



Student instructions for use of the Future Force on-line training system



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What is the Future Force on-line training system?

The on-line training system is your access to all the training material, tasks and assessments required throughout your program. All your responses will be made within this system. For the most part, you will be directed to fill in the response sections, but you may also be asked, or choose, to upload additional files such as documents, audio or video files or even hand written notes and drawings as additional evidence of your competence.

The system enables you to complete your assessments on any internet accessing device such as an iPad, android tablet or smart phone as well as laptops and desktop computers. The clean and simple menus allow for ease of use and straight forward navigation.

It also acts as a notification tool between yourself and your trainer where you will be able to follow your progress and the assessment status of your work.

To get the most from the system it's important to ensure update your phone or tablet software (iOS 7/ Android) and if you're using a desktop or laptop ensure you use a recommended browser Firefox, Safari or Chrome.

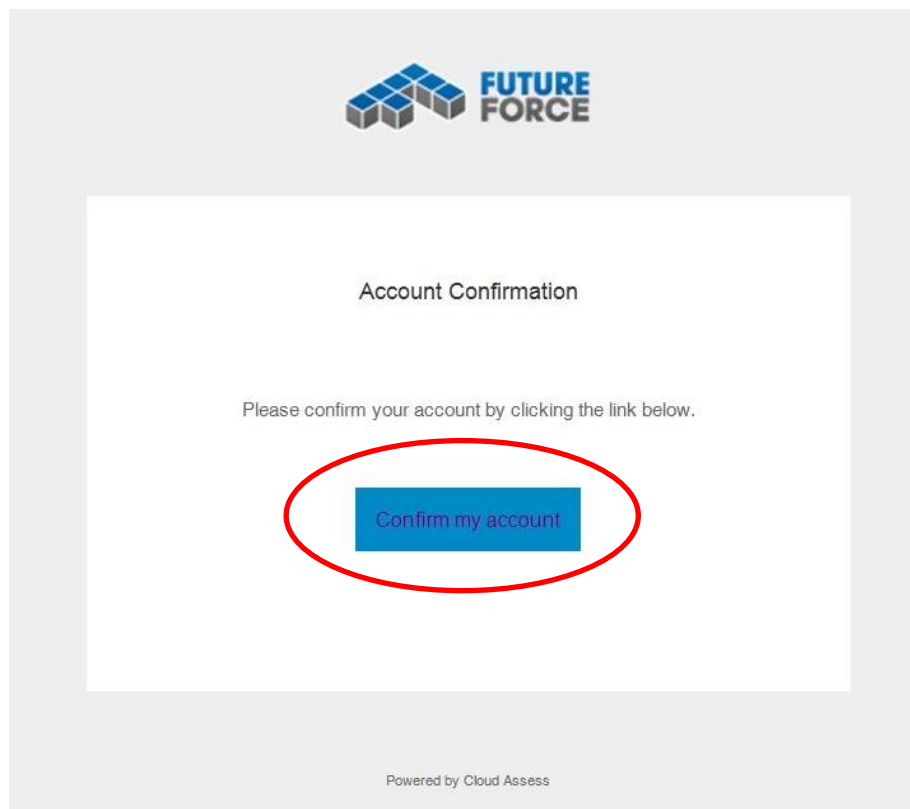


The Future Force system is a web app, this means you can access it from a web browser on a mobile device or computer.

How do I obtain access to the system?

Your trainer shall initially provide you with a brief explanation of the system. You will then receive an email asking you to accept the invitation to join the program. The e-mail will be from “**Cloud Assess**” and will look as follows:

Subject: Account Confirmation



To confirm your account, click the blue “Confirm my account” box in the centre of the e-mail (circled in red), then set your password by following the on-screen instructions. **Make sure you note your password down in a secure place! There is provision to note your password down at the end of these instructions. Do so now.**

The normal login-in screen looks like this:- (note there are a variety of Future Force flag photos that rotate, so don't be alarmed if a different photo appears on the log-in screen!)



You now have access to the system by using your e-mail address and password when logging into the system. After your initial password set log-in, you can access this normal log-in screen by using the link on the 'Traineeships' page on the **Future Force website** www.futureforce.com.au/traineeships (circled in red below), by saving the page in your favourites, or by typing in the URL <https://futureforce.assessapp.com/>

What does a traineeship offer me?

You'll get:

- ✓ a nationally recognised qualification (and no student loan!)
- ✓ to earn while you learn
- ✓ the opportunity to start your career straight away
- ✓ training that's exactly right for the work you do
- ✓ mentoring from the Future Force team and your host company

How does it work?


If you are interested in a Traineeship, send us an application and if you are eligible v will then:

- ✓ interview you and check your references
- ✓ test your skills in basic maths, English and information technology
- ✓ set research tasks to gauge your motivation and abilities
- ✓ If successful you will be employed by Future Force, placed in a host company and enrolled in a nationally recognised certificate course

Qualifications on offer


During your traineeship you'll be employed by Future Force (a Registered Training Organisation), placed in a host company and enrolled in one of these nationally recognised qualifications:

- ✓ Certificates III or IV in International Freight Forwarding (Operator & Senior Operator) (National Training Codes – TL131316, TL141616)
- ✓ Certificates III or IV in Business Administration (National Training Codes – BSB30415, BSB40515)



Cloud Assess On-line Training System

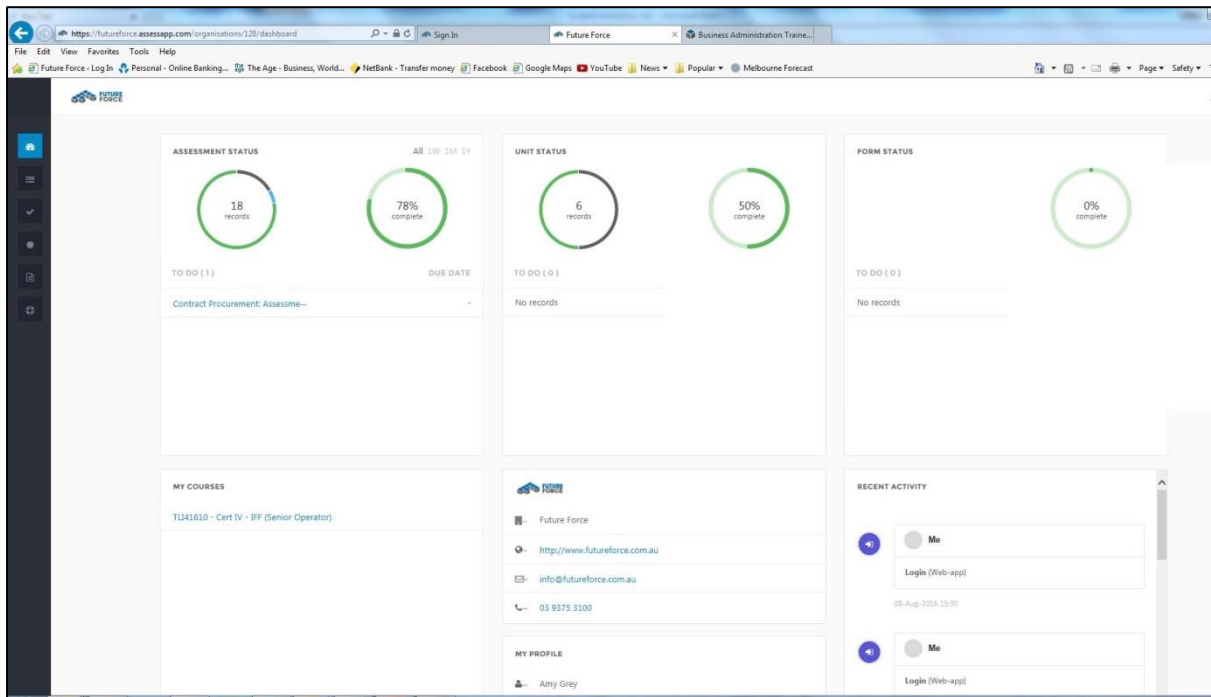
[LOGIN HERE](#)

 Build Force Into Your Career!

Contact us today to discuss our Traineeship Program.

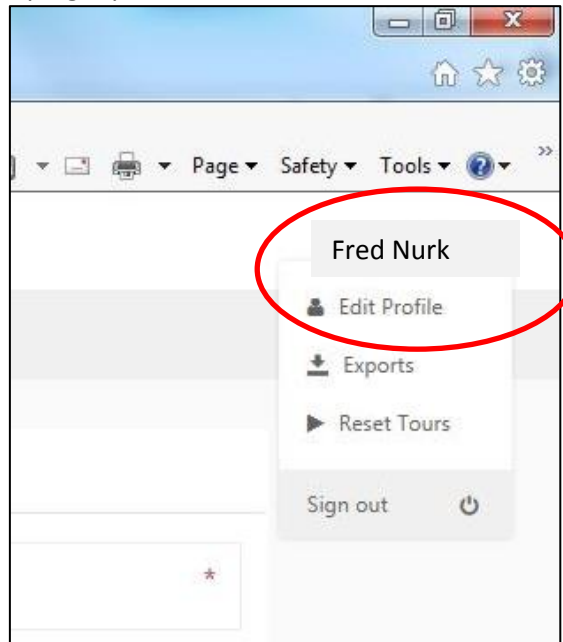
[CONTACT US NOW](#)

You should now be looking at the Dashboard screen of the training system. It will look similar to this example:



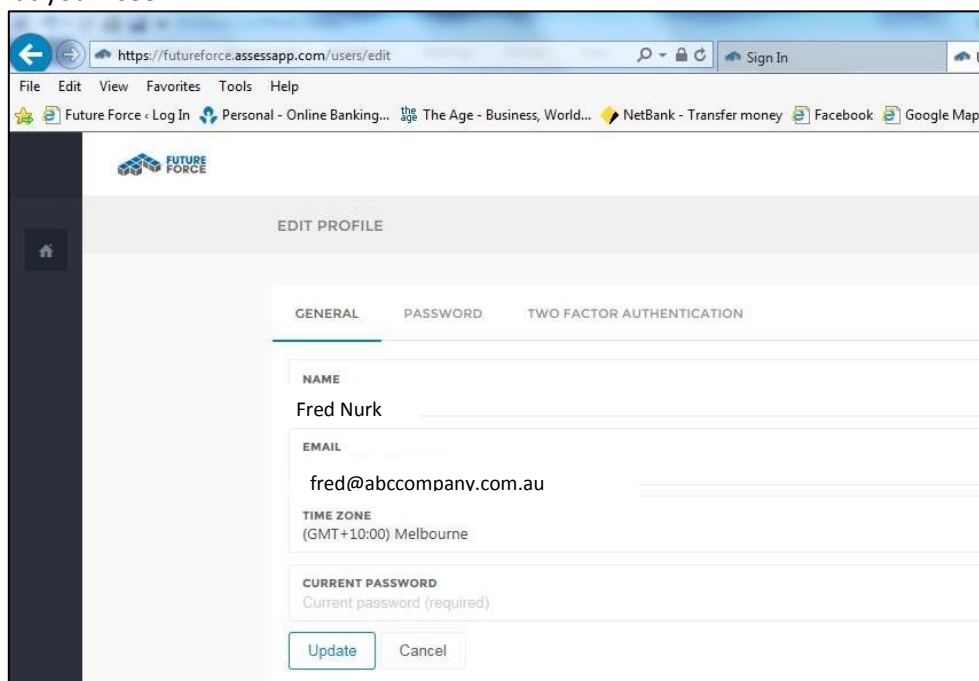
How do I set up my profile?

The first time you log in, you should set up your profile.
Click on your name on the top right part of the screen.



Click **Edit Profile**

This is what you'll see.

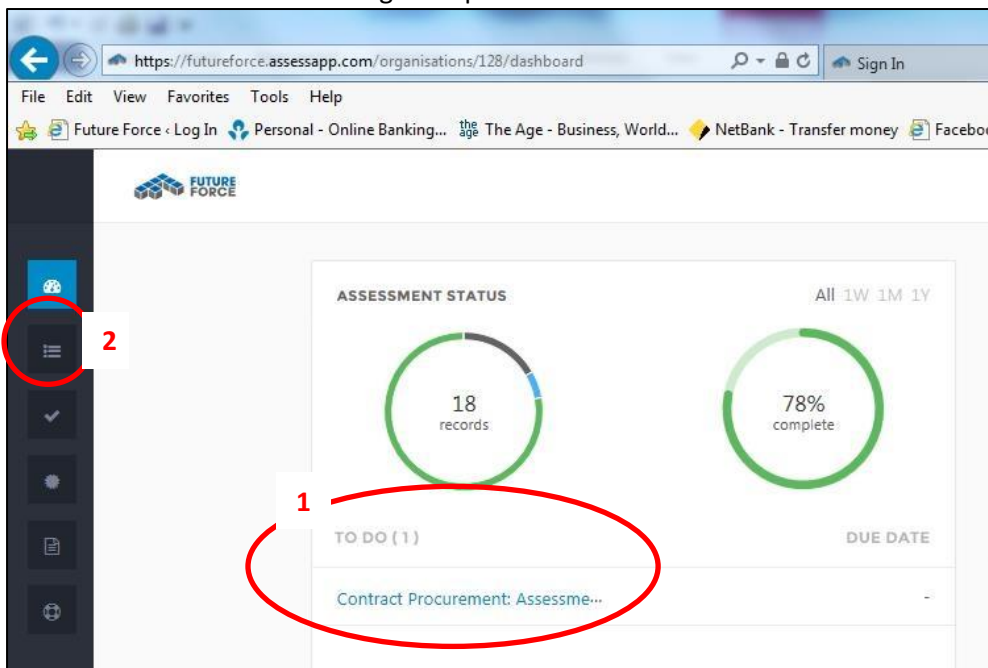


Enter your name and the e-mail address to where you would like correspondence and/or notifications to come.

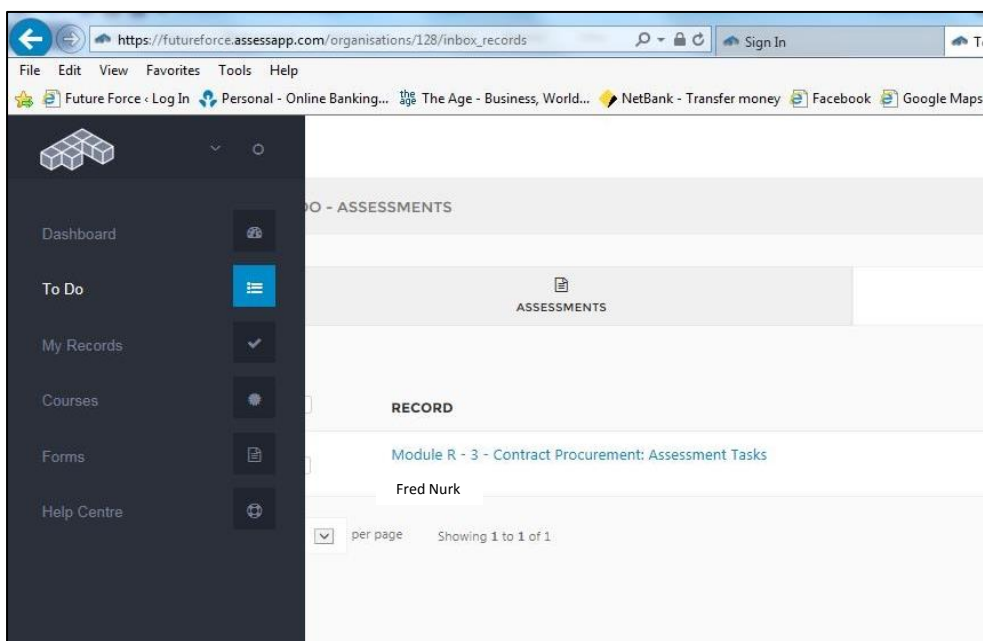
You may also use this screen to change your password, although it is not necessary to do so. This screen is available to return to at any time in order to amend any of these details.

How do I know when my trainer has sent me work?

When you log in using your password, you are immediately viewing the 'Dashboard'. The Dashboard provides you lots of information, including your **To Do** list. The **To Do** list is work that your trainer has sent to you for completion. A short version is available on the dashboard (see red circle 1), or a full, complete version is available by clicking on the '**To Do**' side-bar on the left hand side. This is expanded to reveal the options simply by placing your cursor over the skinny black bar on the right (see red circle 2 on Diag. 1). The revealed sidebar showing the **To Do** list Button is shown on Diag. 2. If there is nothing there, it means your trainer has not yet set you any work that have not already commenced. Refer the following example:



Diag. 1



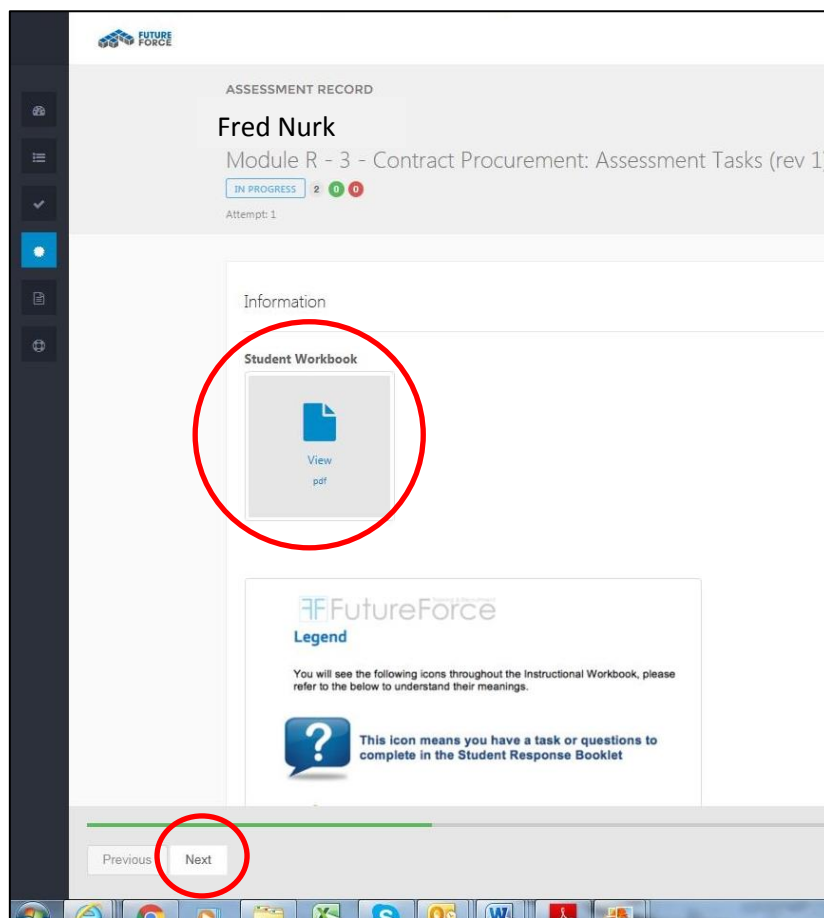
Diag. 2

How do I commence and complete the work allocated?

To commence the work, click on the unit you wish to begin, in the **To Do** list.

Then click on the student workbook (circled red). This provides all the learning material you will need to respond to any questions in the next section. Note that you may print this if you wish.

You are then required to click the **Next** button in the bottom left (also circled red).



You are now ready to commence completing the workbook or assessment tasks within the unit.

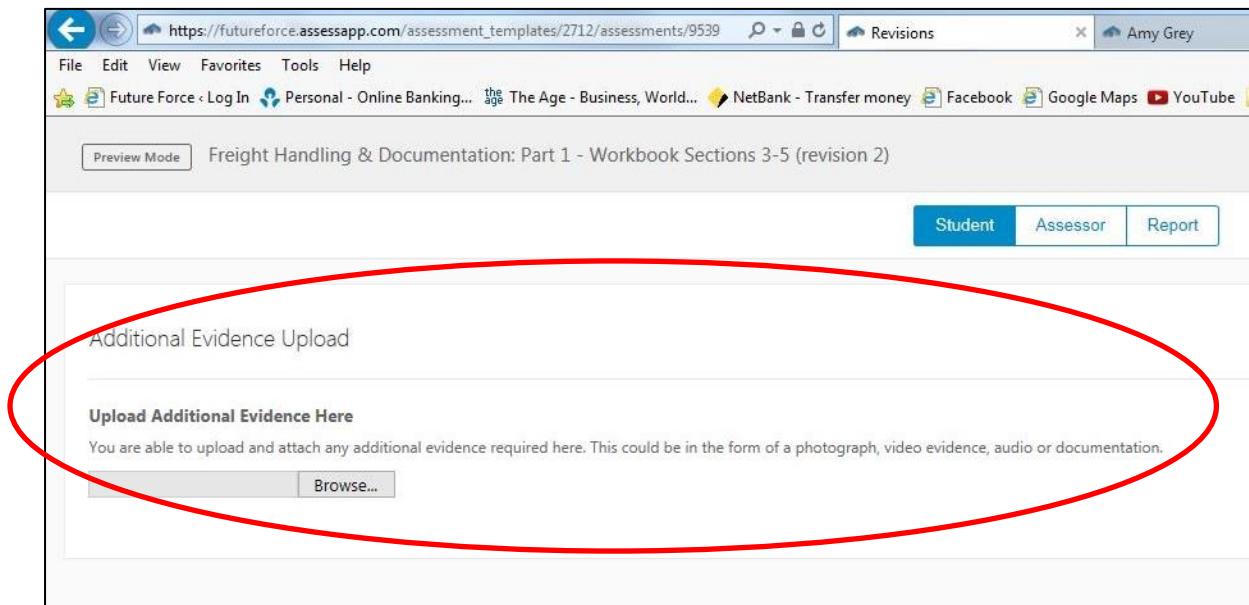
Click the first section. Note that it is important to complete the section in order from top to bottom.

Once completed you can click the **Next** button to move into the next section and repeat the process until all sections are finished.

Can I upload additional information to support my responses?

In many cases you may wish to upload text files, documents, forms, audio files or video files to support your responses. In some cases you will be required to do so.

To do this use the Upload additional evidence button (if there is one). If there isn't such a button on the particular assessment, there is a final section of the workbook/assessment titled **Additional Evidence Upload**. Use this for additional upload of evidence.



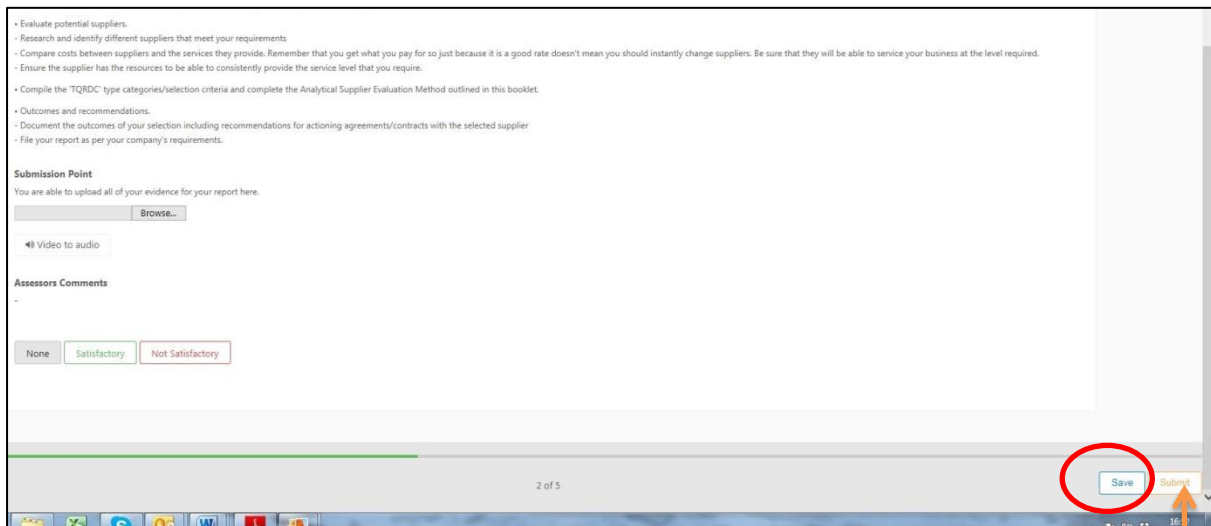
Add the file by using the **Browse...** button function provided.

How do I save my work?

You don't have to complete all the work in one session. You can save it as incomplete and come back to it at a later time. Your work will be automatically saved everytime you hit the next button to move to the next section.

Alternatively, if you are not going to another section, you should click the green **Save** button in the bottom right corner. Your work will be saved and you can return to it at any stage.

IMPORTANT: DO NOT click the orange **Submit** button at this stage. If you do so your work will be submitted as final and cannot be edited further. If you do this by mistake, you will have to contact your trainer to have the submission reversed.



DO NOT CLICK THIS

Only click the Submit button when you have completed the entire workbook and you believe it is ready for assessment.

Can the trainer review my work prior to me submitting it?

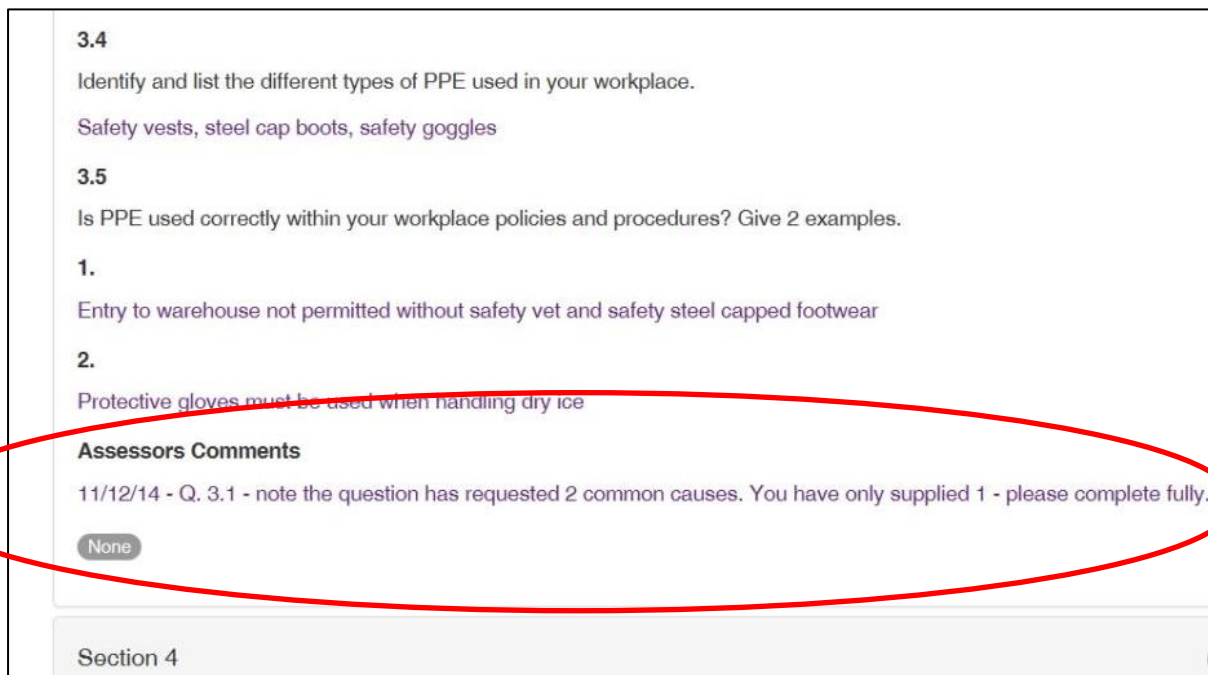
The short answer is **YES**.

Your trainer has the ability to log in at any time to check your progress and any view any work that you have saved.

This is often quite beneficial as your trainer may make comments on your work that will be visible to you when you re-enter the workbook or assessment. Always take note of your trainer's comments as this may save you from having to attempt the workbook/assessment again.

It may often be beneficial to contact your trainer to alert him/her that you have completed some work but would like some comment/feedback prior to submitting it. This way your trainer can make comment on the system or discuss it with you in your face to face training session.

Example of Assessor's comments on saved but not submitted work



The screenshot displays a question interface with the following content:

3.4
Identify and list the different types of PPE used in your workplace.
Safety vests, steel cap boots, safety goggles

3.5
Is PPE used correctly within your workplace policies and procedures? Give 2 examples.

1.
Entry to warehouse not permitted without safety vet and safety steel capped footwear

2.
Protective gloves must be used when handling dry ice

Assessors Comments
11/12/14 - Q. 3.1 - note the question has requested 2 common causes. You have only supplied 1 - please complete fully.

None

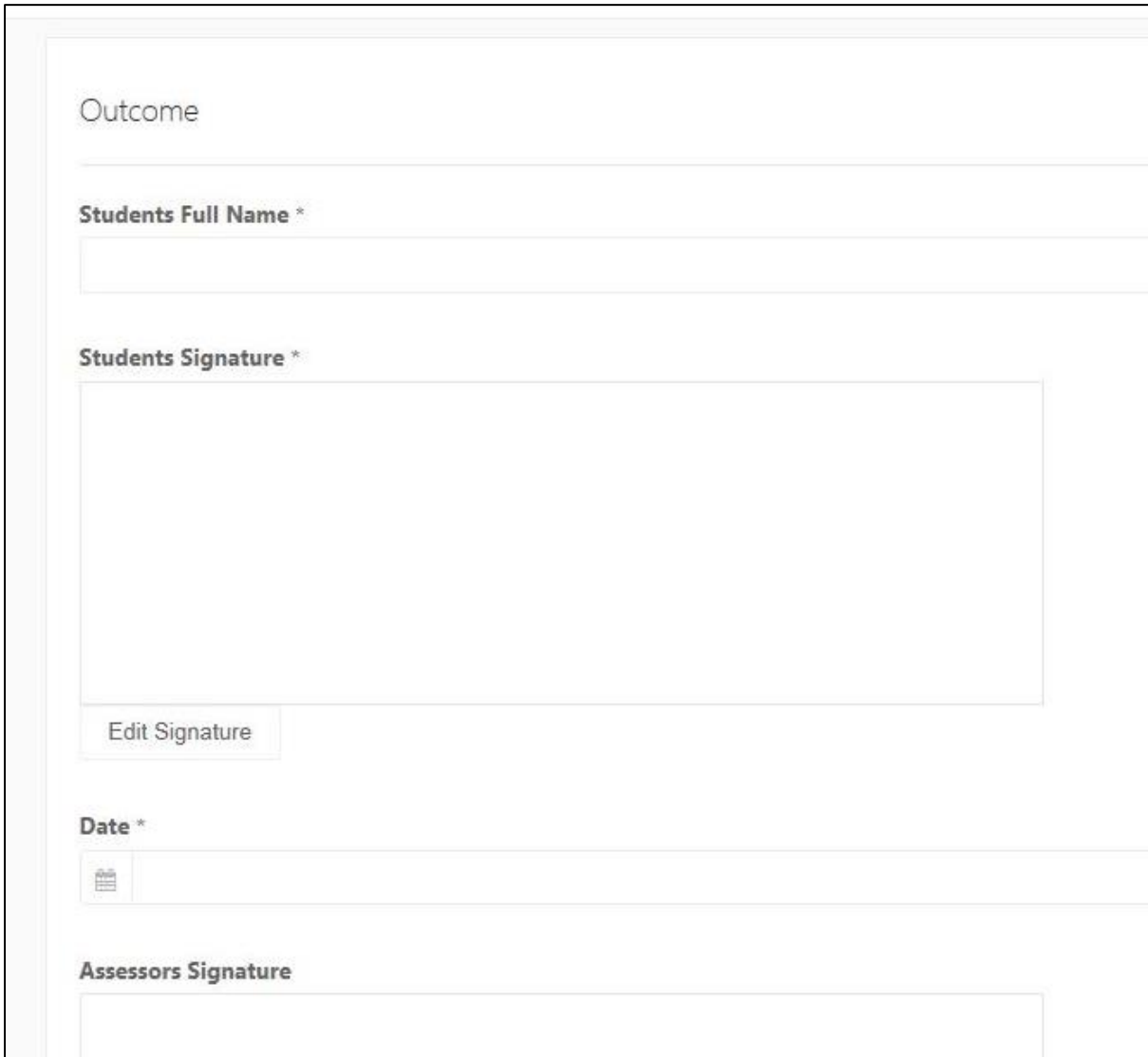
Section 4

A red oval highlights the 'Assessors Comments' section.

How do I submit my work for assessment?

Only after you have completed all the sections in this particular unit or part-unit can you submit your work for assessment.

If you are satisfied that all your responses are complete and you have uploaded any additional support files necessary you can then click the **Next** button until you get to the Outcome screen.

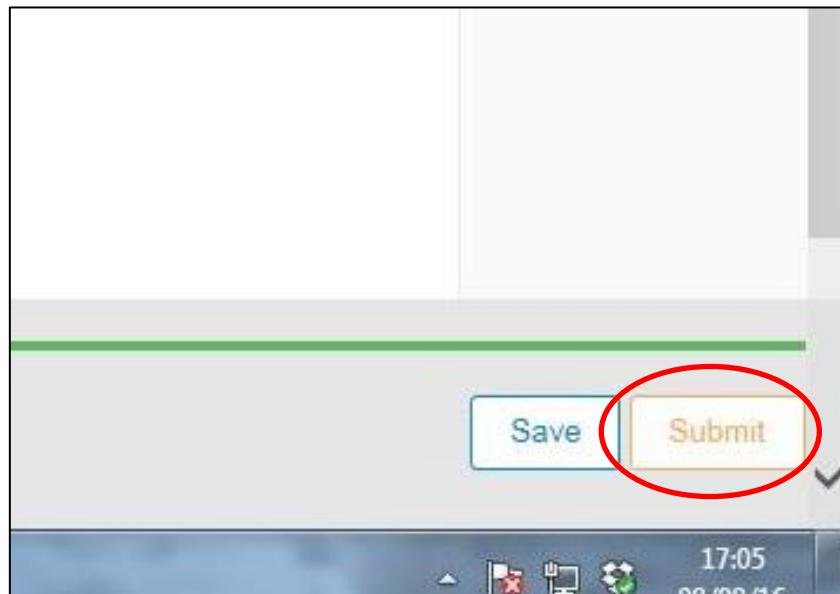


The screenshot shows a web-based assessment interface. At the top, the word "Outcome" is displayed. Below it is a horizontal line. The first required field is "Students Full Name *", followed by a text input box. The next field is "Students Signature *", which is a large rectangular area for a signature. Below the signature area is a button labeled "Edit Signature". The "Date *" field includes a calendar icon and a text input box. The final field is "Assessors Signature", which is a text input box.

You will then be required to complete the sections, including your name, signature and date.

To complete your signature click in the Signature section. If on a PC, you can use your mouse to sign, or use your finger or pencil if using a tablet.

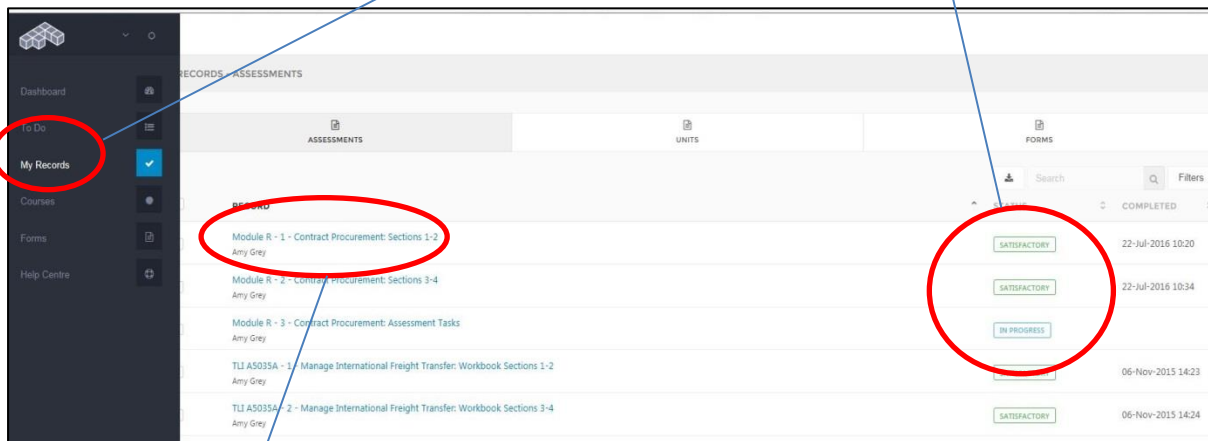
Once signed click the **Submit** button in the bottom right corner. Your work is now submitted for assessment by your trainer.



How do I check the status of my submitted work?

Once you have submitted work, your trainer will assess it. When the assessment is complete you can check on the assessment by logging in and clicking **My Records** from the left hand menu.

There you will see a list of completed assessments which will be available for viewing. This screen will tell you whether or not the work submitted has been assessed as *Satisfactory*, *Not Yet Satisfactory* or *Still in Progress*



ASSESSMENTS	UNITS	FORMS
Module R - 1 - Contract Procurement: Sections 1-3 Amy Grey		SATISFACTORY 22-Jul-2016 10:20
Module R - 4 - Contract Procurement: Sections 3-4 Amy Grey		SATISFACTORY 22-Jul-2016 10:34
Module R - 3 - Contract Procurement: Assessment Tasks Amy Grey		IN PROGRESS
TLJ AS035A - 1 - Manage International Freight Transfer: Workbook Sections 1-2 Amy Grey		SATISFACTORY 06-Nov-2015 14:23
TLJ AS035A - 2 - Manage International Freight Transfer: Workbook Sections 3-4 Amy Grey		SATISFACTORY 06-Nov-2015 14:24

By clicking on in the relevant assessment, you can see not only the results, but your assessors comments next to each question/task .

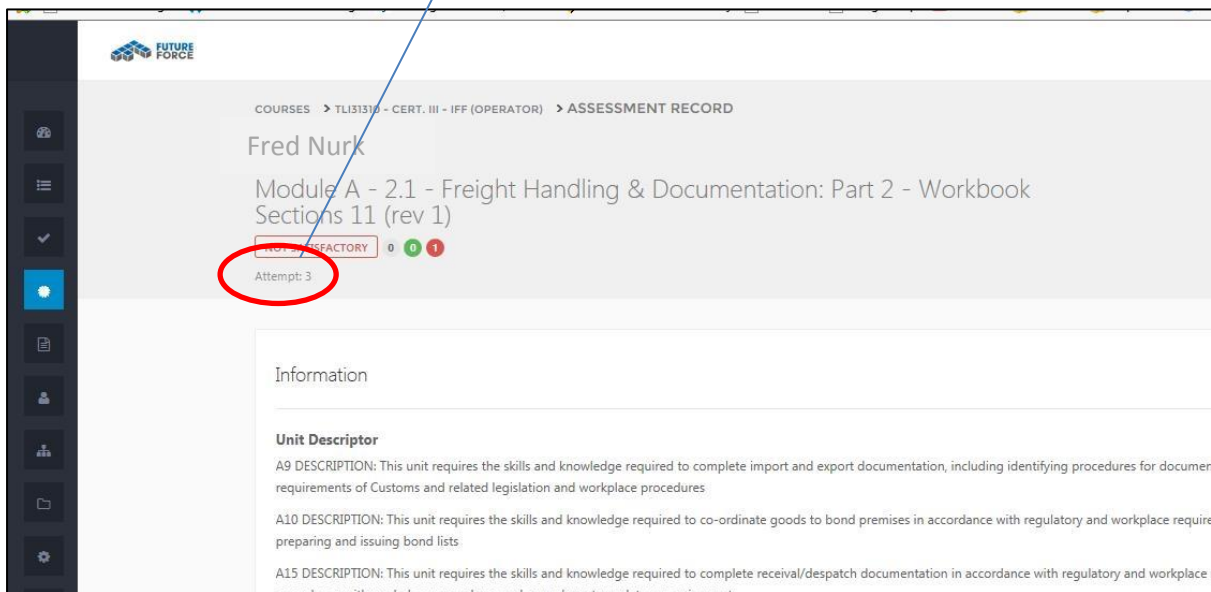
What happens if my work is showing Not Yet Satisfactory?

The first thing to do if your work is showing *Not Yet Satisfactory* is to view the assessment and read your trainer’s comments. The trainer’s comments will clearly show exactly which question/s they have assessed as *Not Yet Satisfactory*.

Note that you are unable to amend this attempt at completing the assessment.

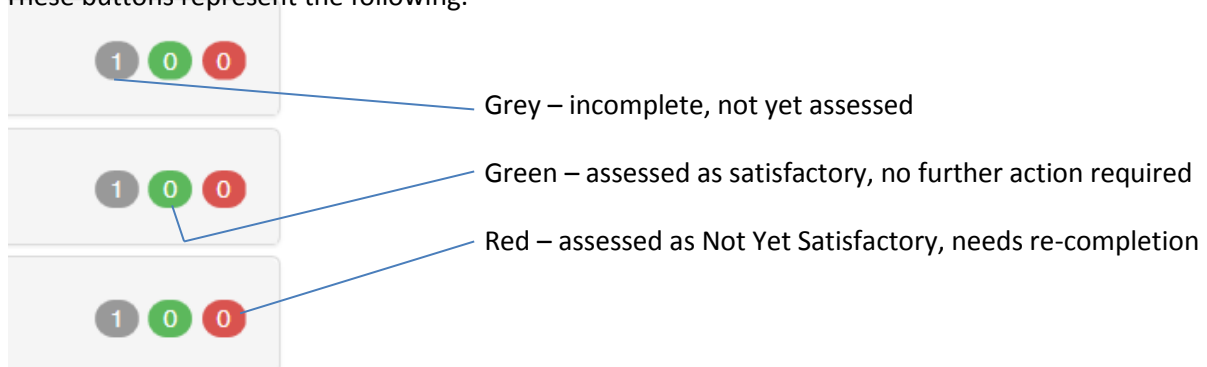
Your trainer will re-send the assessment to you for re-completion.

The new assessment will appear in your **To Do** list on the Dashboard. When you click on the new assessment, it will be identified as **Attempt #2** (or #3 or #4 etc..). You will only have to re-complete the questions/tasks that are marked as Not Yet Satisfactory. Note that you can view Attempt #1 (or any previous attempts) any time by using the drop down menu where it shows Attempt #2.



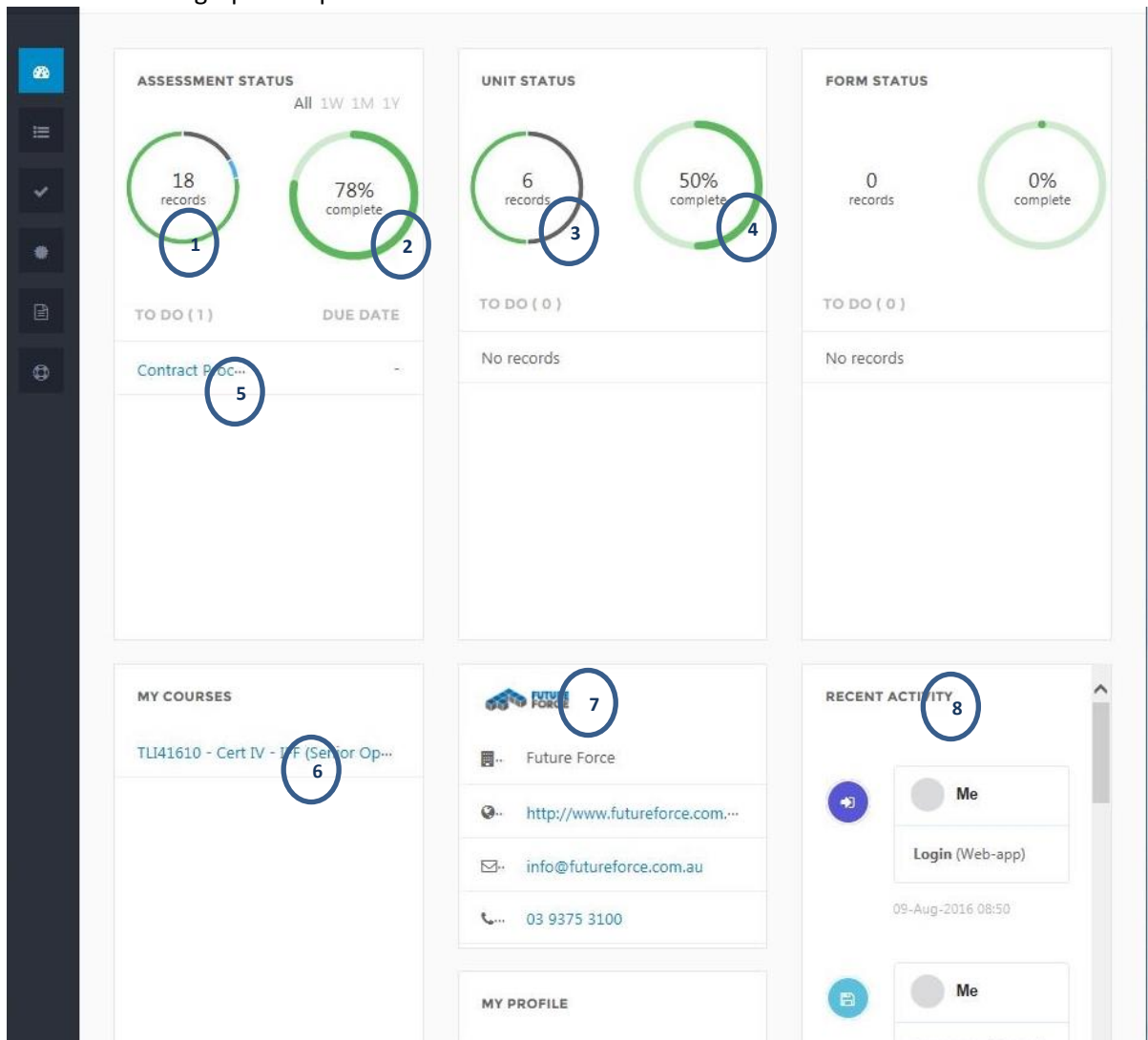
The grey, red and green buttons underneath the unit title give you a clear indication of the status of each section, and therefore, which section requires to be re-completed.

These buttons represent the following:



What does the Dashboard tell me?

The Dashboard is a one-stop quick view of you overall progress and current status of the course. Here's what the graphics represent:



1. The total number of workbooks/assessments within the course you are undertaking
2. How much of the entire course has been successfully completed
3. The number of workbooks/assessments currently in progress
4. The number of workbooks assessments completed & assessed as competent
5. You current To Do list of units awaiting commencement/completion
6. The name of the course you are currently undertaking
7. Contact details for Future Force, including direct links to e-mail and website
8. A list of your recent activity on the system, in chronological order