



Online Student Area Guide

- ✓ How to Log on
- ✓ View Assessment Areas
- ✓ Upload your documents
- ✓ View your Grades & Results

How do I Log On?

Step 1: Go to the Global Training Institute website – www.globaltraining.edu.au

Step 2: Click on the ‘Student Login’ link on the right side of the page.



Step 3: A login page will appear. Enter your username and temporary password – ‘password’ (all in lower case letters) in the boxes as shown below.

123007bj

password

Remember me

LOGIN

Step 4: You will need to change your password to a new password of your choice, at least 6 characters long.

You must change your password to proceed.

Change password

Username 123007bj

Current password* password

New password* password

New password (again)* password

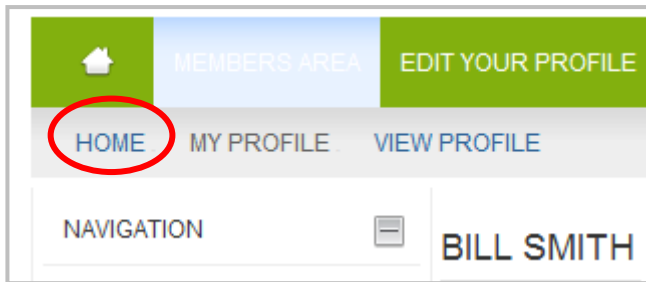
Save changes

Step 5: A notice will then pop up ‘Password has been changed’ - click ‘Continue’ to proceed. Make sure you save your password somewhere; your GTI folder or diary would be a useful place.

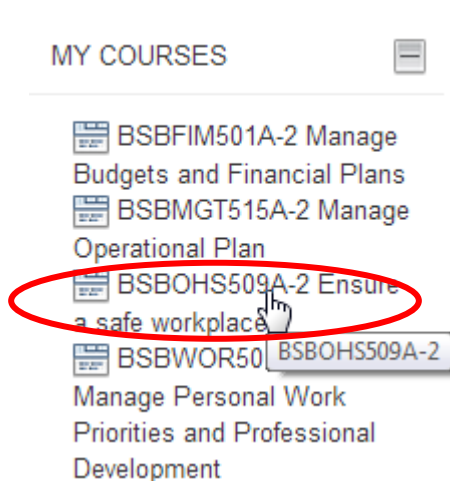
Password has been changed

Continue

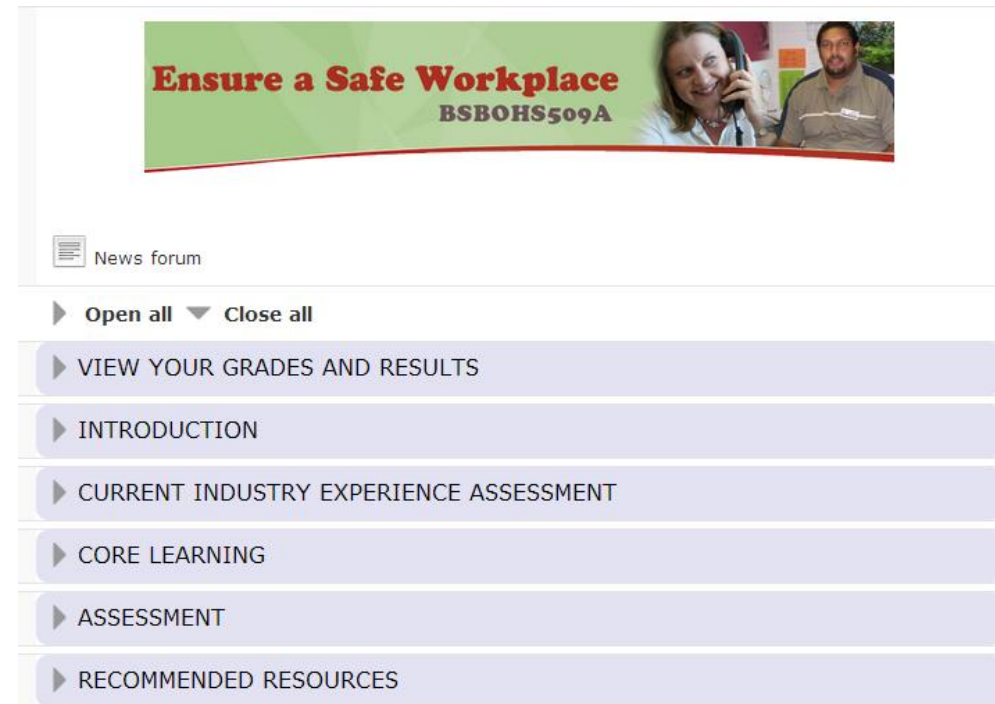
Step 6: Now click the 'Home' button in the top left hand side corner under Navigation, which will take you to your personal home page.



Step 7: You can now view all the courses you are currently enrolled in. Click on any course to begin.



Step 8: Your unit will appear like this. Please feel free to browse around the unit and start learning by going through the Introduction, Core Learning & Recommended Resources toggles.



Current Industry Experience Assessment Area Explained via Diagram

▼ CURRENT INDUSTRY EXPERIENCE ASSESSMENT

Current Industry Experience Assessment

Narrated Instructions

 BSBOHS509A - Narrated Instructions to listen to

BSBOHS509A - Current Industry Experience (Document Download)

 BSBOHS509A - Document Download for Current Industry Experience

Submission Area

 BSBOHS509A - Submit Here for Current Industry Experience

Listen to narrated instructions from our Trainers here

Download your Current Industry Experience Instructions here

Upload & submit your documents here

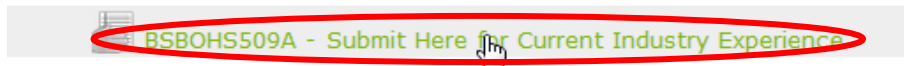
How to Upload your Documents for Current Industry Experience Assessment

Step 1: Put all your documents for a unit in one place ready to be uploaded and label them clearly as shown below.

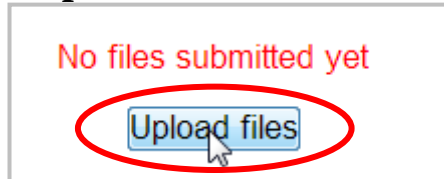
Name	Date modified	Type
BSBOHS509A Written Answers.docx	10/11/2012 4:53 PM	Microsoft Word D...
R81 Revelant Leg.docx	10/11/2012 4:55 PM	Microsoft Word D...
R82 Hazard Risk Systems.docx	10/11/2012 4:55 PM	Microsoft Word D...
R82 Hazard Risk Systems.zip	10/12/2012 12:18 ...	WinRAR ZIP archive

Step 2: Click on 'UNIT CODE – Submit Here for Current Industry Experience'

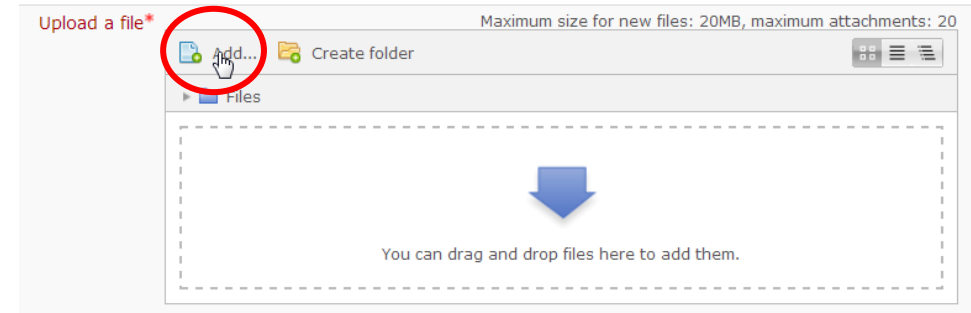
Submission Area



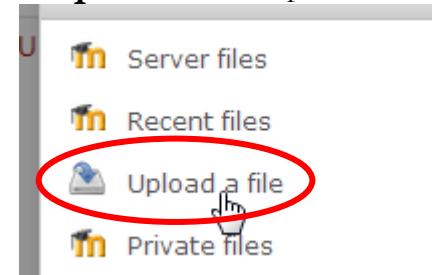
Step 3: Scroll down to the bottom of the page & click 'Upload files'



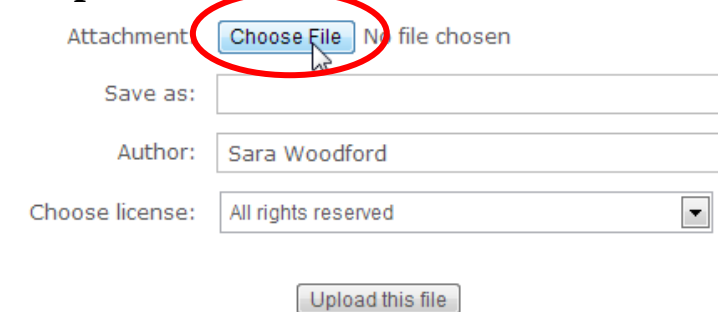
Step 4: Next click 'Add' to begin uploading your documents



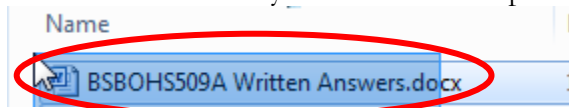
Step 5: In the File picker click 'Upload a file'



Step 6: On the right hand side click 'Choose File'



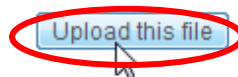
Step 7: Find your documents on your computer and when you've found the document you would like to upload double click on it.



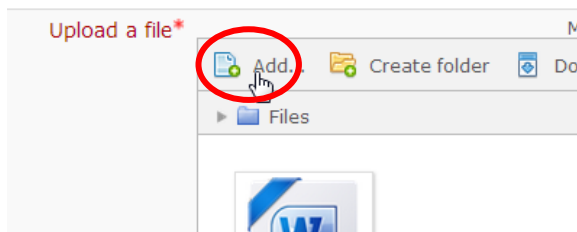
Step 8: Now your document will be taken into the previous screen and simply click 'Upload this file'

Author:

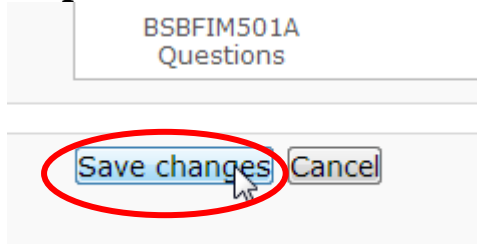
Choose license:



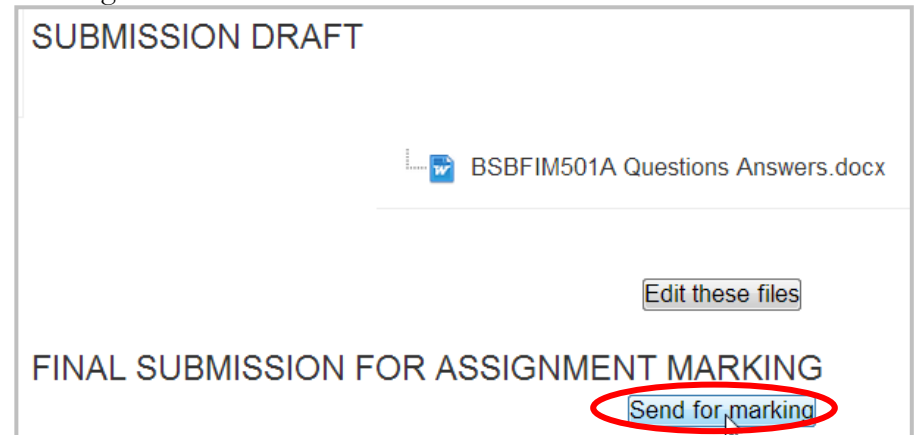
Step 9: You will now see your document uploaded. If you wish to add more documents repeat steps 4-8



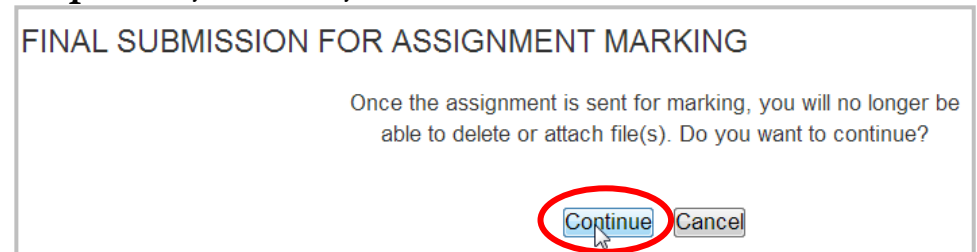
Step 10: Now click 'Save changes'



Step 11: Scroll down again to the bottom of the page where you will see your document. If you want to edit at this point click 'Edit these files'. Otherwise to submit your documents click 'Send for marking'.



Step 12: If you are ready to submit click 'Continue'



Step 13: You have now submitted your documents – congratulations!

Assessment Area Explained via Diagram

This is the area you need to look for when doing assessments

▼ ASSESSMENT

Assessment

Some Units include Audio Files which allow you to better understand the Assessment

Assessment Instructions - Narration



BSBOHS509A - Assessment to listen to



BSBOHSS509A - Assessment instructions to listen to

Download Assessment Task Portfolio



BSBOHS509A Download Assessment (PDF Document)



BSBOHS509A Download Assessment (Word Document)

Download your assessment here

Assessment Submission Area

Upload your documents here into each separate submission area



Project 81 - BSBOHS509A



Project 82 - BSBOHS509A



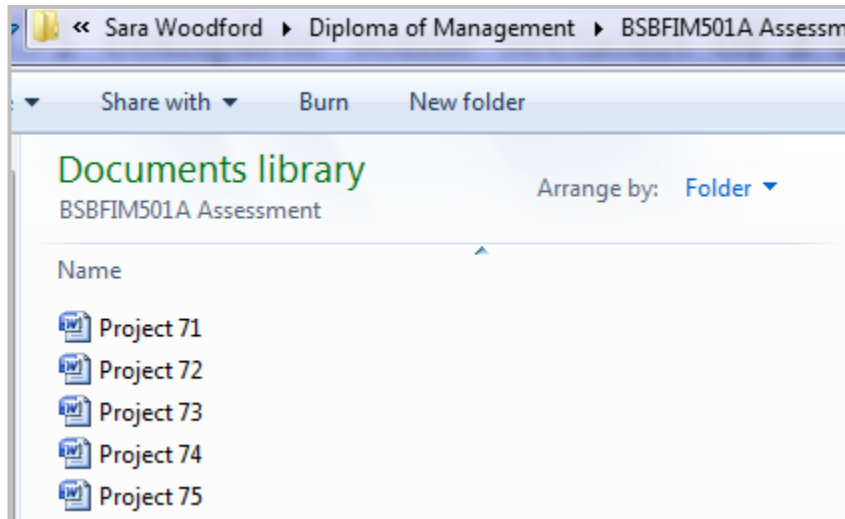
Project 83 - BSBOHS509A



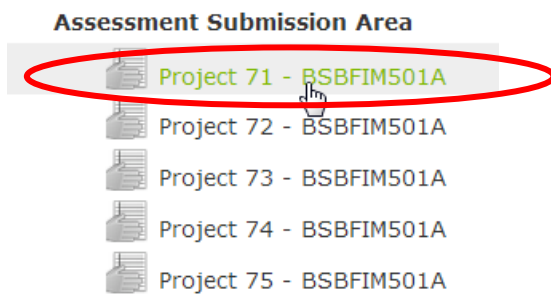
Project 84 - BSBOHS509A

How to Upload your Assessments for Marking

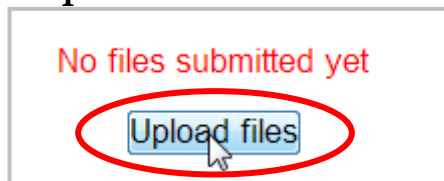
Step 1: Put all your documents for a unit in one place ready to be uploaded and label them clearly as shown below.



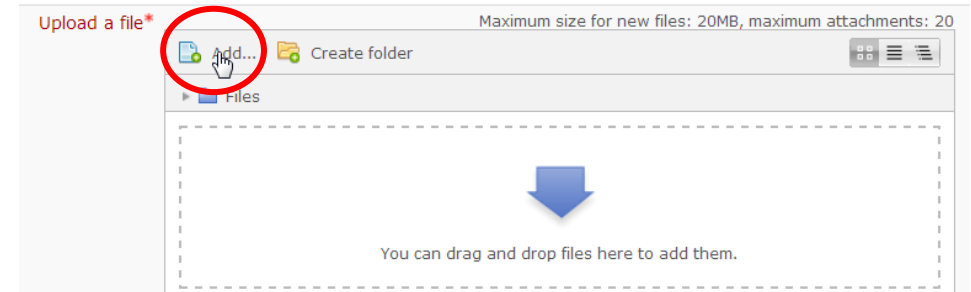
Step 2: Click on your first submission area



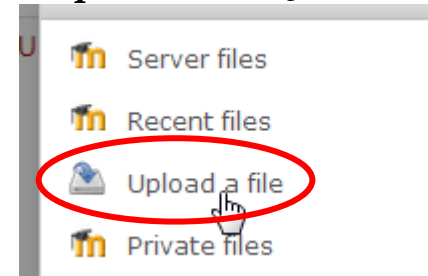
Step 3: Scroll down to the bottom of the page & click 'Upload files'



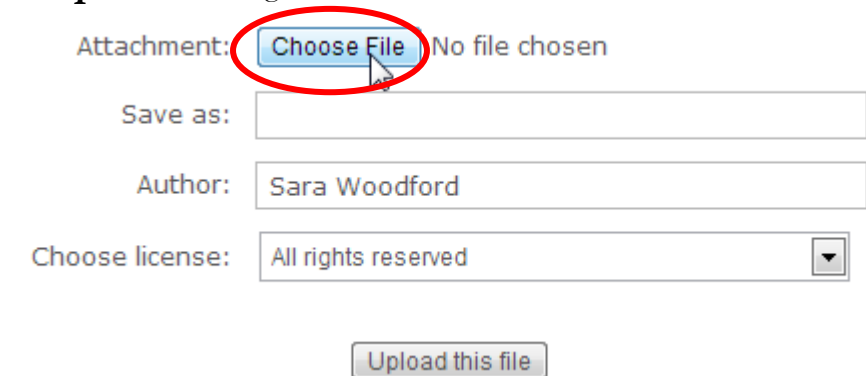
Step 4: Next click 'Add' to begin uploading your documents



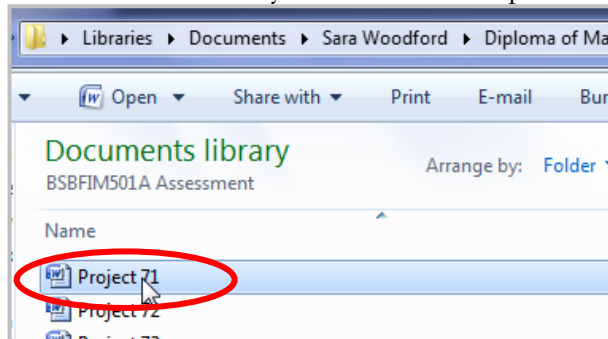
Step 5: In the File picker click 'Upload a file'



Step 6: On the right hand side click 'Choose File'



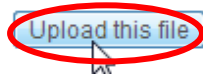
Step 7: Find your documents on your computer and when you've found the document you would like to upload double click on it.



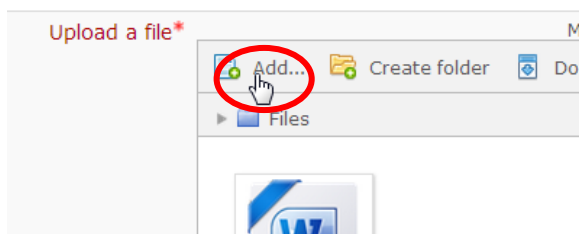
Step 8: Now your document will be taken into the previous screen and simply click 'Upload this file'

Author: Sara Woodford

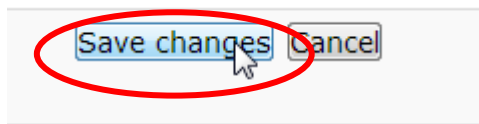
Choose license: All rights reserved



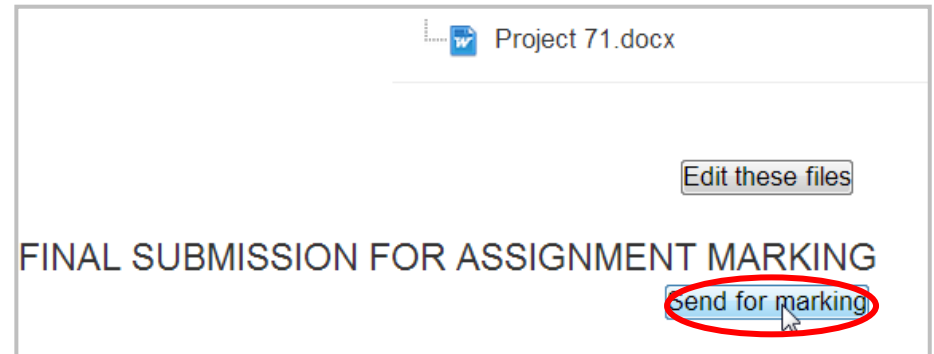
Step 9: You will now see your document uploaded. If you wish to add more documents repeat steps 4-8



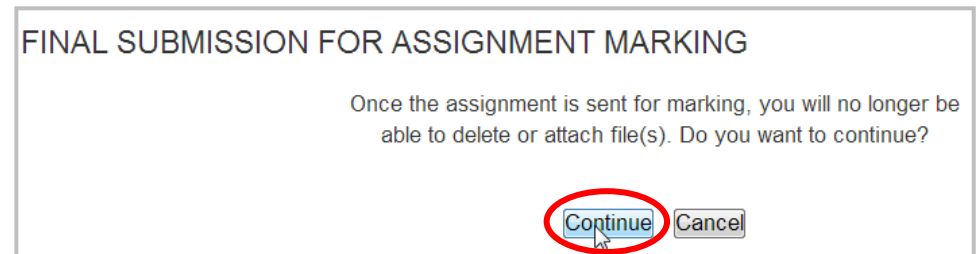
Step 10: Now click 'Save changes'



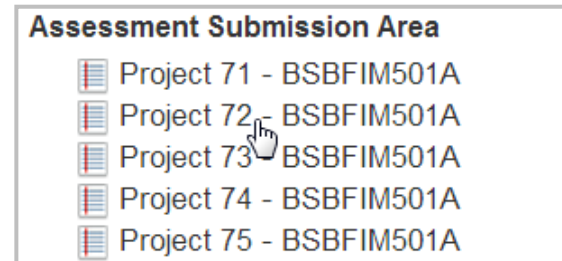
Step 11: Scroll down again to the bottom of the page where you will see your document. If you want to edit at this point click 'Edit these files' otherwise to submit your documents click 'Send for marking'



Step 12: If you are ready to submit click 'Continue'



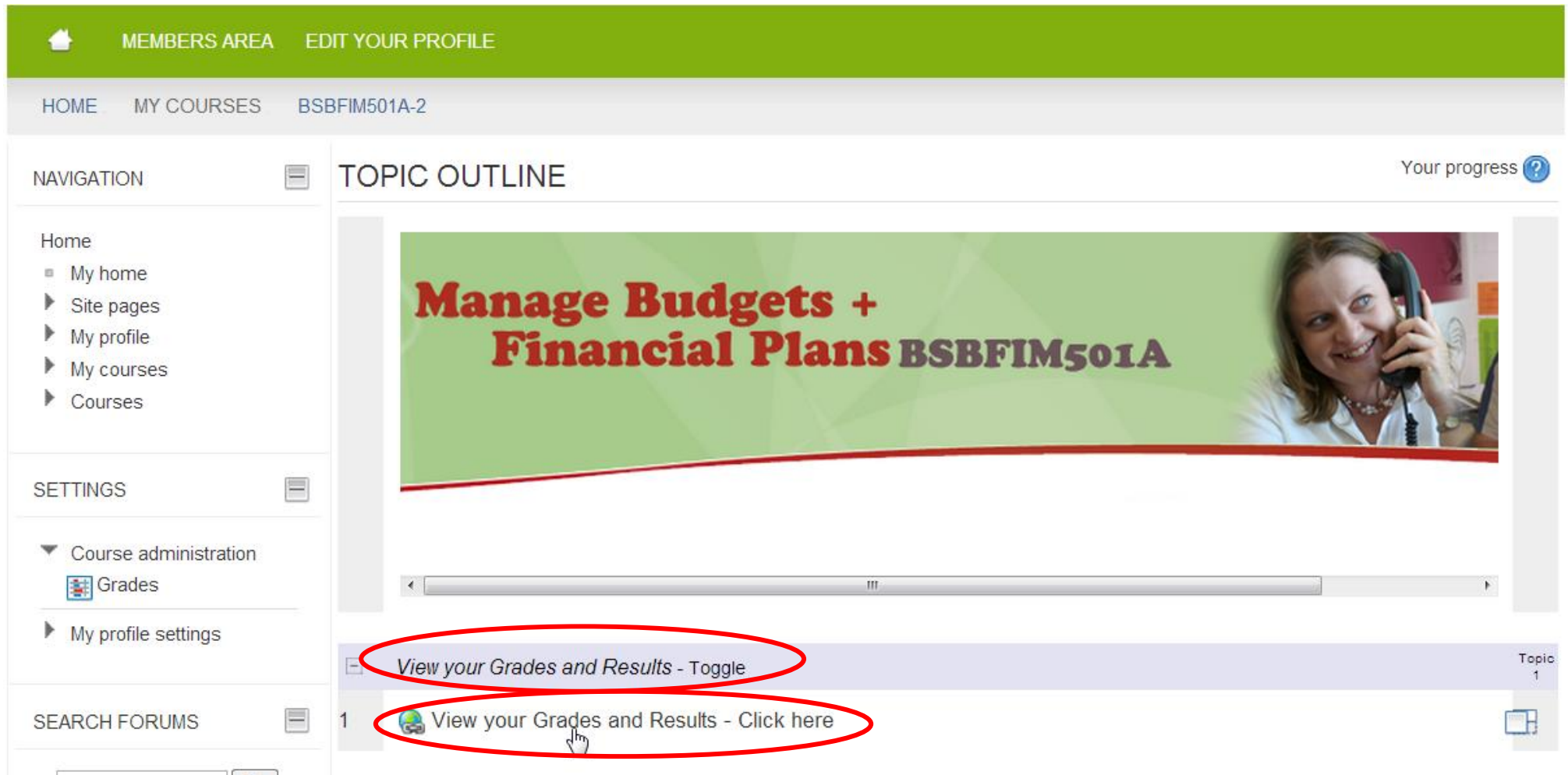
Step 13: You have now submitted your documents for your first Project or Question – congratulations! Please repeat all above steps to submit the rest of your Projects or Questions:



How to View your Grades & Results within each Unit

Step 1: Click the 'View your Grades and Results – Toggle' to expand it

Step 2: Click the link 'View your Grades and Results – Click here'



The screenshot shows a course page with a green header bar containing 'MEMBERS AREA' and 'EDIT YOUR PROFILE'. Below the header is a navigation bar with 'HOME', 'MY COURSES', and 'BSBFIM501A-2'. The main content area is divided into two columns. The left column contains a 'NAVIGATION' menu with options like 'Home', 'My home', 'Site pages', 'My profile', 'My courses', and 'Courses'. Below this is a 'SETTINGS' section with 'Course administration' (including 'Grades') and 'My profile settings'. At the bottom of the left column is a 'SEARCH FORUMS' section. The right column is titled 'TOPIC OUTLINE' and features a large banner for 'Manage Budgets + Financial Plans BSBFIM501A' with a photo of a woman on a phone. Below the banner is a horizontal scrollbar. At the bottom of the right column, there is a list of topics. The first topic is '1 View your Grades and Results - Toggle', which is circled in red. Below it is '1 View your Grades and Results - Click here', also circled in red. A mouse cursor is pointing at the second link. In the top right corner of the right column, there is a 'Your progress' link with a question mark icon. In the bottom right corner of the right column, there is a 'Topic 1' label and a small icon.

How to View your Current Industry Experience Assessments Grades and Results

This area shows what is being marked, which will include all questions for the Current Industry Experience Assessment

BSBOHS509A - Submit Here for Current Industry Experience	Graded	Great work so far. R81 just requires 6-8 sentences at the Diploma level please expand your answer.
R88. How have you measured and evaluated the OHS systems and processes and developed and implemented improvements?	Satisfactory	
R87. How have you resolved OH&S issues raised?	Satisfactory	
R86. How do you ensure that all personnel have the OHS responsibilities defined and understand them (eg. duty statements, induction job descriptions); when OH experts to be contacted?	Satisfactory	
R85. How have you maintained OH&S records within your work team? Why was maintaining this information important? (R168)	Satisfactory	
R84. How have you identified the safety training needs of staff? What did you do to facilitate training? (R165)	Satisfactory	
R83. Discuss the methods of consultation that you have used with your work groups to manage OH&S hazards within the workplace. How was this information used to ensure safety in the workplace? (R164)	Satisfactory	
R82. Discuss risk control within your workplace. Outline procedures for identifying, analysing and recording hazards and risks and implementing controls and monitoring risks. (R163)	Satisfactory	
R81. Outline how you have kept up-to-date with occupational health and safety legislation, regulation and industry practice, and that work OHS complies to	More Evidence Required	

You will be able to see feedback from your Trainers in the area below

This area is very important as it lets you know if your submission is satisfactory or whether more evidence is required. To be competent for the unit, all the questions (ie. R81-R88) need to be marked as 'Satisfactory'. If extra evidence is required then it will read 'More Evidence Required'.

How to View your Assessment Grades & Results

This area shows what is being marked. Therefore under a particular Project or Question there will be sub-points (eg. P451.1, P451.2.P451.3).

Assessment		
Project 451 - BSBOHS407A	Graded	Good work so far, please expand your answer for P451.3.
P451.3 Create a budget for the OHS training of your work group of these policies and procedures	-	
P451.2 Have the workplace safety officer visit your work area and inspect areas for improvement. Detail this in your submission then have the officer deliver the findings to your group	Satisfactor	
P451.1 Determine the organisation's policies and procedures on OHS training. Submit this as part of the assessment	Satisfactor	
Project 452 - BSBOHS407A	Graded	Good work.
P452.3 An outbreak of swine flu in the work crew	Satisfactor	
P452.2 An accident where someone was partially crushed and hospitalised for 6 days	Satisfactor	
P452.1 A close call where someone could have been hurt when a machine rolled over	Satisfactor	
Project 453 - BSBOHS407A	Graded	Good work.
P453.4 Any work processes that are to be followed to improve productivity, service to clients or safety	Satisfactor	
P453.3 Promptly record and communicate to the workgroup the outcomes of consultation over OHS issues	Satisfactor	
P453.2 Discussion of the organisation's OHS policies and procedures including a section in team meeting for identification of risk assessment of hazards	Satisfactor	
P453.1 Suggestions for OHS and operational improvement	Satisfactor	
Question 451 - BSBOHS407A	Graded	Good work.
Q451. Explain the importance of effective consultative mechanisms in managing health and safety risks	Satisfactor	
Category total	In Training With Evidence	

This area is very important as it lets you know if your Assessment submission is satisfactory or whether more evidence is required.

To be competent for the Unit, all of the points (eg. P451.1 - P451.3) within each Project or Question must be marked as 'Satisfactory'. You do not need a mark next to the 'Projects' or 'Questions' as these are simply a title. Therefore in the case of this unit you don't need a mark next to Project 451 - BSBOHS407A nor Question 451 - BSBOHS407A.

Once all Projects or Questions are marked as 'Satisfactory' then the Category total will appear as 'Competent', letting you know that you have now completed that particular Unit.

You will be able to see feedback from your Trainers in the area below