

Student Portal Guide

VERSION 2—JULY 2019

Welcome to your resource for understanding how to use Australian First Aid’s online Student Management System. The Student Portal is designed to provide easy access to all your enrolment information.

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IMPORTANT PROCEDURES TO NOTE

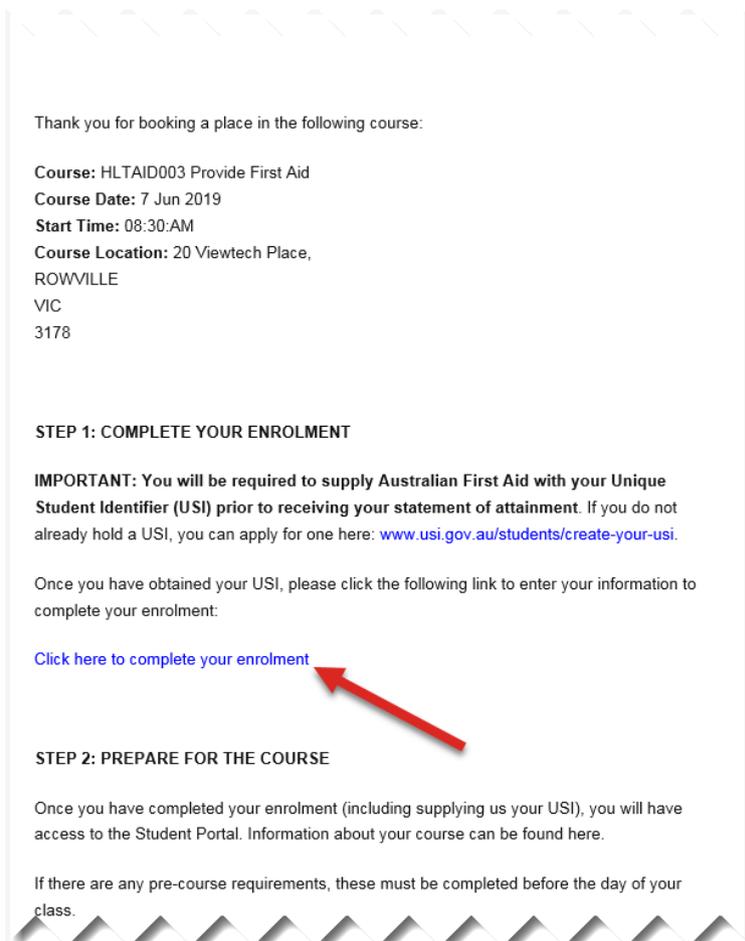
You must provide a *unique personal email address* in order to:

- log in to the Student Portal
- manage your personal details
- complete any online pre-work required
- receive your certificate.

All students enrolled in nationally-recognised training must have a valid Unique Student Identifier (USI) available from usi.gov.au/students/create-usi

Your Invitation to Enrol

When you have been invited to enrol in a course, you will receive an email something like this one:



Simply click on the blue link 'Click here to complete your enrolment' to proceed.

NOTE: NO PASSWORDS NEEDED!

You will never need to remember a password to log in to the Student Portal. All you need is your unique email address.

This provides a much more secure system. Passwords can be stolen. But in this system, access is always gained via an email link sent directly to you. To log into the Student Portal, you will need access to your unique email account.

Completing Your Enrolment

When you first arrive from an enrolment invitation, you'll be taken to a page with the course details at the top and all the steps in the enrolment process laid out below.

First step is to enter your Unique Student Identifier (USI).

YOU ARE ENROLLING IN
HLTAID003 Provide First Aid skill set
on 07 Jun 2019 at 20 Viewtech Place, ROWVILLE VIC 3178

* USI

Do you have a Unique Student Identifier?

For all courses conducted after 1st Jan 2015, you must supply a USI or your certificate cannot be issued. i

A USI is a reference number made up of numbers and letters. Creating a USI is free. It creates a secure online record of your Nationally Recognised Training that you can access anytime and anywhere, and it's yours for life. Since January 2015, it has been a mandatory Australian Government requirement that all students undertaking Nationally Recognised Training have a USI before a certificate can be issued.

The USI is linked to the National Vocational Education and Training (VET) Data Collection, and this means an individual's nationally recognised training and qualifications gained anywhere in Australia, from different training organisations, will be kept all together.

The USI will:

- link a student's VET achievements, regardless of where in Australia they did the course
- let students easily access secure digital transcripts of their achievements (transcripts will be available from April 2016)
- give students more control over their VET information.

You can find out more information about the USI on the Australian Government Department of Education and Training website (www.usi.gov.au)

i No, I don't have a USI

Yes, but I've forgotten it

➔ Yes, I have a USI

Via the blue buttons, you can navigate to the USI Registry System to create or retrieve a USI.

If you already have a USI, click the red button (Yes, I have a USI) to continue.

After you have entered your USI, you can begin entering enrolment information in the other sections of the enrolment form.

✓ USI

➔ Start Enrolment

Please fill out the form below so that we can confirm your details and set up a new student record for you ✓

For nationally-recognised training, you should complete all sections.

👤 Review Personal Details

🏠 Residential Address

✉ Postal Address

📅 Past Study

📄 Personal Background

This is a government requirement, essential to vocational education and training (VET) governance and research.

Student Portal Home Page

After all enrolment details have been completed, you will be taken to the 'My Training' tab on the Student Portal home page.

NOTE: You can amend personal details provided at any time by clicking on 'My Contact Details' (second tab).

The screenshot shows the Student Portal interface. At the top, there is a 'Welcome' message and a 'Log Out' button. To the right, the user's USI Status is 'Valid' (USI on file) with a 'Last Updated' timestamp of 20/04/2017 11:21AM. Below this, there are two tabs: 'My Training' (selected) and 'My Contact Details'. The main content area is titled 'Current/Upcoming Training' and features a course card for 'HLTAID003 Provide First Aid skill set'. The card includes a description of the course, assessment methods, and a confirmation message: 'Thanks for completing your enrolment - we'll see you on the day!'. A red arrow points to a button labeled 'Tasks for Provide First Aid eLearning'. To the right of the course card, there are sections for 'Course Date' (Fri 07 June 8:30AM) and 'Course Location' (20 Viewtech Place, ROWVILLE, Victoria 3,178), accompanied by a map.

The 'My Training' tab includes information about your course, including the date and location.

If you are required to complete eLearning pre-work prior to attending your practical training day, click on the 'Tasks for ... eLearning' button to open up the tasks panel.

LOGGING OFF

If you need to log out and return to the eLearning later, click on the 'Log Out' button, located immediately below the Welcome message at top left of the page.

eLearning

After opening the 'Tasks' panel, you will see all the required eLearning modules for your course. Click the orange 'Begin this task' button to open up each task.

The screenshot displays a list of eLearning tasks for the course 'Provide First Aid eLearning'. The tasks are listed in a table-like format with columns for the task name, completion status, and a 'Begin this task' button. The 'Principles of First Aid' task is marked as 'Task Completed' with a green checkmark. The other tasks are marked as 'Never Started' and have an orange 'Begin this task' button. A red arrow points to the 'Begin this task' button for the 'Airway Management' task.

Task Name	Status	Action
Principles of First Aid	Task Completed	
Airway Management	Never Started	Begin this task
Cardiopulmonary Resuscitation	Never Started	Begin this task
Airway Management 2	Never Started	Begin this task
Medical Conditions	Never Started	Begin this task

NOTE

For some courses (eg HLTAID003 Provide first aid) many topics need to be covered and the eLearning is replacing *one full day* of face-to-face training.

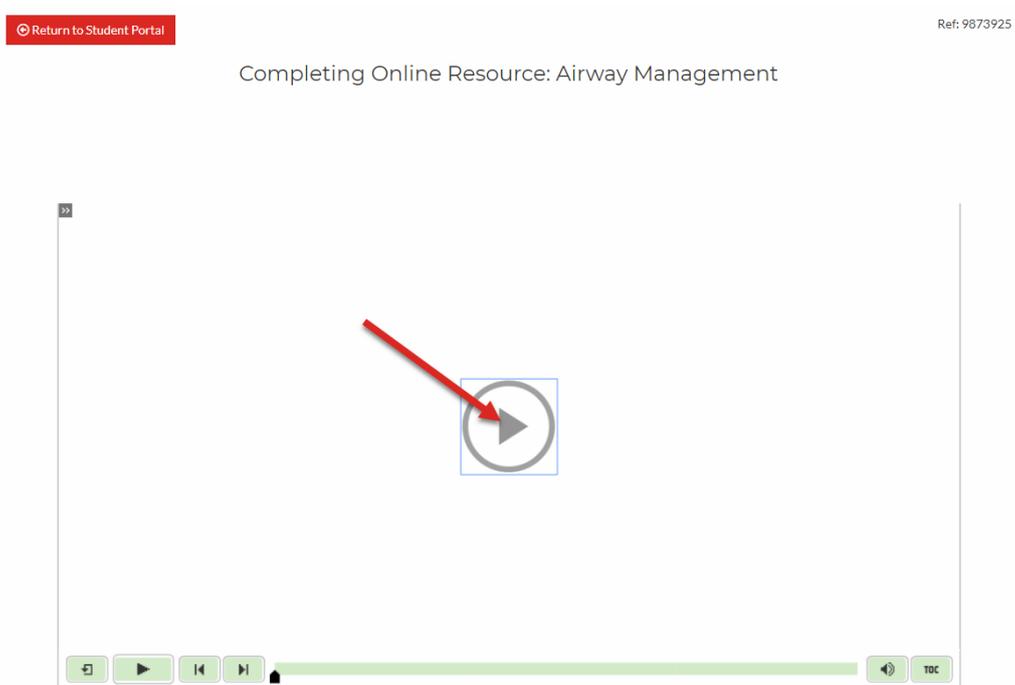
Please allow plenty of time to complete all modules.

It is best to do the learning in several short sessions, rather than a long 3 or 4-hour online session.

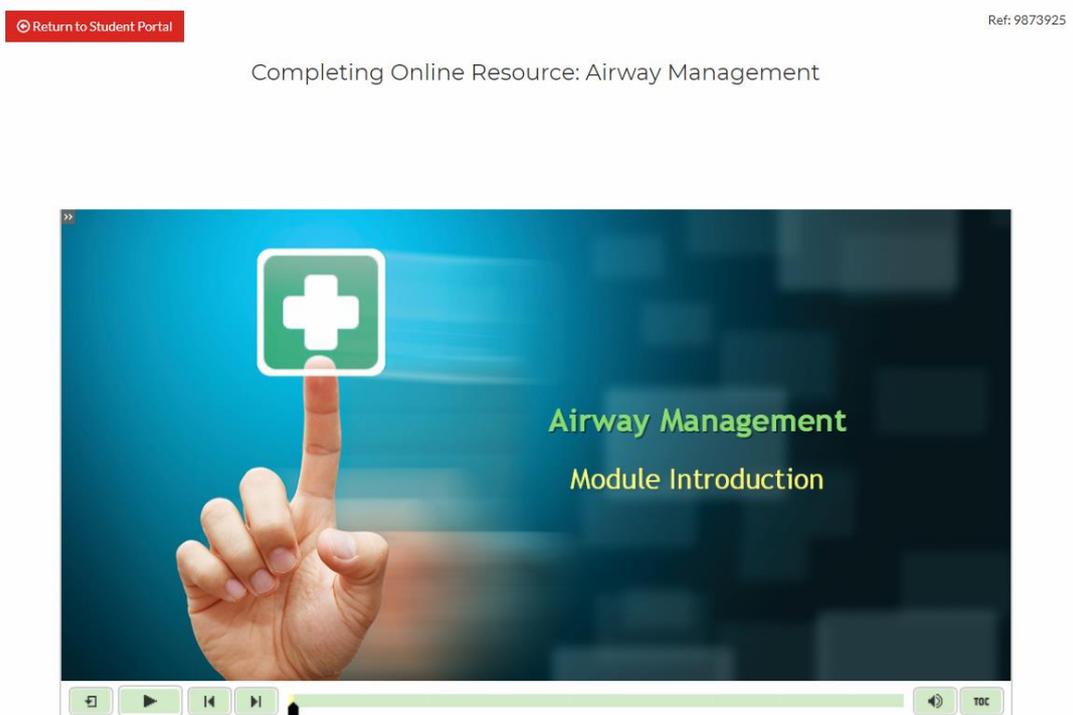
THE ELEARNING CONTENT

After clicking the orange button to begin a task, you will be taken to a page with the module content.

Click the large play button to begin.



Use the controls underneath the content to begin playing each new topic.



Each module includes knowledge assessment questions (Quiz).

[Return to Student Portal](#) Ref: 9873925

Completing Online Resource: Airway Management

The screenshot shows a quiz interface. On the left, a 'Table Of Contents' panel lists various slides with their durations and checkboxes. The 'Breathing' slide is currently selected. Below the list is a 'Submit' button. A red box with the text 'Please try again. Review the learning if you're unsure.' is overlaid on the screen. A large, faint green question mark is in the background. At the bottom right, there is a 'TOC' button. A red arrow points to this button. Another red arrow points to a chevron icon at the top left of the 'Table Of Contents' panel. At the bottom of the screen, there are navigation controls including a play button, a 'TOC' button, and a progress bar.

If at any point in the quiz you are not sure of the correct answer and wish to review the information, you can open up a **Table of Contents** by clicking on the TOC button lower right, or the chevrons located top left.

[Return to Student Portal](#) Ref: 9873925

Completing Online Resource: Airway Management

The screenshot shows the 'Quiz Results' screen. At the top, it says 'Quiz Results' in green. Below that, it says 'Congratulations, you passed the quiz!' in bold. A light green box contains the following statistics: 'Total Questions: 5', 'Correct Questions: 5', and 'Accuracy: 100%'. Below the box, it says 'Please click the 'continue' button to record your result.' in red. A red arrow points to a green 'Continue' button. At the bottom of the screen, there are navigation controls including a play button, a 'TOC' button, and a progress bar.

At the end of each quiz, it is essential that you click the 'Continue' button to record your result. You will then be taken back to the Student Portal home page so you can begin the next task.

NOTE

You will need to authenticate all online work to have it accepted.

The Declaration is the final task in each course. Tick the box to confirm it is all your own work.

Student eLearning Declaration

It is essential that the knowledge required for this course is clearly and thoroughly understood by all students prior to undertaking practical skill training. This ensures the practical training program can progress at a lively pace, for the benefit of all.

Please respond to the following declaration to show that you understand the importance of having a thorough knowledge of the subject and have completed all assessment questions without the assistance of others.

Student:

I confirm that the answers on my quizzes were from my own knowledge.

Return Login

You can return to the Student Portal by logging in at: australianfirstaid.trussrto.io

➔ Login to Student Portal

Please enter your USI and/or Email address to continue.
If we cannot find your email address, you will need to provide your USI as well.

Email Address	USI Number

Login

i Student Information

➔ Trainer Login

➔ Employer Login

Simply enter your unique email address and click the 'Login' button.

You will then receive a login link in your email inbox.

NOTE—STUDENT INFORMATION

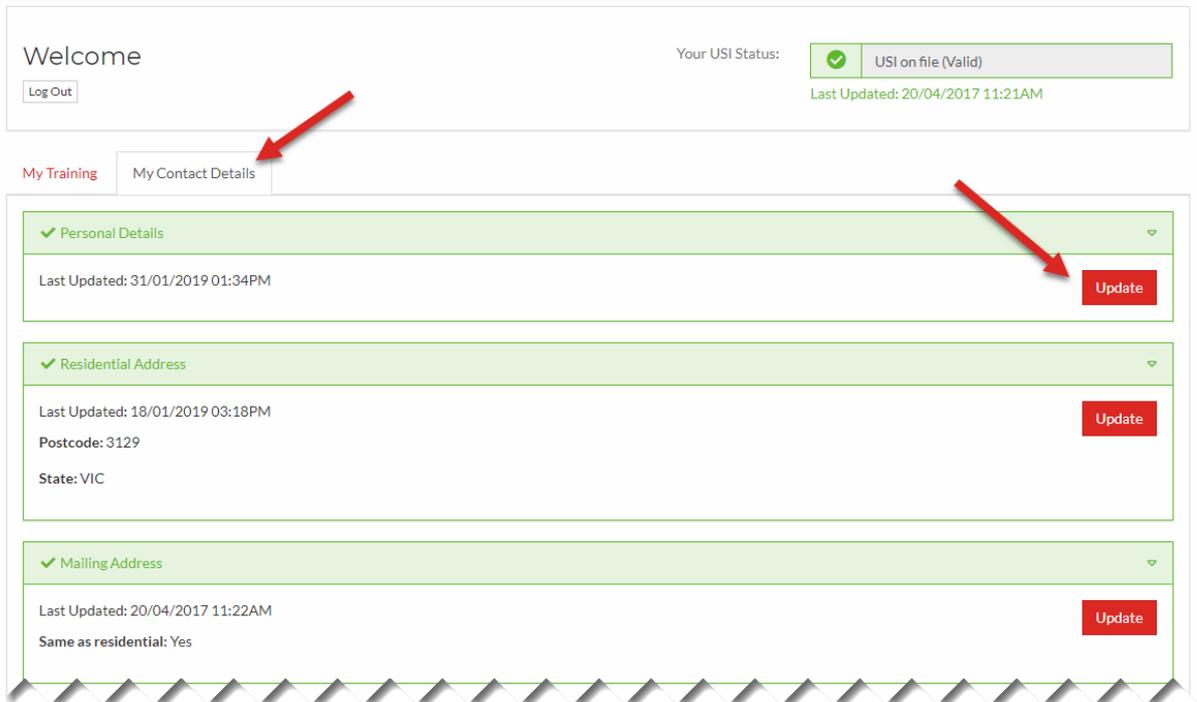
You will notice there is a 'Student Information' button on the login page.

This will take you to a page with information on policies, including privacy and complaints.

Updating Your Details

To update any of your personal details, log in at: australianfirstaid.trussrto.io
(see previous page for detailed login instructions)

Click on the 'My Contact Details' tab, then select the Update button in the relevant section:



NOTE—LOGGING OUT

The Log Out button is located under the Welcome message at top left.

Certificate Download

You can download a copy of your certificate at any time.

First, log in at: australianfirstaid.trussrto.io
(see previous page for detailed login instructions)

On the My Training tab, scroll to the bottom of the page and you will see a list of your previously completed training. There is a green Download Certificate button to the right of each item:

