

Enrolment Process- Student Manual

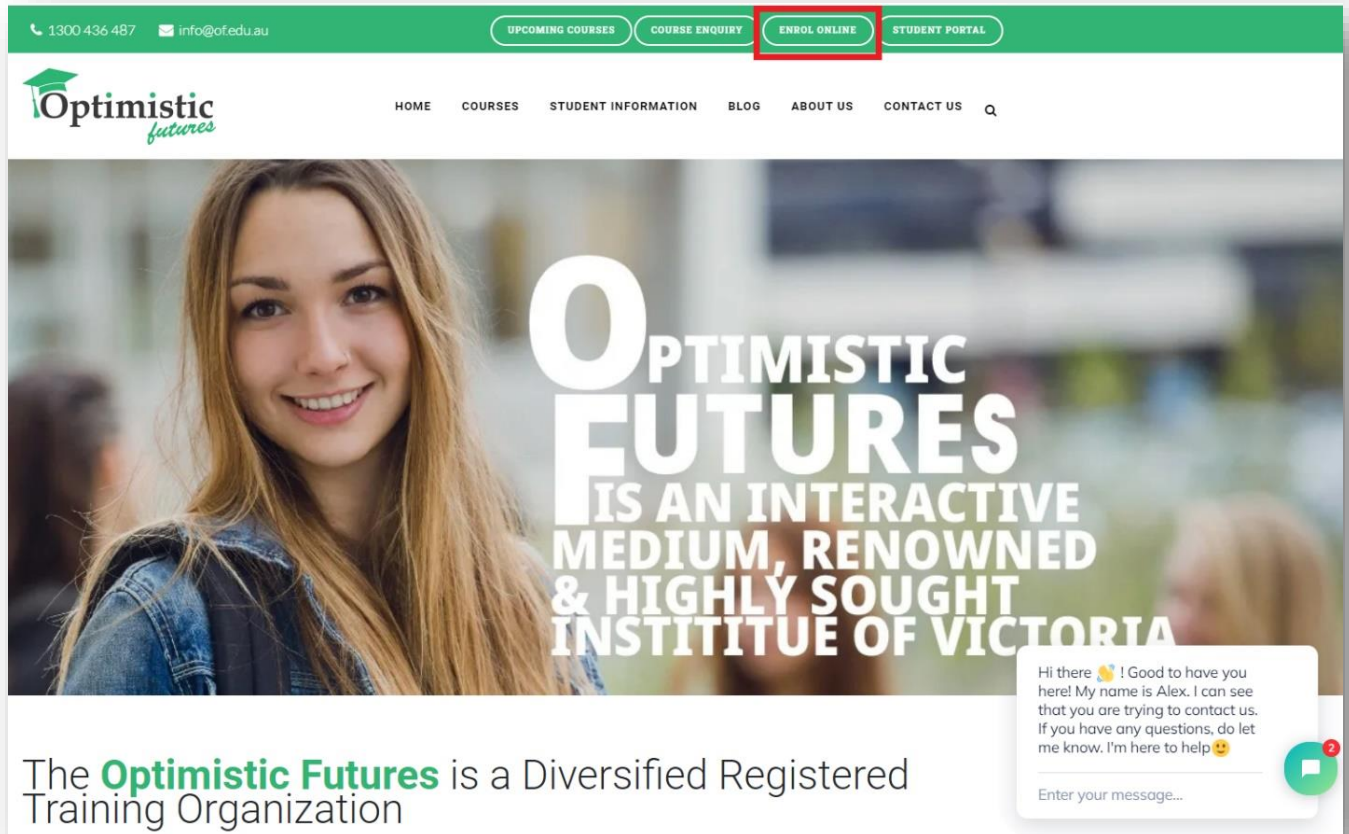
OPTIMISTIC FUTURES

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How to sign up in enrolment system?

1. Go to of.edu.au. Click “Enrol Online”



2. Add all details in signup form and click on “Create new account”. Initially account will be on pending status until approve by admin



Create new account




Already have account? [Sign in](#)

3. An RTO representative will call to discuss about the course. Student will auto get an email once account has been approved in the system.


Step 1 (Enrolment Agreement Form):

1. Login to <http://enrol.of.edu.au/> with the same credentials. Click on **Fill Now** under the **Step 1 Enrolment Agreement Form** and fill the form.

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Dashboard


Note: For any information or query call 1300 436 487.
[Click here](#) for information about how to complete the enrolment process



Step 1:
ENROLMENT AGREEMENT FORM


Fill Now

This activity will be automatically marked as completed.




Step 2:
DOCUMENTS UPLOAD

This activity will be automatically marked as completed.




Step 3:
USI

This activity will be automatically marked as completed.




Step 4:
LANGUAGE, LITERACY AND NUMERACY ASSESSMENT

This activity will be automatically marked as completed.



Step 5:
SKILLS FIRST PROGRAM ELIGIBILITY

This activity will be automatically marked as completed.



Step 6:
PRE TRAINING INTERVIEW

Our office will be in contact with you for an interview. If you have any query please feel free to call at **1300 436 487**


Home

Identification number

Email

@gmail.com

Enrolment Agreement Form




START FILLING →

Note: Student must need to provide same identification number and email address in all the enrolment forms.


Step 2 (Documents Upload):

1. Once the enrolment form it will enable step 2 – Document upload. Student need to upload document for verification.


 Home


Dashboard


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[Click here](#) for information about how to complete the enrolment process




Step 1:
ENROLMENT AGREEMENT FORM



 This step is completed.




Step 2:
DOCUMENTS UPLOAD




[Upload Now](#)


This activity will be automatically marked as completed.




Step 3:
USI




This activity will be automatically marked as completed.




Step 4:
LANGUAGE, LITERACY AND NUMERACY
ASSESSMENT







Step 5:
SKILLS FIRST PROGRAM ELIGIBILITY



This activity will be automatically marked as completed.



Step 6:
PRE TRAINING INTERVIEW



Our office will be in contact with you for an interview. If you have any query please feel free to call at **1300 436 487**

2. Click on “Upload Now” to upload documents.

Document Collection Form

Documents

Section A: Please select any ONE document to prove you permanent residency. *

☐ Current Australian Passport

☐ Australian Citizenship Certificate

☐ Current New Zealand Passport


☐ Australian Birth Certificate (not Birth Extract)

☐ Current green Medicare card

☐ Visa Approval Notification and Foreign Passport

☐ Visa Approval Notification and ImmiCard

File Upload *


Browse Files
Drag and drop files here

pdf, doc, docx, jpg, jpeg, png formats are only allowed

Section B: Please select any ONE of the photo document *


☐ Current Driving License or Learner Permit

☐ Proof of Age Card


☐ Student ID (U18)

☐ Tertiary education institution photo Identity

☐ State & Federal Government Employee photo Identity

 This field is required.

File Upload *


Browse Files
Drag and drop files here


Step 3 (USI):

After successfully uploaded document student the step 3 – USI will enable. There are 2 USI forms. Student must need to fill either one of them. If students don't have USI number then they need to fill USI form otherwise they will upload USI transcript straight away by clicking on USI transcript.

[Home](#)

Dashboard


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Step 1:
ENROLMENT AGREEMENT FORM

[1](#)


✓ This step is completed.



Step 2:
DOCUMENTS UPLOAD

[1](#)

✓ This step is completed.



Step 3:
USI

If you do not have USI Please fill the USI form.


[USI Form](#)

OR

Please upload the USI transcript if you have USI number.


[USI Transcript](#)

This activity will be automatically marked as completed.



Step 4:
LANGUAGE, LITERACY AND NUMERACY ASSESSMENT


[1](#)



Step 5:
SKILLS FIRST PROGRAM ELIGIBILITY

[1](#)

This activity will be automatically marked as completed.



Step 6:
PRE TRAINING INTERVIEW


Our office will be in contact with you for an interview. If you have any query please feel free to call at **1300 436 487**

[1](#)

Step 4 (LLN):


How to solve LLN in enrolment site?

1. After successfully completed step 3 it will enable step 4 - LLN. Click on **Attempt Now** under the **Step 4 LLN**. It will redirect to LMS.


 Home


Dashboard

Note: For any information or query call 1300 436 487.
[Click here](#) for information about how to complete the enrolment process





Step 1:
ENROLMENT AGREEMENT FORM

 This step is completed.





Step 2:
DOCUMENTS UPLOAD

 This step is completed.




Step 3:
USI

 This step is completed.




Step 4:
LANGUAGE, LITERACY AND NUMERACY
ASSESSMENT

Attempt Now



Step 5:
SKILLS FIRST PROGRAM ELIGIBILITY

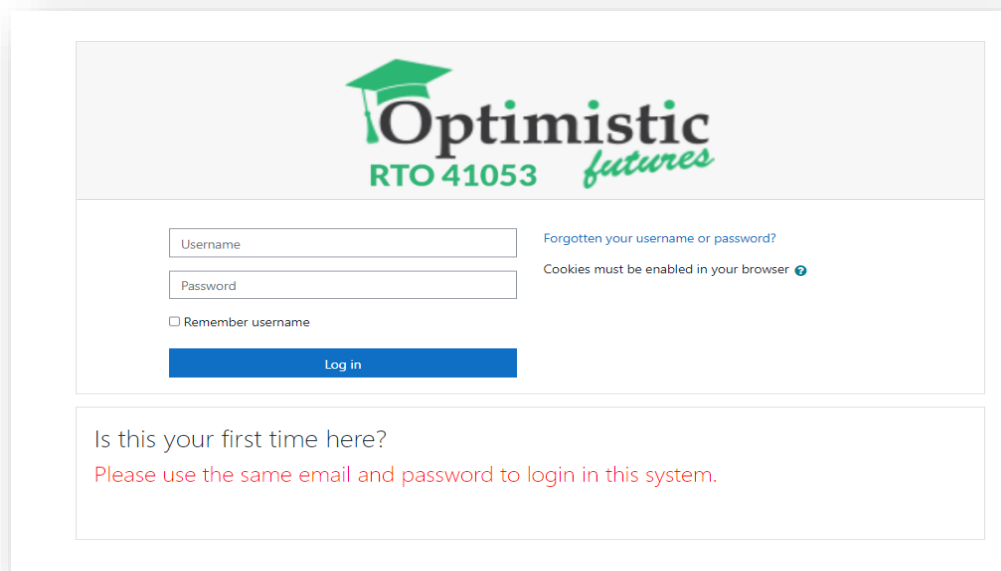
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Step 6:
PRE TRAINING INTERVIEW

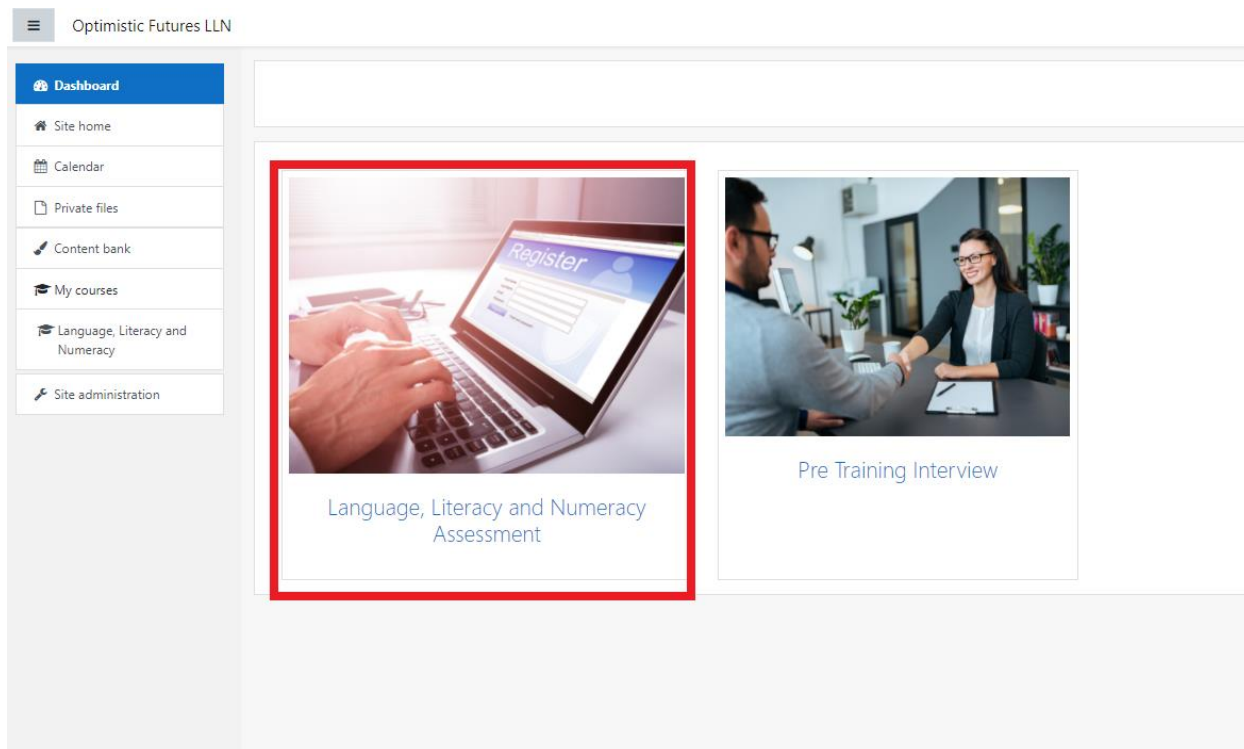
Our office will be in contact with you for an interview. If you have any query please feel free to call at **1300 436 487**

2. Login with same credentials you have created for **enrol.of.edu.au**.



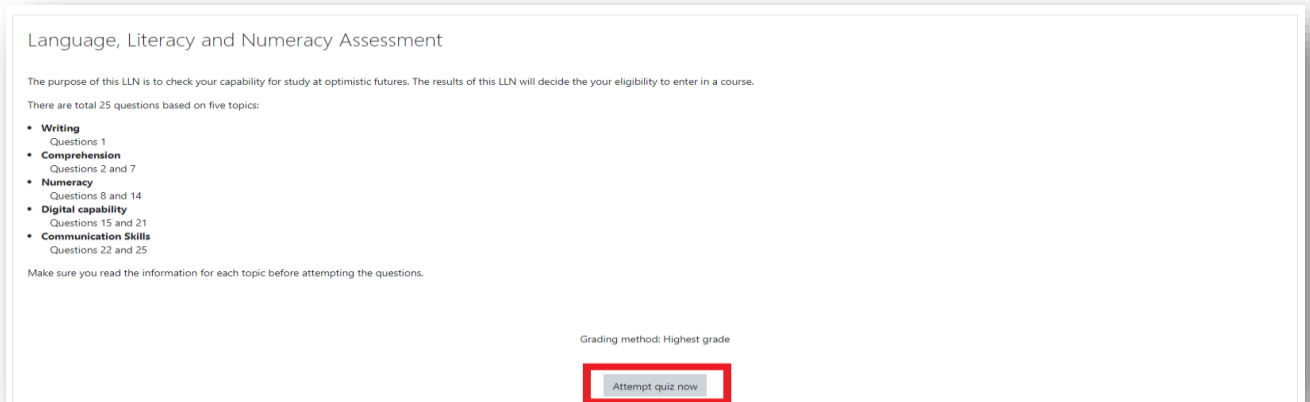
The login page for Optimistic Futures RTO 41053. At the top is the logo with a green graduation cap and the text "Optimistic RTO 41053 futures". Below the logo are two input fields: "Username" and "Password". To the right of the "Username" field is a link "Forgotten your username or password?". Below the "Password" field is a message "Cookies must be enabled in your browser" with a small blue icon. There is a checkbox labeled "Remember username" and a blue "Log in" button. Below the login fields, there is a section with the text "Is this your first time here?" and a red message "Please use the same email and password to login in this system."

3. Once you login with your credentials click on “Language, Literacy and Numeracy Assessment”.

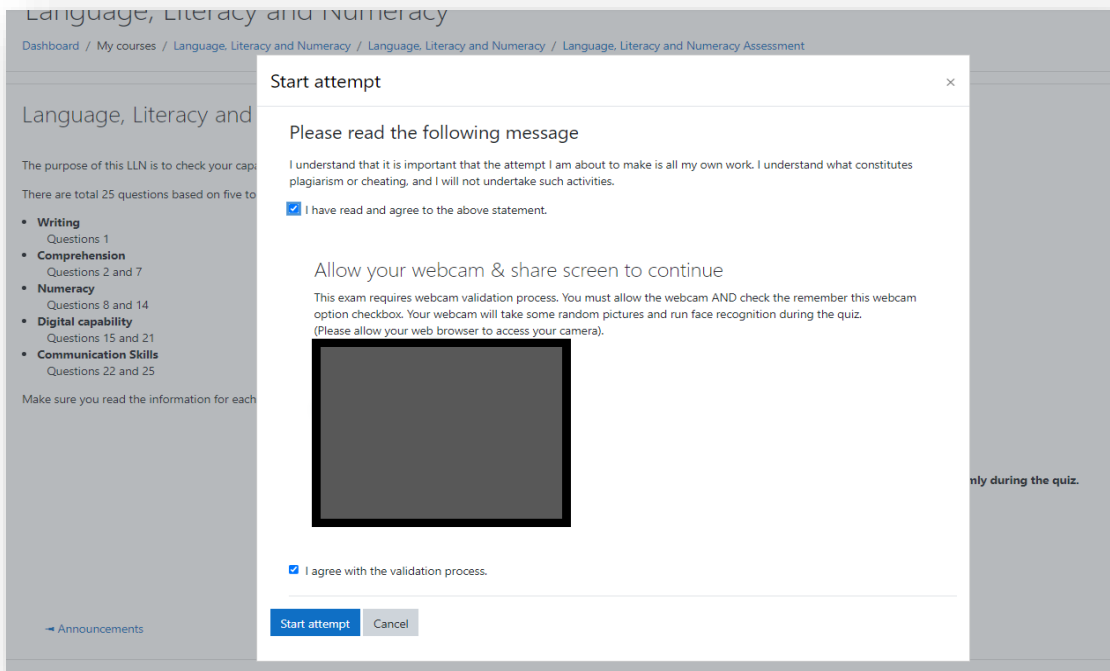


The dashboard for Optimistic Futures LLN. On the left is a sidebar menu with a hamburger icon and the text "Optimistic Futures LLN". The menu items are: Dashboard, Site home, Calendar, Private files, Content bank, My courses, Language, Literacy and Numeracy, and Site administration. The main content area has two cards. The first card, titled "Language, Literacy and Numeracy Assessment", features a red border and an image of hands typing on a laptop with a "Register" button on the screen. The second card, titled "Pre Training Interview", features an image of a man and a woman shaking hands at a desk.

4. Click on **Attempt quiz now**.



5. Click on “**start attempt**” once agree on declaration and enable webcam.



6. Answer all the questions mentioned in the LLN assessment

Question 1

Not yet answered

Marked out of 1.00

Flag question

This is an open-ended writing task designed to assess your ability to communicate an opinion using appropriate vocabulary, grammatical structure and text conventions. Choose one of the following topics and write a paragraph expressing your views.

- Does money motivate employee performance?
- Why is the course you are enrolling in the best option for you?
- Is Face to Face learning is better than online learning?
- Does Volunteering always make to feel connected and happy?

1 A B I Table Text Image Link Unlink Undo Redo

Quiz navigation

Writing 1

Comprehension 1 2 3 4 5 6 7

Numeracy 8 9 10 11 12 13 14

Digital capability 1 15 16 17 18 19 20 21

Communication skills 1 22 23 24 25

[Finish attempt ...](#)

→ Announcements

Jump to... 0

Next page

7. Once complete the assessment click on “submit all and finish”. After submission, RTO representative will mark the assessment and result will be shared with student.

10	Answer saved
11	Answer saved
12	Answer saved
13	Answer saved
14	Answer saved
Digital capability	
15	Answer saved
16	Answer saved
17	Answer saved
18	Not yet answered
19	Answer saved
20	Answer saved
21	Answer saved
Communication skills	
22	Answer saved
23	Answer saved
24	Answer saved
25	Answer saved

8. After completion of LMS student will go back to enrolment system (enrol.of.edu.au) and wait for the Optimistic representative to mark LLN grade. Once the LLN is marked student will get a call

Dashboard / My courses / Language, Literacy and Numeracy / Language, Literacy and Numeracy / Language, Literacy and Numeracy Assessment

Language, Literacy and Numeracy Assessment

The purpose of this LLN is to check your capability for study at optimistic futures. The results of this LLN will decide the your eligibility to enter in a course.

There are total 25 questions based on five topics:

- **Writing**
Questions 1
- **Comprehension**
Questions 2 and 7
- **Numeracy**
Questions 8 and 14
- **Digital capability**
Questions 15 and 21
- **Communication Skills**
Questions 22 and 25

Make sure you read the information for each topic before attempting the questions.

To continue with this quiz attempt you must open your webcam, and it will take some of your pictures randomly during the quiz.

Grading method: Highest grade

Summary of your previous attempts

Attempt	State	Grade / 23.00	Review
1	Finished Submitted Monday, 6 September 2021, 7:34 AM	16.75	Review

Highest grade: 16.75 / 23.00.


Step 5 (Skill First Program):

1. After LLN is graded, the next step is to fill Skill first eligibility form. Click on “Fill Now” under Step 5: Skills first program eligibility.

[Home](#)


Dashboard

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[Click here](#) for information about how to complete the enrolment process




Step 1:
ENROLMENT AGREEMENT FORM

✓ This step is completed.




Step 2:
DOCUMENTS UPLOAD

✓ This step is completed.




Step 3:
USI

✓ This step is completed.



Step 4:
LANGUAGE, LITERACY AND NUMERACY ASSESSMENT


✓ This step is completed.



Step 5:
SKILLS FIRST PROGRAM ELIGIBILITY


[Fill Now](#)



This activity will be automatically marked as completed.




Step 6:
PRE TRAINING INTERVIEW


Our office will be in contact with you for an interview. If you have any query please feel free to call at **1300 436 487**




 Student 

[Home](#)

Identification number


Email
@gmail.com



SKILLS FIRST PROGRAM
EVIDENCE OF ELIGIBILITY AND STUDENT DECLARATION FORM

STUDENT IDENTIFICATION DETAILS

Please provide your exact same email address and identification number as shown above.

Identification Number *

Email *

example@example.com

Are you student? *

☐ Yes

☐ No

Next

Note: Student must need to provide same identification number and email address mentioned above the form.


Step 6 (PTR):

1. Once the student submit the skill first form, Optimistic representative will call or email student to schedule PTR interview you.

[Home](#)


Dashboard

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Step 1:
ENROLMENT AGREEMENT FORM

✔ This step is completed.




Step 2:
DOCUMENTS UPLOAD

✔ This step is completed.




Step 3:
USI

✔ This step is completed.




Step 4:
LANGUAGE, LITERACY AND NUMERACY ASSESSMENT

✔ This step is completed.



Step 5:
SKILLS FIRST PROGRAM ELIGIBILITY

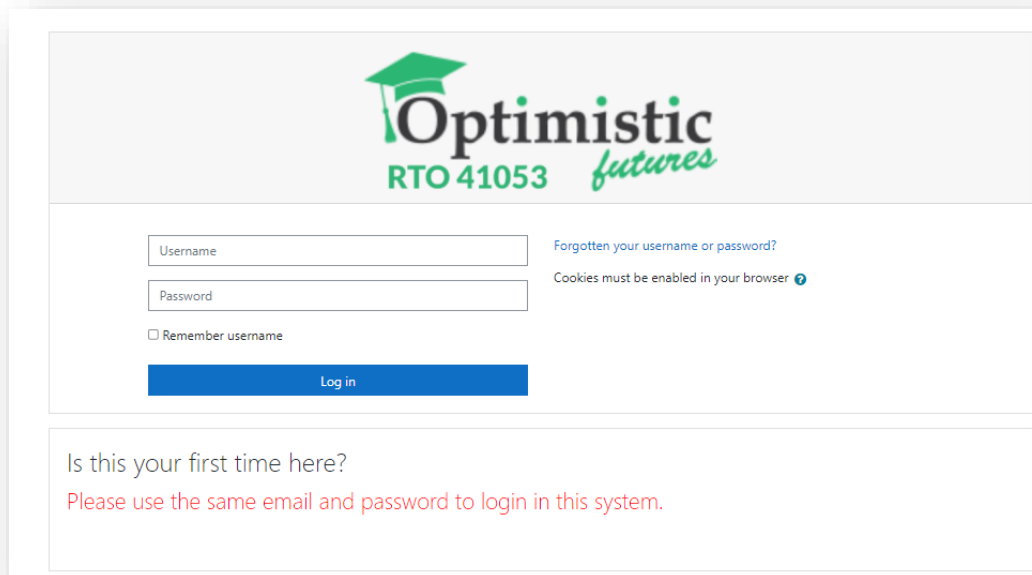
✔ This step is completed.



Step 6:
PRE TRAINING INTERVIEW

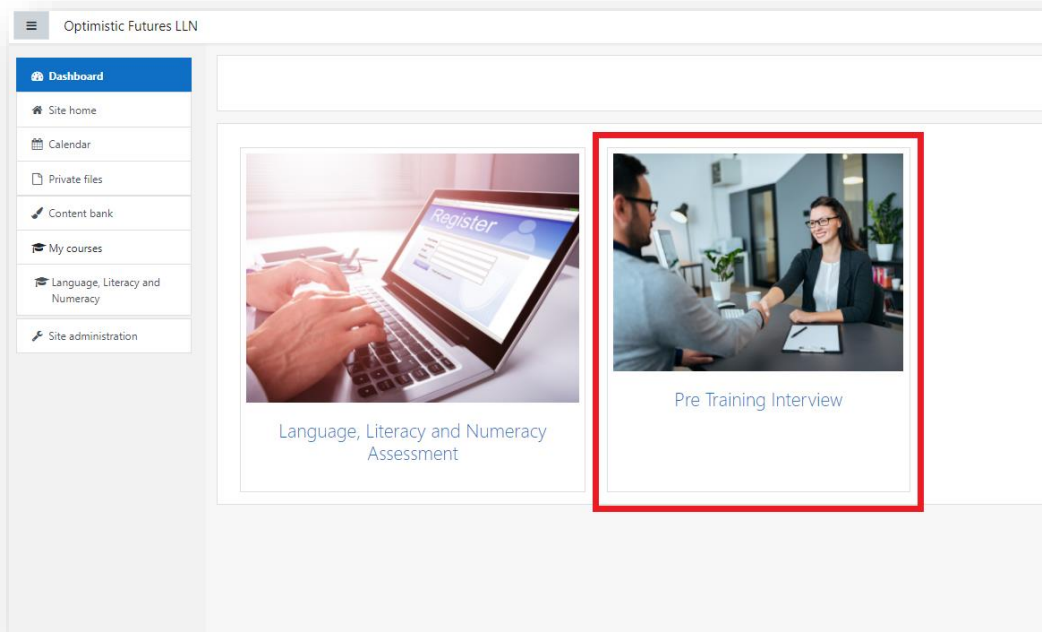
Our office will be in contact with you for an interview. If you have any query please feel free to call at **1300 436 487**

2. Student will go to <https://lln.of.edu.au/> and log in with user credentials.



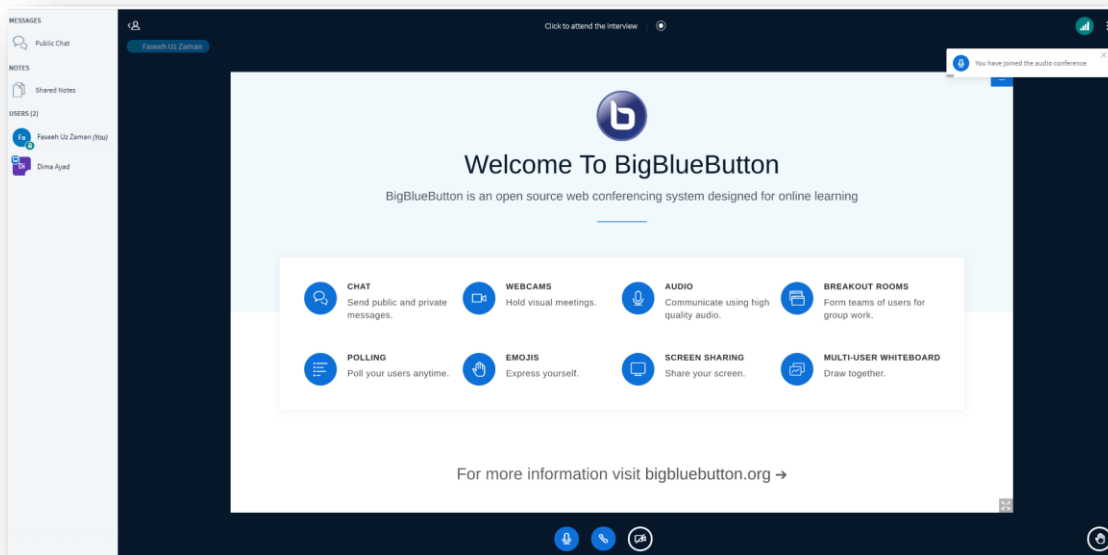
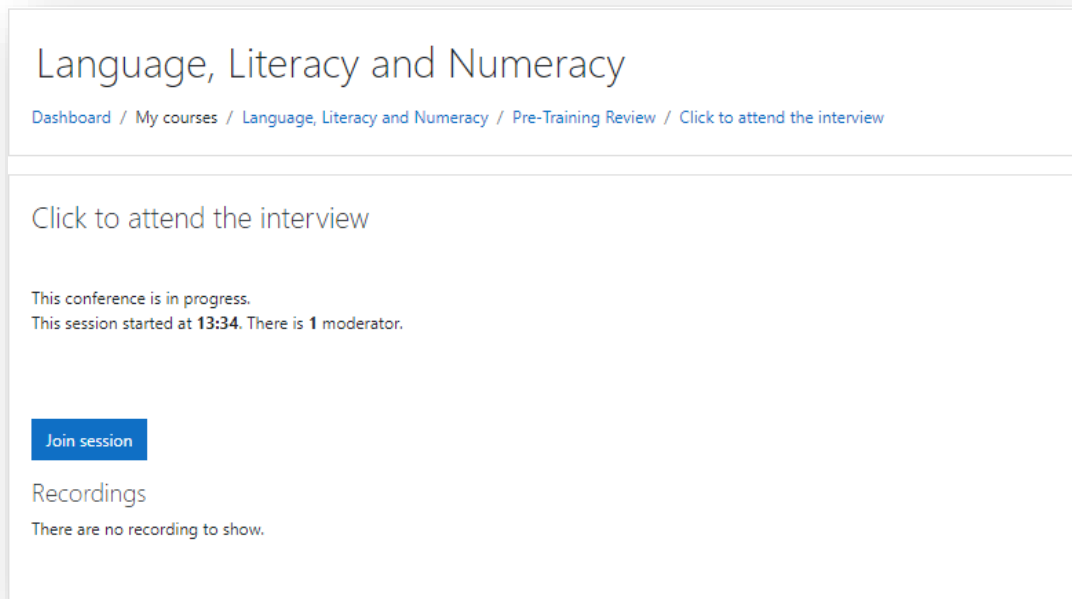
The login page features the Optimistic Futures RTO 41053 logo at the top. Below the logo, there are input fields for 'Username' and 'Password'. A 'Remember username' checkbox is located below the password field. A blue 'Log in' button is positioned below the checkbox. To the right of the input fields, there are links for 'Forgotten your username or password?' and a message stating 'Cookies must be enabled in your browser' with a help icon. At the bottom of the login section, a message asks 'Is this your first time here?' and provides instructions: 'Please use the same email and password to login in this system.'

3. Click on **Pre-Training Interview** block.



The dashboard for Optimistic Futures LLN is shown. On the left is a sidebar menu with the following items: Dashboard, Site home, Calendar, Private files, Content bank, My courses, Language, Literacy and Numeracy, and Site administration. The main content area displays two blocks. The first block, titled 'Language, Literacy and Numeracy Assessment', shows a laptop with a 'Register' form. The second block, titled 'Pre Training Interview', shows a man and a woman shaking hands at a desk. This second block is highlighted with a red border.

4. Click Join session to join interview.



Note: Student must need to provide identification number and email to interviewer.

Once the student is done with interview, Optimistic representative marked student PTR as completed. Optimistic representative will call or email student to discuss further steps after the enrolments.

