# Welcome to Your Training and Assessment Course

inspire education

# Table of Contents

# GETTING STARTED

***Ok… you are ready to start the first unit of your course…***

Accessing the portal will allow you to communicate with your trainer, access your learning resources, upload your assessments and also view your assessment results and trainer feedback.

The information below is a roadmap to starting your course. It outlines how to access your Learner Guides, Assessment Workbooks and also where to look to find further information about how to use the Student Portal.

If you get stuck or need assistance please don't hesitate to contact your trainer. Never persevere when you are not sure what to do. We are always here to help you and you will have a much better experience if you understand what is required.

**Simply call 1800 506 509 whenever you need help or alternatively you can send your trainer a message directly through your student portal and they will assist you wherever possible.**
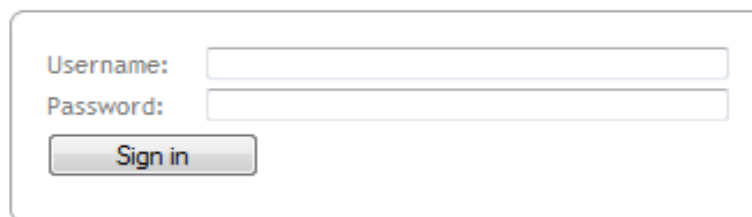
***Let's get started!***

# LOGGING INTO YOUR PORTAL

1.  To access your student portal click on the following link or copy and paste the address below into your web browser.
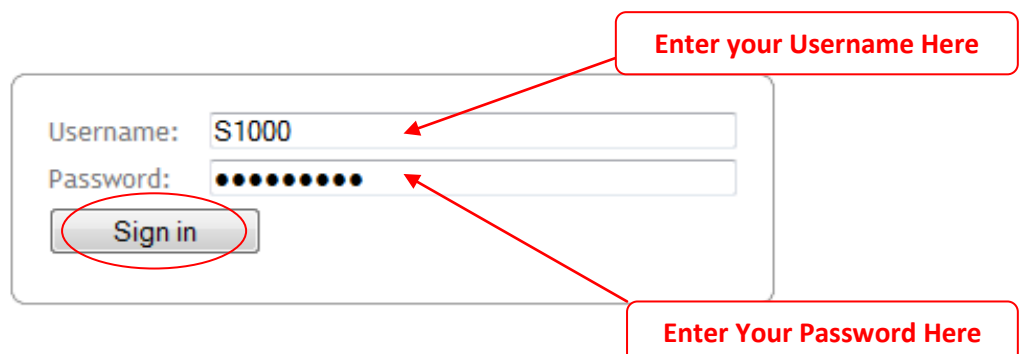
https://inspireeducation.jobready.com.au

2.  Next you will see the following **"Sign In"** screen



3.  Enter your Username and then your Password and click on **"Sign In"**

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## 4. You will be directed to the page shown below.

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# ACCESSING YOUR DOCUMENTS

The **"My Documents"** link is used to access your learning resources such as any multimedia resources, learner guides, assessment workbooks and any extra helpful resources associated with your course.

This menu will also give you access to add new documents as well as submit your assignments.
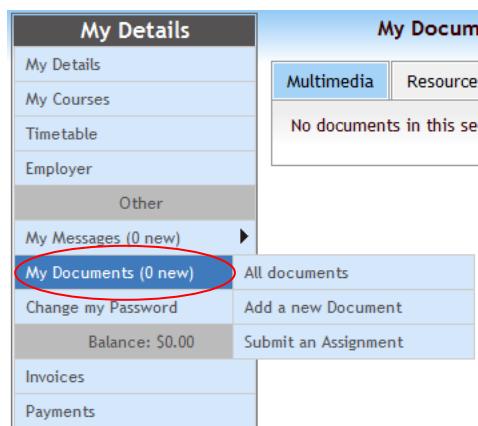


## *Viewing All Documents*

1.  Click on **"All Documents"**
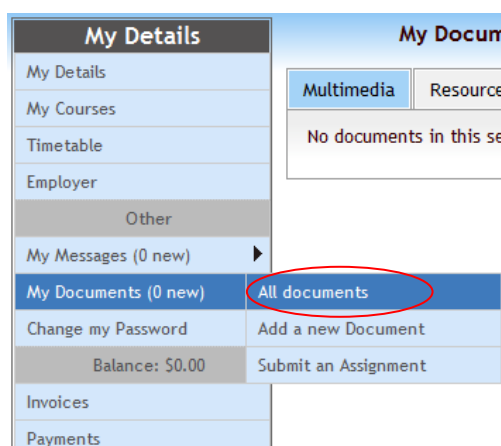
2. The following page will appear



| | | |
|---|---|---|
| **"My Documents" is divided into 4 Groups of Information.** | | |
| **A** | Multimedia | Here you can access any available multimedia resources or any other resources helpful to your course. |
| **B** | Resources | This is where you go to get started on your course. Your learner guides are available here for reading before progressing to your assessment workbook. |
| **C** | Assessment Workbook | Your Assessment Workbooks are available here. |
| **D** | Other | Other resources associated with your course can be found here including introductory information on how to use your student portal. |

# *Multimedia*

The Multimedia area is where you can view any available multimedia resources or any extra helpful resources associated with your course. Keep an eye on this area as we will be adding multimedia resources as they become available.

1. Click on Multimedia as shown below.



If the portal shows the message **"No documents in this section"** (as above) it means that there are no multimedia resources available to be viewed. Whereas if there is a Course Name or a Unit/Subject Name in this area clicking on the name will expand the view and show the available multimedia resources within.

2. In the example shown below it can be seen that the Unit **"Work effectively with culturally diverse clients and coworkers"** has two multimedia resources inside. Clicking on the Unit Name will expand the view of the unit to show the videos.



3. Click on the **play button** in the middle of a video to play it.

4. **Click on the full screen icon at the top right of the video to view the video in full screen mode.**
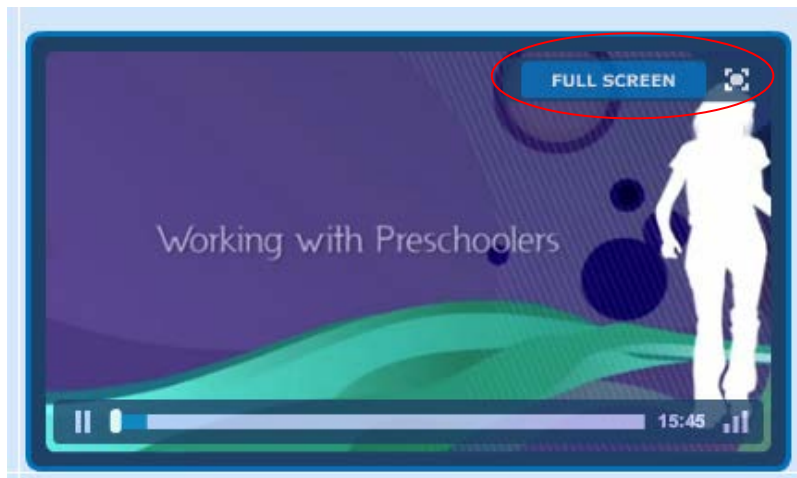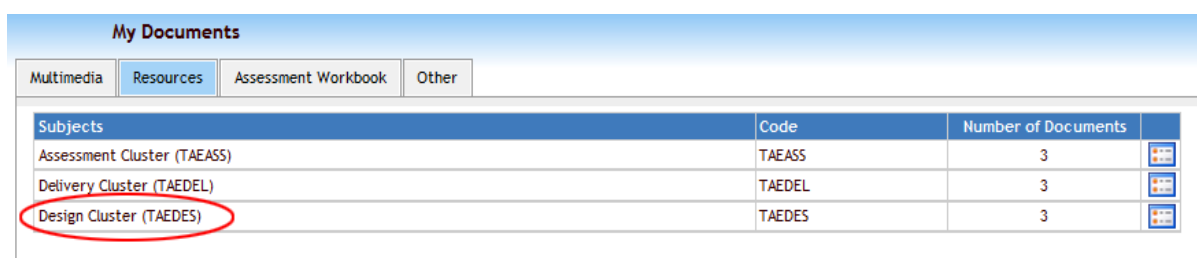
# *Resources*

To get started on your course, you will need to read your learner guides which are available in the Resources area.

1. Click on "**Resources**."

**My Documents**

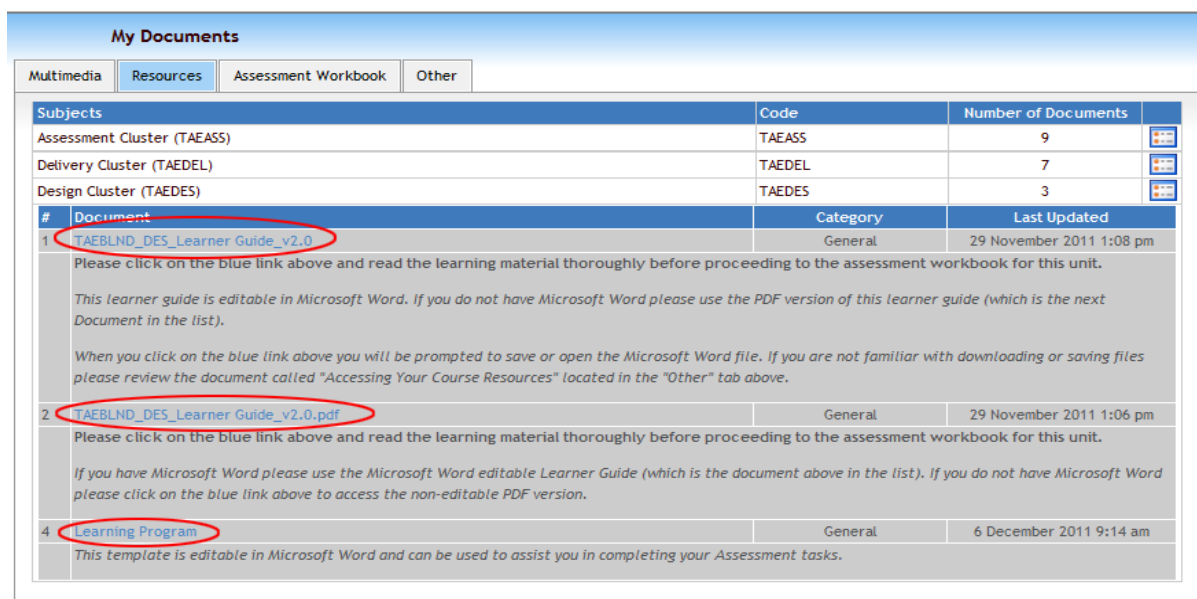| Multimedia | Resources | Assessment Workbook | Other |

No documents in this section

2. This will reveal the following screen. There are three subjects. Assessment, Delivery and Design. Each subject has learning resource documents inside.

Click on the subject that you wish to study, for example "**Design Cluster (TAEDES)**" to reveal the documents inside

**My Documents**

| Multimedia | Resources | Assessment Workbook | Other |

| Subjects | Code | Number of Documents | |
| --- | --- | --- | --- |
| Assessment Cluster (TAEASS) | TAEASS | 3 | |
| Delivery Cluster (TAEDEL) | TAEDEL | 3 | |
| Design Cluster (TAEDES) | TAEDES | 3 | |

3. For each unit there is a Learner Guide in both word and pdf formats. There is also a template file which is an editable word document that contains some formatting to make it easier for you to complete your Assessment tasks. The other subjects have more than one editable template file available. Click on the **blue** document link for any of the documents that you wish to access.

**My Documents**

| Multimedia | Resources | Assessment Workbook | Other |

| Subjects | Code | Number of Documents | |
| --- | --- | --- | --- |
| Assessment Cluster (TAEASS) | TAEASS | 9 | |
| Delivery Cluster (TAEDEL) | TAEDEL | 7 | |
| Design Cluster (TAEDES) | TAEDES | 3 | |

| # | Document | Category | Last Updated |
| --- | --- | --- | --- |
| 1 | TAEBLND_DES_Learner Guide_v2.0 | General | 29 November 2011 1:08 pm |

Please click on the blue link above and read the learning material thoroughly before proceeding to the assessment workbook for this unit.

*This learner guide is editable in Microsoft Word. If you do not have Microsoft Word please use the PDF version of this learner guide (which is the next Document in the list).*

*When you click on the blue link above you will be prompted to save or open the Microsoft Word file. If you are not familiar with downloading or saving files please review the document called "Accessing Your Course Resources" located in the "Other" tab above.*

| 2 | TAEBLND_DES_Learner Guide_v2.0.pdf | General | 29 November 2011 1:06 pm |

Please click on the blue link above and read the learning material thoroughly before proceeding to the assessment workbook for this unit.

*If you have Microsoft Word please use the Microsoft Word editable Learner Guide (which is the document above in the list). If you do not have Microsoft Word please click on the blue link above to access the non-editable PDF version.*

| 4 | Learning Program | General | 6 December 2011 9:14 am |

*This template is editable in Microsoft Word and can be used to assist you in completing your Assessment tasks.*

You will start by reading the Learner Guide for a subject. Once you have completed the Learner Guide then complete the Assessment Workbook with the same title. The Assessment Workbooks can be found under the Assessment Workbook tab

You work through your Learner Guides and Assessment Workbooks until all subjects are completed.

**Please make sure that you understand the learner guide thoroughly before proceeding to corresponding Assessment Workbook**

While the Learner Guides are thorough and comprehensive if you get stuck or are having difficulty understanding a concept you may need to access supplementary learning materials. Your trainer will often be able to advise you which resources would be most beneficial.
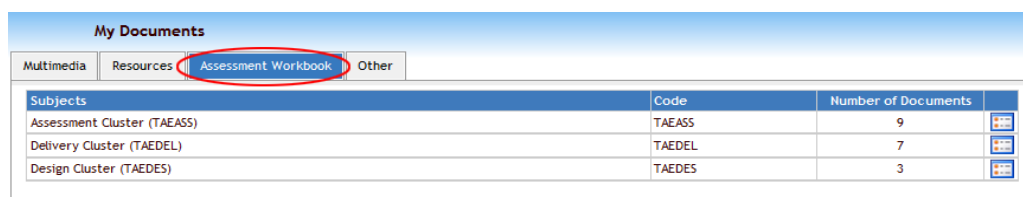
**Simply call 1800 506 509 whenever you need help or alternatively you can send your trainer a message directly through your student portal and they will assist you wherever possible.**

# *Assessment Workbook*

Once you have completed reading your Learner Guide, you will then complete the associated Assessment Workbook with the same name.
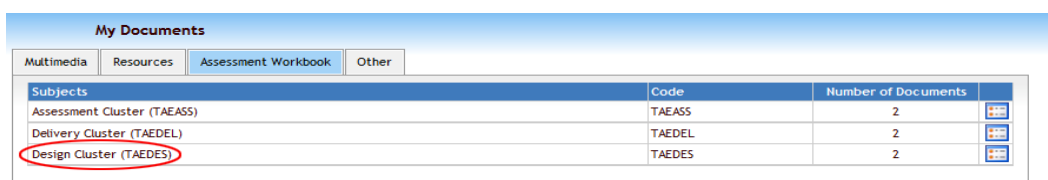
Your Assessment Workbooks are available for viewing in the **"Assessment Workbook"** tab as shown below.
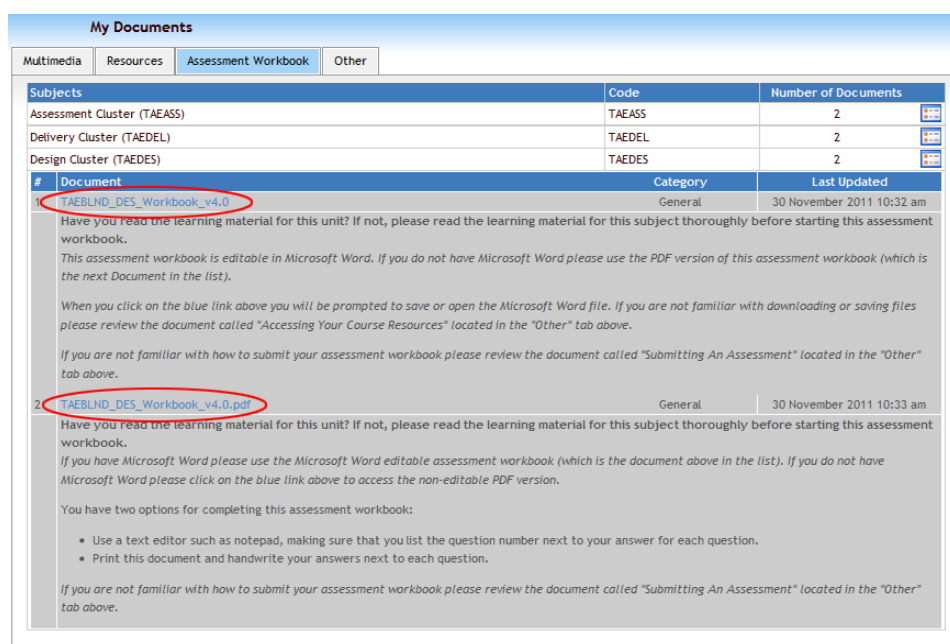
1. Click on the **"Assessment Workbook"** tab.



2. Click on the name of the subject that you wish to view the Assessment documents for. For this example we are going to click on the Design Cluster. This will expand the view and reveal the assessment documents for that subject.



3. As you can see in the diagram, there is a Word version of the Design Assessment Workbook and a PDF version of the same file. Click on the **blue** document link for any of the documents that you wish to access.

We have included instructions below showing how to save your document using two different Internet Browsers:

1. Mozilla Firefox
2. Internet Explorer

## *Via Firefox*

4. A screen giving you the option to **Open** or **Save** the file will appear
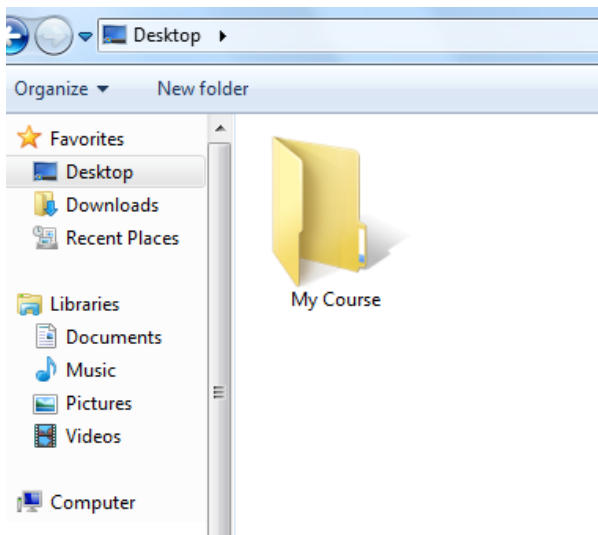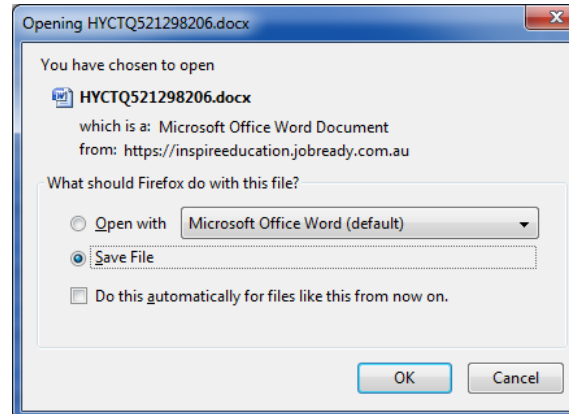
It is recommended that you save the file onto your computer.

To the left is an example of a folder we have created on the Desktop called

**"My Course"**

This is where all downloaded course information can be saved for easy access later. This way we don't need to go to the portal each time to access our Workbooks and can save our updates as we go.
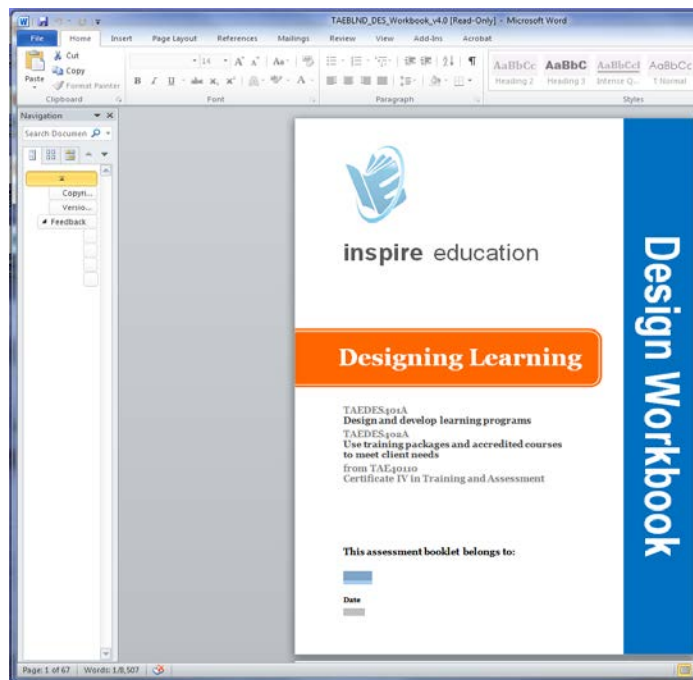
5. Please make sure the **"Save File"** radio button is selected and click on **"OK"**
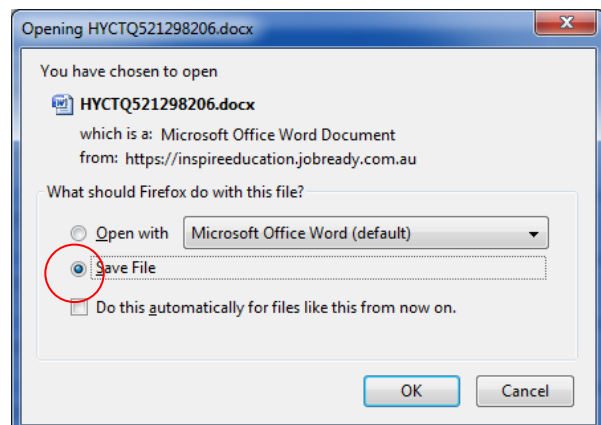
6.  The following page will appear. Please double click on the file name to open the document.
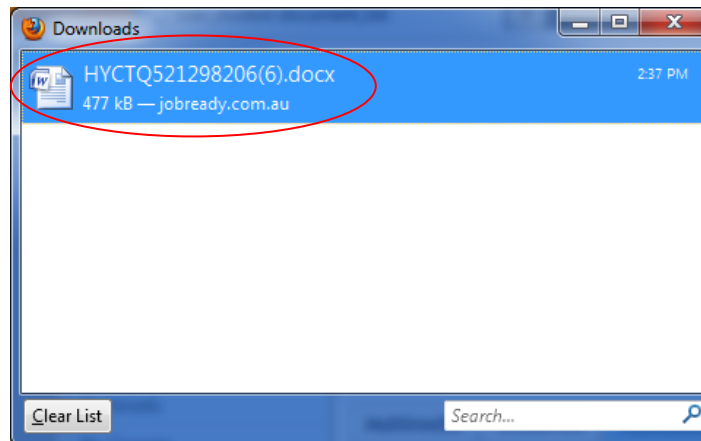


7.  Your Assessment Workbook will appear as a Word Document file and it is now ready to save onto your computer.
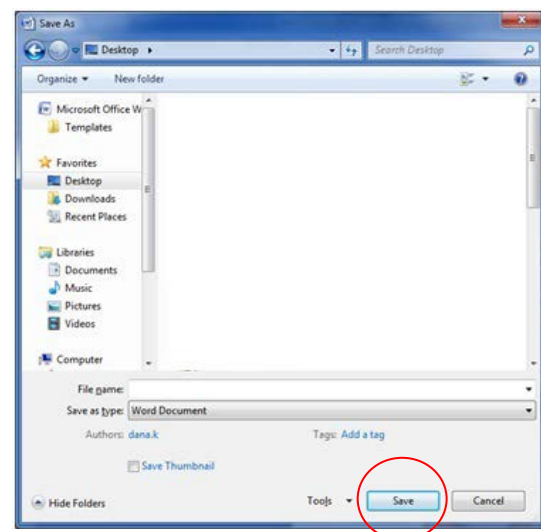


8. To Save the file:
(a) Click on the **"Office Button"**
 (located on the top left corner)
(b) Scroll your mouse down to **"Save As"**
(c) Then scroll up to **"Word Document"** and click with your mouse
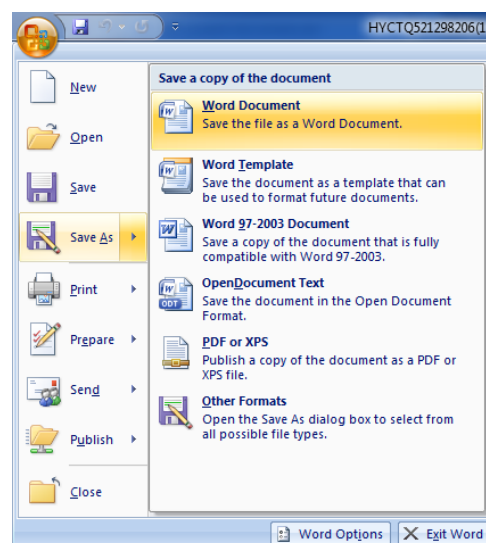
9.  You will now need to locate the desired folder where you wish to save your Document.
Please double click on your folder
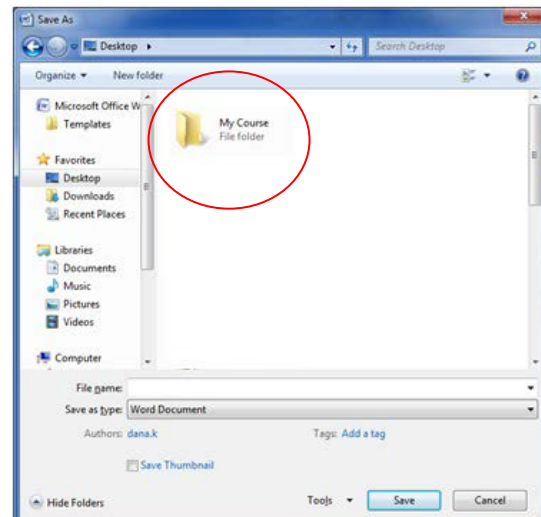
10.  And now click on **"Save"**

10.  Your Assessment Workbook is now saved!

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**Designing Learning**

TAEDES401A
Design and develop learning programs
TAEDES402A
Use training packages and accredited courses to meet client needs
from TAE40110
Certificate IV in Training and Assessment
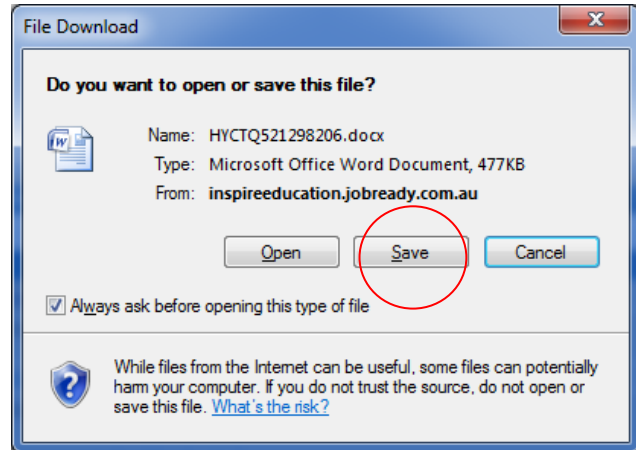
This assessment booklet belongs to:
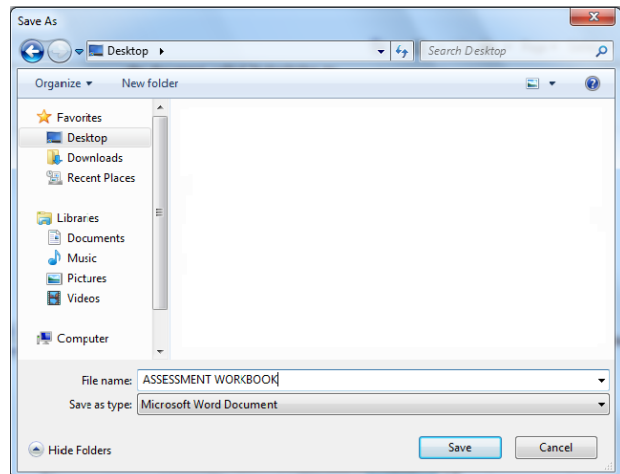
Date

Design Workbook

## *Via Internet Explorer*

To save your **Assessment Workbook** using Internet Explorer, please follow Step 1 – 3 under the heading **Assessment Workbook**.

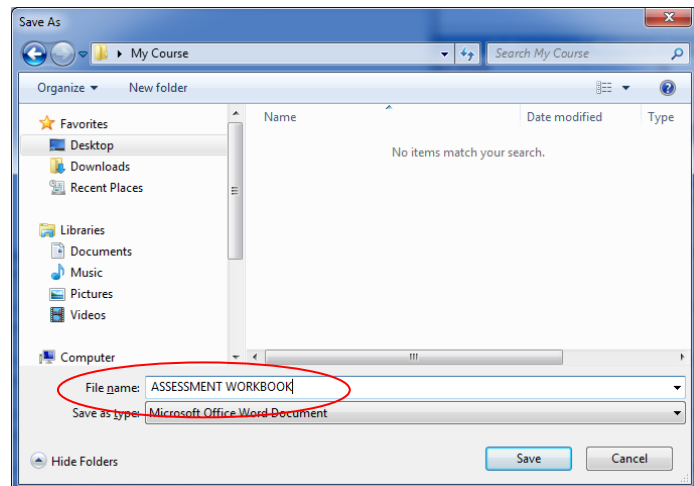4. The following screen will appear. Please click on **"Save"**



5. The page on your right will pop up. This will give you the opportunity to locate the desired destination you wish your file to be saved to.
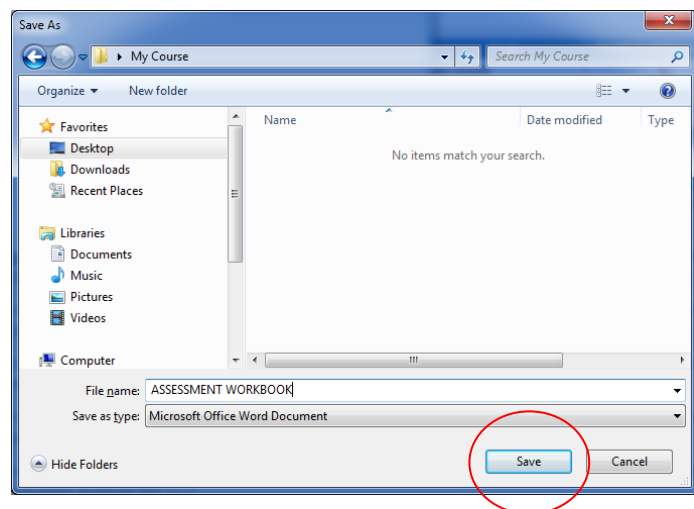


6. As an example, we have created a folder called **"My Course"** on the Desktop where all downloaded course materials can be saved. Please double click on your desired folder.

Inspire Education – Welcome to Your Training and Assessment Course V1.1 November 2011
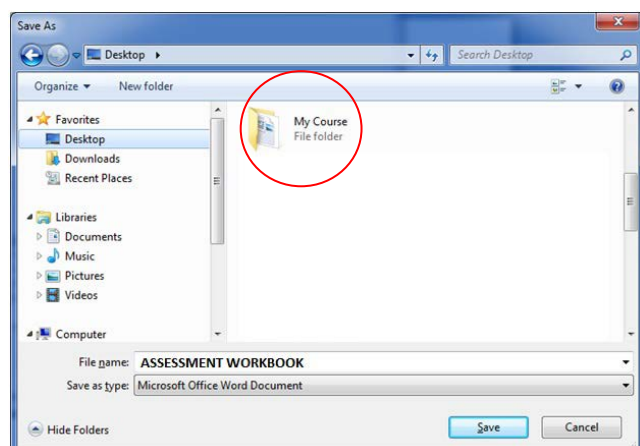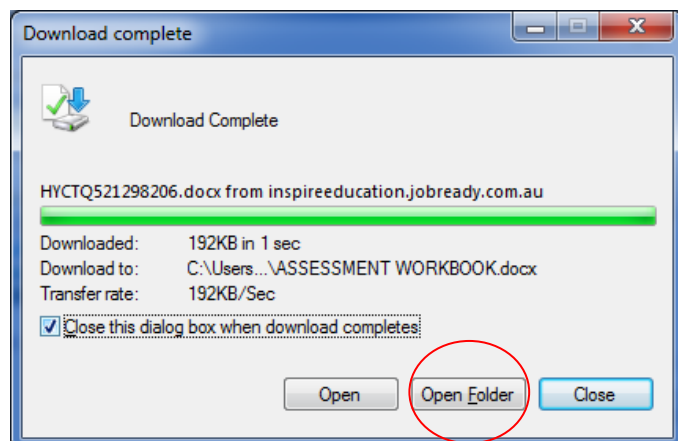
7.  Please note that you can rename your file.  We have called ours "**Assessment Workbook**"
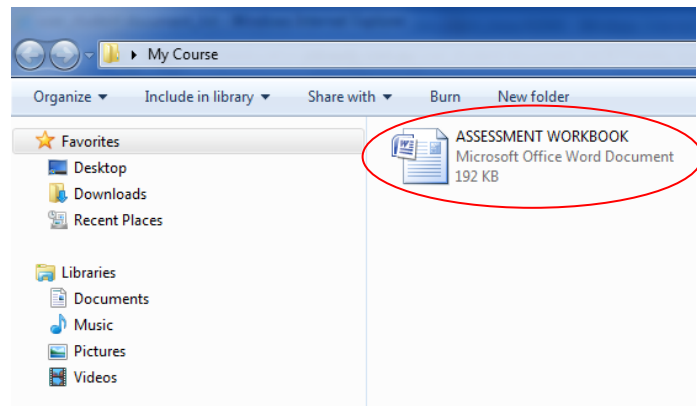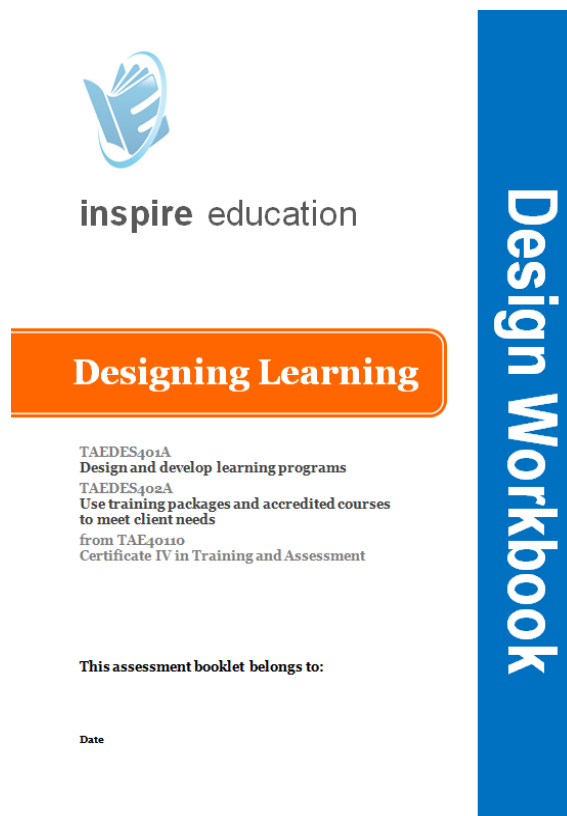
8.  Click on **"Save"**

9.  The pop up screen on your right will appear.  Click on **"Open Folder"** to open the folder where your **Assessment Workbook** is saved**.**

10.  Now that your **Assessment Workbook** is saved please double click on the file to open it.

11.  Your **Assessment Workbook** will appear!

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**Designing Learning**

Design Workbook

TAEDES401A
**Design and develop learning programs**
TAEDES402A
**Use training packages and accredited courses
to meet client needs**
from TAE40110
Certificate IV in Training and Assessment

**This assessment booklet belongs to:**

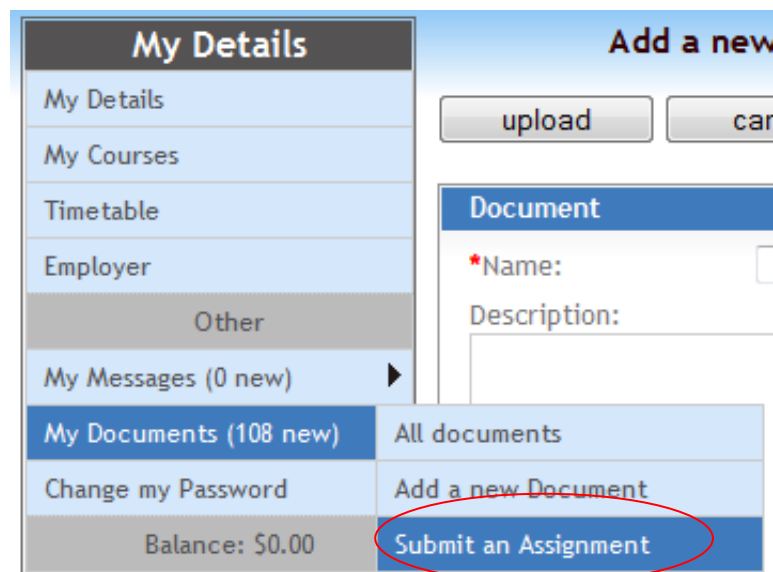**Date**

# SUBMITTING YOUR ASSESSMENT

## *Uploading*

Once you are satisfied with your assessment and are ready to upload your work to the Student Portal, please ensure that you:

1.  Have completed **ALL** required work in your Assessment Workbook

2.  Log in to the Student Portal via https://inspireeducation.jobready.com.au

## **NEXT**

3.  On the left hand side bar, hover over "**My Documents**" and select **"Submit an Assignment"**

This will display the following screen.



## 4. **<span style="color:red">IMPORTANT</span>**

- **<span style="color:red">Please ensure that you select the subject that your assignment belongs to from the drop down menu.</span>**

  (An example of the drop down unit list is shown below)



- **<span style="color:red">Please type in the full name of your assessment in the "Name" field which includes the subject this assessment relates to.</span>**
  **<span style="color:red">– *For Example*</span>**
  eg. "**Assessment Cluster Workbook**"

5. Click on '**Browse**' - This will take you to your folder directory. Locate the Completed Assessment file that you wish to upload.

Once you have found your document
file, select it,



and click on **"Open"**
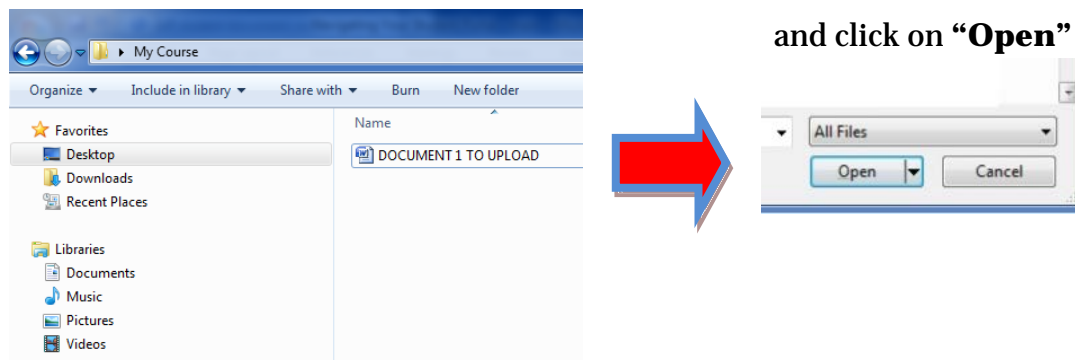
The "File" field will populate with the location and name of the document you have selected to upload. If several documents need to be submitted to complete the unit or subject you will need to submit them at the same time by using the + button to add each extra document. **Please be aware that there is a limit to the number of submissions for each unit/subject that will be accepted so it is important that you have all required files ready and upload them in the one submission.**

6. Read the Candidate Declaration under the terms and conditions. If you understand and agree to the terms and conditions tick the check box '**I agree to the terms stated above**'

7. Click on '**Upload**'

8. The following should appear at the top of your screen:

> Assignment was successfully submitted.

9. You have now successfully uploaded your Assessment to be marked!

**Please do not email your assessments. Any emailed assessments will not be accepted or marked. Assessments will <u>only</u> be accepted as submitted when you upload them to the Student Portal, fax them to 1800 008 128 or post them to GPO Box 1180, Brisbane, QLD 4001**

# *Via Post*

Once you are satisfied with your assessment and are ready to submit your work, please ensure that you:

Have completed an Assessment Cover Sheet (completed in full and dated).

**Mail to:**

Assessments

Inspire Education

GPO Box 1180

Brisbane

QLD, 4001

# ACCESSING YOUR MESSAGES

**The Message Centre is used to communicate if you are seeking assistance in your course or you need to speak to your Trainer or Inspire Education Administration Staff.**

**<span style="color:red">The message centre now replaces email communication as the primary method of contact with your Trainers or Administration. Alternatively you can phone 1800 506 509.</span>**

## *Viewing Your Messages*

1. Click on **"My Messages"**



2. Click on **"All Messages"**

3.  This option will take you to a list all of your messages which is also accessible via **"Viewing All Messages"** after you first log in to the portal.

To view a message, simply click on any of the details of a particular row as shown below.

| | Messages | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | 33 matches found | Page 1 of 4 | 1 2 3 Next Last page | |
| Priority | Category | Date | User | Details | | Follow Up | Status |
| Normal | General | 24/11/2011 | Leah.Arteta | Just a quick hello | | 24/11/2011 | Closed |
| Normal | General | 11/10/2011 | Leah.Arteta | Assignment submitted by Rogers, Scott for Identify and respond to children and young | | 11/10/2011 | Closed |
| Normal | General | 11/10/2011 | Administration | Assignment submitted by Rogers, Scott for Identify and respond to children and young | | 11/10/2011 | Closed |
| Normal | General | 11/10/2011 | Glenn.Saunders | Assignment submitted by Rogers, Scott for Plan and organise assessment (Credit from B | | 11/10/2011 | Open |
| Normal | General | 11/10/2011 | Administration | Assignment submitted by Rogers, Scott for Plan and organise assessment (Credit from B | | 11/10/2011 | Closed |
| Normal | General | 10/10/2011 | Glenn.Saunders | Assignment submitted by Rogers, Scott for Plan and organise assessment (TAAASS401C) | | 10/10/2011 | Open |
| Normal | General | 10/10/2011 | Administration | Assignment submitted by Rogers, Scott for Plan and organise assessment (TAAASS401C) | | 10/10/2011 | Closed |
| | | | | 33 matches found | Page 1 of 4 | 1 2 3 Next Last page | |

4.  You have now retrieved your message.

| | Message Details | | |
|---|---|---|---|
| For | Party: Rogers, Scott | | |
| Date | 24/11/2011 | Created By | Rogers, Scott |
| Category | General | Updated By | Rogers, Scott |

**Title**

Just a quick hello

**Description**

Hi Scott,
This is a quick hello from your trainer. We haven't received an Assessment Submission from you recently and wanted to remind you that should you have any queries there is a whole team of trainers available to assist you who are only a phone call away on 1800 506 509.
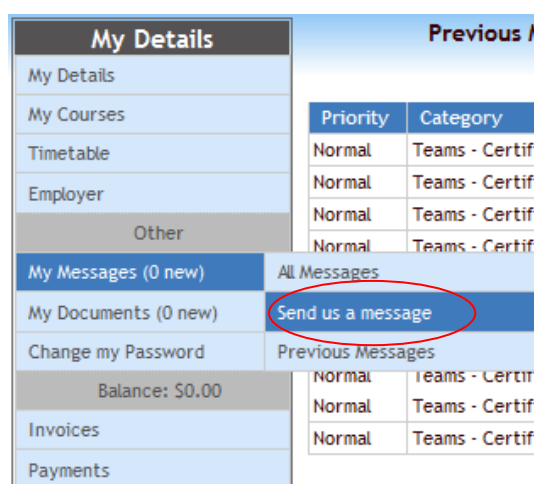
**<span style="color:red">Remember to check your messages regularly as your trainer will send you messages about your course containing helpful and important information.</span>**

# Send Us A Message

**The Message Centre is used to communicate if you are seeking assistance in your course or you need to speak to your Trainer or Inspire Education Administration Staff.**

**The message centre now replaces email communication as the primary method of contact with your Trainers or Administration. Alternatively you can phone 1800 506 509.**

1. Click on **"Send Us A Message"**



2. The following page will appear.



Please refer to the following table for more information on the diagram above.

**Please take note of the following details and their locations:**

| | | |
|---|---|---|
| **A** | For | This is your name and shows that the message is from you. |
| **B** | Date | Date of the message. |
| **C** | Category | Select an appropriate Category from the drop down list |
| **D** | Created By | This field will automatically populate once the message is created. |
| **E** | Updated By | This field will automatically populate with the name of whoever updated the message. |
| **F** | Assigned To | Who you are sending the message to. |
| **G** | Title | The subject of your email or a quick description. |
| **H** | Body Of Text | This is where you write your message. |
| **I** | Create | Click on "Create" to send your message. |
| **J** | Cancel | Click on "Cancel" if you do not wish to send your message |

3. Click on the **"Category"** drop down menu and select the appropriate category for your message.



4. Now click on the **"Assigned To"** drop down menu and select the person whom you wish to send the message to.



5. In **"Title"** write a short title or description of your message.

6.  You are now ready to write your letter!  Enter your message in the area shown in the image  below.



7.  Once you are satisfied with your message, click on **"Create"** to send the message or **"Cancel"** to cancel sending your message.
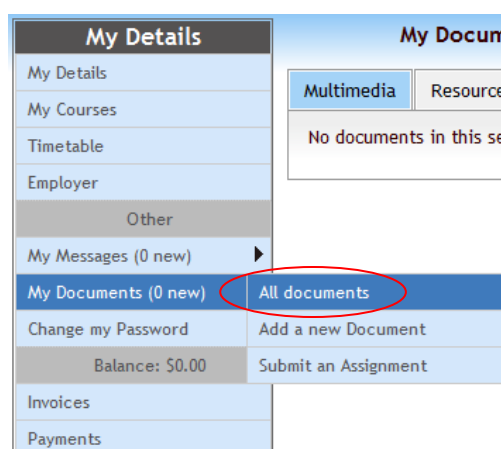
# FURTHER INFO ABOUT USING THE PORTAL

Further information on using the portal can be found in the document which accompanies this one called "**Navigating Your Student Portal**"

1. To access this file click on the "**My Documents**" link in the "**My Details**" menu as shown below.
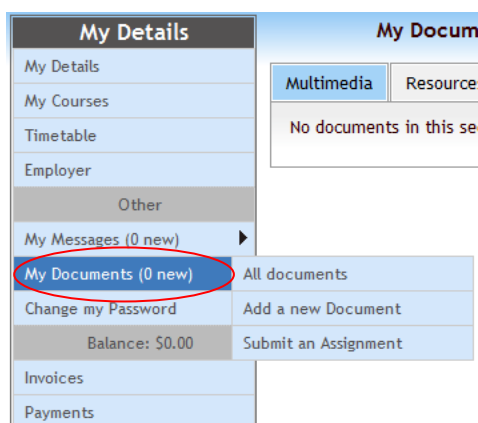


2  Then Click on **"All Documents"** as shown below.



3. The following page will appear. Click on the "**Other**" tab.

4. The following page will appear. Double click on the course scope name to expand the view and show the documents contained inside as per the image below.



5. The following page will appear. The files which provide further information are shown in the circle below. Double click on the relevant blue link to open the file you wish to view.

For a complete guide see the file named:

**Navigating Your Student Portal**

For information about a specific area see the relevant files named:

**Getting Started**

**How To Send A Message To Your Trainer or Admin**

**Accessing Your Course Resources**

**Submitting An Assessment.**