



How to Access and Use LMS System

RTO No:45790

How do I start my course?

It's quite easy- You can start right away!

- Upon receiving your enrolment details, your course will be ready to start within the 48 hours.
- We will email your Learning Management System (LMS) login information to you along with key information and contact details.
- You can start your learning right away!
- You can access the learning resources and system account 24 hours a day, 7 days a week.
- All required learning and assessment resources including simulated business case are accessible immediately.

Before you start your course!

The Recommended Browsers for RTO Data Cloud are Chrome and Firefox

- Make sure you have download permission in your browser.
- If not sure, check your browser setting as below:
 - Open Chrome "".
 - At the top right, click More and then Settings.
 - Click Privacy and security and then Site Settings.
 - Click Additional permissions and then Automatic downloads.
 - Choose the option as shown in image.

Default behaviour

Sites automatically follow this setting when you visit them

Sites can ask to automatically download multiple files

Don't allow sites to automatically download multiple files

Customised behaviour

Right Choice Training Password Creation

Access the landing page of Right Choice Training LMS

You should have received email from Right Choice Admin Team with your user ID and Password creation link. Check your promotion/Spam folder if you cannot find the email in main inbox

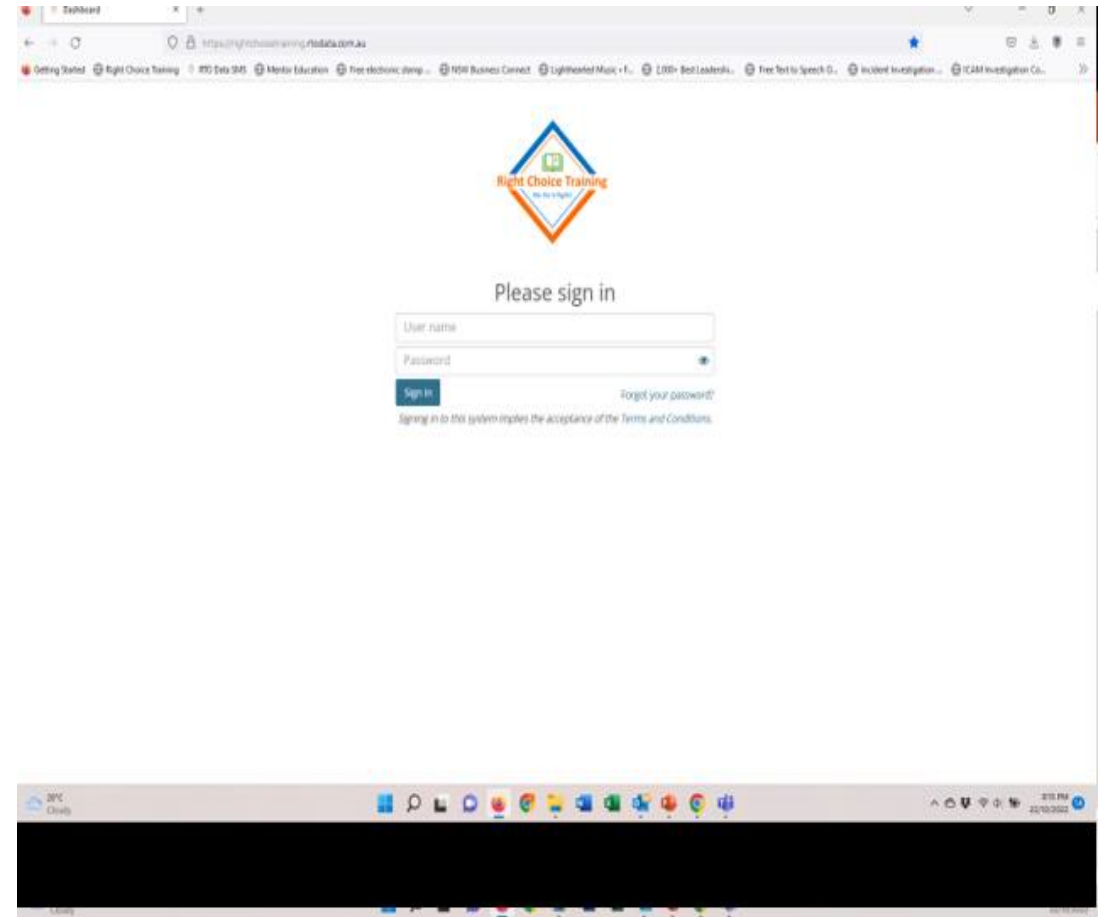
Alternatively click on the below landing page:

<https://rightchoicetraining.rtodata.com.au/>

Enter your email address as user ID

Click on Forgot your Password link and reset your Password

When you login into LMS, it will be asked you to provide login code which you will receive in your email. Check your promotion/Spam folder if you cannot find the email in main inbox



Course Structure

Open the course



Dashboard

https://rightchoicetraining.com.au

Getting Started | Right Choice Training | RTO Data 2M5 | Mentor Education | Free electronic stamp... | RTO Business Connect | Lighthearted Music... | 2,000+ Best Leadersh... | Free Test to Speech D... | Incident Investigation... | ICAM Investigation Co...

DASHBOARD | MESSAGES (9) | TEST STUDENT

Welcome to Right Choice Training

BSB41419 - Certificate IV in Work Health and Safety
Status: In progress

BSB41419 Certificate IV in Work Health and Safety

BSB41419 Certificate IV in Work Health and Safety aims to give learners the underpinning knowledge required to assist in managing WHS within the workplace. It is ideal for those who want to gain workplace health and safety skills and knowledge for use in their existing job, and for those who want to start a new career in WHS.

This qualification applies to individuals working in a Work Health and Safety (WHS) role who provide a broad range of technical knowledge and skills and have some limited responsibility for the output of others.

The qualification applies to those working as supervisors, WHS personnel, and workers in other WHS-related roles who manage risks effectively, apply relevant WHS laws, and contribute to WHS within the workplace in known or changing contexts with established parameters.

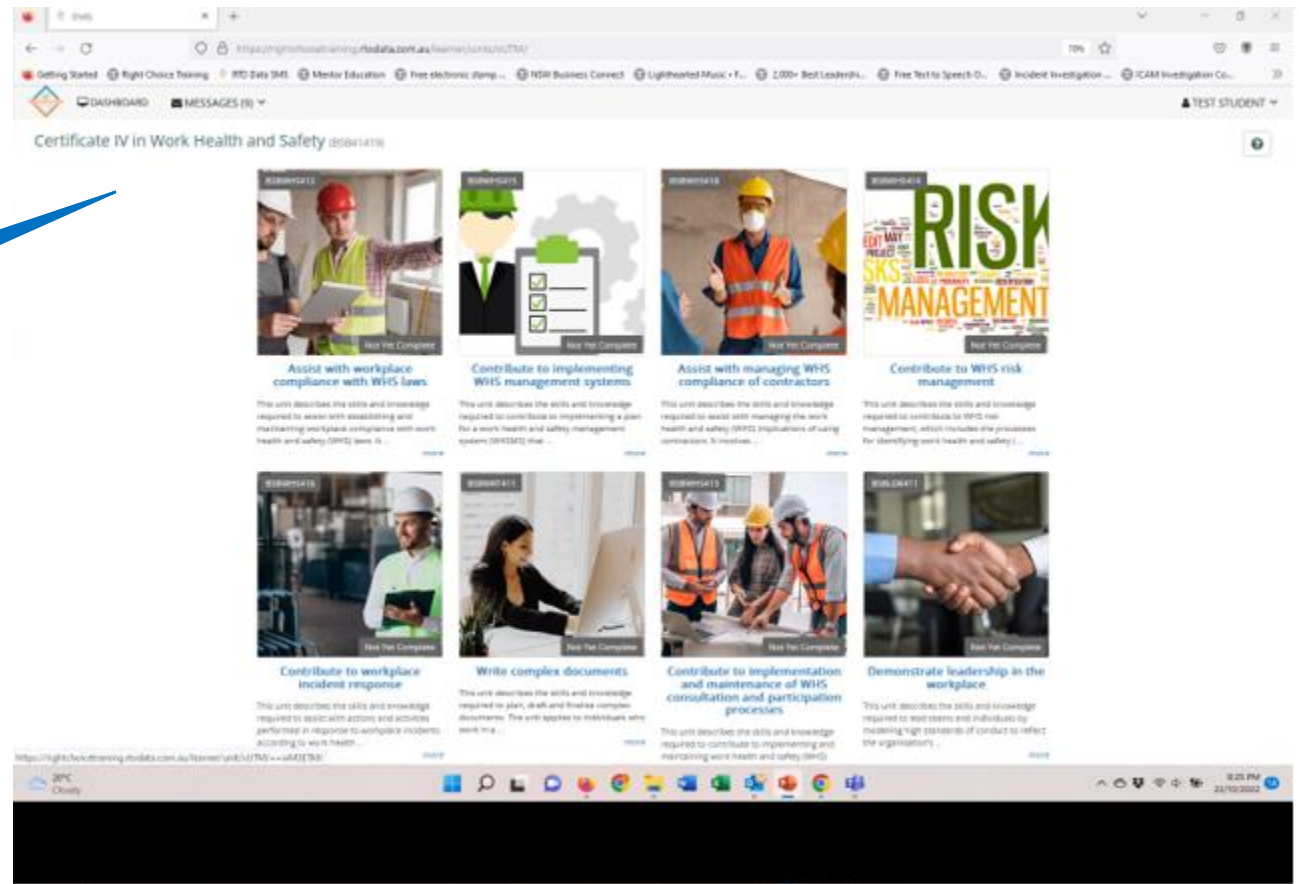
[Open this course](#)

BSB50120 - Diploma of Business
Status: Complete

30°C Cloudy | 8:25 PM 22/10/2023

Course Structure

You will see your course title and all units. Start your course with the first unit



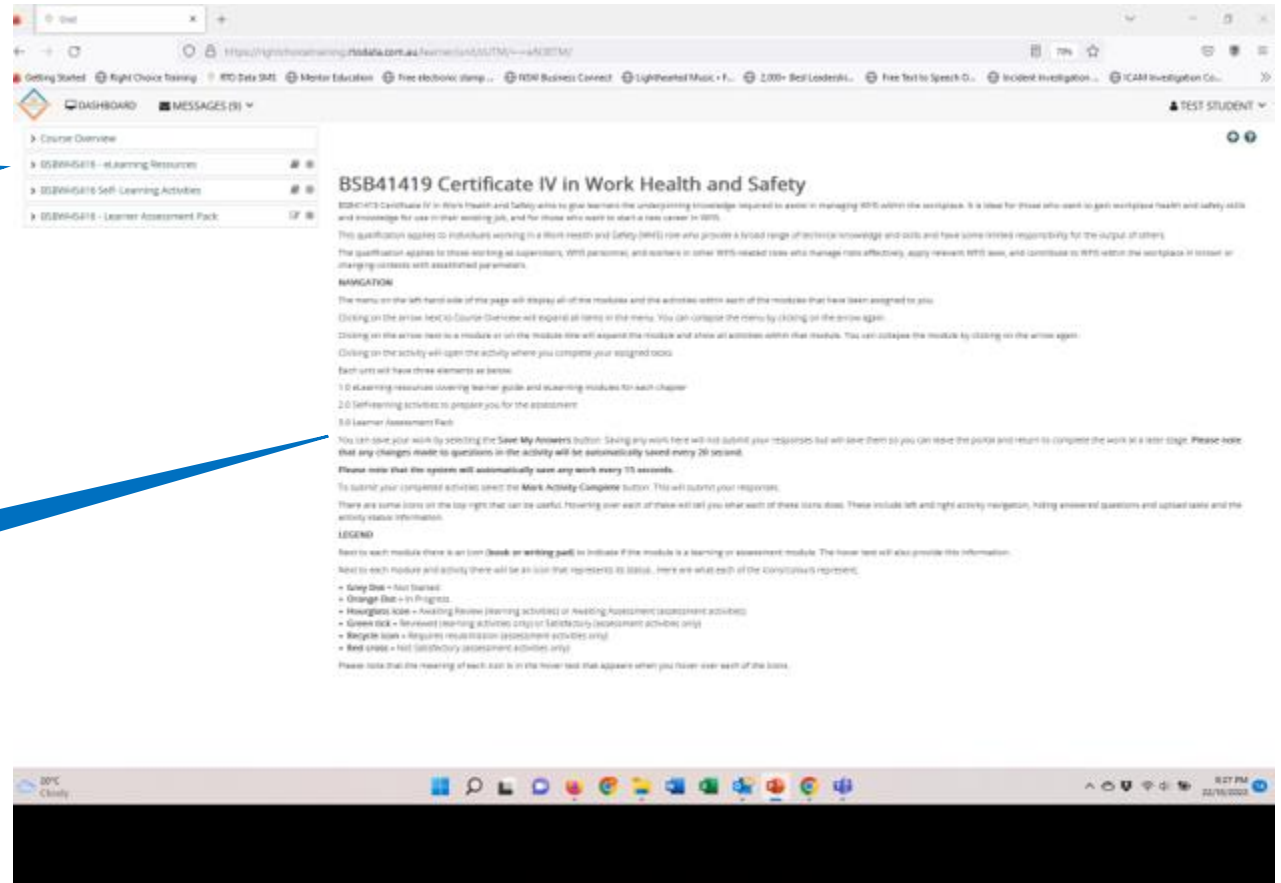
Course Structure

Each unit will have three modules as below:

1. eLearning Resources Module
2. Self-Learning Activities
3. Learner Assessment Pack

Start your study with eLearning resources module

Read these instructions to navigate through the course and understand marking system



BSB41419 Certificate IV in Work Health and Safety

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This qualification applies to individuals working in a Work Health and Safety (WHS) role who provide a broad range of technical knowledge and skills and have some limited responsibility for the output of others. The qualification applies to those working as supervisors, WHS personnel, and workers in other WHS-related roles who manage risk effectively, assist research WHS laws, and contribute to WHS within the workplace in liaison or changing contexts with associated parameters.

NAVIGATION

The menu on the left hand side of this page will display all of the modules and the activities within each of the modules that have been assigned to you. Clicking on the arrow next to Course Overview will expand all items in the menu. You can collapse the menu by clicking on the arrow again. Clicking on the arrow next to a module or on the module title will expand the module and show all activities within that module. You can collapse the module by clicking on the arrow again. Clicking on the activity will open the activity where you complete your assigned tasks.

Each unit will have three elements as below:

- 1.0 eLearning resources covering learner guide and eLearning modules for each chapter
- 2.0 Self-learning activities to prepare you for the assessment
- 3.0 Learner Assessment Pack

You can save your work by selecting the **Save My Answers** button. Saving any work here will not submit your responses but will save them so you can leave the page and return to complete the work at a later stage. **Please note that any changes made to questions in the activity will be automatically saved every 20 seconds.**

Please note that the system will automatically save any work every 15 seconds.

To submit your completed activities select the **Mark Activity Complete** button. This will submit your responses.

There are some icons on the top right that can be useful. Hovering over each of these will tell you what each of these icons does. These include left and right activity navigation, hiding answered questions and updated tasks and the activity status information.

LEGEND

Next to each module there is an icon (check or writing pad) to indicate if the module is a learning or assessment module. The hover text will also provide this information.

Next to each module and activity there will be an icon that represents its status. Here are what each of the icons represents:

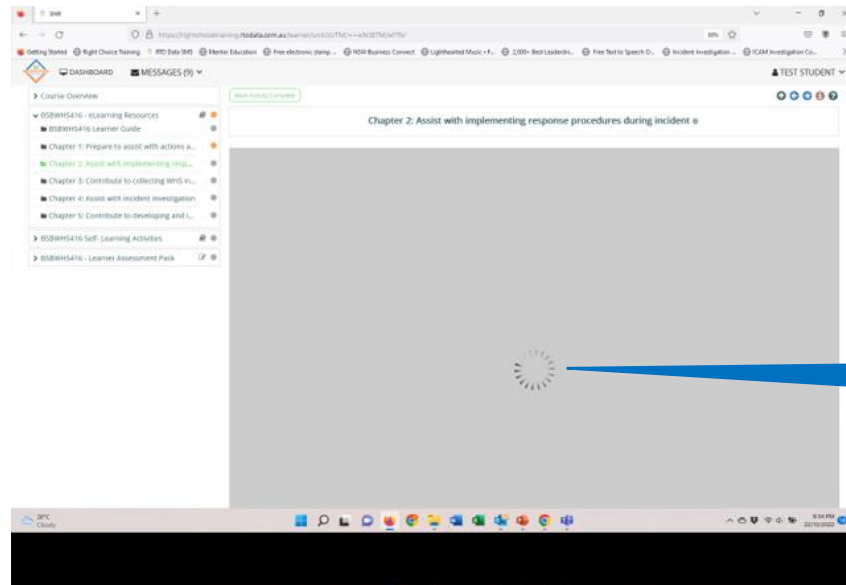
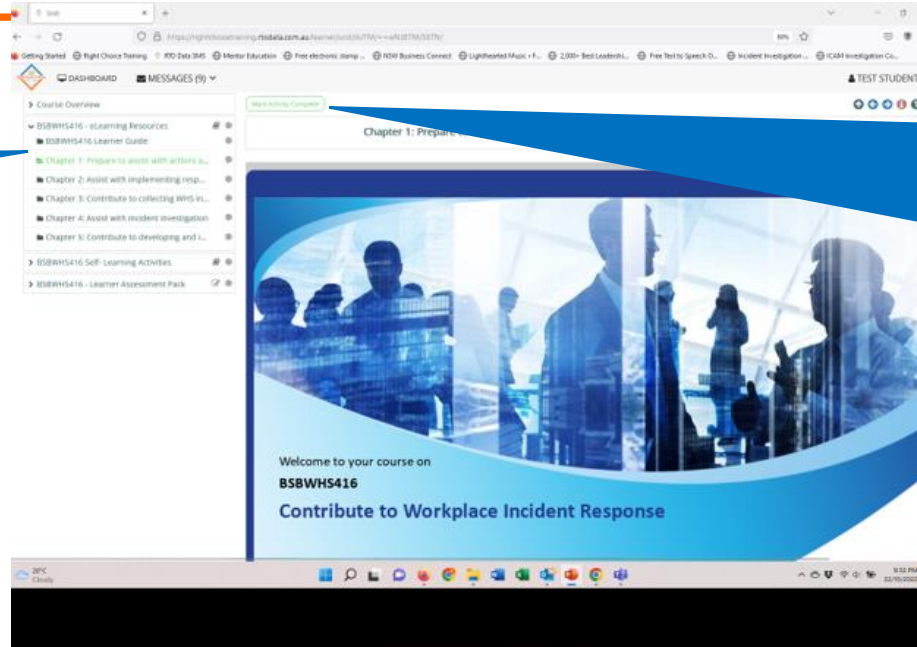
- Grey Dot = Not Started
- Orange Dot = In Progress
- Hourglass Icon = Awaiting Review (learning activities) or Awaiting Assessment (assessment activities)
- Green Tick = Reviewed (learning activities only) or Satisfactory (assessment activities only)
- Red X Icon = Requires Re-assessment (assessment activities only)
- Red Check = Not Satisfactory (assessment activities only)

Please note that the meaning of each icon is in the hover text that appears when you hover over each of the icons.

eLearning Resources Module

eLearning Resources Module will have Learner Guide and all eLearning chapters

Once you complete learner guide/each chapter, click on "Mark Activity Complete" to mark activity as complete.



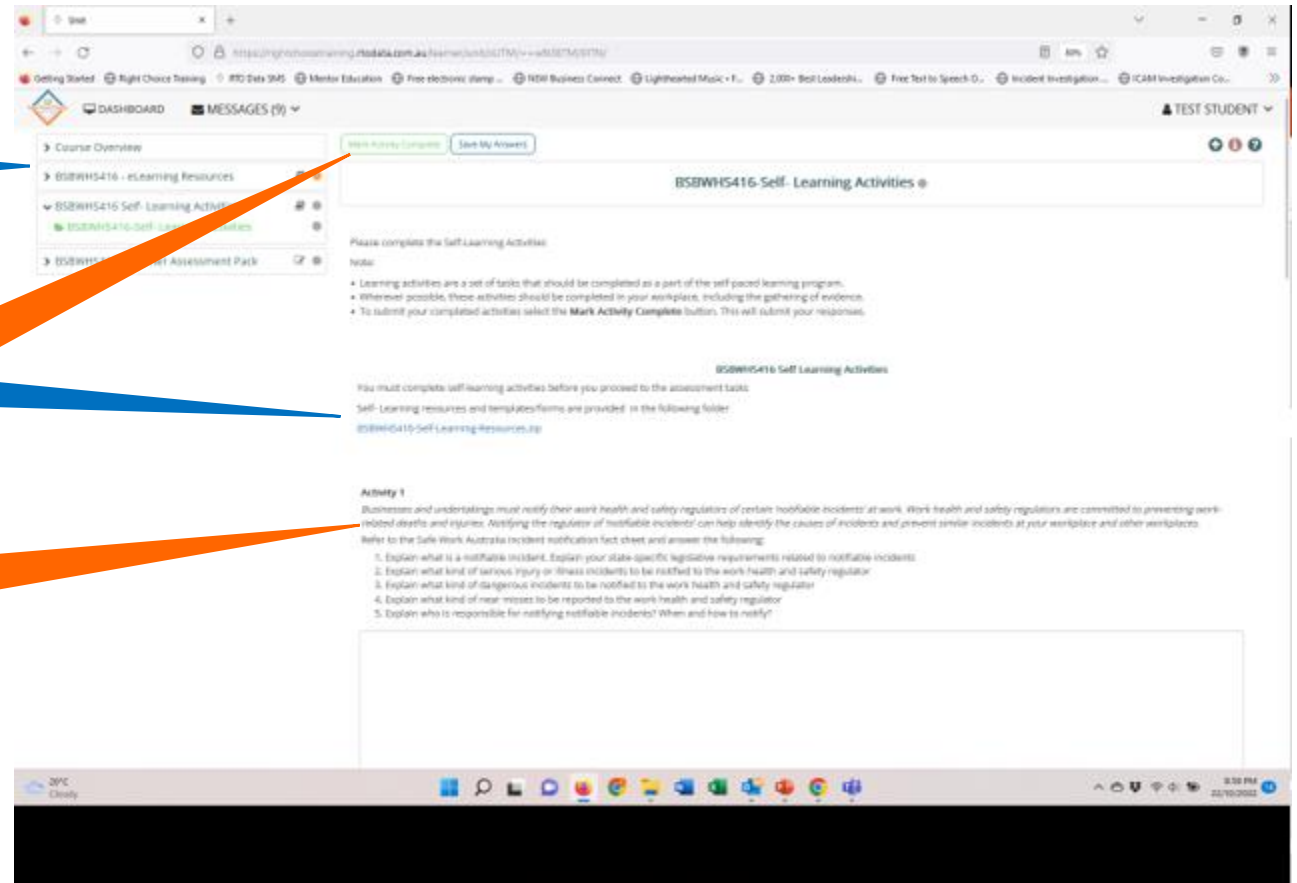
eLearning chapter should start automatically when you click on each chapter. If it fails to start, click on the revolving wheel to start the unit

Self-learning Activities Module

Self- Learning Activities are to prepare you for the Assessment tasks. These activities are not part of the assessment tasks.

Access Learning resources and relevant forms/template through the link

Complete each activity. Once you complete all activities, click on “Mark Activity Complete” to submit your self-learning activities to your trainer



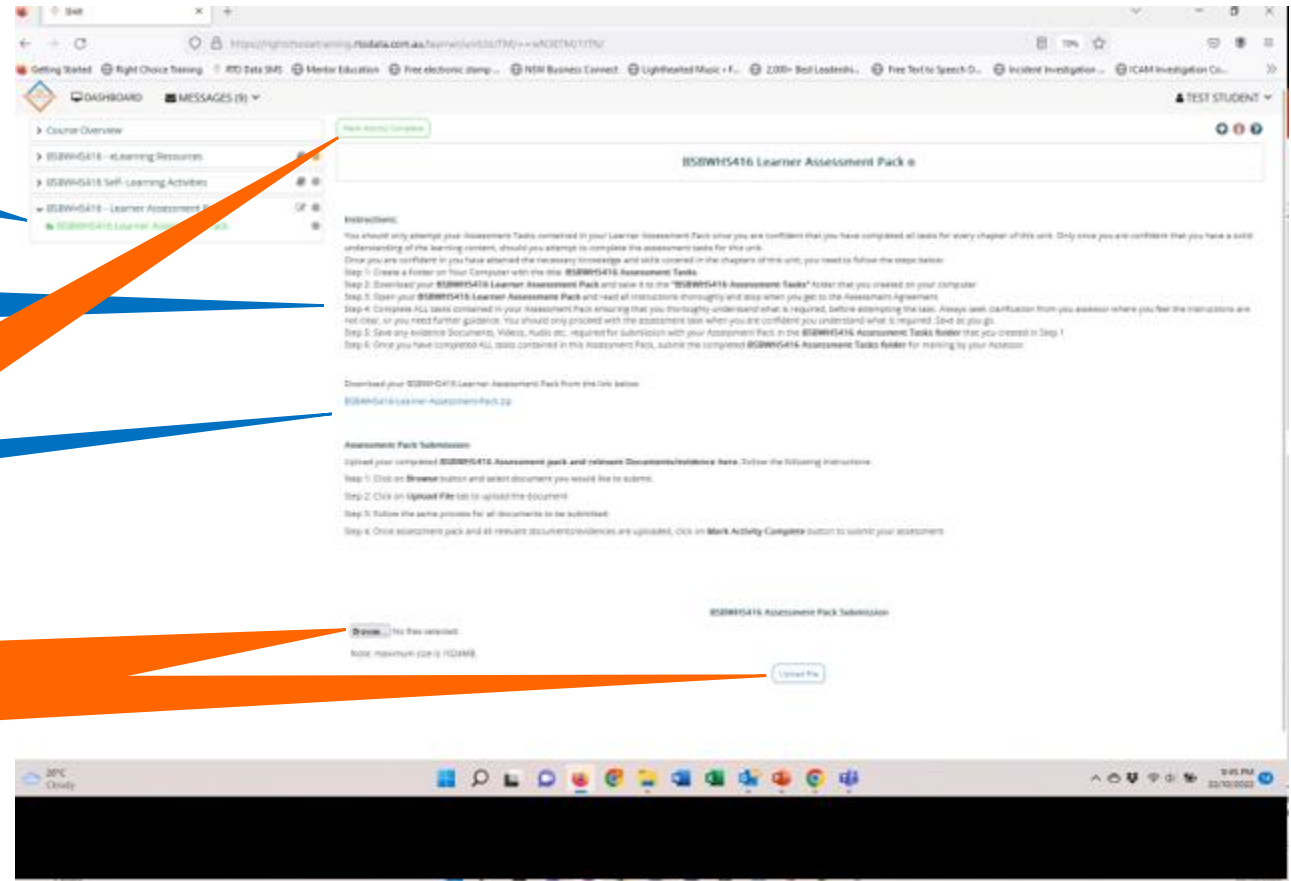
Learner Assessment Pack Module

Once you complete your eLearning resources and Self-learning Activities modules, start working on your Learner Assessment Pack

Read all instructions carefully

Download your assessment pack.

Once you complete your assessment Pack and collect all required evidence, Click on “Browse” to upload your assessment pack and evidence from your computer. The, Click on “Upload” to upload your documents
Click on “Mark Activity Complete” to submit your Assessment task to your Assessor



The screenshot shows a web browser window displaying the 'BSBWH5416 Learner Assessment Pack' submission page. The page includes a 'New Activity Complete' button, a 'Course Overview' sidebar, and a main content area with instructions and a submission form. The instructions are as follows:

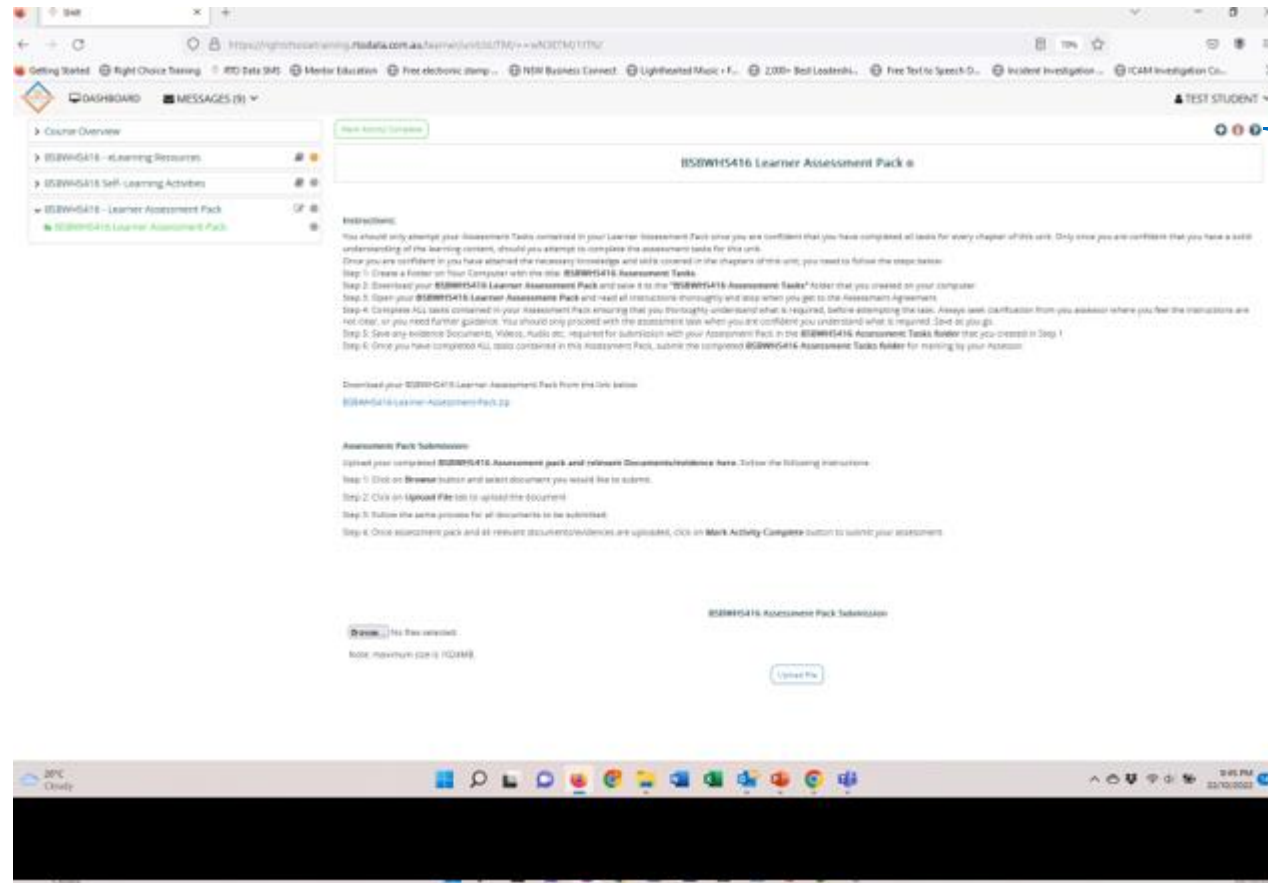
Instructions:
You should only attempt your Assessment Tasks contained in your Learner Assessment Pack once you are confident that you have completed all tasks for every chapter of this unit. Only once you are confident that you have a solid understanding of the learning content, should you attempt to complete the assessment tasks for this unit.
Once you are confident in you have attained the necessary knowledge and skills covered in the chapters of this unit, you need to follow the steps below:
Step 1: Create a Folder on your Computer with the title 'BSBWH5416 Assessment Tasks'
Step 2: Download your BSBWH5416 Learner Assessment Pack and save it to the 'BSBWH5416 Assessment Tasks' folder that you created on your computer.
Step 3: Open your BSBWH5416 Learner Assessment Pack and read all instructions thoroughly and also when you get to the Assessment Agreements.
Step 4: Complete ALL tasks contained in your Assessment Pack ensuring that you thoroughly understand what is required, before attempting the task. Always seek clarification from your assessor where you feel the instructions are not clear, or you need further guidance. You should only proceed with the assessment task when you are confident you understand what is required. Save as you go.
Step 5: Save any evidence Documents, Videos, Audio, etc. required for submission with your Assessment Pack in the BSBWH5416 Assessment Tasks folder that you created in Step 1.
Step 6: Once you have completed ALL tasks contained in this Assessment Pack, submit the completed BSBWH5416 Assessment Tasks folder for marking to your Assessor.

Download your BSBWH5416 Learner Assessment Pack from the link below:
BSBWH5416 Learner Assessment Pack.zip

Assessment Pack Submission
Upload your completed BSBWH5416 Assessment pack and relevant Documents/Evidence here. Follow the following instructions:
Step 1: Click on **Browse** button and select document you would like to submit.
Step 2: Click on **Upload File** icon to upload the document.
Step 3: Follow the same process for all documents to be submitted.
Step 4: Once assessment pack and all relevant documents/evidence are uploaded, click on **Mark Activity Complete** button to submit your assessment.

The submission form includes a 'Browse' button, a note 'Note: maximum size is 1024MB', and an 'Upload File' button.

More Help



Each LMS page will have “?” on top right corner. Click on this “?” to get more information and instructions about each tab

Can I fast track my course completion

Yes, sure, you can!

- You can complete the course at any pace you choose, and can complete the course anytime before the enrolment term ends.
- As a general rule, we recommend that you allow yourself 8-10 hours of study per week in order to complete the course within the timeline
- Course completion timeline will vary depending upon hours of study and relevant industry experience



How do I get support?

You are well supported throughout your course, so you won't feel alone.

- You'll have access and discuss your course work on a one-on-one basis with a specialist trainer via:
 - Telephone
 - Email
 - Virtual Classroom, Zoom, MS Teams or Skype
- A course orientation for new learners;
- A trainer assigned to each learner to provide unlimited learning support through the entire course term;



What is my learning and assessment marking timeline?

**Learning Activities
are marked within 5
business days**

**Assessments are
marked within 7
business days**

You will only have to wait days, not weeks, for your learning activities and assessments to be marked.

- No due date for learning and assessment activities
- You will have complete flexibility to plan your study in advance
- Submit your self-learning activities online in LMS. It will be marked and feedback will be returned within 5 business days
- Submit your assessments online in LMS. It will be marked and feedback will be returned within 7 business days
- You will always have topics to study. While waiting for the assessment outcome you can continue on to the next topic! No need to wait!

Still have question?



Contact us



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admin@rightchoicetraining.com.au

