



The Online Learning Portal

Welcome to LET Training

Learn Your Way – Take Your Studies Wherever You Go

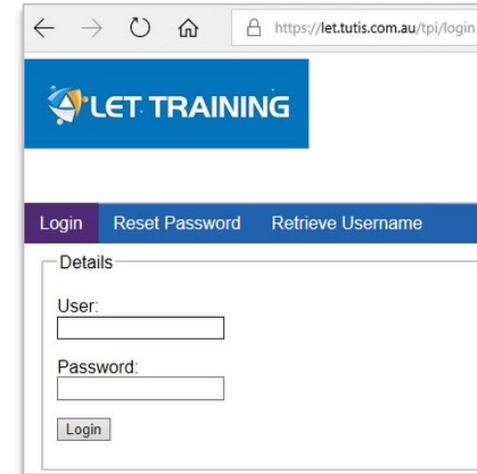
Step 1: Log into your learning account

To log into your account:

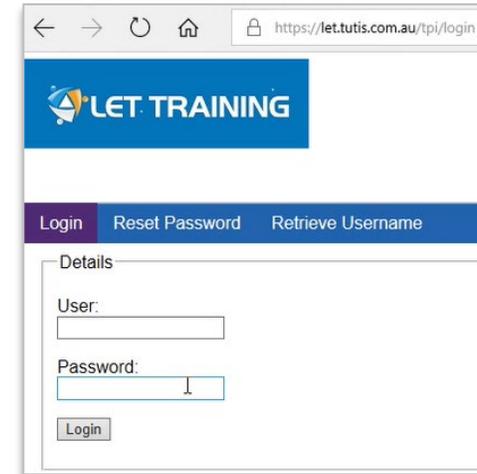
- Go to the login page: <https://let.tutis.com.au/tpi/login>
- Enter your username and password.
- Click on the image (right) to watch a short video demonstration.

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.



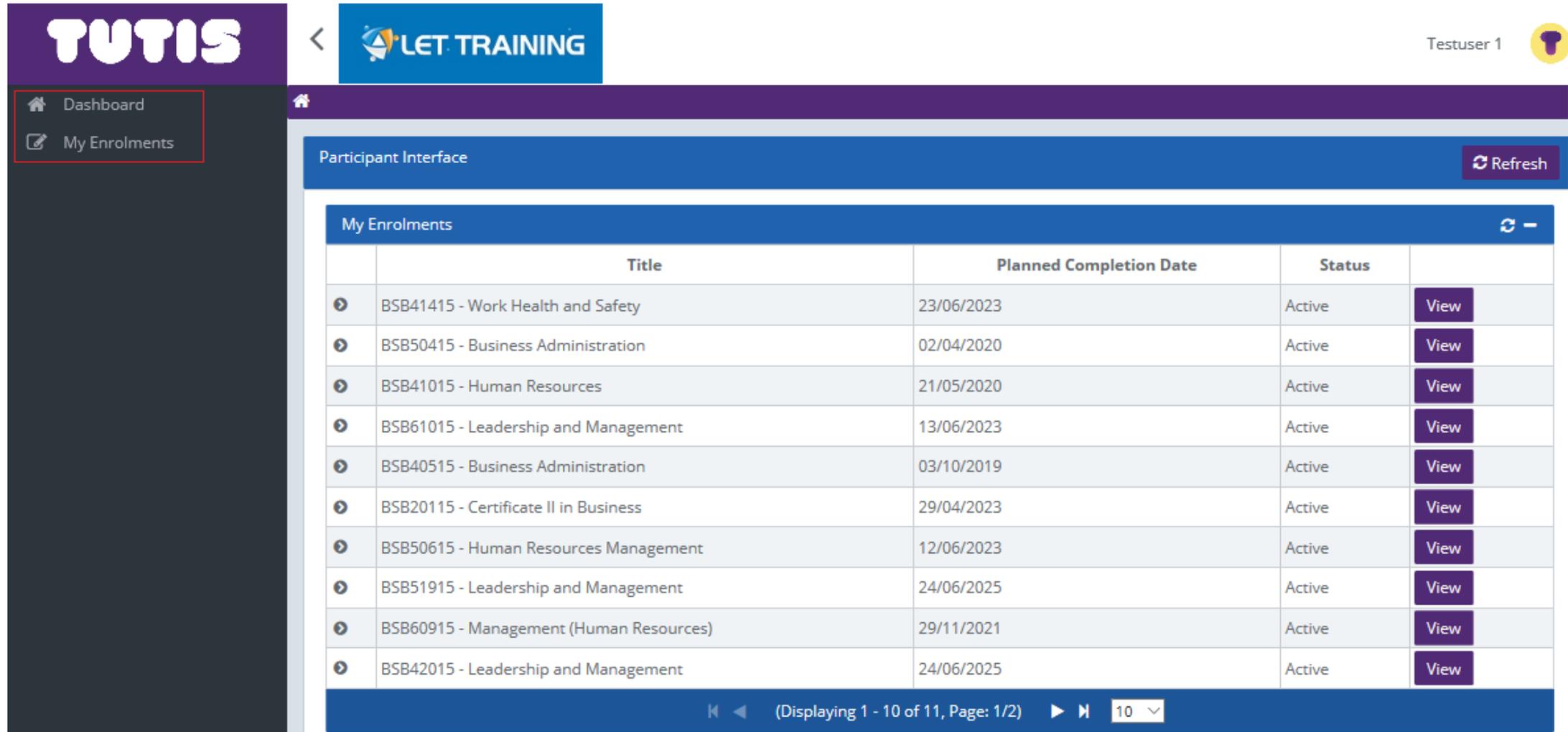
A screenshot of a web browser showing the LET TRAINING login page. The browser's address bar displays 'https://let.tutis.com.au/tpi/login'. The page features the LET TRAINING logo at the top. Below the logo is a navigation bar with three tabs: 'Login', 'Reset Password', and 'Retrieve Username'. The 'Login' tab is currently selected. Underneath the navigation bar is a 'Details' section containing two input fields: 'User:' and 'Password:'. A 'Login' button is positioned below these fields.



A second screenshot of the LET TRAINING login page, identical to the first but with the 'Reset Password' tab selected in the navigation bar. The 'Details' section still shows the 'User:' and 'Password:' input fields and the 'Login' button.



The Online Learning Portal



The screenshot displays the TUTIS online learning portal. On the left is a dark sidebar with the TUTIS logo and navigation links for 'Dashboard' and 'My Enrolments'. The main content area is titled 'Participant Interface' and includes a 'Refresh' button. Below this is a table titled 'My Enrolments' with columns for 'Title', 'Planned Completion Date', and 'Status'. Each row in the table has a 'View' button. At the bottom of the table is a pagination control showing '(Displaying 1 - 10 of 11, Page: 1/2)' and a dropdown menu set to '10'.

	Title	Planned Completion Date	Status	
▶	BSB41415 - Work Health and Safety	23/06/2023	Active	View
▶	BSB50415 - Business Administration	02/04/2020	Active	View
▶	BSB41015 - Human Resources	21/05/2020	Active	View
▶	BSB61015 - Leadership and Management	13/06/2023	Active	View
▶	BSB40515 - Business Administration	03/10/2019	Active	View
▶	BSB20115 - Certificate II in Business	29/04/2023	Active	View
▶	BSB50615 - Human Resources Management	12/06/2023	Active	View
▶	BSB51915 - Leadership and Management	24/06/2025	Active	View
▶	BSB60915 - Management (Human Resources)	29/11/2021	Active	View
▶	BSB42015 - Leadership and Management	24/06/2025	Active	View

Step 2: Access your enrolments

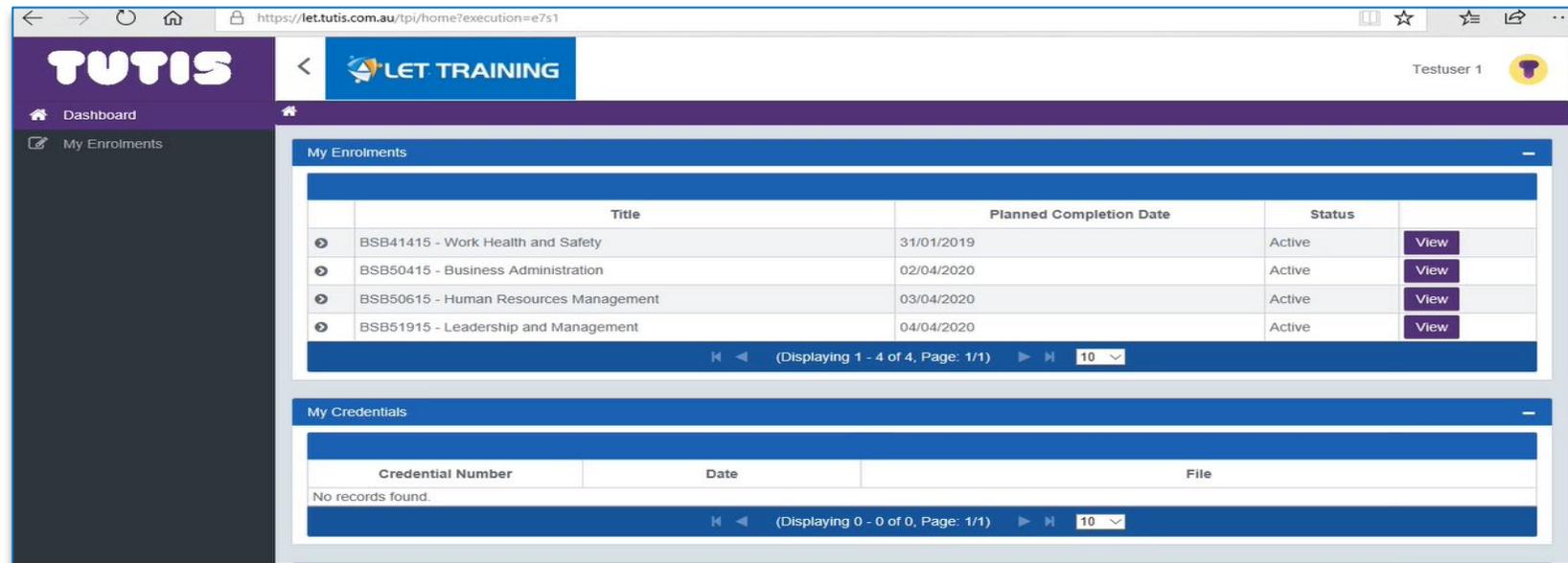
To access your enrolments, you:

1. Click on '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  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.

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.



The screenshot shows the 'My Enrolments' page in the TUTIS system. The page has a purple sidebar with 'Dashboard' and 'My Enrolments' options. The main content area displays a table of enrolments with columns for Title, Planned Completion Date, Status, and a 'View' button for each row. Below the table is a pagination control showing '(Displaying 1 - 4 of 4, Page: 1/1)' and a dropdown menu set to '10'. Below the table is a section for 'My Credentials' with columns for Credential Number, Date, and File, and a message 'No records found.' with a similar pagination control.

	Title	Planned Completion Date	Status	
▶	BSB41415 - Work Health and Safety	31/01/2019	Active	View
▶	BSB50415 - Business Administration	02/04/2020	Active	View
▶	BSB50615 - Human Resources Management	03/04/2020	Active	View
▶	BSB51915 - Leadership and Management	04/04/2020	Active	View

Credential Number	Date	File
No records found.		



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.

BSB41415 - Work Health and Safety			
5 Core Subjects 5 Elective Subjects (10 Total)			
Description			
Progress			
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.

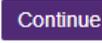
BSBHRM501	Manage human resource services (25.00%)
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Step 4: Download training materials

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.

BSBLDR402 - Lead effective workplace relationships			
1 Knowledge Assessments 1 Skill Assessments			
Description			
Progress			
Document	 BSBLDR402 Learning Module_v2.0.pdf (100.00%)	Downloaded	
Knowledge Assessment	 BSBLDR402-K01 - Lead effective workplace relationships (1/17)	In Progress	
Activated: 02/02/2018 16:23			
Document	 BSBLDR402-S01 Assessment 2 Practical Project (100.00%)	Downloaded	
Skills Assessment	 BSBLDR402-S01 - Lead effective workplace relationships (0.00%)	Active	
Activated: 02/02/2018 16:23			

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

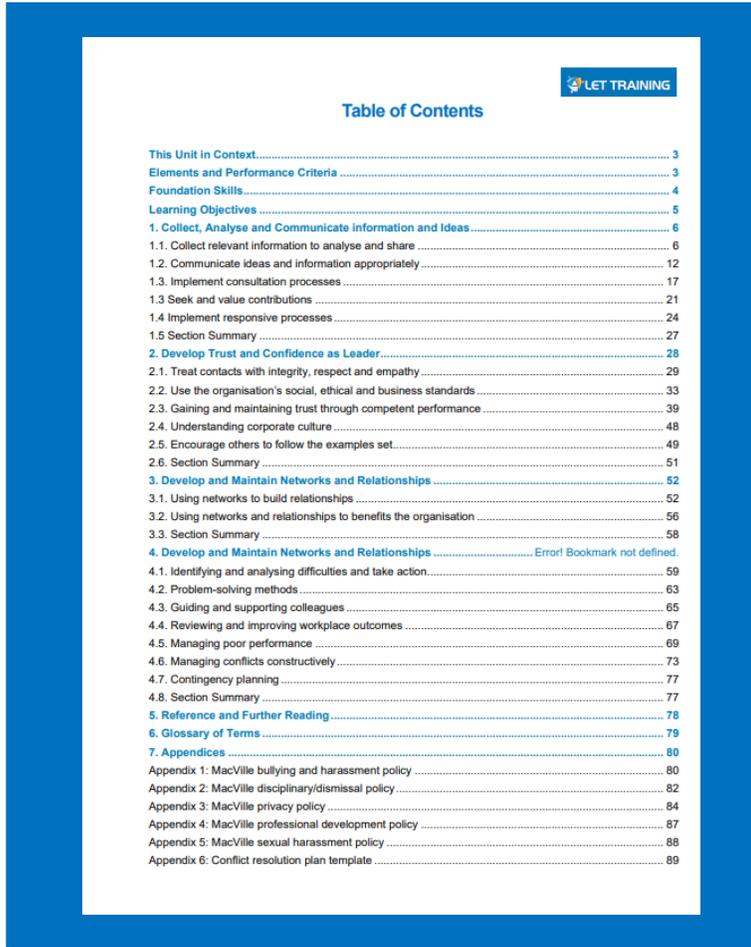


The Learning Module (in PDF format)



LET TRAINING
BSBLDR402
Lead Effective Workplace Relationships
Learning Module

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



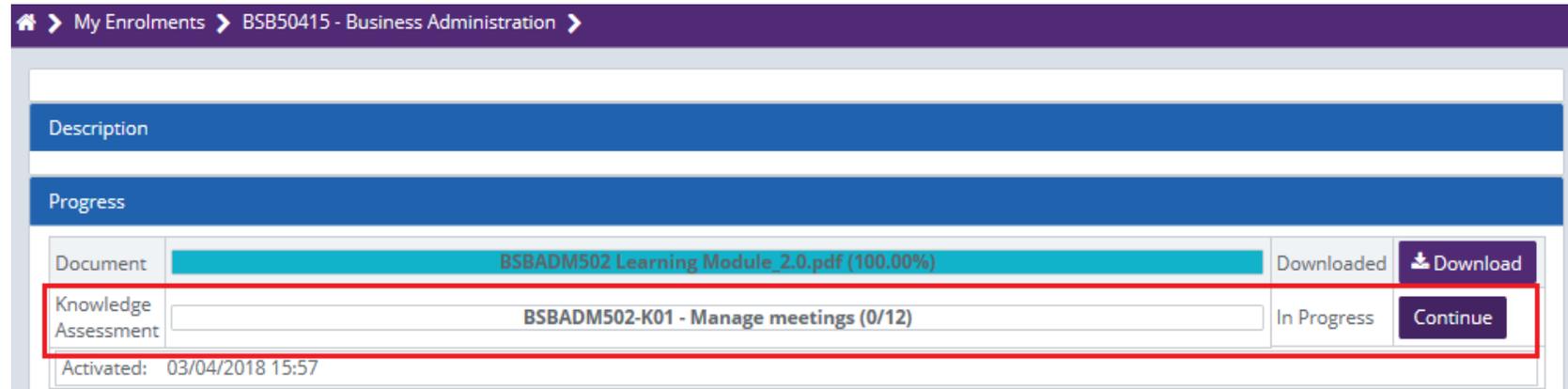
LET TRAINING

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To complete Assessment K01 - Knowledge Assessment:

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



My Enrolments > BSB50415 - Business Administration >

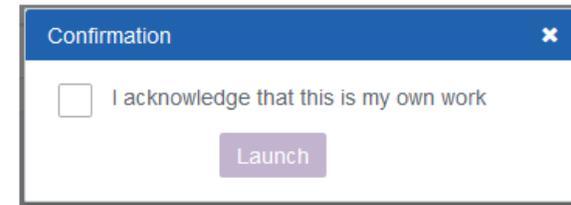
Description

Progress

Document	BSBADM502 Learning Module 2.0.pdf (100.00%)	Downloaded	Download
Knowledge Assessment	BSBADM502-K01 - Manage meetings (0/12)	In Progress	Continue

Activated: 03/04/2018 15:57

- 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).



Confirmation

I acknowledge that this is my own work

Launch

- Answer all questions in all sections, by typing your response 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.

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.

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 screenshot displays three pages from the assessment workbook. The left page is the cover page for 'BSBLDR401 Communicate Effectively as a Workplace Leader Assessment 2 Practical Project'. The middle page is the 'Table of Contents' for 'LET Training and Consultation Services Pty Ltd', with several items highlighted in red boxes: 'Assessment 2 – Practical Project', 'Project Task 1: Identify the communication context', 'Appendix 5: The written reflection on your leadership of the meeting', 'Project Task 2: Communicate the message', 'Appendix 8: Third-party report', and 'Project Task 3: Take follow-up actions'. The right page is the 'Simulated Business' document for 'JKL Industries', listing various business plans and procedures.

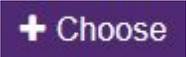
RT0:	LET Training and Consultation Services Pty Ltd		
Document:	BSBLDR401 Assessment 2	Version:	2.0
Date Effective:	18/05/2019	Review Date:	18/05/2020

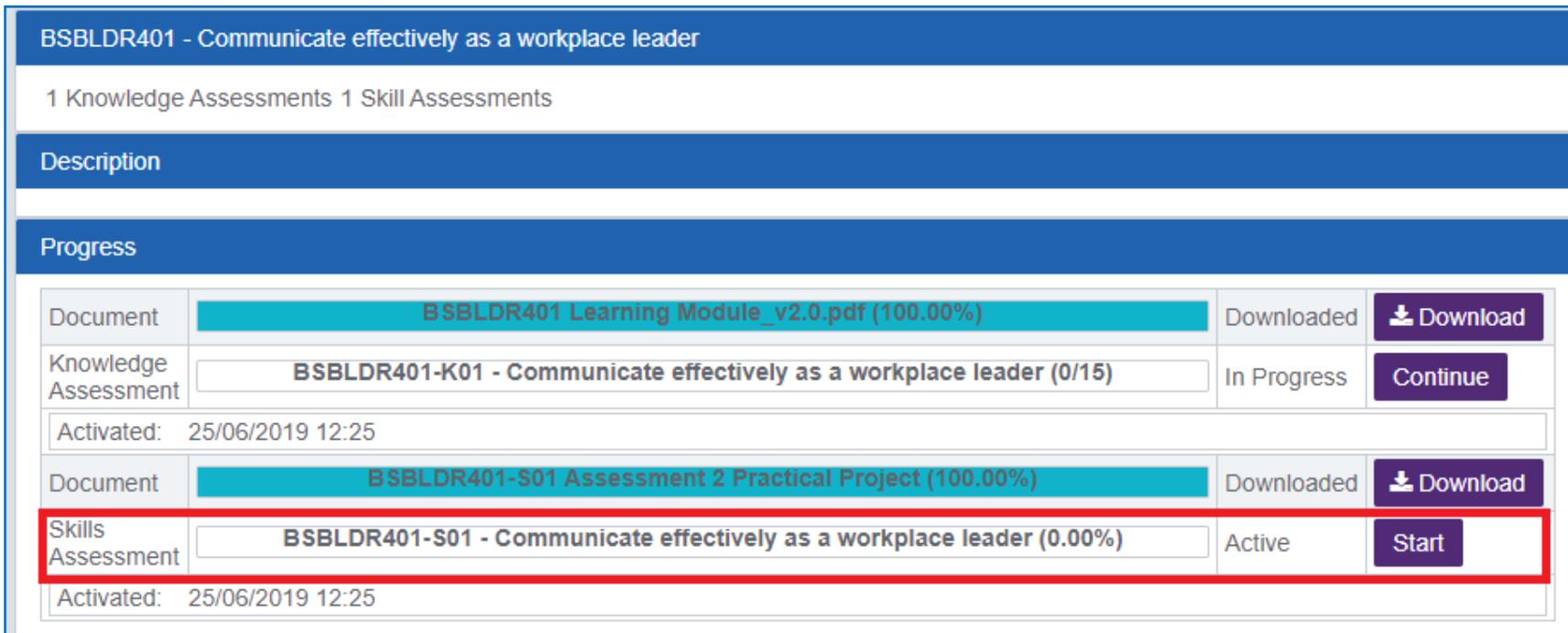
Uncontrolled document when printed
Page 2 of 29

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

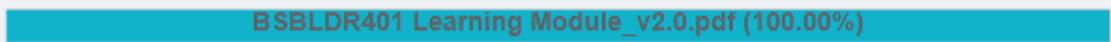
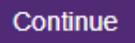
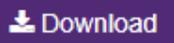
Tip: Ensure you work within the downloaded assessment workbook in “MS Word” format. Your assessor will not mark any assessments in the workbook that are not in “MS Word” format.

To submit Assessment 02 - Skills Assessment:

- Once you have completed the assessment workbook, click '+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!



The screenshot displays the assessment progress for the course 'BSBLDR401 - Communicate effectively as a workplace leader'. It shows a list of documents and assessments with their respective statuses and actions.

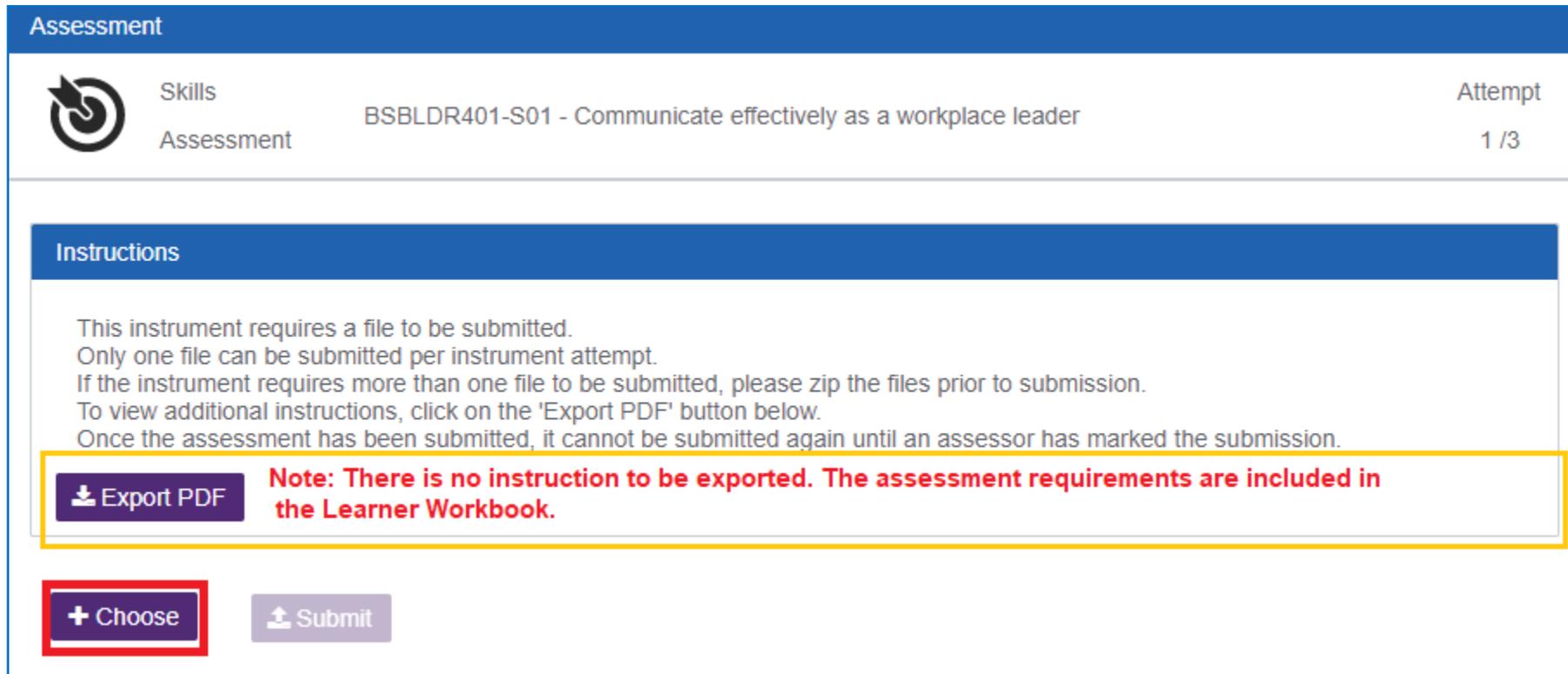
BSBLDR401 - Communicate effectively as a workplace leader			
1 Knowledge Assessments 1 Skill Assessments			
Description			
Progress			
Document	 BSBLDR401 Learning Module_v2.0.pdf (100.00%)	Downloaded	
Knowledge Assessment	<input type="text" value="BSBLDR401-K01 - Communicate effectively as a workplace leader (0/15)"/>	In Progress	
Activated: 25/06/2019 12:25			
Document	 BSBLDR401-S01 Assessment 2 Practical Project (100.00%)	Downloaded	
Skills Assessment	<input type="text" value="BSBLDR401-S01 - Communicate effectively as a workplace leader (0.00%)"/>	Active	
Activated: 25/06/2019 12:25			

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



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!



The screenshot shows the assessment submission interface. At the top, there is a blue header with the word "Assessment". Below this, there is a table with the following columns: "Skills Assessment", "BSBLDR401-S01 - Communicate effectively as a workplace leader", and "Attempt 1 / 3". Below the table, there is a blue header with the word "Instructions". The instructions text reads: "This instrument requires a file to be submitted. Only one file can be submitted per instrument attempt. If the instrument requires more than one file to be submitted, please zip the files prior to submission. To view additional instructions, click on the 'Export PDF' button below. Once the assessment has been submitted, it cannot be submitted again until an assessor has marked the submission." Below the instructions, there is a yellow-bordered box containing a purple button labeled "Export PDF" and a red note: "Note: There is no instruction to be exported. The assessment requirements are included in the Learner Workbook." At the bottom, there are two buttons: a purple button labeled "+ Choose" and a grey button labeled "Submit".

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

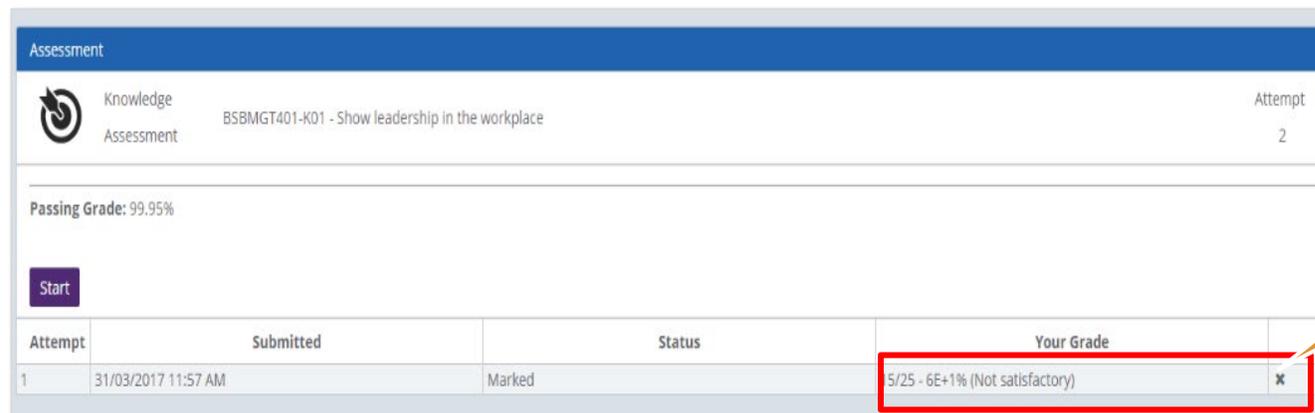


Step 6: Review assessment feedback

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.

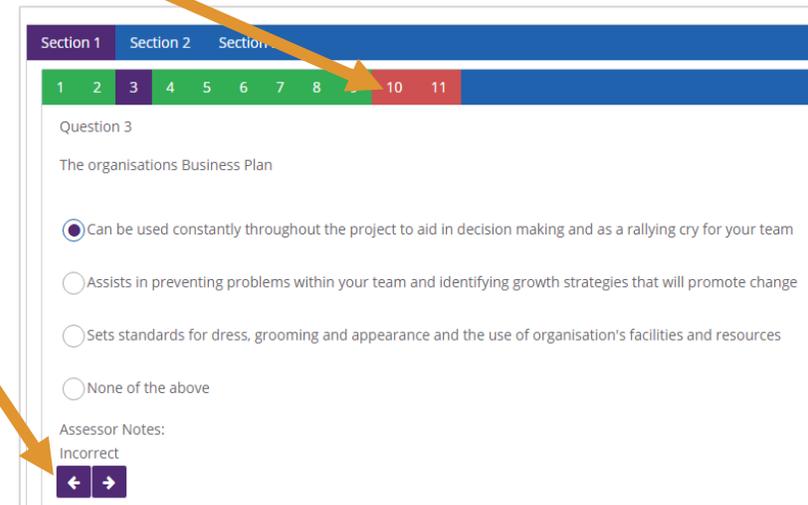


Attempt	Submitted	Status	Your Grade	
1	31/03/2017 11:57 AM	Marked	5/25 - 6E+1% (Not satisfactory)	x

In this example, the first attempt was graded 'Not satisfactory'.

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.



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.

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.