



Welcome to the ACI Academy

## HOME SCREEN

Hi ACI Guest [Log Out]

[My Courses](#)  [My Profile](#)  [Inbox](#) 

# e-quip

### Welcome

Welcome to ACI Global Learn-It Online

We hope your learning experience will be rewarding for you as you progress through your courses.

You can start your courses now by clicking on an active course enrolment below.

more...

### My Profile

 **Guest User**

[Keep your details up to date in My Profile.](#)




more...

### Notifications

No Notifications

more...

### Courses Enrolled

Active Course
 <a href="#">ACI Global RPL Assessment - Demo</a>
 <a href="#">Basic Food Safety &amp; HACCP Awareness</a>
 <a href="#">Diploma - QMS/ISMS - Lead Auditor - Demo Only</a>
 <a href="#">QMS Preview</a>
 <a href="#">Stage 1 Audit - OHS</a>
 <a href="#">Stage 1 Audit - QMS</a>

more...

### Messages

No Messages

more...

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You now have access to your own learning centre with your nominated courses displayed in "Courses Enrolled". You will also see several "Icons" which when clicked will allow you to access Messages, Notifications and My Profile. This is called the "Home" Screen.

**Please Note** - For Security purposes your password must not be shared and if you do not access your course or program within 24 hrs your access codes may be suspended.

As a further security measure once signed in if there has been no activity within e-Quip for 20 Minutes you will be required to sign in again.

If you experience difficulties accessing your course please contact your course administrator immediately, contact details can be found at the end of these instructions.



Before opening your nominated course, we encourage you to have a look around by clicking on the respective buttons on the Top Navigation panel which contains the main menu functions for your own personal learning centre.

**My Courses** - Includes three menu selections:

**Home** – Returns you to the Home or Welcome Screen;

**My Courses** – Lists all your active and completed courses;

**My Reports** – Allows you two options to keep track of your progress.

**My History** - allows you to print a PDF Report detailing all assessments for each course you have enrolled in.

**My Report Card** - your own online Report Card listing all your courses you are enrolled in, in PDF format;

**My Profile** – This screen displays your contact details supplied by you when you signed up for your Course and allows you to make changes to your Contact Details.

**My Profile** – Allows you to update your Personal and Contact details and

**Change my Password** – Allows you to change your password

Please check your profile to ensure your personal details are correct as this information will be required for your Certificate of Competence which is generated and delivered to you direct via the learning centre.

**Inbox** – This screen displays your messages as well as provides access to your Calendar and Links

**My Inbox** – provides you with the ability to send and receive messages within your learning platform as well as allowing you to send messages to external mail such as Outlook for example. All internal communications such as notification of assessment results, granting of additional attempts, Course Certificates are all done within the learning centre ensuring full transparency and security of information.

**Sending Email** – when sending email to your facilitator please always ensure you select “Message and Email” as this will ensure your facilitator is notified not just within e-Quip but also through your own external email provider (Outlook for example).

**My Calendar and Portal** – Are inactive at this stage due to Development and testing.

**Welcome Email** - You should see a copy of your Welcome Email sent by your nominated Facilitator in your inbox when you click on “Inbox”.



## Logging out of the ACI Academy

**Logging Out of your online learning centre** – From the “Home Screen” simply click on “Log Out” top left-hand navigation panel alongside your name.

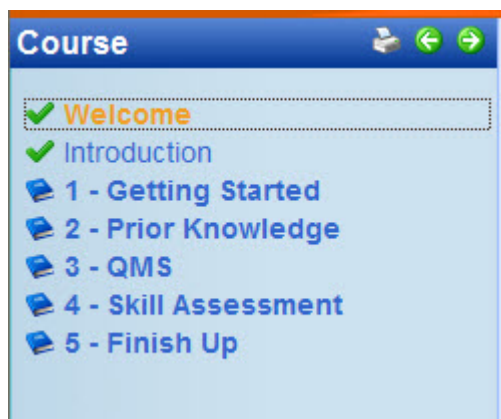
Please do not use the **Red X** to exit as this will leave you still logged in and could cause security concerns.

## Selecting your Course

Simply Click on the “My Courses” Top Navigation Panel or “My Enrolments” and select your course by clicking on the Title and your course will be displayed.

**\*\* Please note in some browsers you may have to add www.viocorp.com to “Compatibility Mode” by clicking tools within your Browser and following the prompts. \*\***


## Working within your Course



**The Navigation Panel (above)** – To collapse or hide the left-hand navigation panel to view your briefing notes in full page view simply click on the “Blue tab” centre of the Navigation Panel.

By Clicking it again it will expand back into full view.

When you have the Left Navigation Panel visible you then can simply use the Panel to navigate throughout your course or you simply use the “**Back**” and “**Next Green Arrows**”.

Within a "Specific Course" you will be required to simply "Click" on the desired "Title" or "Book" within the Panel which will open up either briefing notes as well as where required assessments and examinations. The screen capture on the left also shows you the green arrows  which can be used as well.



**Briefing Notes** - Briefing notes are provided and require the candidate to read thoroughly before attempting an Assessment. All briefing notes contain resource material to aid in completing the assessment. You are also provided with the facility to print your "Briefing Notes" by simply clicking on the printer image located near the green arrows.  
\*\*Conditions do apply please refer to "Privacy & User Terms".

**Document Control** - Before downloading any Files it is "Business Best Practice" to develop good file storage, revision and conversion control "Document Control" so that when a File is returned after marking with comments the Candidate should have a secure location for file storage and practice Document Control on all Files.

It is also Business best practice when typing answers directly into an online assessment to have a copy saved on your own PC in case of an interruption to the internet and ensure you click save at the bottom of an assessment if applicable.

**Assessment and Examinations** - The assessment methodology forms part of the assessment or examination process, which measures a candidate's competency by one or more means such as written, oral, practical or observation.

The ACI Academy Assessment and Examination Process has been developed in line with the International Standard ISO/IEC 23988 on Information Technology - A Code of Practice for the use of Information Technology (IT) in the delivery of Assessments. ACI Academy Commitment is to ensure the aims of this Standard are to be complied with in full in providing a means of:

- showing that the delivery and scoring of the assessment are fair and do not disadvantage some groups of candidates, for example those who are not IT literate;
- showing that a summative assessment has been conducted under secure conditions and is the authentic work of the candidate;
- showing that the validity of the assessment is not compromised by IT delivery;
- providing evidence of the security of the assessment, which can be presented to regulatory and funding organisations (including regulatory bodies in education and training, in industry or in financial services);
- establishing a consistent approach to the regulations for delivery, which should be of benefit to assessment centres who deal with more than one assessment distributor;





1. **Online Submission - "Text Box"** if this is the only option provided to allow for a detailed answer to match the question asked, please remember to provide as much evidence as possible to substantiate or prove your answer. Please ensure your evidence is supplied in a recognised "Text Format" Windows or Open Office.
2. **Upload Submission - "Browse"** for File upload (Preferred Option) as this allows you to provide images, tables highlighted text etc to enhance your answers or answers by simply browsing and uploading your completed answer from a word document on your PC or Lap Top. "Support Evidence" where ever possible and provided it is practical and to do so please remember to provide support Evidence for your Answer. Some questions may only require you to provide a written answer or upload a Document (Browse to upload the file saved on your own PC)
3. **Online Submission - "Text Box"** and **Upload Submission - "Browse"** may be provided for some assessments, this option is provided to allow you to provide a comprehensive and detailed submission covering both written and uploaded material.

## ***Important Notes regarding submitting of assessments***

### ***Time taken to mark an assessment***

Once your assessment is submitted it is locked until marking has been completed. The duration of the lock out may vary according to the availability of your facilitators time, number of assessments, and the time needed to mark an assessment. For further clarification on the time taken to mark an assessment please contact your assigned facilitator.

### ***Supporting Evidence***

Please remember when providing support evidence where Practical, use "Support Documents" to provide an actual example from your audit or business improvement experience, (Photo, Video Stream or Documented Evidence) maintaining anonymity and confidentiality.

If you are unable to provide supporting evidence that is okay, we more than likely will gather this from you later on in the course.

Please note if you do not provide support evidence you will be Prompted by the Message warning "You have not uploaded a file. Press Okay to Continue. Press Cancel to upload File" Please Click Okay and your assessment will be submitted.

Once your assessment has been submitted you will receive the following message

Submission Completed - Thank you for your submission

Please close this screen by clicking the **RED X** on the top right corner to go back to your course and Click the Next Button (top left-hand side of your screen) to move to the next assessment. Please note some PC the X is Black and Mac Users this control is located to the Top Left of your Screen.



### ***Extra Attempts at completing an Assessment***

Candidates will only be provided an additional attempt if the candidate has not achieved competency for the allocated assessment. If the candidates answer does not meet

The "Minimum Requirement" for an assessment you will be automatically granted another attempt and advised of this by your Facilitator or Course Administrator.

There is no set limit to the number of additional attempts a candidate is provided to achieve competency, but additional assessment types and methods may be used in certain circumstances to ensure the candidate achieves the desired learning outcome.

Candidates are advised to ensure they have a copy (word file or text editor) as a backup of their assessment material before entering in the assessment in case Internet connectivity is broken.

### ***Facilitator Observation***

During your course you may be required to undertake an assessment or assessments with your facilitator present, this is done by using Skype at a convenient time agreed on by both candidate and facilitator.

### ***Observational assessment***

Observational assessments are used to verify your ability to apply your skill, thereby validating your competency. Observational assessments can be done with the facilitator present or can be done remotely by Video.

### ***Self-Assessments***

To complete self-assessments candidates will need to read thoroughly the briefing notes, refer to any course resources such as Resources material from the course Library, Documents etc and complete the self-assessment according to the instructions provided before moving to the next step.

### ***Survey***

Surveys are used at the beginning and completion of your course to gauge your feedback which is used by ACI Global for continuous improvement. Please feel free to provide any suggestions you might have to assist us in improving our learning courses.

**If you have any questions about any of the above assessment types please contact your Facilitator.**

**If you are unsure of what is required to achieve an assessment, please contact Your Facilitator via Skype Chat for assistance.**

