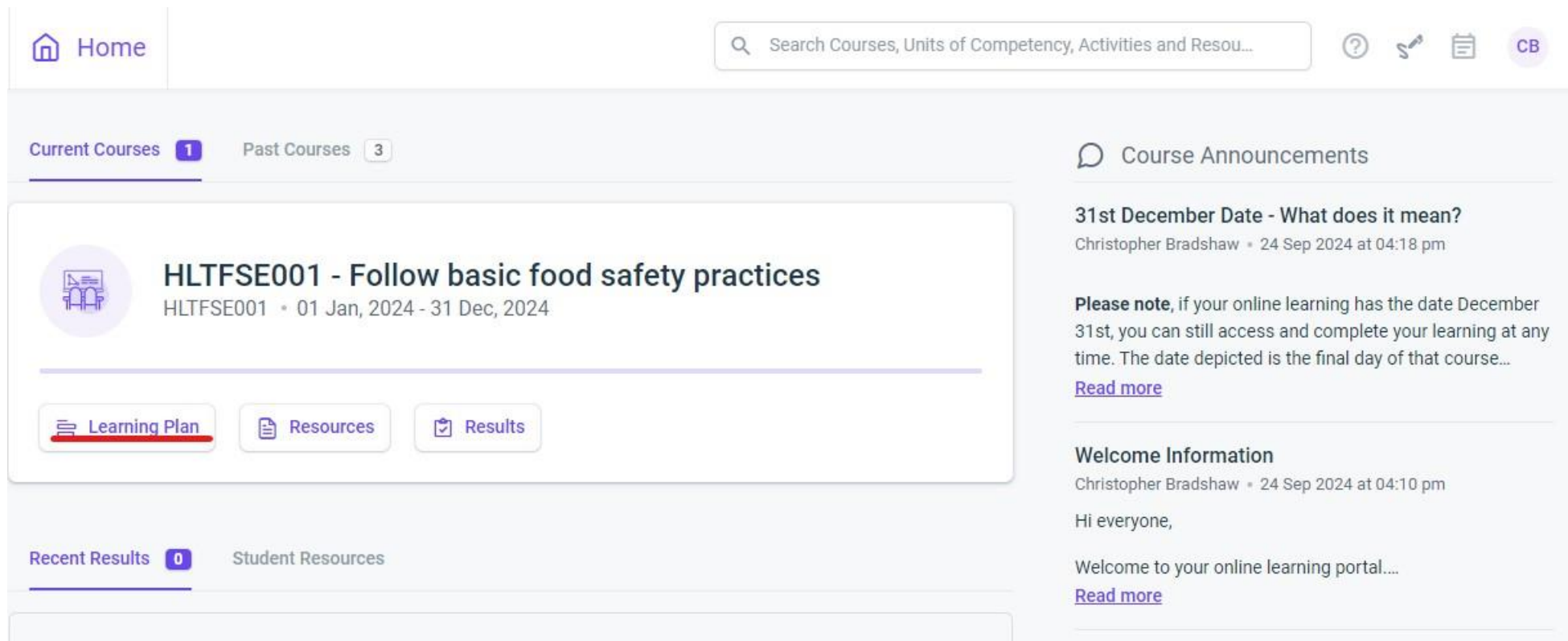


Navigating To Your Accredited Training

Step 1 – Open Your Student Portal.

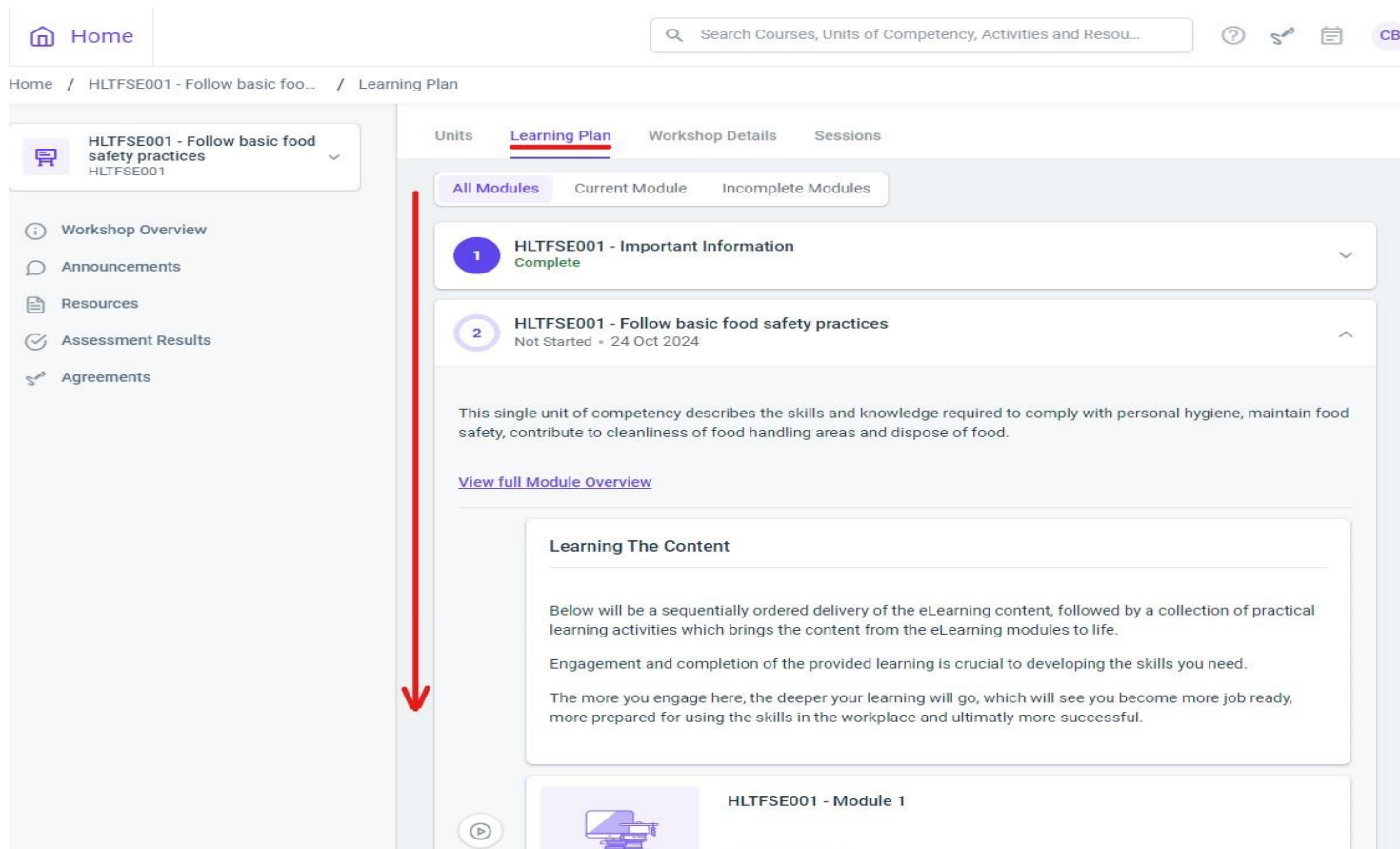
On your student portal landing screen, you will see the course you are enrolled into. To access the training materials and content of the course, click on the learning plan button as shown below.



The screenshot displays a student portal interface. At the top left is a 'Home' button with a house icon. To the right is a search bar with the placeholder text 'Search Courses, Units of Competency, Activities and Resou...'. Further right are icons for help, a pencil, a calendar, and a user profile labeled 'CB'. Below the search bar, there are two tabs: 'Current Courses' with a '1' badge and 'Past Courses' with a '3' badge. The main content area features a course card for 'HLTFSE001 - Follow basic food safety practices', with a sub-header 'HLTFSE001 • 01 Jan, 2024 - 31 Dec, 2024'. Below the course title are three buttons: 'Learning Plan' (highlighted with a red underline), 'Resources', and 'Results'. At the bottom left, there are two more tabs: 'Recent Results' with a '0' badge and 'Student Resources'. On the right side of the interface, there are two announcement sections. The first is titled 'Course Announcements' and contains a post from Christopher Bradshaw dated 24 Sep 2024 at 04:18 pm, with the text '31st December Date - What does it mean?' and a 'Read more' link. The second section is titled 'Welcome Information' and also contains a post from Christopher Bradshaw dated 24 Sep 2024 at 04:10 pm, with the text 'Hi everyone, Welcome to your online learning portal...' and a 'Read more' link.

Step 2 – Find your Learning Plan

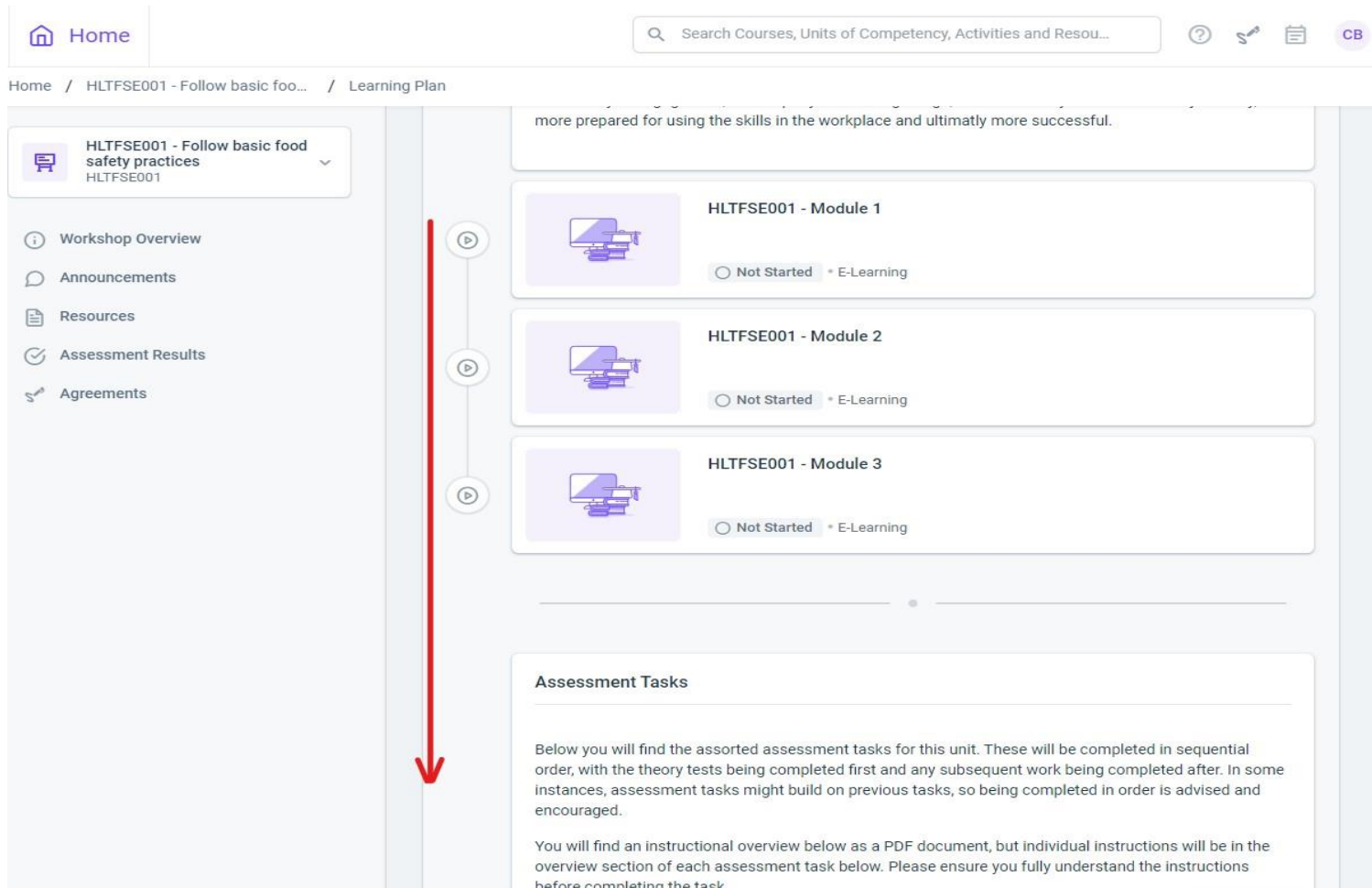
Ensuring you are in the current learning plan “page”, you will see the course sequenced on the portal. You may begin to complete the learning content, which are online modules which will take you through the learning materials. As you continue to scroll down, you will see other resources and the assessments.



The screenshot shows a user interface for a learning plan. At the top, there is a navigation bar with a 'Home' button and a search bar. Below the search bar, the breadcrumb trail reads 'Home / HLTfSE001 - Follow basic food safety practices / Learning Plan'. The main content area is titled 'HLTFSE001 - Follow basic food safety practices HLTfSE001' and has a dropdown menu. The left sidebar contains a list of navigation options: Workshop Overview, Announcements, Resources, Assessment Results, and Agreements. The main content area has tabs for 'Units', 'Learning Plan', 'Workshop Details', and 'Sessions'. Under the 'Learning Plan' tab, there are sub-tabs for 'All Modules', 'Current Module', and 'Incomplete Modules'. The 'All Modules' sub-tab is active, showing a list of modules. Module 1, 'HLTFSE001 - Important Information', is marked as 'Complete'. Module 2, 'HLTFSE001 - Follow basic food safety practices', is marked as 'Not Started' and dated '24 Oct 2024'. Below the module list, there is a description of the unit of competency: 'This single unit of competency describes the skills and knowledge required to comply with personal hygiene, maintain food safety, contribute to cleanliness of food handling areas and dispose of food.' A link for 'View full Module Overview' is provided. A section titled 'Learning The Content' contains text: 'Below will be a sequentially ordered delivery of the eLearning content, followed by a collection of practical learning activities which brings the content from the eLearning modules to life. Engagement and completion of the provided learning is crucial to developing the skills you need. The more you engage here, the deeper your learning will go, which will see you become more job ready, more prepared for using the skills in the workplace and ultimately more successful.' At the bottom, there is a section for 'HLTFSE001 - Module 1' with a play button icon.

Step 3 – Complete your Learning Modules and prescribed assessment tasks.

Now that you have accessed your course, please ensure you complete your learning modules and complete all the allocated assessment tasks within the learning plan. To be successful in completing the course, all assessments must be marked as 100%. For any further support, please reach out to student support.



The screenshot displays a user interface for a course titled "HLTFSE001 - Follow basic food safety practices". The interface includes a navigation menu on the left with options: Workshop Overview, Announcements, Resources, Assessment Results, and Agreements. The main content area shows a list of three modules, each with a play button icon and a status of "Not Started" for "E-Learning". A red arrow points to the bottom of the module list. Below the modules is an "Assessment Tasks" section with a heading and a paragraph of text explaining the sequential nature of the tasks. The text reads: "Below you will find the assorted assessment tasks for this unit. These will be completed in sequential order, with the theory tests being completed first and any subsequent work being completed after. In some instances, assessment tasks might build on previous tasks, so being completed in order is advised and encouraged." Below this is another paragraph: "You will find an instructional overview below as a PDF document, but individual instructions will be in the overview section of each assessment task below. Please ensure you fully understand the instructions before completing the task."