INTERNATIONAL SKILLS TRAINING

VETASSESS

User Guide for Teachers and Administrators

Contents

Using the dashboard

After you login to the system, you will land on the Dashboard page. This shows the list of IST courses your organisation has permission to deliver.

Select the course you will be delivering to enter that course.

Accessing the teacher resources

Trainer Course (V2)

Home > My courses > TVETC001-ENG_V2

Your progress

Before you start

The IST Trainer Course will provide you with the skills and knowledge required to deliver training in the technical vocational education and training (TVET) sector.

Before you begin the course, please review the following resources:

Pre-course reading & activities: This is an introduction to the International Skills Training (IST) Courses and some of the common words, phrases, and concepts used in vocational education and training.

Introductory Learner Guide: This introductory Learner Guide provides you with information on the following:

- ○ Competency-Based Training and Assessment (CBTA)
- ○ An overview of Technical and Vocational Education and Training (TVET)
- ○ Using standards when developing training programs
- ○ Learner characteristics and needs
- ○ Language, literacy and numeracy in training and assessment

Learner Assessment Information: This booklet contains information about what units make up the Trainer Course and how you will be assessed.

Trainer Course Learner Guide: The Learner Guide contains information about the skills and knowledge required to work as a trainer. You will use the Learning Guide throughout the course, as instructed by your teacher.

Additional reading materials: This additional reading provides more information on delivering effective training.

- 📕 TVETC001 TVETC002 Pre-course reading and activities ☐
- 📕 TVETC001 TVETC002 Introductory Learner Guide (including glossary) ☐
- 📕 TVETC001 Learner Assessment Information ☐
- 📕 TVETC001 Trainer Course Additional Reading ☐
- 📕 TVETC001 Trainer Course Learner Guide ☐
- 📁 Teacher Resources
  - Hidden from students

Each IST course includes a range of teacher resources. To access these, select the **Teacher Resources folder**

Teacher Resources include:

Assessment Strategy – an overview of the courses and how to use the resources and assessments.

Course Mapping Document – details where assessments and tasks are mapped throughout the units of competency in the course.

Assessor Marking Guides – marking guides for the Assessment Workbook detailing suggested answers.

Course Descriptor
Full description of course and topics

CSV template
Used to bulk upload students to the LMS

Uploading and enrolling learners

You can upload and enrol learners into the IST courses by completing an Excel spreadsheet and uploading it to the system. To do this, follow these steps:

Excel Template provided in the teacher resources folder in each course

Step one - complete the excel template provided in teacher resources

a. **Username** can be a mobile phone number, student ID or create your own usernames. (Only lower-case letters allowed)

b. **Password** enter the same password for all users. Users can change their own password from their user profile.
The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #

c. **First Name** as will appear on the certificate of completion

d. **Last Name** as will appear on the certificate of completion

e. **Email**

f. **Country of learner** – the country the learner lives in – choose country from the drop-down box

g. **Gender** – Choose **M F** or **O** from the drop-down box

h. **Occupation**– Occupation the learner works in – enter manually

i. **Industry –** Choose the industry from the drop-down box (Select the closest match)

j. **Course1** –select the course name from the drop-down box, the course code should automatically appear in the next field

k. **Course code –** automatically appears after course name selection

l. **Role1** – always enter **iststudent**

m. **Group1**– always assign a group name for easier searching in the grade book and certificate generation areas

n. **Course2** –select the course name from the drop-down box, the course code should automatically appear in the next field

o. **Course code –** automatically appears after course name selection

p. **Role2** – always enter **iststudent**

q. **Group2**– always assign a group name for easier searching in the grade book and certificate generation areas

r. **Country of delivery -** the country you are delivering the course in – choose country from the drop-down box. The country code should automatically appear in the next field

s. **Country Code** – appears automatically

t. **City of delivery –** the city you are delivering the course in – choose city from the drop-down box. (In the unlikely event that the city is not found in the drop down, please select the closest applicable city from the list).

u. **Funding Entity -** who is funding the RTO for the learner's participation in the course – enter manually

	A	B	C	D	E	F	G
1	username	password	firstname	lastname	email	profile_field_countrylearner	profile_field_Gender
2	123456789	Password#765	John	Smith	jsmith13@gmail.com	Myanmar	M

H	I	J	K	L	M	N	O	P	Q
profile_field_Occupation	profile_field_Industry	Course1	Course1	role1	group1	course2	Course2	role2	group2
Public Servant	Education and training	Trainer Course	TVETC001	iststudent	Myanmar01	Assessor Course	TVETC002	iststudent	Myanmar01

R	S	T	U
country	Country	city	profile_field_FundingEntity
Vietnam	VN	Bac Lieu	DFAT

Note: All fields are mandatory

Final steps of the spreadsheet preparation!

When you have added all fields in the excel sheet **- save it** as a **csv file**.

Close the file, and re-open it,

Fields to remove – remove the 3 columns by **right clicking** with your mouse on the letter and selecting **delete.**

- · **Country – column R**
- · **Course2 – column N**
- · **Course1 – column J**

Delete any cells which have '---' in them. It is best to select cells, and click on the **Clear** dropdown, then choose **Clear all**.
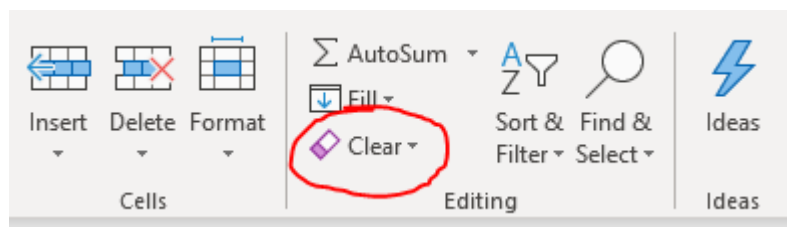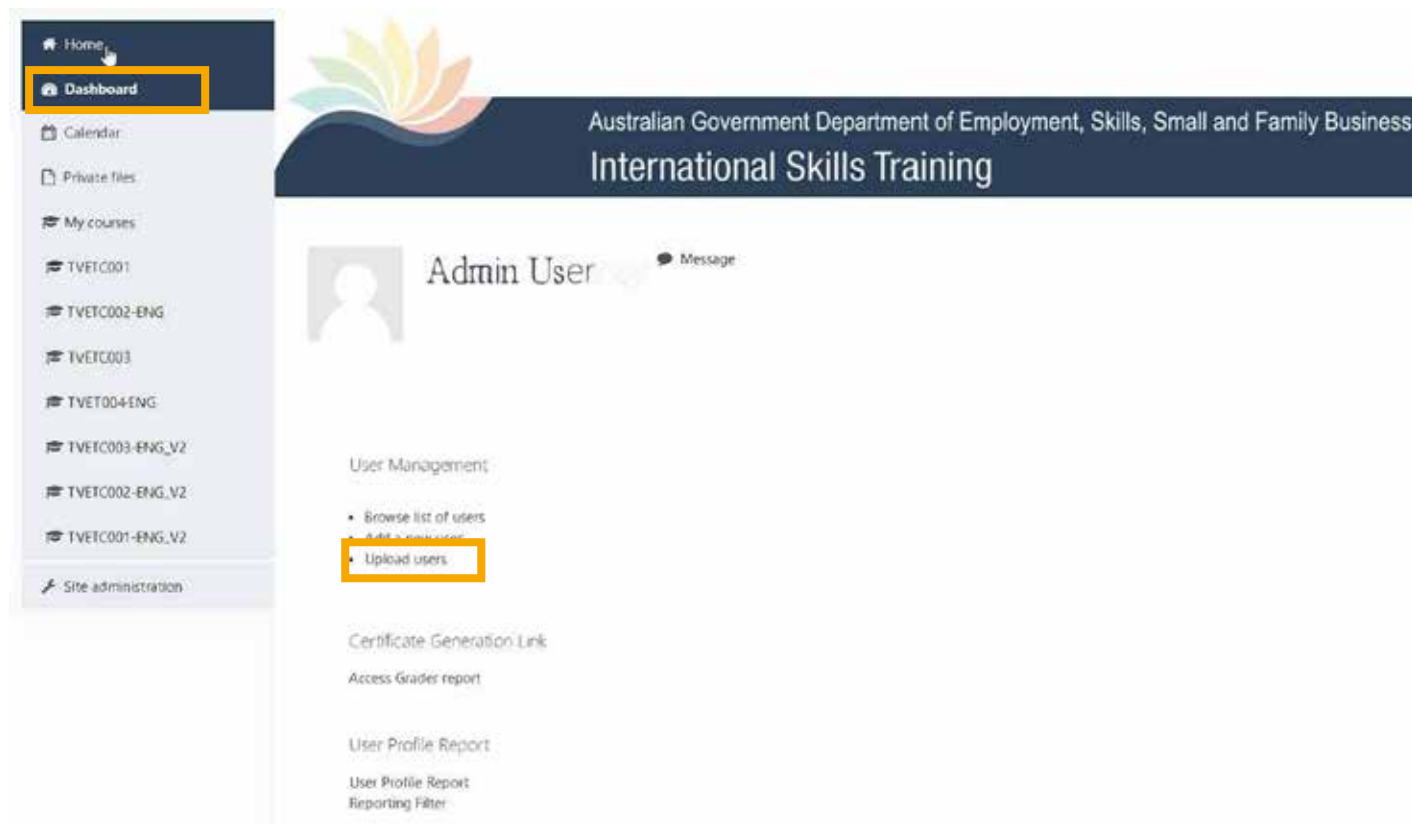

Save the file again – make sure it has the extension **.csv**.

Step two - upload users to the course

1. Go to *Dashboard > Upload users*

2. Drag and drop file to upload
3. Upload users preview - check settings and default user profile settings
4. Click "**Upload users**"

5. Upload users preview - shows list of users, exceptions made in upload and summary of number of users

6. Change **Force password change** to **All**

Force password
change   [All   ⬍]

7. Upload users results - click **Upload users**

8. Returns to Upload users results screen

Upload users ⓘ

‣ Upload

File *   [Choose a file...]

You can drag and drop files here to add them.

CSV delimiter   [,   ▾]

Encoding   [UTF-8   ▾]

Preview rows   [10   ▾]

[4] [Upload users]

Administering assessment tasks

To complete each IST unit, the learner is required to complete the Candidate Assessment Workbooks.

The Online questions are available as formative assessments to help test understanding but are not a compulsory assessment item.

Information about how to administer each of these assessments is provided below.

Administering the Online questions

The Online questions can be delivered online (via the AssessitNow Plus platform) or offline (via the AssessitNow app).

Online Questions

Learners must achieve a 100% pass rate. They get 3 attempts for each test, and there is no time limit. The system grades each attempt automatically and creates randomly generated re-sits if the learner needs to reattempt.

Offline questions (Moodle App)

See the Offline App user guide for information about how to administer the Questions using the offline app.

Learners must achieve a 100% pass rate. They get 3 attempts for each test, and there is no time limit. The system grades each attempt automatically and creates re-sits if the learner needs to reattempt – the re-sits contain only the questions the learner previously answered incorrectly. The score will display on the screen on completion.

It is no longer necessary to upload these results as they are not compulsory.

Grading the assessment workbooks

During the course, learners should complete the Assessment Workbook (an editable PDF) for each IST unit. The learner should upload their workbook together with any supporting evidence (e.g. photos, videos, etc.).

To grade the Assessment Workbook (screen shots on following pages):

1. Select the **workbook activity** to be graded from the course page
2. Select the **grade** button
3. **Download** submitted assignment (click on the file name)
4. Use marking guide provided in **teacher resources**
5. Grade competent or not yet competent
6. Leave comments and feedback
7. Allow resubmission if required
8. **Save**

TVET001 Prepare to deliver competency-based training and assessment

This unit covers the skills required to select appropriate vocational standards, analyse standards, interpret and contextualise standards, and to develop your professional practice.

In this section, you will find online multiple-choice questions and the assessment workbook for this unit. The online questions are **optional** and do not form part of the final assessment for this unit.

Access the online questions and your assessment workbook by using the links below:

TVET001 Assessment Workbook **1**

TVET001 Online questions

TVET001 Assessment Workbook_FINAL.pdf9 October 2020, 11:56 AM

Grading summary

Hidden from students	No
Participants	5
Submitted	0
Needs grading	0

View all submissions   Grade   **2**

Course: Trainer Course
Assignment: TVET001 Assessment Workbook ⚙
View all submissions

Harry Potter
hp@hogwarts.edu.au

Submission

Submitted for grading

Not graded

Student cannot edit this submission

ⓦ Lorem ipsum **3**   9 October 2020, 8:45 PM

▸ Comments (0)

Grade

Grade:

Competent **5**

Current grade in gradebook

-

Feedback comments

| ↓ | A ▾ | B | I | ☰ | ☰ | % | ⅗ | 🖼 | 🖻 | 🎤 | 🎥 | 🗗 |

6 (Type your comments here)

Attempt settings

Attempts reopened
Manually
Maximum attempts
Unlimited
Attempt number
1
Allow another attempt

No ⬍

7 Notify students ☑ ❓ | Save changes | Save and show next | Reset |

Add evidence videos as feedback to an assignment

As an IST Admin, you can upload student evidence videos as feedback to an assignment.
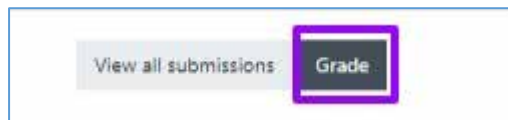
Video file size

Note that there is a maximum size limit of 200MB (the average for regular HD 720p is around 4 MB per minute). If you are careful with the video quality and length, this should work.

Upload a video as evidence

1. Go to the course
2. Select the assignment activity – **Assessment Workbook**
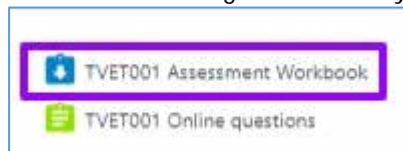
3. Select **Grade**

4. Find the assignment you need to upload the video to
5. In the **Feedback file** area, underneath the **Feedback comments**, upload the video – or other files. Note that you can drag-and-drop the file in.

Grade

Grade:
Current grade in gradebook
Competent

Feedback comments

| ⬇ | A ▾ | B | I | ☰ | ☷ | % | ⟋ | ▭ | ▭ | 🎤 | 🎥 | ⎘ |

Feedback files

Maximum size for new files:

📄 📁 ⬇

📁 Files

Name	⇕	Last modified	⇕	Size	⇕	Type	⇕
🖼 Beach.jpg		17/02/21, 11:50		12.1KB		Image (JPEG)	
⊙ Our Good Friday.mp4		17/02/21, 11:50		2MB		Video file (MP4)	

Submitting assessment workbooks – Offline delivery

If delivering the courses offline, you need to upload the students completed Assessment Workbooks for grading.

1. Select the unit **Assessment Workbook Activity**
2. Select **View all Submissions**
3. Select **Edit - Edit Submission** for the student you are uploading the workbook for
4. Drag and drop the students completed workbook and select **Save**
5. The student's workbook is now ready to **grade**

Using the grade book

Keep track of your learners' progress via the grade book.

1. Go to **Course administration ➔ Grades** to view the Gradebook
2. Select your group in "visible groups" to refine the search results.

Generating Certificates

If a learner has fulfilled the requirements of a course (i.e. all assessment tasks successfully completed), they are eligible to receive a **Certificate**. If a learner has completed some units (but not all the units contained in a course), they are eligible to receive a **Statement of Training**.

Follow these steps to create Certificates and Statements of Training:

Step one – Access Grader Report

Certificate Generation Link

Access Grader report | **1**

1. Got to your Dashboard, and select **Access Grader report**
2. Select the course for which you want to generate Certificates or Statements of Training
3. Click **Apply**

Certificate Generation Link

Select a course: | Advanced Trainer and Assessor Course (V2) ▼ | **2** | ch a user: | First name | | Last name | | **Apply** | **3**

4. Select **Generate Certificate** or **Generate Statement**

Advanced Trainer and Assessor Course (V2)

	TVET021 Assessment Workbook	TVET021 Online questions	TVET022 Assessment Workbook	TVET022 Online questions	TVET023 Assessment Workbook	TVET023 Online questions	TVET024 Assessment Workbook	TVET024 Online questions	TVET025 Assessment Workbook	TVET025 Online questions	Action
Coral Frange	Competent	Pass	Competent	Pass	Competent	Pass	Competent	Pass	Competent	Pass	Generate Certificate **4**
Shell Clam	Competent	Pass				Pass	Competent				Generate Certificate

Step two – Generate Certificate

Generate Candidate's IST Certificate

Back

RTO Name:	The Gordon
First Name:	Coral
Notes:	Frange

Course: TVETC003 Advanced Trainer and Assessor Course

Country of delivery:	Turkey
Language of delivery:	English
Award Date:	18/11/2020

Unit	Knowledge Test	Practical Assessment
TVET021 Provide leadership in training and assessment	✔	✔
TVET022 Develop training programs, learning resources and assessment tools	✔	✔
TVET023 Engage with industry for learning partnerships	✔	✔
TVET024 Mentor trainers and assessors	✔	✔
TVET025 Evaluate training and assessment programs	✔	✔

Preview   Generate

Statement Generated History

Request Date	Type	Language	Course	Issue Date	Certificate Number	Status	Notes	Download
18 Nov 2020	Certificate	English	TVETC003 Advanced Trainer and Assessor Course	18 Nov 2020	13197-2020	Issued / Valid		📄

- Check that all units are ticked that apply to the course

- Select **preview** to check that the certificate is correct

- Select **generate** and the certificate will appear in the Statement Generated History

- **Download** certificate to send or print

Customer Support

eWorks Support desk

Our commitment to you

- Our response times are detailed below

Priority level	Response Time	Resolution Time
1. **Urgent:** A critical incident that results in the service being completely inaccessible or causing a severe impact on services availability.	1 hour	4 hours
2. **High:** The product is operable, but some critical functionalities are unavailable or throws error. Issues that potentially can escalate to "P1: Urgent" if left unattended.	2 business hours	1 business day
3. **Normal:** A non-critical functionality or cosmetic defect that does not impact the performance of the system.	2 business hours	5 business days
4. **Low:** All other service requests such as 'How-to/general questions' and request for quotes.	1 business day	10 business days

Contact

For non-urgent requests please use the My eWorks ticketing system: https://my.eworks.edu.au

If you do not have access or your contact is not available, then please email VETASSESS Administration support at assessitnow@vetassess.com.au

Or

Call eWorks directly (03) 9661 8700 or via VETASSESS reception (03) 9655 4801