Licence Training

Student User Guide

Index

Overview

The HRNSW Online Training Portal is designed to provide a cost effective and efficient mechanism to support the training requirements for industry licensing.

The program recognises each user by password and in turn provides the tools required to fulfill the tasks for each individual.

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

The system 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 HRNSW Training Platform has been designed as a support program to assist with the efficient delivery of Industry Training Programs.

The program includes access to a series of online knowledge units that are matched to the Racing Industry Training Package.

Practical aspects required by HRNSW for either a training or driving licence will be carried out at harness racing facilities around the State and outcomes recorded on your system.

Enter the program from the login page accessible from:
        http://hrnsw.aqtf.net

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://hrnsw.aqtf.net

 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 though 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 a lot of other links to pages for you to access.
- Go down to the bottom of the links to Go to LMS, this will take you to your on line work units. Alternatively these can be accessed from the Assessment Tools Tab.
- Assessment Tools have all your assessment tasks that you need to complete
- Training Contacts and Journal is where you need to make entries from jobs undertaken in your workplace and a review of the training session associated with the study unit. Instructors also use this Tab to log training visits.
- Clarification is where you can make entries with questions or queries you would like some help with from your tutor or coordinator.
- Unit detail 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 the study units.

Unit Detail

This tag will provide an overview of the units/course that have been provided as the basis of your training plan.
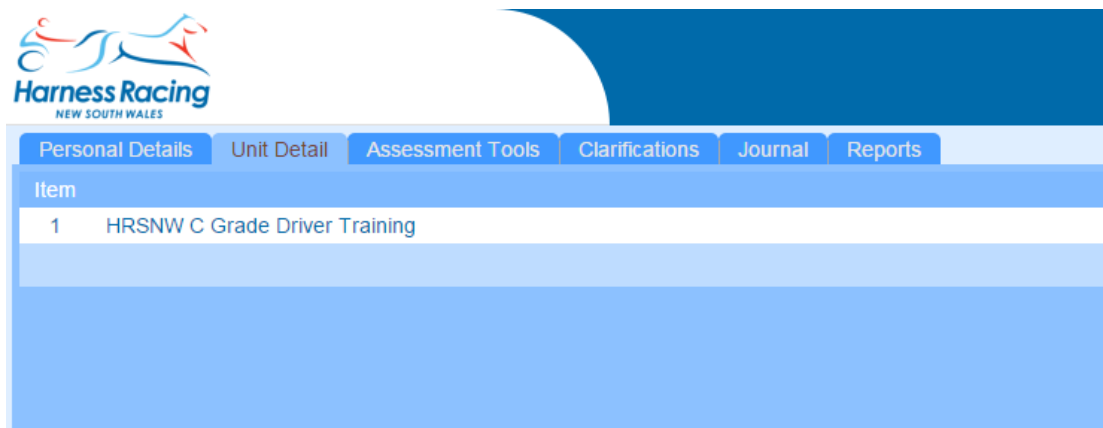
Unit Detail is the basis of the Training Plan. From the Units we negotiate how we are going to achieve your training outcomes and how we will demonstrate this achievement. This is done in the **Assessment Tools** interface.

The descriptions seen for each unit in the Unit Detail Tab outline the methods that will be used to gather assessment information for each Unit.

Assessment Tools

The Assessment Tools 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.

Each Unit is allocated elements that represent the knowledge and skills that need to be learned and assessed. The hyperlinked elements: Driver Assessment Checklist and HRNSW Licence Guide are important aspects of your learning.

The Learning Material Online tool allows you to access the knowledge resource by clicking on the LMS letters in the Action column.

The Assignment(s) can be downloaded to work on in your own time.

The Driver Assessment Checklist will provide you with the outline of the requirements for the driving test and the benchmarks required for you to be assessed competent. The skills will be assessed and recorded to be uploaded later.


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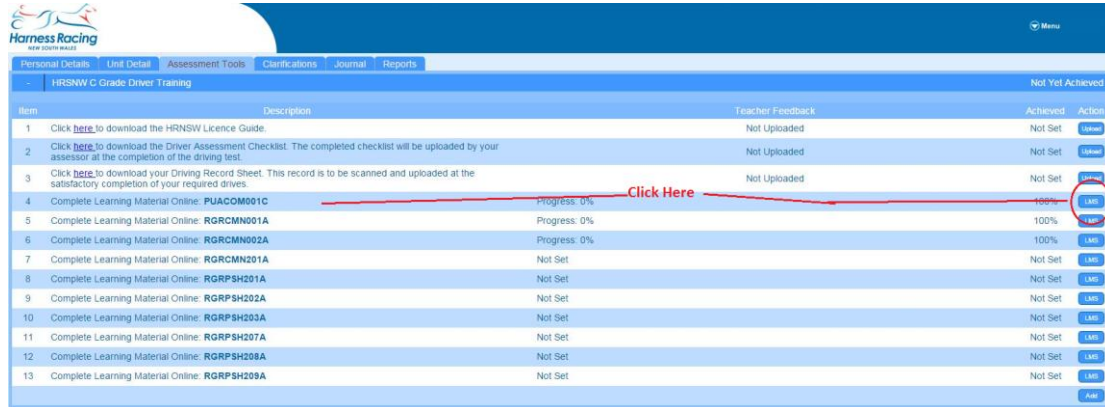
Clarifications
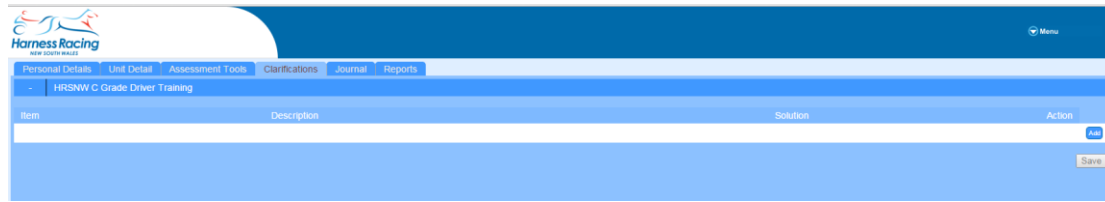
This interface is available to all password holders. If you have a question or there is something you don't understand in an assessment tool or towards your training, you can lodge the question on this page under the study unit you have the question Once you have written your question, remember to push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

This tool is designed to ensure that any barrier to an individual's 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.

Using the LMS (Learning Management System)

The LMS is where you will find the Notes for each unit. To access this interface simply click on the letters LMS for any unit in the Action Column on the Assessment Tools Tab.
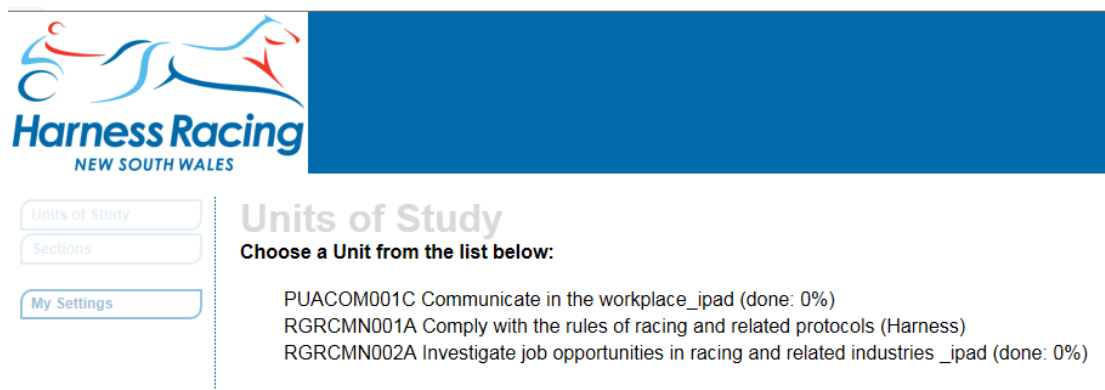

This opens another interface from where you can access your learning materials.

Make sure that you allow "pop-ups" from this site if requested.

- Click on the name of 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.

Harness Racing New South Wales
Online Training

RGRCMN001A
Comply with the rules of racing and related protocols

MENU | EXIT | BACK | NEXT

Just use the controls at the bottom of the learning object to work you way through the Notes.

At the end of the notes there will be a small assessment. This requires you to obtain at least an 80% pass to move forward. If you do not gain this level the system will simply return you to the content for a review.

Whenever you complete session on the LMS sue the Exit command on the learning object to leave the program. This will bookmark where you finish and also send any results that you may have obtained to the recording system.

This online book can be revisited as many times as you like.

You can navigate back to the different levels of the LMS from the side bar. Essentially when you enter a Unit you will find a number of Elements (Chapters) that each activates a learning object. To get back to the list of Units allocated to you simply click on Units of Study on the left of the page.