



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



Contents

What is the Future Force on-line training system?	3
How do I obtain access to the system?	4
How do I set up my profile?	7
How do I know when my trainer has sent me work?	8
How do I commence and complete the work allocated?	10
Can I upload additional information to support my responses?	11
How do I save my work?	12
Can the trainer review my work prior to me submitting it?	13
How do I submit my work for assessment?	14
How do I check the status of my submitted work?	16
What happens if my work is showing Not Yet Satisfactory?	17

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.



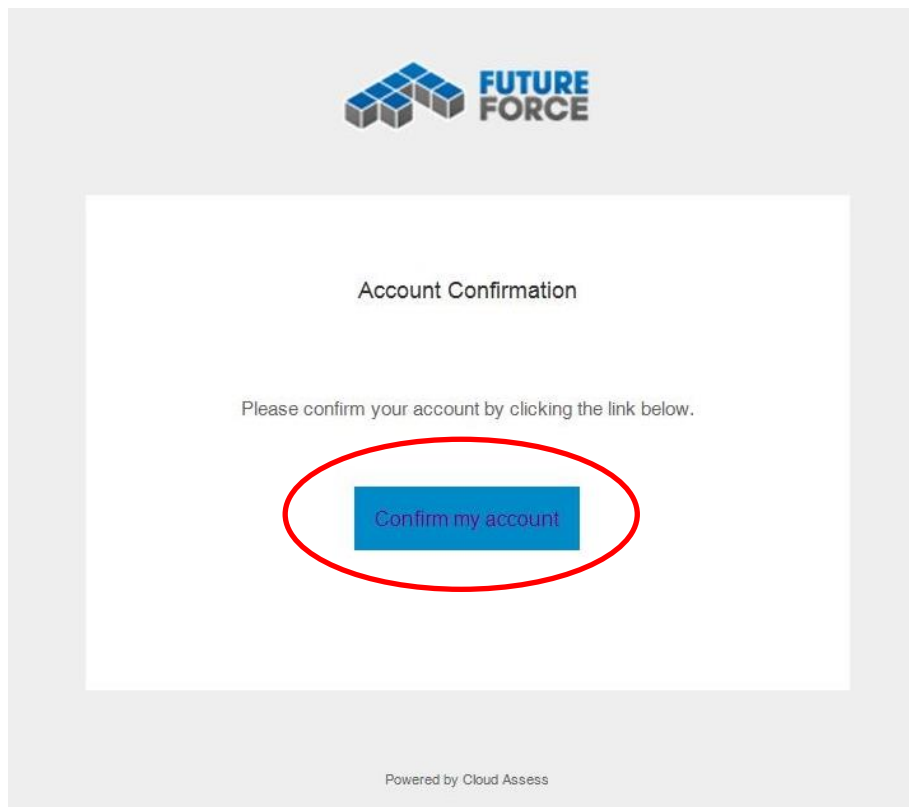
The Future Force system is a web app, this means you can access it from a web browser on a mobile device or computer.



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 – TLI31316, TLI41616)
- ✓ Certificates III or IV in Business Administration (National Training Codes – BSB30415, BSB40515)

Cloud Assess On-line Training System

LOGIN HERE

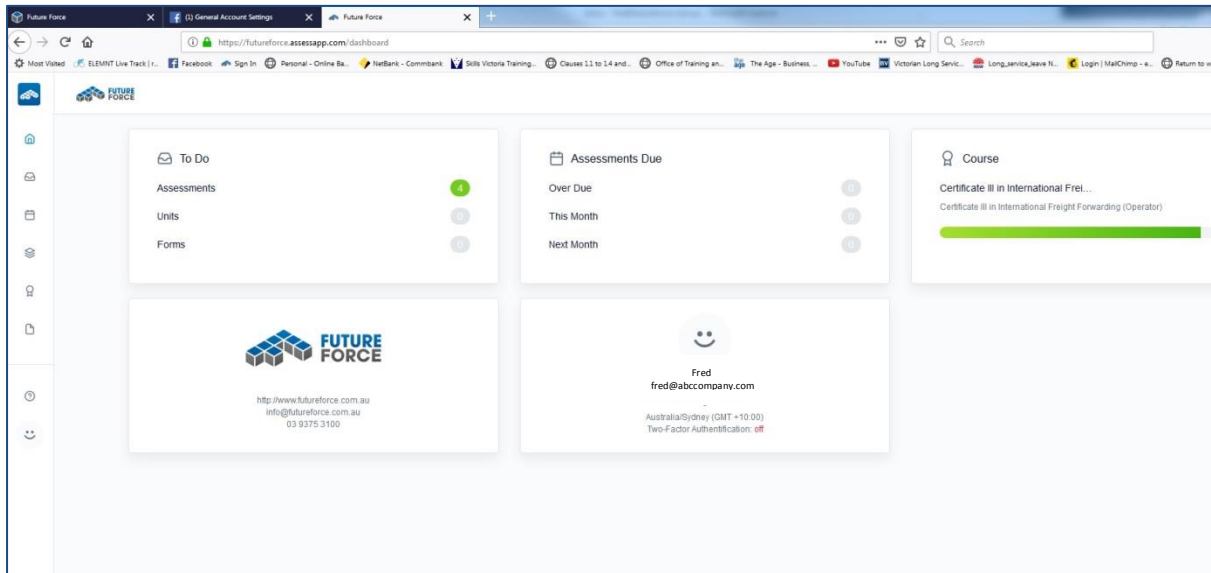
Build Force Into Your Career!

Contact us today to discuss our Traineeship Program.

CONTACT US NOW

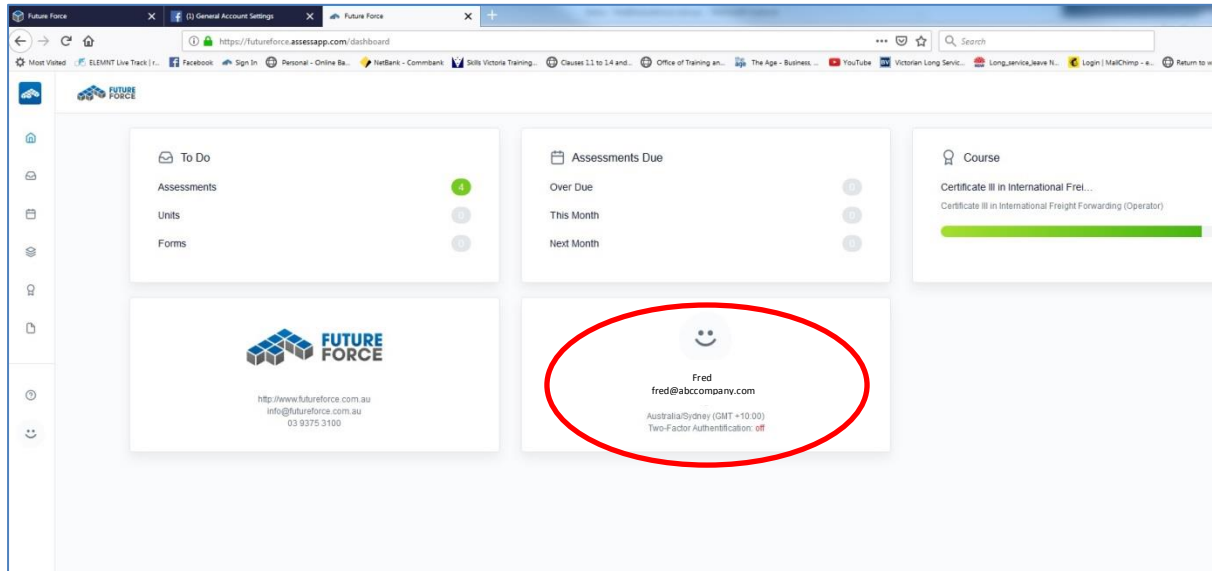


You should now be looking at the Dashboard screen of the training system. It will look similar to this example:

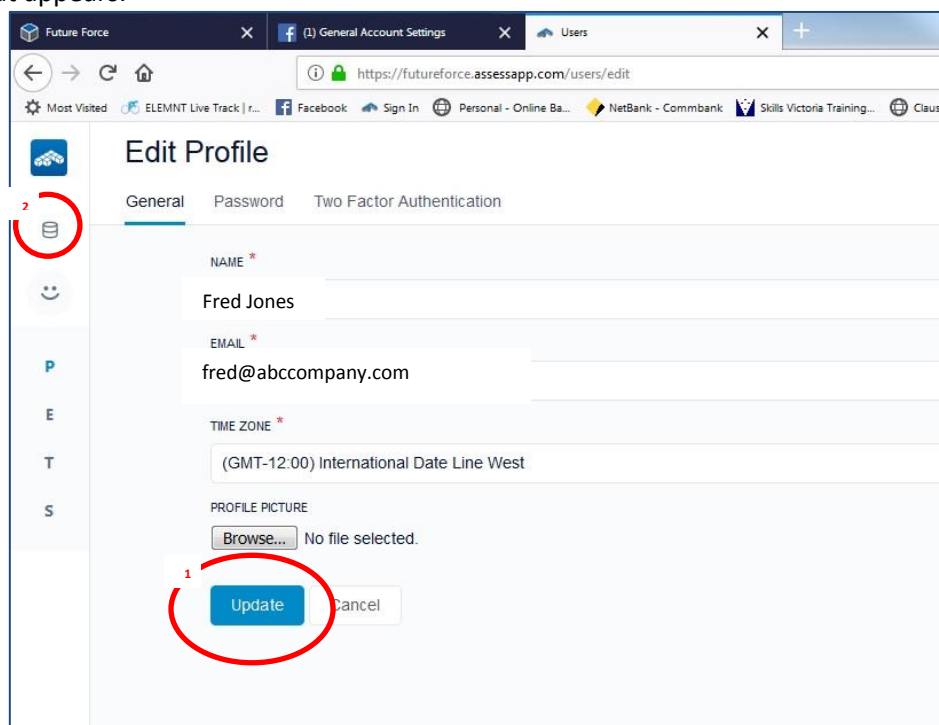


How do I set up my profile?

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



This is what appears.

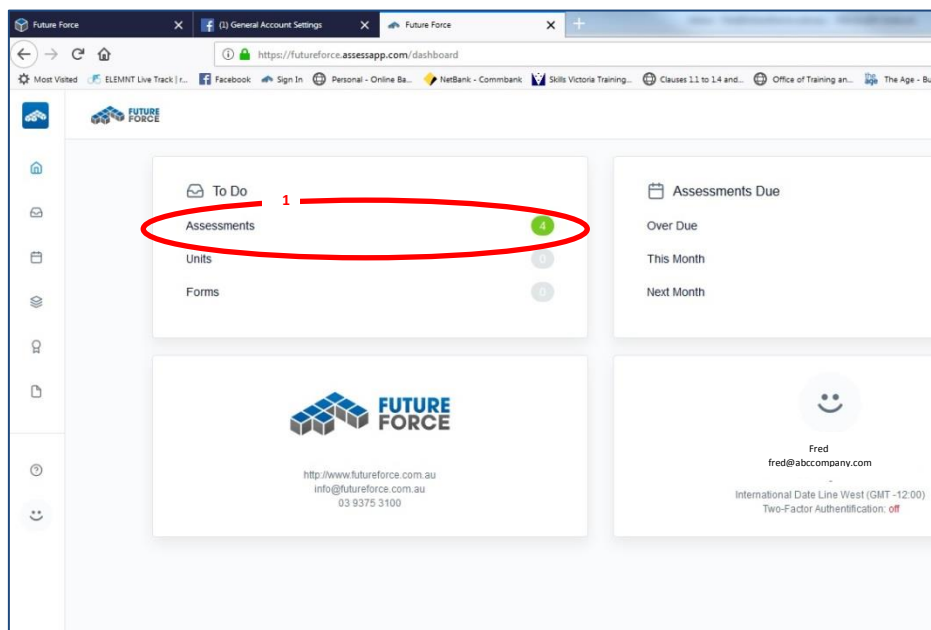


Enter your name and the e-mail address to where you would like correspondence and/or notifications to come.

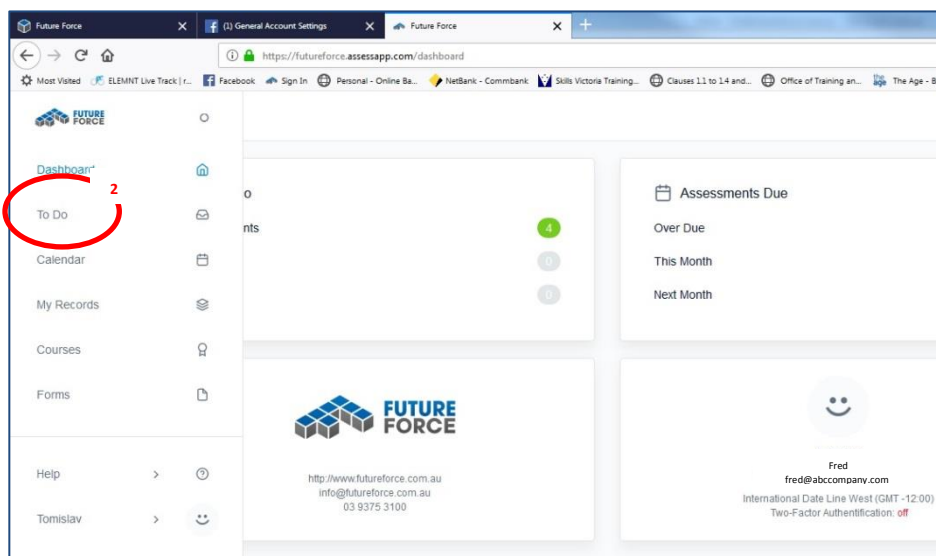
You may also use this screen to change your password, although it is not necessary to do so. This screen is available to return to at any time in order to amend any of these details. Once updated, click 'Update' (red circle 1), then return to the dashboard by clicking the dashboard icon (red circle 2).

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, or is currently underway. A summary of available unit sections (entitled 'Assessments') is shown on the dashboard (Diag. 1 - see red circle 1). To reveal your full **To Do** list, click on Assessments, or move your cursor over the left side menu bar to reveal all options (diag. 2), and click **To Do** (red circle 2).

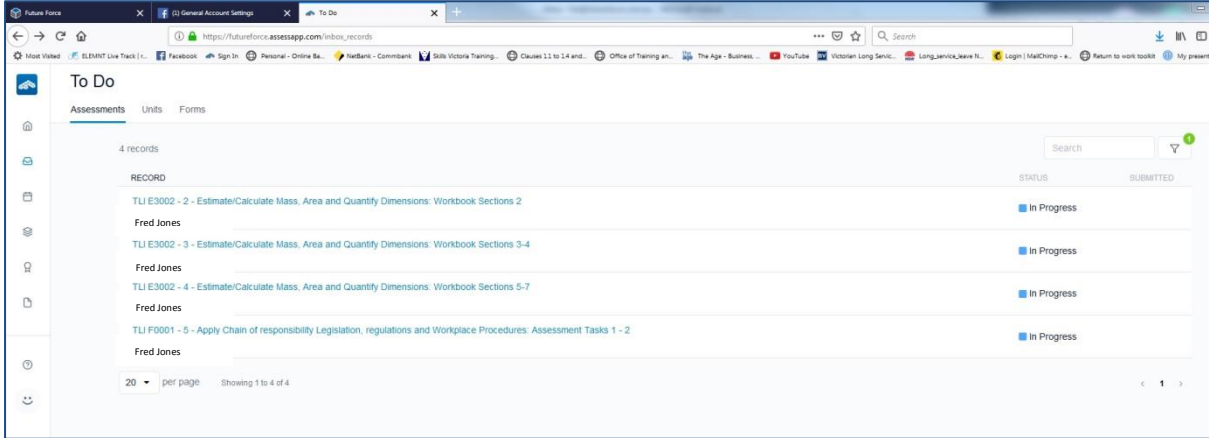


Diag. 1



Diag. 2

Diag. 3 shows what it might look like with allocated work for you to commence or continue with. If there is nothing there, it means your trainer has not yet set you any work that have not already commenced.



The screenshot shows a web browser window with the URL https://futureforce.assessment.com/inbox_records. The page title is "To Do" and it has tabs for "Assessments", "Units", and "Forms". It displays "4 records" in a table. The table has columns for "RECORD" and "STATUS". All records are for "Fred Jones" and have a status of "In Progress".

RECORD	STATUS
TLJ E3002 - 2 - Estimate/Calculate Mass, Area and Quantity Dimensions: Workbook Sections 2 Fred Jones	In Progress
TLJ E3002 - 3 - Estimate/Calculate Mass, Area and Quantity Dimensions: Workbook Sections 3-4 Fred Jones	In Progress
TLJ E3002 - 4 - Estimate/Calculate Mass, Area and Quantity Dimensions: Workbook Sections 5-7 Fred Jones	In Progress
TLJ F0001 - 5 - Apply Chain of responsibility Legislation, regulations and Workplace Procedures: Assessment Tasks 1 - 2 Fred Jones	In Progress

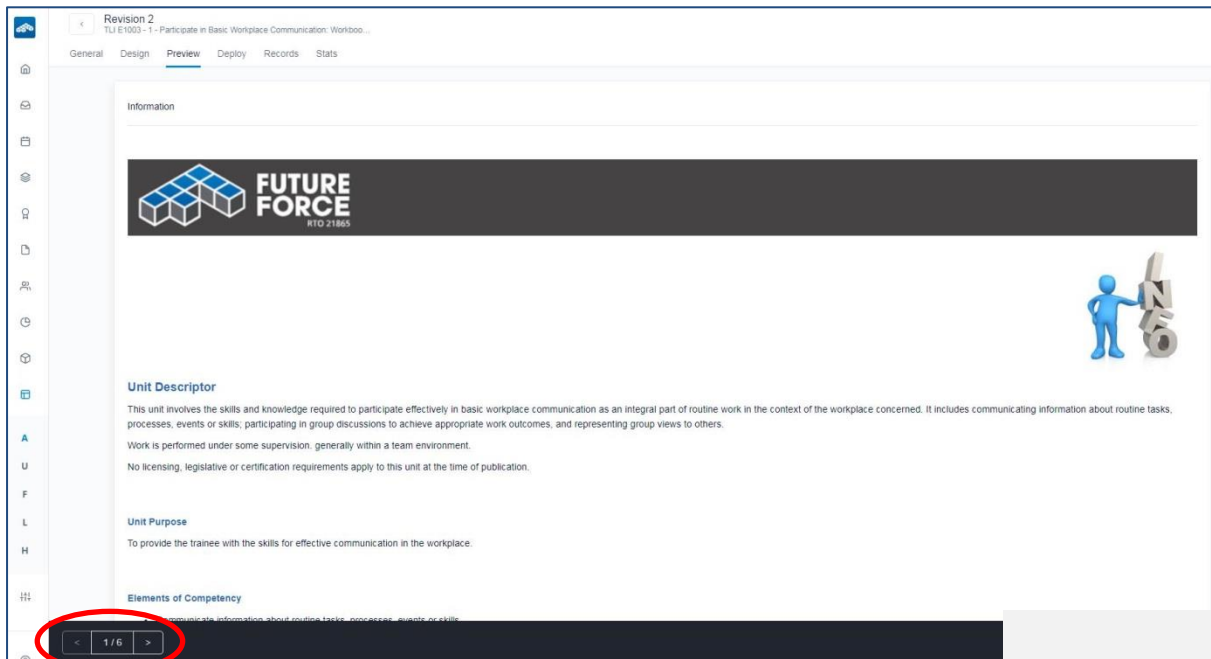
At the bottom of the table, it says "20 per page" and "Showing 1 to 4 of 4".

Diag. 3

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.

This opens the introduction to the unit, from where you can commence work by using the forward (or back) page (circled in red).

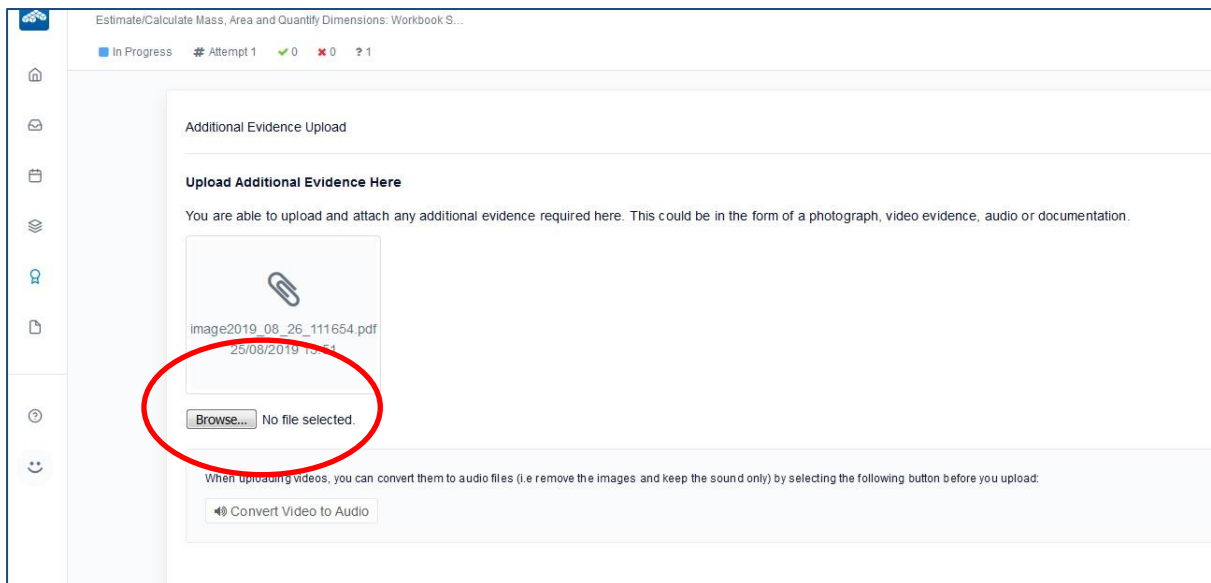


Once completed you can click the '>' button to move into the next section and repeat the process until all sections are finished. You can move back or forward using this button at any stage.

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 always one after the final section of the workbook/assessment titled **Additional Evidence Upload**. Use the 'Browse' button (circled red) to search for your saved file. Use this for any additional upload of evidence.

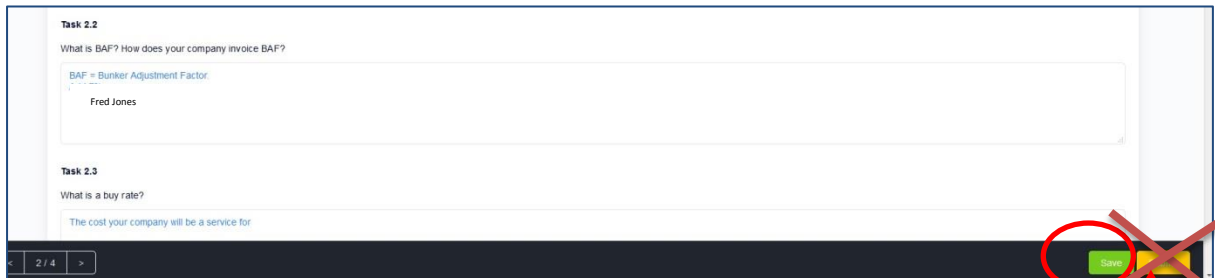


How do I save my work?

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?

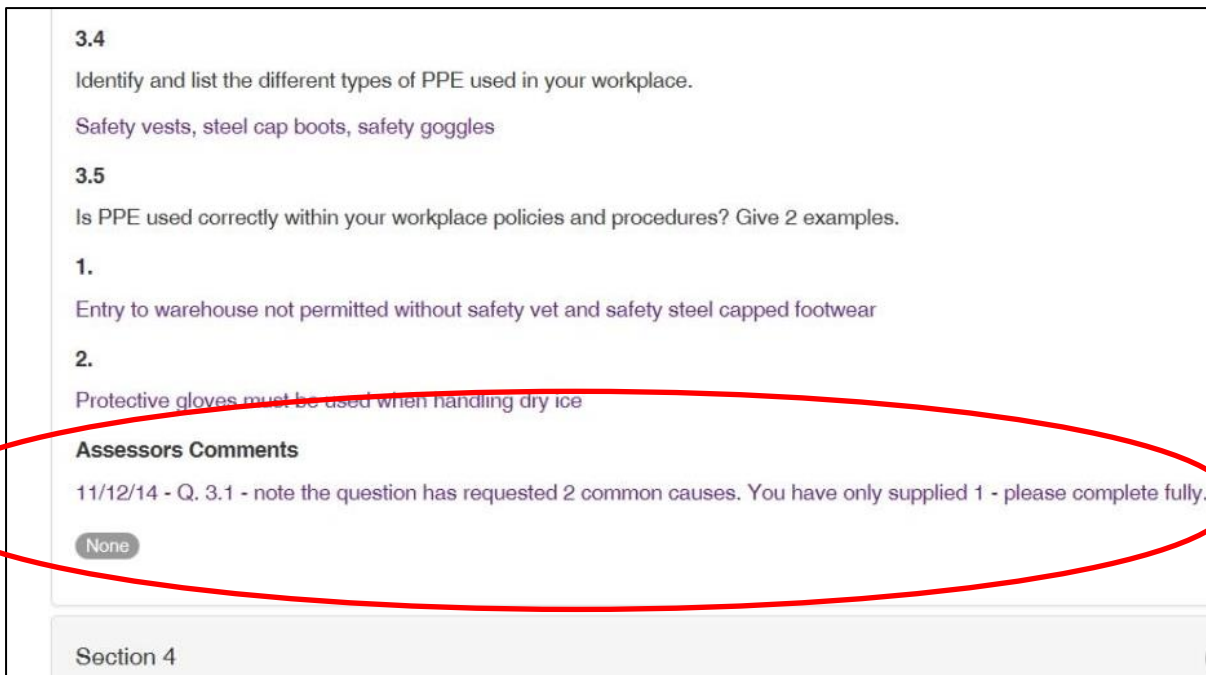
The short answer is **YES**.

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 list of assessment questions and a section for assessor comments. A red oval highlights the assessor's comment on question 3.1.

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.

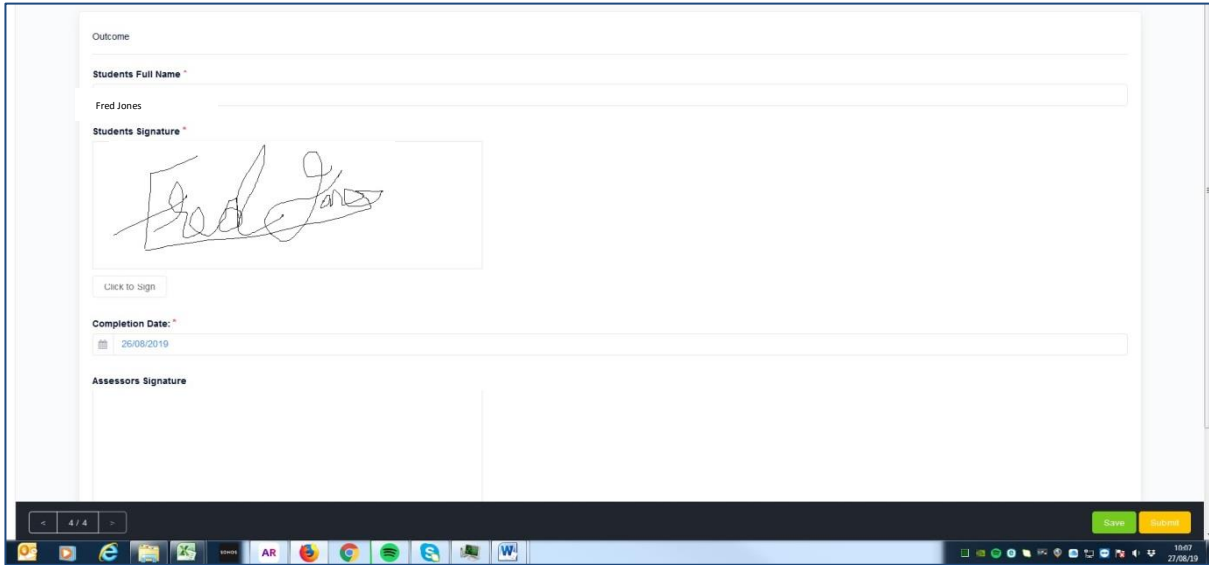
None

Section 4

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.

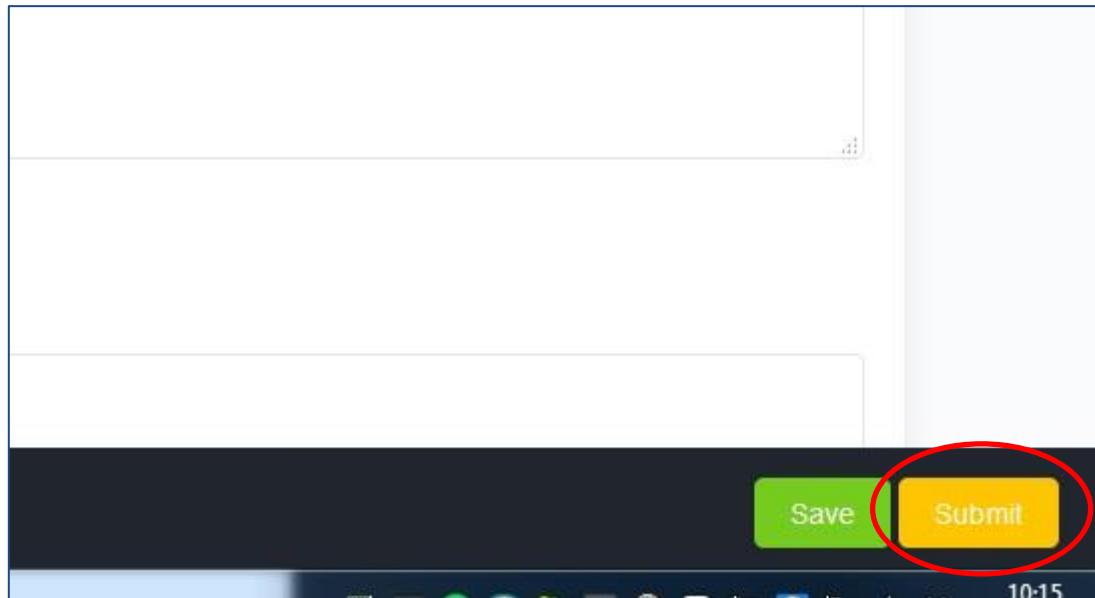
If you are satisfied that all your responses are complete and you have uploaded any additional support files necessary you can then click the > button until you get to the **Outcome** screen.



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.

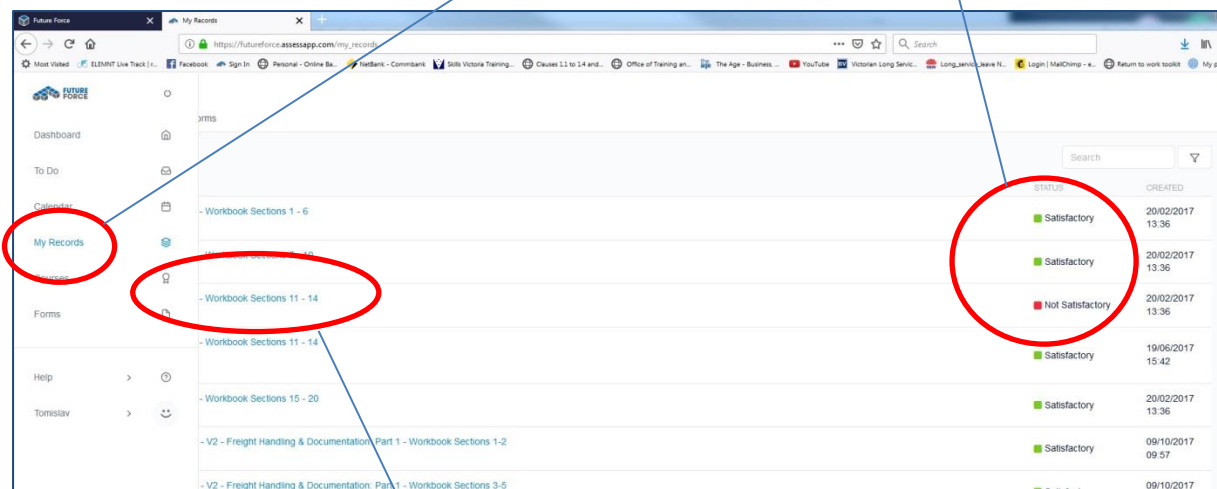
Once signed click the **Submit** button in the bottom right corner. Your work is now submitted for assessment by your trainer.



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*



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

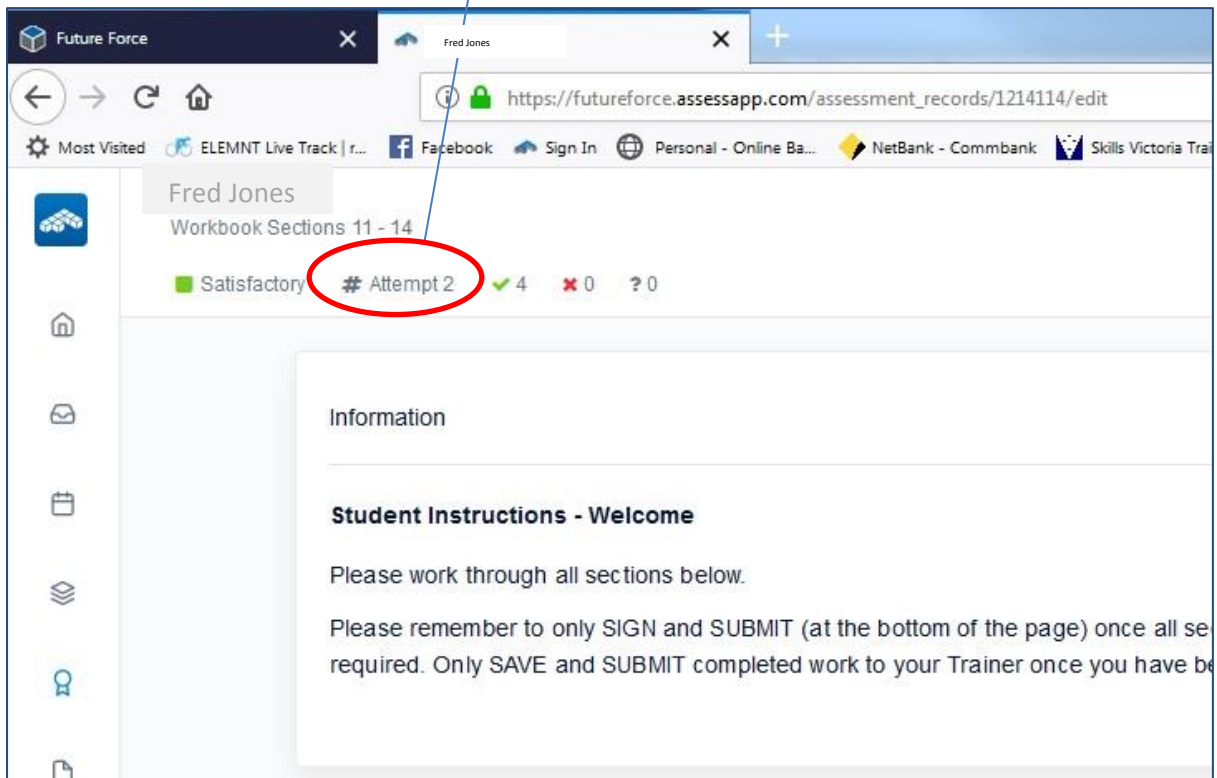
What happens if my work is showing Not Yet Satisfactory?

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 screenshot shows a web browser window with the URL https://futureforce.assessapp.com/assessment_records/1214114/edit. The user is identified as Fred Jones, working on Workbook Sections 11 - 14. The assessment status is 'Satisfactory' with a green checkmark, and 'Attempt 2' is highlighted with a red circle. Below the status, there are icons for 4 correct answers (green checkmarks), 0 incorrect answers (red X's), and 0 questions (question marks). The 'Information' section contains 'Student Instructions - Welcome' and text: 'Please work through all sections below. Please remember to only SIGN and SUBMIT (at the bottom of the page) once all sections are required. Only SAVE and SUBMIT completed work to your Trainer once you have been notified.'