

**HRTC**

**On Line Learning  
Vet  
Training Tracker**



**Student User Guide**

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## Overview

The TrainingTracker is a “Web based” program designed to support the Training Management needs of the Australian Quality Training Framework (ATQF).

The program has been designed and programmed to support the needs of students, teachers and administrators and to provide an efficient and transparent mechanism for the management and recording of competency based training courses.

The program recognises each user by password and in turn provides the tools required to fulfill the tasks for each individual. Linkages are made to your teacher to maintain strong communication links.

This User Guide will outline each of the program areas for students and will define all the tools available.

The TrainingTracker has been built with a keen eye on the need to provide a user friendly tool to assist all students to better achieve their training and personal goals.

## Using the Program.

### ***Students***

The TrainingTracker has been designed as a support program to assist with the delivery of Vocational Training Programs.

The program also has a specific help area for users to lodge any problems or barriers that may be interfering with the satisfactory completion of the work effort. This reporting page automatically notifies the teacher who can then share the creation of a solution.

Enter the program from the login page accessible from:  
<http://hrtc.performanceplus.com.au>

Enter your Username and Password (provided by the Administrator).

This will take you into the User interface from where you can manage your personal training plan and appraisal.

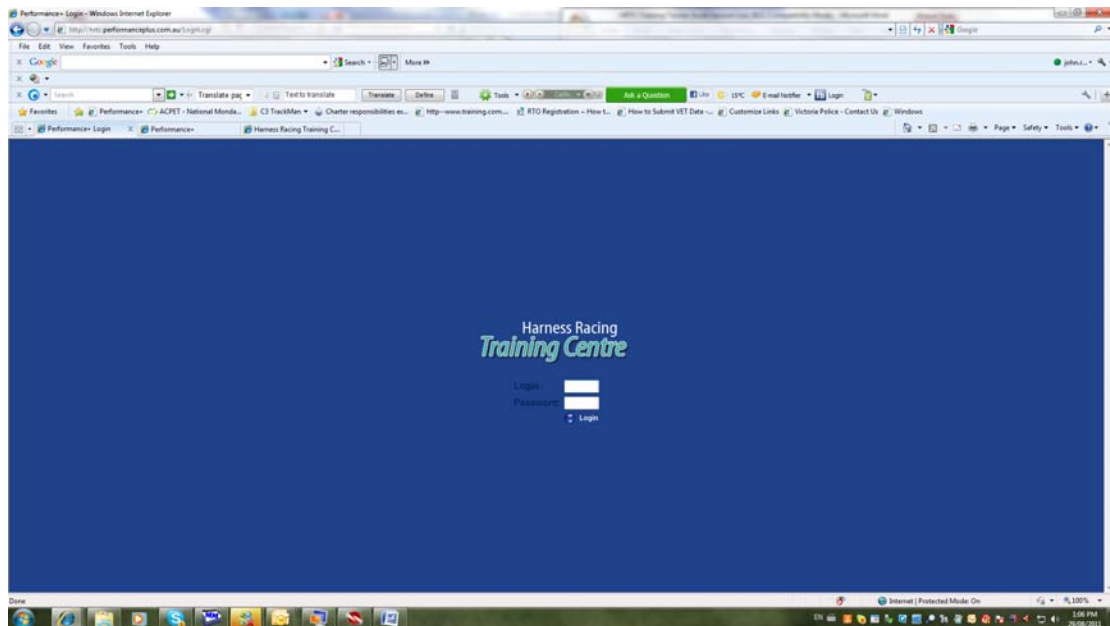
This is the standard interface for all users. The opening interface will list all your personal details. The password holder can alter this information if information changes.

The page tags at the top will change the interface to meet the tag described.

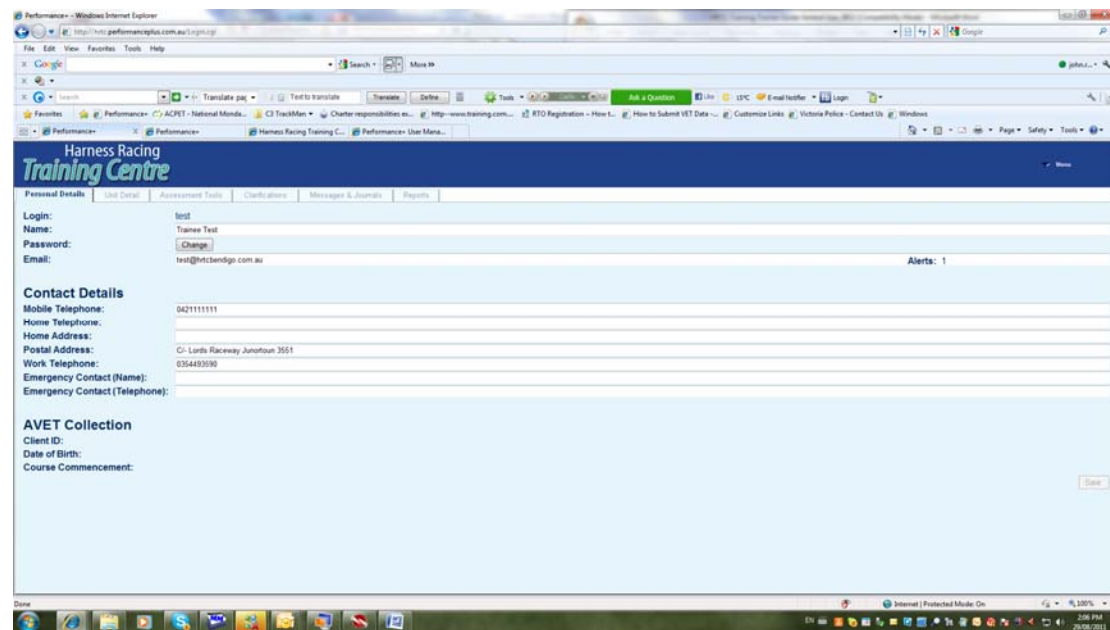
## Entering the Program.

Using the initial username and password provided by your tutor enter the program at the internet address `http://hrtc.performanceplus.com.au`

Enter password and login which will provided by your coordinator



## Initial View



**Note:** Menu in top bar accesses all the tools required by the student.

- Once you are logged on,
- Move through the tab bars to access different sections of your web page.
- In the top right hand corner is your menu bar, click on this and this will open f other links to pages for you to access.
- Go down to the bottom of the links to Go to OLA, this will take you to your on line work units. You can also click on LMS in your Assessment Tools Tab to do the same.
- Assessment plans have all your assessment tasks that you need to complete
- Journal is where you need to make entries from jobs undertake in you workplace and a review of the training session associated with the study unit
- Clarification is where you can make entries with question or queries you would like some help with from your tutor or coordinator
- Study units is the units that your coordinator has enrolled you in. these can be added to as requested
- Reports allows you to see how you are progressing with in the study units

## Unit Detail

This tag will provide an overview of the units that have been provided as the basis of your training plan. More can be added by negotiation if required.

### Harness Racing Training Centre

Personal Details	Unit Detail	Assessment Tools	Clarifications	Messages & Journals	Reports
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**Login:** test

**Name:** Trainee Test

**Password:**

**Email:** test@hrtcbendigo.com.au

#### Contact Details

**Mobile Telephone:** 0421111111 **Alerts:** 1

**Home Telephone:**

**Home Address:**

**Postal Address:** C/- Lords Raceway Junortoun 3551

**Work Telephone:** 0354493590

**Emergency Contact (Name):**

**Emergency Contact (Telephone):**

#### AVET Collection

**Client ID:**

**Date of Birth:**

**Course Commencement:**

Units are the basis of the Training Plan. From the Units we negotiate how we are going to achieve your training outcomes and how we will demonstrate this achievement. This is done in the **Training Plan** interface.

## Assessment Plan

The Assessment Plan Tab is simply an explanation of how you will complete a particular Unit, links to support documents and assignments and an indication of how practical items will be demonstrated.

Harness Racing Training Centre						
Personal Details   Unit Detail   <b>Assessment Tools</b>   Clarifications   Messages & Journals   Reports						Alerts: 1
Agreed Unit Detail 1: Enrolment, Induction and Trainee Visit Documentation [Not Selected]						
Assessment Tool	Description	Status	Tutor Feedback	Achieved	Action	
1	Download the <a href="#">Harness Racing Training Centre Student Handbook</a> for your information. With the assistance of your assessor please upload an acknowledgement file to indicate that you have received, read and understand the document.	N/A	<a href="#">Submitted File</a>	Not Set	None	
2	Download the <a href="#">HRTC Enrolment</a> for completion. Your assessor will upload the signed document after scanning.	N/A	<a href="#">Submitted File</a>	Not Set	None	
3	At the commencement of your traineeship you, your assessor and your employer will participate in the development of your <a href="#">training plan</a> . Once signed a scanned copy will be uploaded by HRTC for your reference.	N/A	Not Uploaded	Not Set	Upload	
4	Language and Literacy Testing: Download the <a href="#">HRTC Language and Literacy test</a> for your completion. With the assistance of your assessor please upload an acknowledgement file to indicate that you have received, read and understand the document.	N/A	<a href="#">Submitted FileResponse File</a>	S	None	
5	Workplace Visit 2:	N/A	Not Uploaded	Not Set	Upload	
6	Workplace Visit 3:	N/A	Not Uploaded	Not Set	Upload	
7	Workplace Visit 4:	N/A	Not Uploaded	Not Set	Upload	
8	At the completion of your training your employer is required to sign off acceptance of your competency. Upload a copy of the signed statement here.	N/A	Not Set	Not Set	None	
9	Download the <a href="#">Data Verification Document</a> Data Verification Document for signing and either upload a signed copy or send the original to your assessor. This file supports the integrity of the training process.	N/A	<a href="#">Submitted FileResponse File</a>	S	None	

## Uploading Documents

From this page you can also Upload completed assignments or other work requested by you assessor.

This page also allows your assessor to provide **evidence** as to the progress the knowledge and practical aspects of the unit.

- To upload an assessment tool, click on the link, complete the assessment tool, then save this to a file on your USB or computer.
- It would be a good idea to set up folders for each on the units you are working on and save those assessment tools linked to the unit in those folders.
- Go to the upload box which is under **Action on** the same line as the assessment tool you have been working on,
- Click on this, and a browser box will appear. Browse the file (assessment tool) that you have just saved, and click upload.
- You have now successfully submitted an assessment tool.



## Clarifications

▼ Menu

### Harness Racing Training Centre

Personal Details | Unit Detail | Assessment Tools | Clarifications | Messages & Journals | Reports

Alerts: 1

Agreed Unit Detail 1: Enrolment, Induction and Trainee Visit Documentation				
Clarification	Description	Solution	Status	Action
1	Do i need to sign the enrolment form	I think I do!!	<input checked="" type="checkbox"/> <input type="checkbox"/>	None
2	do I need to pay for my certificate?	No. You need to pay for any replacements.	<input type="checkbox"/> <input checked="" type="checkbox"/>	Edit Agree Delete
Add Clarification				
Agreed Unit Detail 2: RGRCMN201A Follow OHS procedures and observe environmental work				
Clarification	Description	Solution	Status	Action
1	Do I need PPE	I think it would be a good idea	<input checked="" type="checkbox"/> <input type="checkbox"/>	None
Add Clarification				
Agreed Unit Detail 3: RGRCMN002A Investigate job opportunities in racing and related industries				
Clarification	Description	Solution	Status	Action
Add Clarification				
Agreed Unit Detail 4: RGRPSH207A Perform stable duties				
Clarification	Description	Solution	Status	Action
Add Clarification				
Agreed Unit Detail 5: RGRPSH209A Attend horses at race meetings and trials				
Clarification	Description	Solution	Status	Action
Add Clarification				
Agreed Unit Detail 6: RGRPSH301A Implement stable operations				
Clarification	Description	Solution	Status	Action
Add Clarification				
Agreed Unit Detail 7:				

This interface is available to all password holders. If you have a question or there is something you don't understand in an assessment tool or towards your training, you can lodge the question on this page under the study unit you have the question. Once you have written your question, remember to push **save** an email will be sent to your tutor to activate support.

This tool is designed to ensure that any barrier to an individuals course can be dealt with by either providing a solution or removing the problem. by establishing it as a future planning issue and allowing the student concerned to get on with the business at hand.

*Whenever a user lodges a Clarification it is required that some sort of solution be initiated at the same time. This is a check to ensure that the user has a positive input into the problem and takes the time to provide a close up perspective of a possible solution.*

## Journal

**Harness Racing Training Centre** [Menu]

Personal Details | Unit Detail | Assessment Tools | Clarifications | **Messages & Journals** | Reports

Alerts: 1

**Agreed Unit Detail 1:** Enrolment, Induction and Trainee Visit Documentation [Not Selected]

Journal	Description	Status	Tutor Feedback	Achieved	Action
Add Journal					

**Agreed Unit Detail 2:** RGRCMN201A Follow OHS procedures and observe environmental work [Not Selected]

Journal	Description	Status	Tutor Feedback	Achieved	Action
Add Journal					

**Agreed Unit Detail 3:** RGRCMN002A Investigate job opportunities in racing and related industries [Not Selected]

Journal	Description	Status	Tutor Feedback	Achieved	Action
Add Journal					

**Agreed Unit Detail 4:** RGRPSH207A Perform stable duties [Not Selected]

Journal	Description	Status	Tutor Feedback	Achieved	Action
1	Cleaned out the boxes	<input checked="" type="checkbox"/>	Journal Agreement Not Complete		None
2	Did more boxes	<input checked="" type="checkbox"/>	Journal Agreement Not Complete		None
Add Journal					

**Agreed Unit Detail 5:** RGRPSH209A Attend horses at race meetings and trials [Not Selected]

Journal	Description	Status	Tutor Feedback	Achieved	Action
Add Journal					

**Agreed Unit Detail 6:** RGRPSH301A Implement stable operations [Not Selected]

Journal	Description	Status	Tutor Feedback	Achieved	Action
Add Journal					

**Agreed Unit Detail 7:** RGRPSH308A Provide first aid and emergency care for horses [Not Selected]

Journal	Description	Status	Tutor Feedback	Achieved	Action
Add Journal					

Done | Internet | Protected Mode: On | 100%

This interface is used as a journal where requested by your tutor or when asked for in the Unit Assessment Plan.

Each Unit can be operated independently so that you can continue to add Journal information for a specific Unit as information is gathered.

- A journal entry must be made after you have attended training.
- You will need to write at least a paragraph on what you did at training,
- if you enjoyed it or not,
- what skills you will be able to take back to your work place
- If there is anything RIST could do to improve the training

You must also complete a journal entry at the end of each week as to what you have done in your workplace.

## Reports

Harness Racing  
**Training Centre**

Personal Details | Unit Detail | Assessment Tools | Clarifications | Messages & Journals | **Reports** | Menu

Download Assessment Tools Report    Alerts: 1  
Download Assessment Tools Report (With Evidence)  
Download Messages & Journals Report  
Download Status Report

### Employability Skills Report

Trainee Test Review Graph

- Communication
- Teamwork
- Problem Solving
- Initiative and Enterprise
- Planning and Organising
- Self-management
- Learning
- Technology

Not Yet Assessed

All students have the ability to read their own reports . The report is an active document that can change up until finally being sent to archive. Only those tutors who are given specific permission can edit reports. No individual has the ability to edit their own report.

This area also accesses the graphical interface report from the *Prac. Skills section* of the program.

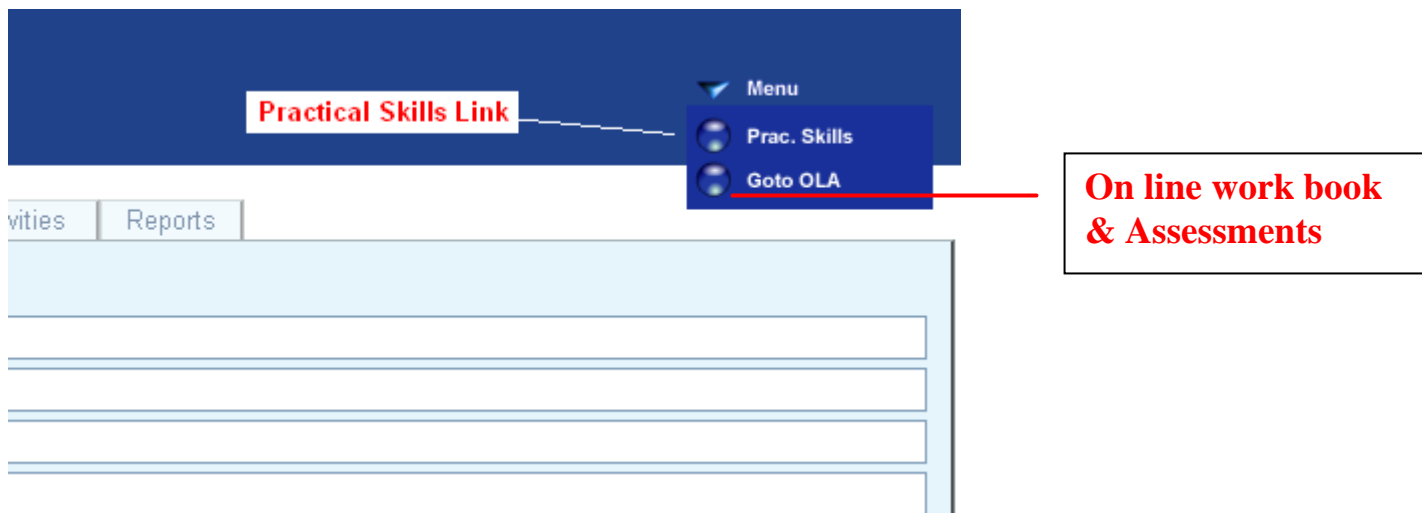
## Additional Functions

### Learning Management System

The Program is seamlessly linked to the powerful Ezylearn Learning Management System to provide easy access to each trainees training units.

Simply click on the Go to **OLA** link from the Menu and this will open a second browser with your individual course units work book & assessments provided.

If you receive a Popup Blocker information box simply follow the prompts to unblock the Popup Blocker for this site.



- Click on the unit you want to work on.
- You can stop at the end of any section and it will save what you have completed
- When you resume, it will take you to the next chapter
- If you don't get 80 % , the program will take you back to the workbook for you to read again before you can redo the assessment

## Connecting to the LMS (Learning Management System) from the Assessment Tools Tab.

A new feature of the system now allows you to connect directly to your learning resources from the Assessment Tools Tab on the Tracker.

This new feature will enrol you into the learning resource for a specific Unit after consultation with your Tutor as to whether or not you would like to request RPL (Recognised Prior Learning) credits for the Unit.

Once activated simply click on the letters LMS in the Action column to open the site.

Harness Racing Training Centre					
Personal Details   Unit Detail   <b>Assessment Tools</b>   Clarifications   Messages & Journals   Reports					
Agreed Unit Detail 2: RGRCMN201A Follow OHS procedures and observe environmental work [Not Selected]					
Assessment Tool	Description	Status	Tutor Feedback	Achieved	Action
1	Observation of applying OHS and environmental work procedures (Use of PPE, Demonstration of risk assessments and follow up controls, Stable waste managed effectively with no run-off or contamination)	N/A	Test uses PPE at all times. Observed in the workplace on 3 occasions.	S	None
2	Observation of copies of local, state and federal legislation, regulations, codes of practice, safe operating procedures and industry checklists.	N/A	Not Set	Not Set	None
3	Observation of following instructions identifying and reporting workplace hazards in the appropriate time frame and to the correct person (Third party report indicating your involvement in workplace safety and reporting of hazards)	N/A	Not Set	Not Set	None
4	Observation of reading and interpreting workplace documentation, including rules of racing (Use of daybooks, Links to Rules, Questioning from assessor)	N/A	Not Set	Not Set	None
5	Observation of identifying and reporting workplace hazards in the appropriate time frame and to the correct person.	N/A	Not Set	Not Set	None
6	Observation of teamwork skills to ensure completion of job tasks in a safe and timely manner (Third party report)	N/A	Not Set	Not Set	None
7	Observation of workplace procedures for dealing with accidents, fires and emergencies (Examples of workplace policies or contingency plans)	N/A	Not Set	Not Set	None
8	Complete Online: <b>RGRCMN201A</b>	N/A	Progress: 20%	100%	LMS
9	Download, save to hard drive, complete and upload back to this system <a href="#">RGRCMN201A Assignment</a>	N/A	<a href="#">Submitted File</a>	Not Set	None
10	RGRCMN201A Topic Test Result	N/A	Not Set	Not Set	None