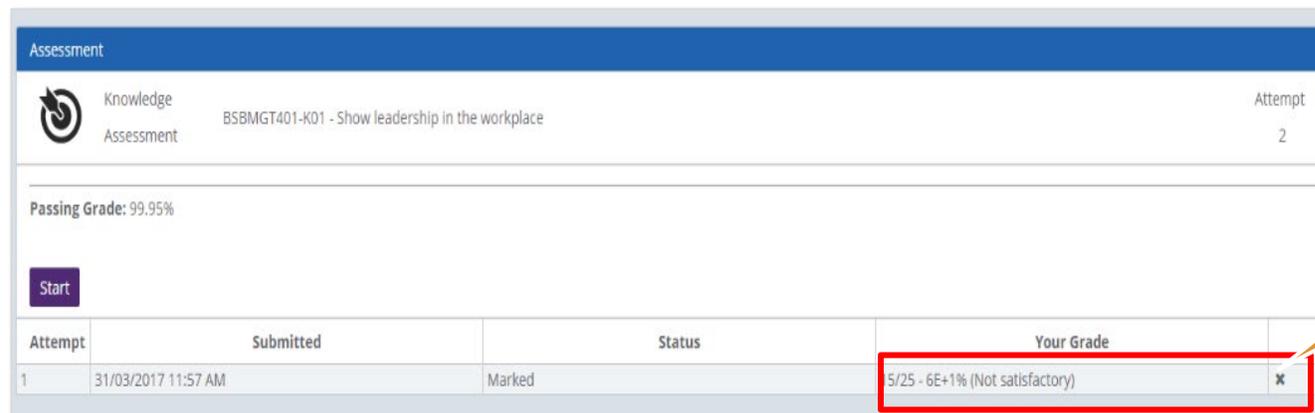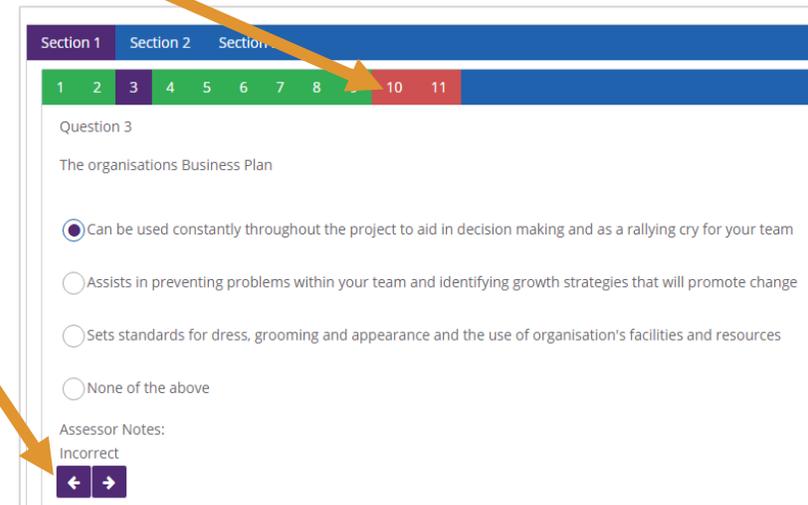## To access Skills Assessment feedback:

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 book, check the "**Comments**" and/or *"Notes"* left by the assessor in the respective 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 Details**' page.

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Fantastic! You are almost ready to get started!

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

- ✓ **Download and read your Learning Module**. This will help you complete your assessments.

- ✓ **Start your Knowledge Assessment** (short answer questions). Click on 'Submit' once you have completed **all** questions.

- ✓ **Download and complete Assessment 02 Practical Project**.

  - ✓ Remember a digital signature or typing your name is sufficient enough.
  - ✓ Ensure you complete ALL project tasks within the Workbook word document.
  - ✓ Keep the format and the style of the workbook.

- ✓ **Upload your practical project to the Skills Assessment section, by clicking on '** + Choose **'** to select your Workbook word document file (or zip file) from your computer.