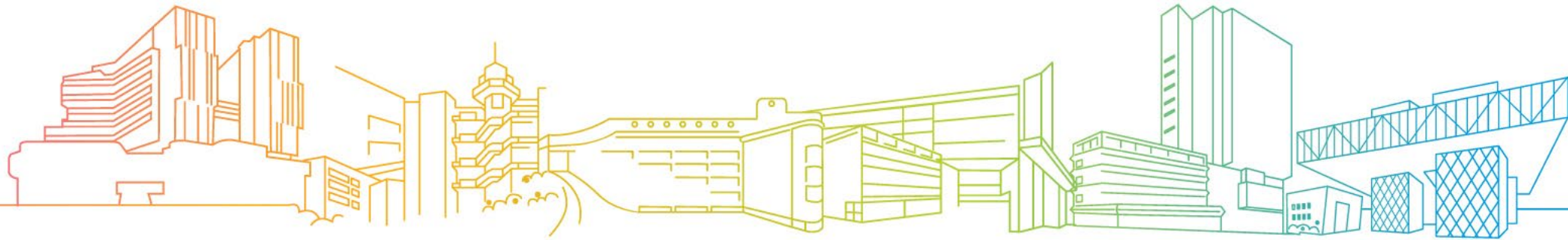




Workplace Learning and Assessment (WLA) Web-based System Training for Teachers



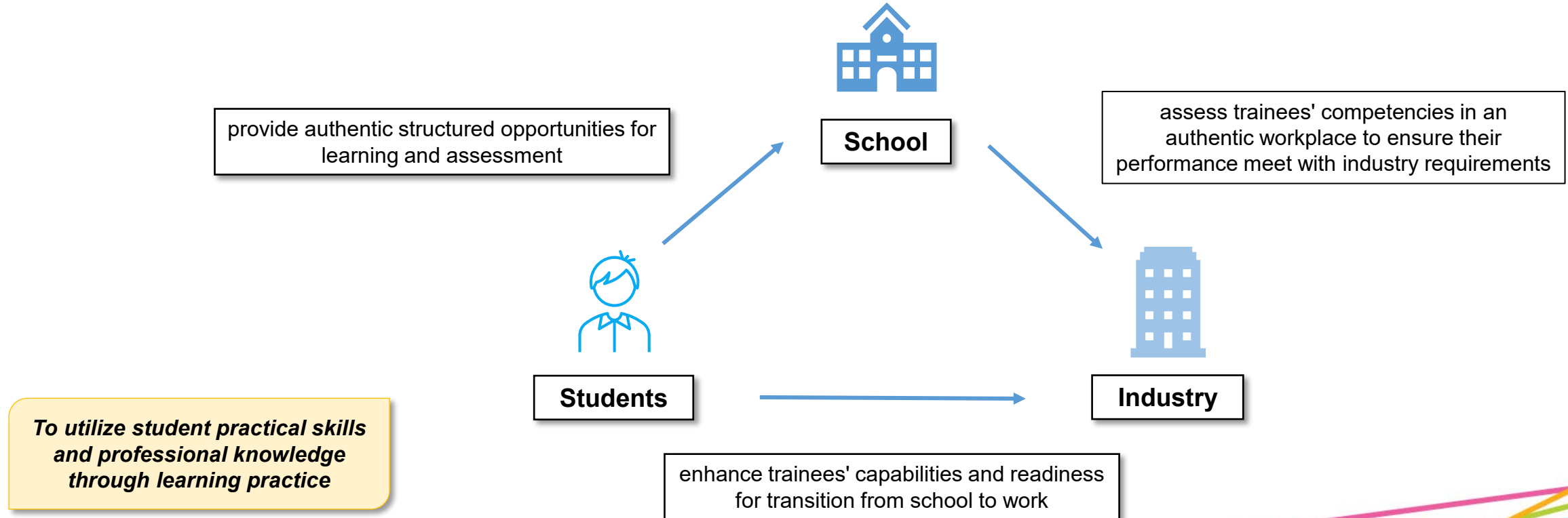
Intended Learning Outcomes

At the end of this webinar, participants will be able to:

- identify the core functions of the WLA Web-based System; and
- perform basic tasks on the system with a teacher role, such as enrolling students, grouping students, creating unit standard, etc.

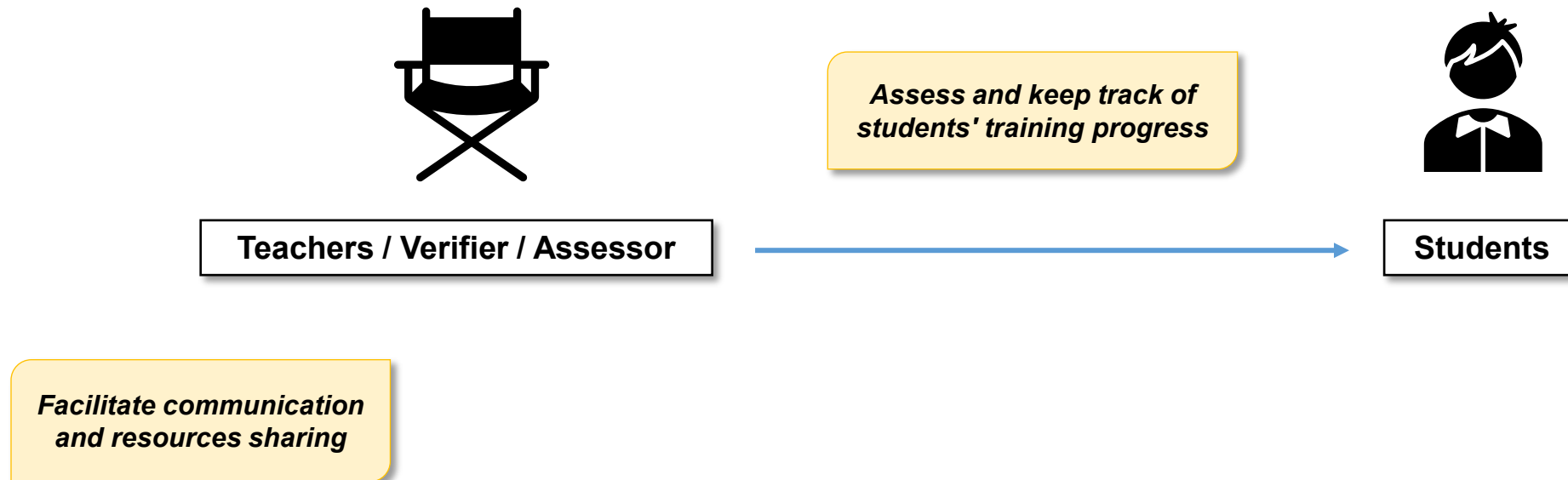
Introduction

- WLA was introduced in **AY2018/19** to raise training quality and strengthen collaboration among industries

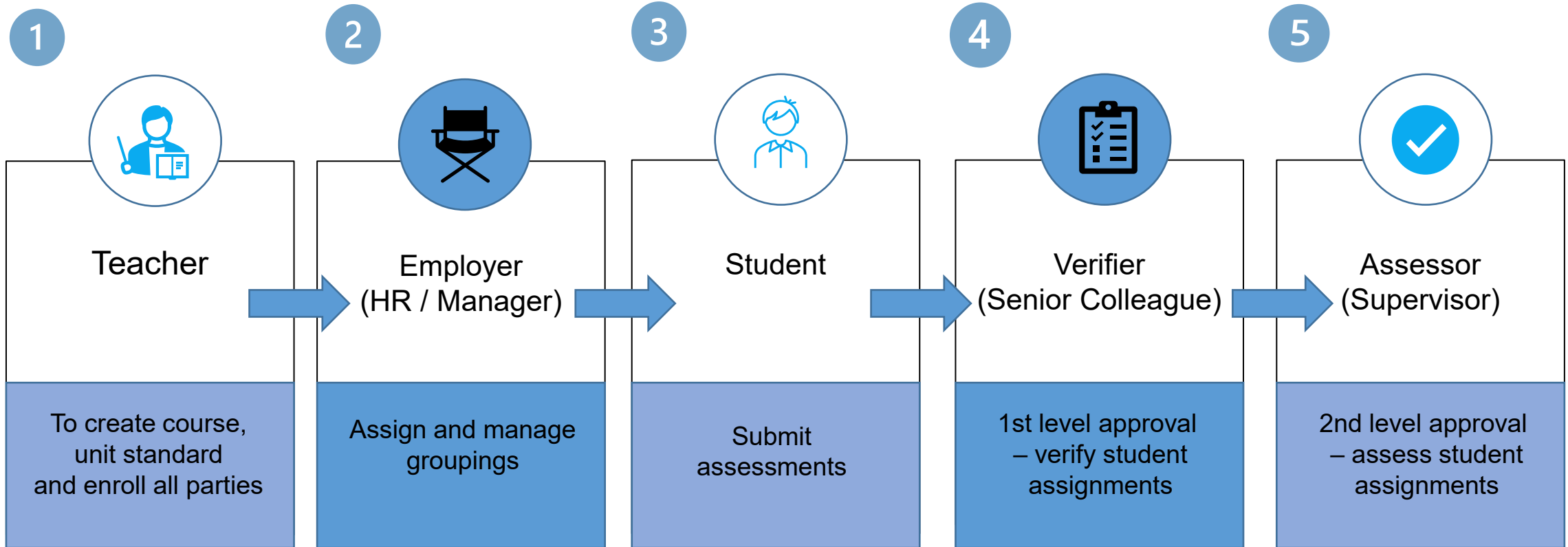


WLA Web-based System

- Web-based e-learning platform for WLA activities



WLA Roles & Responsibilities



Teachers usually take the role to assign groups too

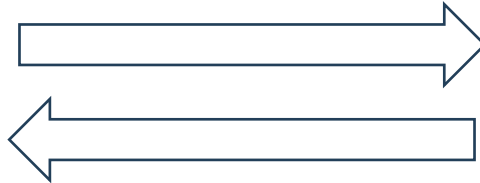
WLA Coordinator vs WLA Teacher



**WLA
Coordinator**

- Create WLA Course Template
- Support WLA teacher
- System feedback collection

Provide WLA
templates & support



Provide feedback



**WLA
Teacher**

- Use WLA template course
- Enroll / Group students & employers
- Support students & employers

WLA Web-based System Training Series



Workplace Learning and Assessment (WLA) Web-based System Training Series AY2023/24

March - April 2024

[About the Series](#) [Training Schedule](#) [Contacts](#)

About the Series

Workplace Learning and Assessment (WLA) aims to enhance trainees' capabilities and readiness for transition from school to work through learning and assessment in collaboration with employers in an authentic workplace to ensure trainee performance meets industry requirements. To facilitate the smooth operation of WLA, a web-based system is established for use by the relevant parties. The "Workplace Learning and Assessment (WLA) Web-based System Training Series" is co-developed and delivered jointly by CLT and ITSD to equip WLA Coordinators, VTC Teaching and Instructing Staff with knowledge and skills in utilising the system.

Objectives

The objectives of the series are to introduce the WLA web-based system to the WLA Coordinators, and VTC Teaching and Instructing Staff, and enable them to use the system effectively. Good practices of utilising the system from various disciplines will be also shared.

WLA Web-based System Training Overview



WLA Coordinator	WLA Teacher
Create Course	Create Course
Course Content – Feedback	Course Setup – Backup & Restore
Course Content – Checklist	Course Setup – Enrollment
Course Content – Add Tasks	Course Setup – Update Unit Standard
Course Content – Upload Course Material	Course Setup – Group Overview
Course Content – Unit Standard	Course Setup – Self-Checking Helper
Backup	Types of Report
Types of Report	Revert Status
Batch Download	Batch Download

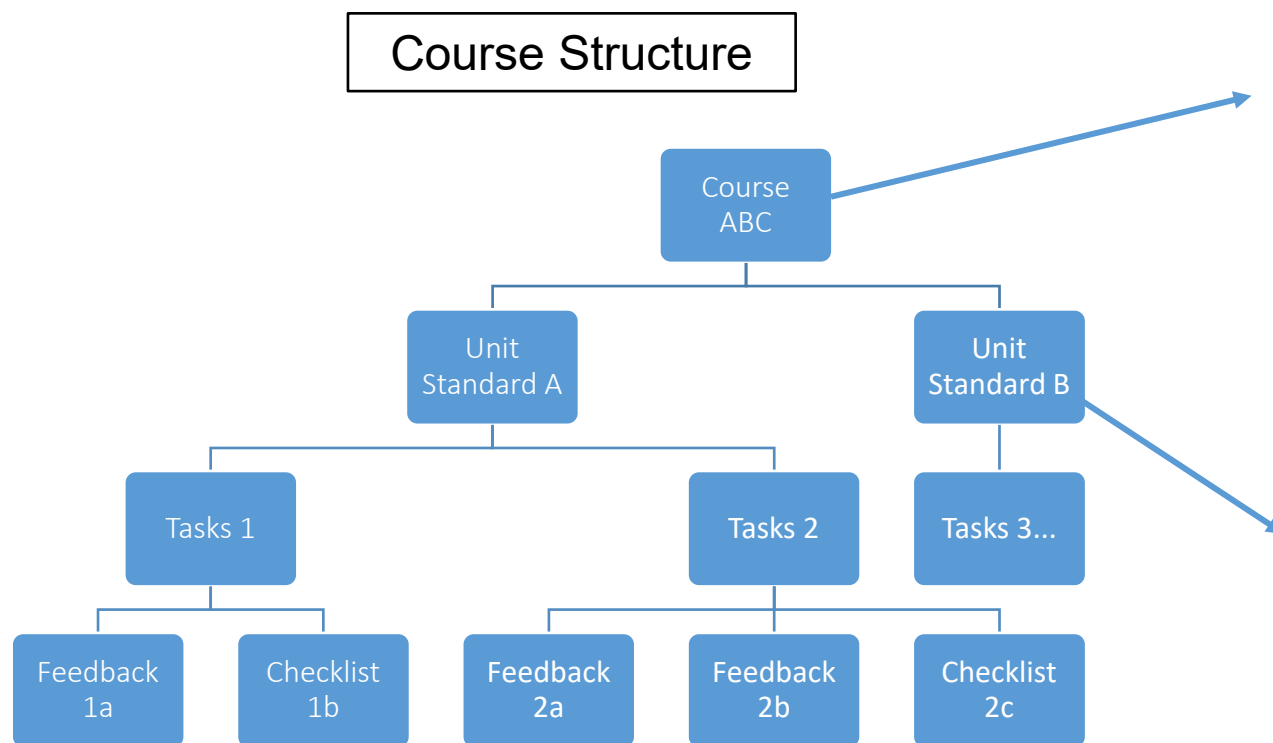
Training Flow



Training Content for Teachers	
1. Create Course	9. Self-Checking Helper
2. Course Setup – Backup & Restore	10. Revert Status
3. Update Course Settings	11. Types of Report
4. Course Setup – Enrollment	12. Batch Download
5. Course Setup – Update Unit Standard	13. Intro to Training Environment
6. Group Overview – Employer Roles	14. Evaluation
7. Check Feedback + Checklist Setting	15. Q&A
8. Student + Role of Assessor	

WLA Course Structure

- A complete course must have the following components:



Dashboard > My courses > Create Course Demo

WLA Course

General

IOC4806 - Task 1 - Propose a manning plan for a selected production kitchen (WC004)

Task 1a - Propose a manning plan for a selected production kitchen

Task 1b - (Evidence) prepare the manning plan for a selected production kitchen

IOC4806 - Task 2 - Develop a production plan for a selected kitchen (WC004)

Task 2a - Develop a production plan for a selected production kitchen

Task 2b - (Evidence) develop a production plan for a selected production kitchen

Unit standard

WLA Unit Standard

Unit standard	Student deadline	Verifier deadline	Assessor deadline	Tasks
WC004 - Propose a manning plan for a selected production kitchen	30 Dec 2023 10:35	30 Dec 2023 12:35	30 Dec 2023 18:35	IOC4806 - Task 1 - Propose a manning plan for a selected production kitchen (WC004)
WC004 - Develop a production plan for a selected production kitchen	30 Dec 2023 10:42	30 Dec 2023 12:42	30 Dec 2023 18:42	IOC4806 - Task 2 - Develop a production plan for a selected kitchen (WC004)

Create Unit standard

Common WLA Terms – Unit Standard

- Unit standards are **assessment tools** that describe the **minimum standard** a person is expected to achieve to meet a **stated outcome**
- Unit standards specify:
 - the competency requirements of particular tasks and functions
 - the expected outcomes for workplace learning in respective industries
 - the requirements and conditions of the workplace assessment

Sample Unit Standard

RESTRICTED
A Sample Unit Standard

Title	Prepare and present espresso beverages for service		
Level	3	QF Credits	5
Unit number	IH33001		
Purpose statement	Trainee credited with this unit standard are able to: prepare espresso equipment and ingredients; extract espresso, and explain potential problems with espresso and espresso equipment; prepare milk, and explain potential problems with preparing milk, for espresso beverages; and present espresso beverages for service.		
Classification	Services > Catering, Food and Beverage Services		

Explanatory notes

- Definition
Establishment requirements – any policy, procedure, process or agreed requirement, either written or oral, that is made known to the trainee prior to assessment against this unit standard.
Freshly ground – coffee beans used for espresso should be used within 15 minutes of grinding.
- Range
Espresso beverages include but are not limited to – short black, cappuccino, latte, long black, mochaccino, flat white; evidence is required of a minimum of three espresso beverages coordinated in one order.
- Legislation and regulations to be complied with include but is not limited to – Occupational Safety and Health Ordinance.
- For the purpose of this unit standard the immediate service environment must be kept clean, safe, and ready for use in accordance with establishment requirements.
- Evidence for the practical components of this unit standard must either be gathered in the workplace or in a realistic environment where the trainee has to produce product or similar for customers who have the same expectations for quality and timeliness as a paying customer.

Version 1.1 | October 2018

RESTRICTED

Outcomes and Performance Criteria

Outcome 1 Prepare espresso equipment and ingredients.

Performance Criteria

- Cold, filtered water and high-quality, fresh ingredients are made available in sufficient quantity for service in accordance with establishment requirements.
Range – ingredients include but are not limited to – coffee beans, milk, accompaniments, garnishes; quality includes but is not limited to – within expiry date, aroma, appearance.
- Equipment service items are kept at the correct temperature, clean, free from damage, and ready for use within the time-frame for service, in accordance with establishment requirements.
Range – equipment service items include but are not limited to – espresso equipment, grinder, cups and saucers, spoons, stirrers.
- Coffee beans used are appropriate for service, freshly ground, and the correct grind and consistency for extraction and equipment used, in accordance with establishment requirements.

Outcome 2 Extract espresso, and explain potential problems with espresso and espresso equipment.

Performance Criteria

- Portafilter is cleaned, dosed, and tamped in accordance with establishment requirements.
- Espresso is extracted in accordance with establishment requirements.
Range – extraction includes but is not limited to – colour, aroma, taste.
- Potential problems with espresso and espresso equipment are explained in accordance with establishment requirements.
Range – problems include but are not limited to – crema, over and under extraction.

Outcome 3 Prepare milk, and explain potential problems with preparing milk, for espresso beverages.

Performance Criteria

- Milk is aerated to correct texture, temperature, and volume for beverage being served in accordance with establishment requirements.

Version 1.1 | October 2018

RESTRICTED

Performance Criteria

- Espresso beverages are served in correct, pre-heated vessel for beverage being served in accordance with customer expectations and establishment requirements. Espresso beverages are contained completely within clean and damage-free service vessel, with no drips or spillage.
- Espresso beverages are served to customers using service methods that maintain its quality in accordance with establishment requirements.
Range – quality indicators – temperature, aroma, taste, body.
- Presentation of multiple servings of espresso beverages is coordinated to ensure group customer orders are satisfied in accordance with establishment requirements.
- Correct and sufficient accompaniments are served with espresso beverages in accordance with establishment requirements.

Version	Date	Updated by (Name, rank, designation)	Last Date for Assessment
1	19 November 2015	Chan Tai Man, Lecturer, Dept of HoSTS	31 December 2017
2	21 July 2016	Li Siu Man, Senior Lecturer, Dept of HoSTS	N/A

Version 1.1 | October 2018

Source: QEAO (Guidelines on Developing Unit Standards for Workplace Learning and Assessment)

Common WLA Terms – Checklist

- The checklist module allows a teacher to create a checklist / to-do list / task list for the employers to work through



Checklist

Common WLA Terms – Feedback



- The feedback activity enables a teacher to create a custom survey for collecting feedback from students using a variety of question types
- It allows students to write their feedback and upload different types of files

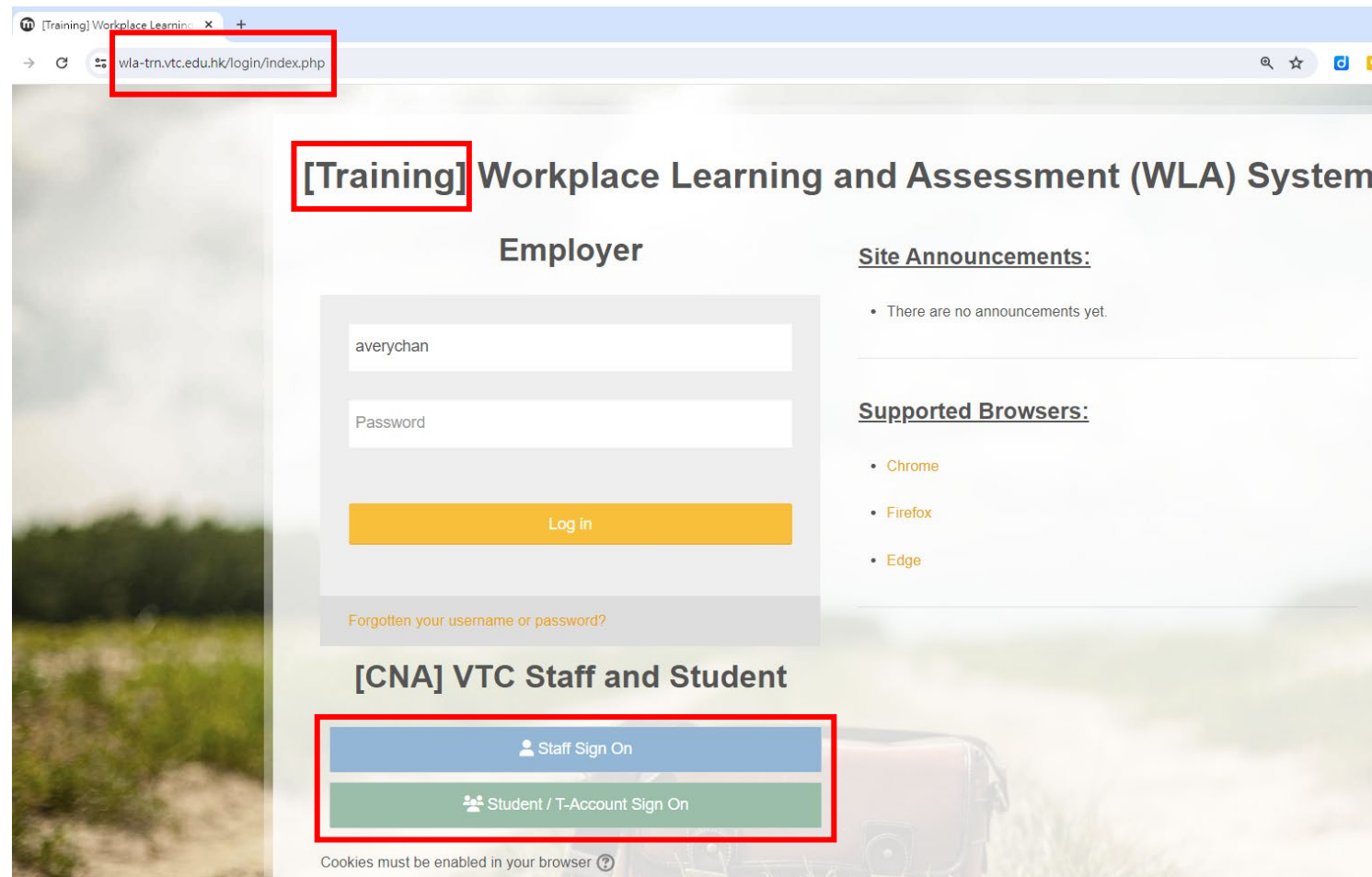


Feedback

Training Environment



- Enter <https://wla-trn.vtc.edu.hk/> to familiarize yourself with the WLA environment



Training Environment - Dashboard



[Training] Workplace Learning and Assessment (WLA) System

CHAN CHUNG WOON AVERY ▾ CC

wlatrn Dashboard My courses English (en) ▾

Dashboard Customise this page

Latest announcements

(No announcements have been posted yet.)

Timeline

⌵

Recently accessed courses

⏪ ⏩

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Navigation

- Dashboard
 - Site home
 - Site pages
 - My courses
 - BUS4110M (Work-integrated Learning) AY2023/24_Se...
 - ITSD001_ITSD_ST_1(Test course)
 - VTC Management Utilities
 - Create course**
 - Multiple enroll users
 - VTC Management Utilities
 - Workplace Dashboard

Administration

- Site administration

Recently accessed items

- QUESTIONS (TO BE COMPLETED BY TRAINEE) ITSD001_ITSD_ST_1(Test course)
- ASSIGN GRADE ITSD001_ITSD_ST_1(Test course)
- 2. TRAINEE ASSESSMENT RECORD-EG314101-CON2393 BUS4110M (Work-integrated Learning) AY2023/24_S...
- 1. UNIT STANDARD-EG314101-CON2393 BUS4110M (Work-integrated Learning) AY2023/24_S...
- QUESTIONS (TO BE COMPLETED BY TRAINEE) BUS4110M (Work-integrated Learning) AY2023/24_S...
- 1. UNIT STANDARD-EG314101-CON2393 ITSD001_ITSD_ST_1(Test course)
- CHECKLIST (TO BE COMPLETED BY VERIFIER) ITSD001_ITSD_ST_1(Test course)
- CHECKLIST (TO BE COMPLETED BY ASSES... ITSD001_ITSD_ST_1(Test course)

Show more items

Create Course

- Creating a new course module on WLA

Create course

Which course modules do you want to create?

Moodle academic year Moodle non-academic year

Manual input course full name

Course full name

Course start date

Course end date

AY start

Semester start

Company name

Other

Required

Create course

Course information

Discipline : Information Technology Services Division (ITSD)

Programme board : Stress Test (ST)

Module : ITSD001 (Test course)

Course full name

Manual input course full name

Course full name

Course start date

Course end date

AY start

Semester start

Company name

Other

Create course video can be found [here](#)

- Please confirm with your Programme/Module's WLA Coordinator about which option to choose

Quick Tips



[Training] Workplace Learning and Assessment (WLA) System



wlatrn English (en) Dashboard My courses Log out

Available Role(s):

- Verifier
- Assessor
- Teacher**
- Employer

- Verifier overview
- Assessor overview
- Teacher overview**
- Reports
- Course information
- Trainees progress
- Group overview
- Contact
- Help
- Exit

Teacher overview

Non-submitted assessment Partial submitted assessments Submitted assessments Partial competent assessments

All competent assessments Pending for verification Pending for assessments

Filter

Note: The following is showing a list of students who **does NOT** submit any tasks.

5 au42_student TRAIN WLA COURSE Student deadline : 15 Mar 2050 22:07	4 au42_student TRAIN WLA COURSE Student deadline : 15 Mar 2050 22:07	3 au42_student TRAIN WLA COURSE Student deadline : 15 Mar 2050 22:07	2 au42_student TRAIN WLA COURSE Student deadline : 15 Mar 2050 22:07	5 au25_student TRAIN WLA COURSE Student deadline : 15 Mar 2050 22:07	4 au25_student TRAIN WLA COURSE Student deadline : 15 Mar 2050 22:07
--	--	--	--	--	--

Quick Tips

Teacher overview

Non-submitted assessment Partial submitted assessments Submitted assessments Partial competent assessments All competent assessments Pending for verification Pending for assessments

Filter

Note: The following is showing a list of students who **does NOT** submit any tasks.

5 au42_student TRAIN WLA COURSE Student deadline : 15 Mar 2050 22:07	4 au42_student TRAIN WLA COURSE Student deadline : 15 Mar 2050 22:07	3 au42_student TRAIN WLA COURSE Student deadline : 15 Mar 2050 22:07	5 au41_student TRAIN WLA COURSE Student deadline : 15 Mar 2050 22:07	4 au41_student TRAIN WLA COURSE Student deadline : 15 Mar 2050 22:07	3 au41_student TRAIN WLA COURSE Student deadline : 15 Mar 2050 22:07
--	--	--	--	--	--

Workplace Learning Assessment (WLA) System: WLA Teacher Overview and Trainee Progress Report

For Teacher - [[More Videos / Full System Training](#)]
For Employer - [Please contact your assigned teacher for further assistance.]

Quick Tips

Training Course



- Workplace Learning & Assessment User Guide
<https://moodle-nay.vtc.edu.hk/course/view.php?id=2545>

Workplace Learning Assessment (WLA) System:
WLA Teacher Overview and Trainee Progress Report

For Teacher - [More Videos **Full System Training**]
For Employer - [Please contact your assigned teacher for further assistance.]

Quick Tips

Information Technology Services Division (ITSD) / Workplace Learning & Assessment (WLA)
Workplace Learning & Assessment User Guide
447 students Last updated Jul. 2022
Chungus-Teacher BUT (and 9 more)

About the course

Course content

WLA Web-Based System training Workshop for WLA Coordinator / Teachers	▼
Getting Started with WLA System	
WLA Phase 8 (For AY2324) Enhancement Highlight	
Teachers & Coordinators Guide	>
Employer	>

447 already enrolled!

Enrol now

This course includes

Resources

Share this course



Training Course



- Workplace Learning & Assessment User Guide
<https://moodle-nay.vtc.edu.hk/course/view.php?id=2545>

Enrolment options

▼ Self enrolment (Student)

Enrol me

No enrolment key required.

Table of contents

Expand all

You are enrolled in the course.

▼ WLA Web-Based System training Workshop for WLA Coordinator / Teachers

Getting Started with WLA System

WLA Phase 8 (For AY2324) Enhancement Highlight

WLA Coordinators + WLA Teachers

WLA Coordinators should know how to create a WLA course template for the discipline. They should also act as the support for WLA teacher as well as assist for system feedback collection.

WLA Teachers should be able to use WLA template course from coordinator and restore into their newly created course. They will need to enroll and group students and employers. WLA teachers will act as primary support for students and employers.

This workshop is designed for all Disciplines Coordinators / Teachers who need to create WLA course for their students.

In this workshop, all Disciplines Coordinators / Teachers will need to:

1. Understand the WLA course flow.
2. Read user guides and materials for teacher, student, employer, assessor & verifier.
3. Create a demo WLA course in the WLA training environment with assigned training data.
4. Go through the whole WLA flow with training accounts for teacher, student, employer, assessor & verifier.

Workplace Learning & Assessment User Guide

Enter this course

Administration

- ▼ Course administration
 - Unenrol me from WLA001_ITSD_WLA_merlinlin_1
- > Site administration

Retrieve Sample Course Template from WLA Teacher Training Course



- Retrieve course template to restore into newly create WLA course




1.4 Teacher PowerPoint Guide 




Task 1.4: Please follow this Course Creator/Teacher Guide to:

1. Create your testing WLA course in Moodle training system
2. Enroll the student in Moodle training system
3. Sync the course data from Moodle training system to WLA training system
4. Enroll employer, verifier & assessor in the testing course in WLA training system
5. Create the WLA unit standard, tasks & component in the WLA testing course



1.4c Training Materials for BA (Feb 2023) 



1.4d Training Materials for HT (June 2023) 



1.5 - Course template for WLA teachers training 




Please click to download the template from this link for the WLA Web-based System Training for Teachers.

This template will be used as practice to restore course template into newly created course.


Restore Course

- When you need to have pre-existing course content into a newly created course

Import a backup file

Files 

Choose a file... Maximum size for new files: 1 GB



You can drag and drop files here to add them.

Restore

Restore into this course

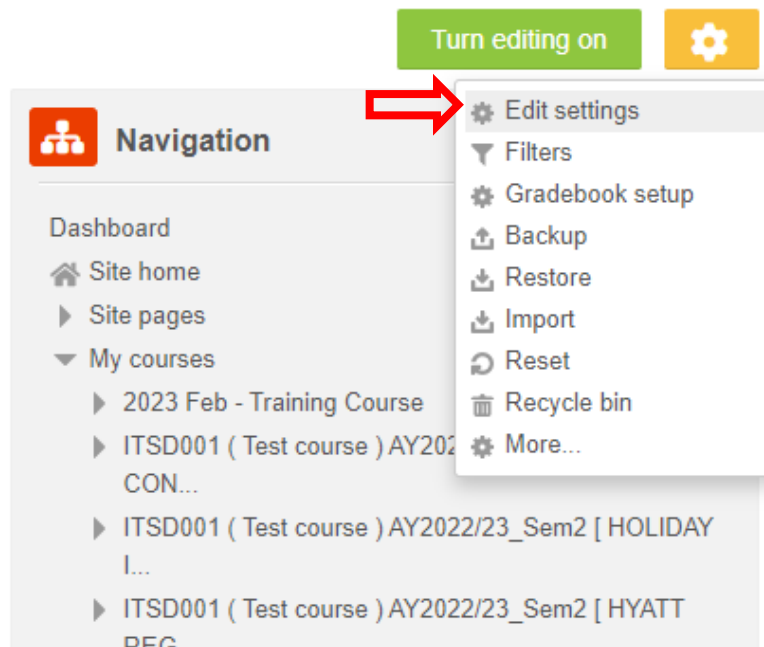
- Merge the backup course into this course
- Delete the contents of this course and then restore

Continue

Restore video can be found [here](#)

Update Course Setting

- Course related settings (start / end date) need to be updated to allow different roles to enter course to submit / verify / assess



A screenshot of a navigation menu. At the top, there is a green button labeled "Turn editing on" and a yellow gear icon. Below this is a "Navigation" menu with a red arrow pointing to the "Edit settings" option. The menu items are: Dashboard, Site home, Site pages, My courses (with sub-items: 2023 Feb - Training Course, ITSD001 (Test course) AY2023/24_Sem1_UAT testing for maximum and minimum, ITSD001 (Test course) AY2022/23_Sem2 [HOLIDAY I..., ITSD001 (Test course) AY2022/23_Sem2 [HYATT PFC]).

Edit course settings

General

Course full name ⓘ ⓘ ITSD001 (Test course) AY2023/24_Sem1_UAT testing for maximum and minimum

Course short name ⓘ ITSD001_ITSD_ST_localteacher@claudiachan_8

Course category ⓘ ⓘ × Stress Test (ST)

Search

Course visibility ⓘ Show

Course start date ⓘ 17 August 2023 00:00

Course end date ⓘ 31 August 2023 00:00 Enable

Enroll Users & Assign Roles



- To ensure that users can access the course
- Assign roles so they can perform designated actions

CSV enrol

Upload

Download CSV template

File

Choose a file... Maximum size for new files: 1GB

template_upload_student.csv

Encoding

UTF-8

Preview rows

10

Next

Multiple enrol

CSV enrolment video can be found [here](#)

Multiple enrolment video can be found [here](#)

Navigation

Dashboard

- Site home
- Site pages
- My courses
 - ITSD001 (Test course) AY2023/24_Sem1
 - ITSD001 (Test course) AY2023/24_Sem1 [7-ELEVEN ...
 - ITSD001 (Test course) AY2023/24_Sem1 [BANK OF C...
 - ITSD001 (Test course) AY2023/24_Sem1 [MTR CORPO...
 - ITSD001 (Test course) AY2023/24_Sem1 [VOCATIONA...
 - ITSD001 (Test course) AY2023/24_Sem1_BA Testing ...
 - ITSD001 (Test course) AY2023/24_Sem1_Prod UAT
 - ITSD001 (Test course) AY2023/24_Sem1_Prod UAT_Mu...
 - ITSD001 (Test course) AY2023/24_Sem1_Support Case
 - ITSD001 (Test course) AY2023/24_Sem1_Test Simula...
 - ITSD001 (Test course) AY2023/24_Sem1_UAT testing...
 - ITSD001 (Test course) AY2023/24_Sem1_UAT testing...
 - ITSD001 (Testcourse) AY2023/24_Sem1 [THE EAST H...
- VTC Management Utilities
 - Create course
 - Multiple enroll users**
 - VTC Management Utilities
- Workplace Dashboard

Enroll Users & Assign Roles



- There are three methods to assign roles to courses

Individual enrolment

The screenshot displays the Moodle user management interface. On the left, a table lists users with columns for Surname / First name, Email address, Roles, Groups, Last access to course, and Status. A red arrow points to the '2 ds403_student' user. On the right, a sidebar shows course administration options for 'ITS001 (Test course) AY2023/24_Sem1 [MTR CORPO...'. A red arrow points to the 'Participants' section under the course.

Surname / First name	Email address	Roles	Groups	Last access to course	Status
1 ds403_student	ds403_stu_1@test.com	Student	No groups	Never	Active
1 ds403_assessor	ds403_ass_1@test.com	Assessor	No groups	Never	Active
1 ds403_verifier	ds403_ver_1@test.com	Verifier	No groups	Never	Active
1 ds403_employer	ds403_emp_1@test.com	Employer	No groups	Never	Active
2 ds403_assessor	ds403_ass_2@test.com	Assessor	No groups	Never	Active
2 ds403_student	ds403_stu_2@test.com	Student	No groups	Never	Active
2 ds403_verifier	ds403_ver_2@test.com	Verifier	No groups	Never	Active
3 ds403_student	ds403_stu_3@test.com	Student	No groups	Never	Active
4 ds403_student	ds403_stu_4@test.com	Student	No groups	Never	Active
5 ds403_student	ds403_stu_5@test.com	Student	No groups	Never	Active
Chan Claudia-Teacher	chr_ba_1@vtc.edu.hk	Teacher, Course creator	No groups	2 secs	Active
LAI WAI LUN	wilai@vtc.edu.hk	Teacher, Student, Assessor, Verifier, Employer, Course creator	No groups	19 days 23 hours	Active

Individual enrolment video can be found [here](#)

Update Unit Standard Deadlines



- Update deadlines so student / employers can complete assessments

Dashboard > My courses > ITSD001 (Test course) AY2023/24_Sem1_UAT testing... > Work place utilities > Manage Unit Standard

Unit standard

Unit standard	Student deadline	Verifier deadline	Assessor deadline	Tasks	Disabled one time approve	Enable monthly email reminder	Enable deadline alert	Disable email notification to assessor and verifier	Disable status update email to teacher	Assigned to relationship group (ID)	Actions
Testing unit standard for optional comment	31 Oct 2023 14:37	31 Oct 2023 14:37	31 Oct 2023 14:37	Testing Task 1	Yes	Off	Off	Off	On		Edit Delete Assign Tasks
Testing unit standard for mandatory comment	31 Oct 2023 14:38	31 Oct 2023 14:38	31 Oct 2023 14:38	Testing Task 2	Yes	Off	Off	Off	On		Edit Delete Assign Tasks

Create Unit standard

Course Groupings with Employer Role



- Manage course grouping + assign unit standard so assessment can be sent to different roles

Grouped Visualize

Qualification - ITSD001 (Test course) AY2023/24_Sem2 [VOCATIONAL TRAINING COUNCIL] -- For Student Template

[Back](#) [Add new grouping](#) [Import group from CSV](#)

Edit	Group	Qualification	Student	Verifiers	Assessor	Specific Unit standard	Delete
	1	ITSD001 (Test course) AY2023/24_Sem2 [VOCATIONAL TRAINING COUNCIL] -- For Student Template	Chan Claudia-Student (localstudent@claudiachan)	Chan Claudia-Teacher	Chan Claudia-Teacher	<ul style="list-style-type: none">• Testing unit sta...• Testing unit sta...	

[Add new grouping](#) [Import group from CSV](#)

Group management

ITSD001 (Test course) AY2023/24_Sem2 [VOCATIONAL TRAINING COUNCIL] -- For Student Template

Grouping assessors, verifiers and students

Student	Select All/None	Verifiers	Assessor
<input checked="" type="checkbox"/> Chan Claudia-Student (localstudent@claudiachan)		<input checked="" type="checkbox"/> Chan Claudia-Teacher	<input checked="" type="checkbox"/> Chan Claudia-Teacher

Assigned unit standards(s)

- Testing unit standard for optional comment
- Testing unit standard for mandatory comment

[Save](#) [Back](#)

Manage groupings video can be found [here](#)

Check Feedback + Checklist Setting



- Ensure correct feedback and checklist workflow setting so activities are completed by the correct role

Dashboard > My courses > ITSD001 (Test course) AY2023/24_Sem2 [VOCATIONA...

Announcements

+ Add an activity or resource

Testing Task 1

- Test Feedback for Student
- Test Checklist for Verifier
- Test Checklist for Assessor

+ Add

Testing Task 2

- Test Feedback for Student for Task 2
- Test Checklist for Verifier
- Test Checklist for Assessor

+ Add an activity or resource

+ Add topics

Context menu for 'Testing Task 1' (highlighted in red):

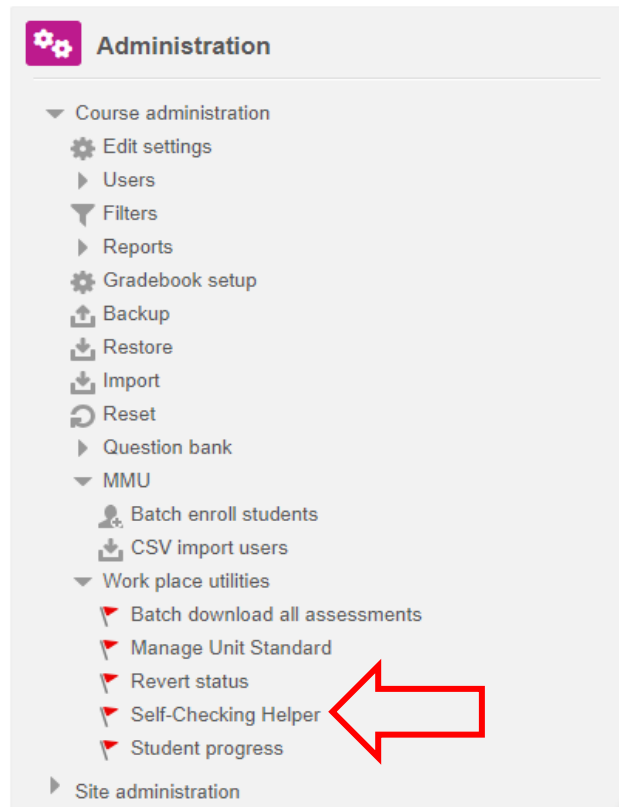
- Edit settings
- Move right
- Hide
- Duplicate
- Assign roles
- Delete

Workplace Assessment workflow

- Approval required from verifier & assessor !
- Approval required from verifier only !
- Approval required from assessor only !
- No Approval required !
- Send content change notification ?

Self-Checking Helper

- One page to find out course situation



The screenshot shows the 'Administration' sidebar menu. The 'Work place utilities' section is expanded, and 'Self-Checking Helper' is highlighted with a red arrow pointing to it.

- Administration
 - Course administration
 - Edit settings
 - Users
 - Filters
 - Reports
 - Gradebook setup
 - Backup
 - Restore
 - Import
 - Reset
 - Question bank
 - MMU
 - Batch enroll students
 - CSV import users
 - Work place utilities
 - Batch download all assessments
 - Manage Unit Standard
 - Revert status
 - Self-Checking Helper
 - Student progress
 - Site administration

Dashboard > My courses > ITSD001 (Test course) AY2023/24_Sem1_Prod UAT_Mu... > Work place utilities > Self-Checking Helper

Self-Checking Helper

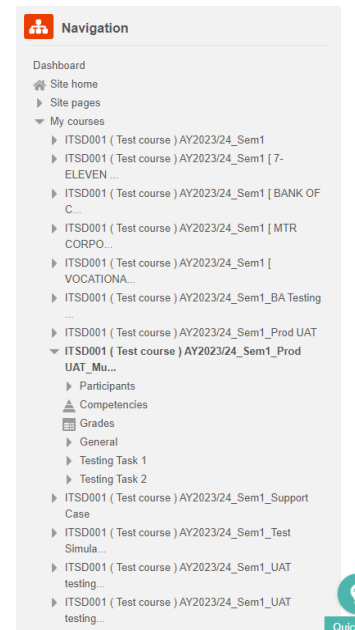
Course: ITSD001 (Test course) AY2023/24_Sem1_Prod UAT_Multiple Enroll User
ITSD001_ITSD_ST_localteacher@claudiachan_7

COURSE

Start Date:	August 17, 2023
End Date:	December 31, 2023
PISE:	🔄
IA:	🔄
WLA:	✅
AY start:	AY2023/24
Semester start:	Sem1
Company:	VOCATIONAL TRAINING COUNCIL

UNIT STANDARD

Testing unit standard for optional comment		Testing unit standard for mandatory comment	
Student deadline:	October 31, 2023	Student deadline:	October 31, 2023
Verifier deadline:	October 31, 2023	Verifier deadline:	October 31, 2023
Assessor deadline:	October 31, 2023	Assessor deadline:	October 31, 2023
Assigned at least one task:	✅	Assigned at least one task:	✅

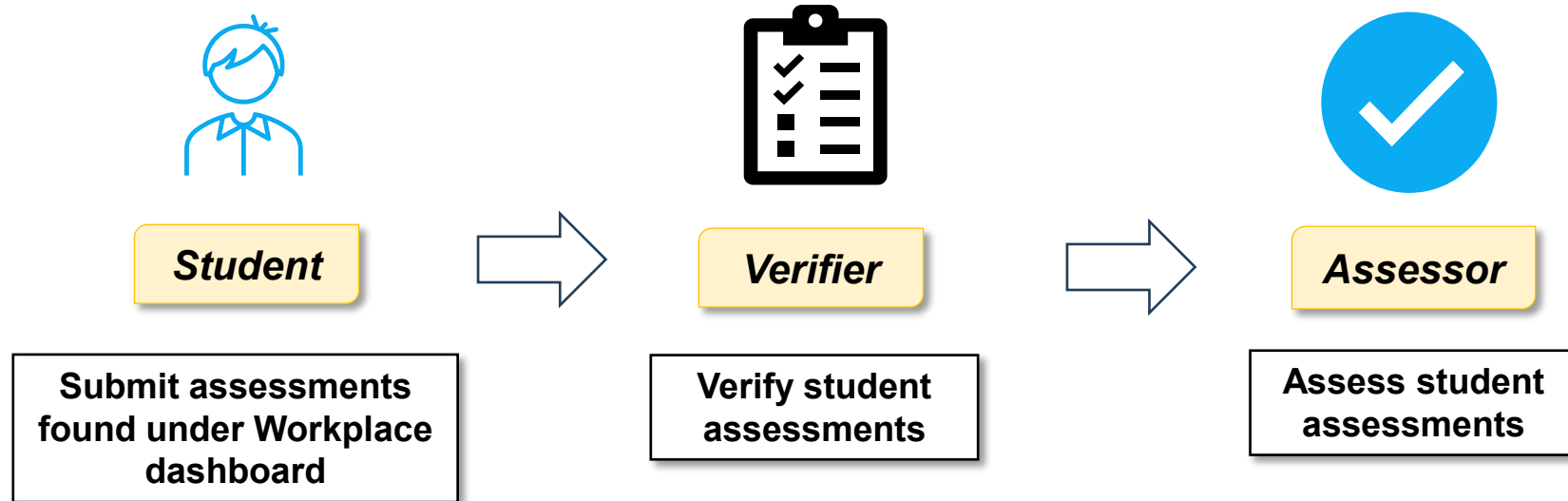


The screenshot shows the 'Navigation' sidebar menu. The 'My courses' section is expanded, and 'ITSD001 (Test course) AY2023/24_Sem1_Prod UAT_Mu...' is highlighted.

- Navigation
 - Dashboard
 - Site home
 - Site pages
 - My courses
 - ITSD001 (Test course) AY2023/24_Sem1
 - ITSD001 (Test course) AY2023/24_Sem1 [7-ELEVEN ...
 - ITSD001 (Test course) AY2023/24_Sem1 [BANK OF C...
 - ITSD001 (Test course) AY2023/24_Sem1 [MTR CORPO...
 - ITSD001 (Test course) AY2023/24_Sem1 [VOCATIONA...
 - ITSD001 (Test course) AY2023/24_Sem1_BA Testing ...
 - ITSD001 (Test course) AY2023/24_Sem1_Prod UAT
 - ITSD001 (Test course) AY2023/24_Sem1_Prod UAT_Mu...
 - Participants
 - Competencies
 - Grades
 - General
 - Testing Task 1
 - Testing Task 2
 - ITSD001 (Test course) AY2023/24_Sem1_Support Case
 - ITSD001 (Test course) AY2023/24_Sem1_Test Stimula...
 - ITSD001 (Test course) AY2023/24_Sem1_UAT testing...
 - ITSD001 (Test course) AY2023/24_Sem1_UAT testing...

Self-Checking Helper video can be found [here](#)

WLA Implementation Flow



How students submit assessments via Workplace Dashboard?



- Students can access assessments via Workplace dashboard
- This is what they will see

Navigation

- Home
- Dashboard
- Site pages
- Profile
- Workplace Dashboard**
- My courses
 - CLT0013_CLT_TRW_ct_1
 - W1
 - I1
- Instructor Dashboard
- Management utilities
 - Create course
 - Delete course
 - Multiple enroll users
 - Transfer course ownership
- Administration

Print/save all quiz attempts
by User Admin - Tuesday, 5 December 2023, 9:27 AM

Dear Teachers,

Since new system design of Moodle version 4, teachers reported that only the first page can be printed in the student's quiz attempt.

Some browser plugins would be useful to **print/save all pages in the quiz attempt**. Teachers can click [here](#) to download and follow the installation procedure.

Search courses

My courses

CLT0013_CLT_TRW_1(Moodle Resources) by CLT VTC

This Moodle Course is created for teachers for easy access of e-Learning

Question 3c: Upload photo(s) of 3rd good practice

[X] MicrosoftTeams-image.png

Question 3c: State 3rd good practice*

OK

Checklist (To be completed by Verifier)

Checklist (To be completed by Assessor)

Save Saved: 15 Mar 2020 22:55

Preview Submission

Students – Submit WLA tasks video can be found [here](#)

Verify Assessments with Verifier Role

- This is the first line of approval
- Verifier need to verify that students have submitted all required evidence

☑ Verifier overview

Student name: 3 ds403_student
 Student ID: ds403_stu_3
 Module Category: Information Technology Services Division (ITSD)Stress Test (ST)
 Module: ITSD001 (Test course)AY2023/24_Sem1 [CAFÉ DE CORAL CENTRAL PROCESSING LIMITED] Class B
 Unit Standard: Unit Standard Two
 QF Credit:
 Status: Not-yet-competent
 File Images [Show/Hide All](#)

Submitted Module 1

Task 1.1: Feedback for trainee

1.1.1 - Checklist for verifier

You must select all the items.

Check / Uncheck all

Check / uncheck all

(*) Completed Task 1
 (*) Completed Task 2
 (*) Completed Task 3

🔗 Item(s) required to check: 3

✔ Total item(s) checked: 0

📌 Min. mandatory items: All
 📌 Max. mandatory items: Unlimited

Check / Uncheck all

Check / uncheck all

(*) Completed Task 1
 (*) Completed Task 2
 (*) Completed Task 3

🔗 Item(s) required to check: 3

✔ Total item(s) checked: 0

📌 Min. mandatory items: All
 📌 Max. mandatory items: Unlimited

1.1.2 - Checklist for assessor

Comment.*

拖放檔案或瀏覽選擇 - Drag & Drop your files or [Browse](#)

Save for later ✔ Accepted ✘ Resubmission needed

Verifier – Approve + Reject Tasks video can be found [here](#)

Approving Assessments with Assessor Role



- This is the final line of approval
- Assessor need to assess student assessments have been completed as per checklist requirement

The screenshot displays the VTC assessment interface. On the left, a task titled 'Task 1: Describe the erection and stripping of formwork together with a typical arrangement drawing of timber column or beam formwork used at site.' is shown as 'Accepted'. Below this are sections for 'Questions (To be completed by Trainee)', 'Checklist (To be completed by Verifier)', and 'Checklist (To be completed by Assessor)'. The 'Checklist (To be completed by Assessor)' section includes a 'Check / Uncheck all' option and a list of tasks: B1.0 Sketch the typical arrangement of timber column / beam formwork, B2.0 State the advantages and disadvantages of timber formwork, B3.0 Describe the procedure for performing the erection and stripping of formwork, and B4.0 Describe the general safety rules in formworking. A comment from 'HOI CHI CHAN[Verifier]' dated 'Mon, 09 Mar 2020 10:28:22' states 'rejected'. On the right, 'Task 2' is also shown as 'Accepted'. It includes sections for 'Task 2', 'Checklist for ver.', and 'Checklist for ass.', followed by a 'Comment:' field. At the bottom, there is a file upload section with the text '拖放檔案或瀏覽選擇 - Drag & Drop your files or Browse'. A file named 'vtd000.jpg' (12 KB) is shown as 'Uploading'. Below the upload area are buttons for 'Save for later', 'Passed', and 'Resubmission needed'.

**Assessor – Approve + Reject
Tasks video can be found [here](#)**

Revert Status

- For student resubmission; Assessors to re-approve:

Dashboard > My courses > ITSD001 (Test course) AY2022/23_Sem2 [E MAN CON... > Work place utilities > Revert status

Revert status

Unit standard

Implementation and testing & commissioning for maintenance works of computer and electronic system

Tasks

Task 2: Implementation and testing & commissioning for maintenance works of computer and electronic system

Unit standard

Installation and testing & commissioning for computer and electronic system

Tasks

Task 1: Installation and testing & commissioning for computer and electronic system

Dashboard > My courses > (New) Training - 27 June 2023_IOC4806_ Kitchen Man...

Revert status

Unit standard

WC004 - Propose a manning plan for a selected production kitchen

Tasks

IOC4806 - Task 1 - Propose a manning plan for a selected production kitchen (WC004)

Back

Student ID	Full name	Status
ds12_stu_1	1 ds12_student	Accepted
ds24_stu_1	1 ds24_student	Passed
ds24_stu_2	2 ds24_student	Not submit yet.
ds24_stu_3	3 ds24_student	Not submit yet.
ds24_stu_4	4 ds24_student	Not submit yet.
ds24_stu_5	5 ds24_student	Not submit yet.

Save

Back



Revert Status video
can be found [here](#)

Report & Overview

- Summary of all enrolled student's assessment progress
- This will assist you to follow up when needed

Teacher overview

Non-submitted assessment
 Partial submitted assessments
 Submitted assessments
 Partial competent assessments
 All competent assessments
 Pending for verification
 Pending for assessments

Filter

Note: The following is showing a list of students who are fully approved by assessor:

Student Name	Course	Assessor	Student deadline
SZE TO Chun Yu	BPO05 - Produce chocolate	confectionery in a commercial kitchen	31 Aug 2024 08:52
TSANG Cheuk Hin	BPO05 - Produce chocolate	confectionery in a commercial kitchen	31 Aug 2024 08:52
CHAU Cham To	BPO05 - Produce chocolate	confectionery in a commercial kitchen	31 Aug 2024 08:52
WONG Chun Wa	BPO05 - Produce chocolate	confectionery in a commercial kitchen	31 Aug 2024 08:52
LO Chun Yu	BPO05 - Produce chocolate	confectionery in a commercial kitchen	31 Aug 2024 08:52
CHEUNG Oi Lam	BPO05 - Produce chocolate	confectionery in a commercial kitchen	31 Aug 2024 08:52
HUANG Yu Xin	BPO05 - Produce chocolate	confectionery in a commercial kitchen	31 Aug 2024 08:52
LEUNG Mung Ting	BPO05 - Produce chocolate	confectionery in a commercial kitchen	31 Aug 2024 08:52
LI Yuan Yee	BPO05 - Produce chocolate	confectionery in a commercial kitchen	31 Aug 2024 08:52
LI Kuan Kiu	BPO05 - Produce chocolate	confectionery in a commercial kitchen	31 Aug 2024 08:52
SIN Wing Chi	BPO05 - Produce chocolate	confectionery in a commercial kitchen	31 Aug 2024 08:52
KWOK Wing Yan	BPO05 - Produce chocolate	confectionery in a commercial kitchen	31 Aug 2024 08:52
LAU Sin Yan	BPO05 - Produce chocolate	confectionery in a commercial kitchen	31 Aug 2024 08:52
CHAN Hoi Kai	BPO05 - Produce chocolate	confectionery in a commercial kitchen	31 Aug 2024 08:52
NGAN Hai Yan	BPO05 - Produce chocolate	confectionery in a commercial kitchen	31 Aug 2024 08:52
HO Sau Ying	BPO05 - Produce chocolate	confectionery in a commercial kitchen	31 Aug 2024 08:52
CHEUNG Pui Chun	BPO05 - Produce chocolate	confectionery in a commercial kitchen	31 Aug 2024 08:52
LI Wing Yan	BPO05 - Produce chocolate	confectionery in a commercial kitchen	31 Aug 2024 08:52

Trainees progress

Filter

Course: Select All | None

16 Sep 2020
 19 June 2020
 28 Sep 2020 - Moodle 3.8.3
 APL3052 (Integrated Assessment on Front Office Services) AY2021/22_Sem1 [VOCATIONAL TRAINING COUNCIL]
 CLT001 (Learning Community) AY2022/23_Sem5 [VOCATIONAL TRAINING COUNCIL] | ABC


Assessor company: All
 Unit Standard: All
 Task: All
 Employer: All
 Assessor: All
 Verifier: All

Trainee deadline: All
 Assessor deadline: All
 Verifier deadline: All
 Trainee status: All
 Assessor status: All
 Verifier status: All
 Overall status: All

Result loaded per scroll: 20
 Show Ended course

Trainees:

Showing 1 results

Trainees	Qualification & assessments	Assessor Company	Submission date	Verifier status	Assessor status	Overall result
 1 au12_student (au12_stu_1)	ITSD001 [ITSD_ST_1] Test course] Unit Standard: TRAIN WLA COURSE Task 1: Describe the erection and stripping	Electrical and Mechanical Services Department	Submitted 19 Mar 2020	Accepted 19 Mar 2020	Passed 19 Mar 2020	Competent 19 Mar 2020

Reports video can be found [here](#)

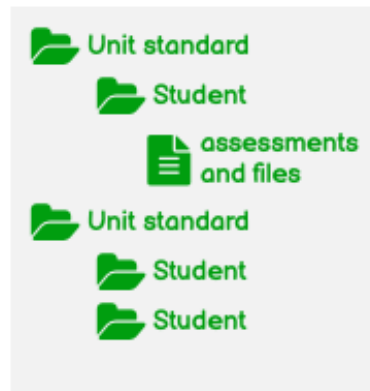
Batch Download

- Download assessments by student or by unit standard

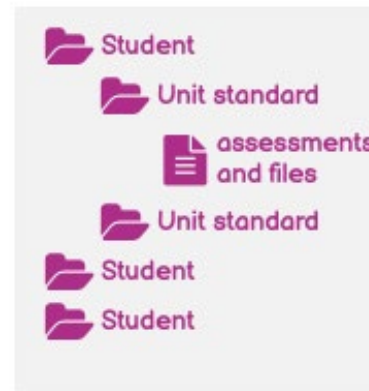
Batch download all assessments

Step 1: I want to download

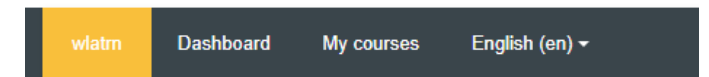
By Unit standard



By Students



[Training] Workplace Learning and



Dashboard > My courses > ITSD001 (Test course) AY2022/23_Sem3 - Testing

Batch download all assessments

Download by unit standards

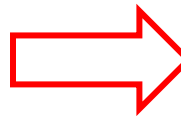
Step 2: Select a unit standards

Select all | None

- 2 ds403_student
- 3 ds403_student
- 4 ds403_student
- 5 ds403_student

Please select at latest one

Next Cancel



Batch Download video
can be found [here](#)

Important Notes

1. Teachers are suggested to export and save WLA records for future accreditation.
2. Teachers are ***not advised*** to remove course content, course enrollment, grouping and any record even if WLA courses have been completed. It will impact the reporting for payment.
3. If there are too many old courses in the system, teachers can unenroll his / her own account from the course. Before that, make sure to download accreditation documents and mark the course URL for self-recording.
4. Do not edit WLA course content and structure when the any WLA submission was made by student. Otherwise, records would be corrupted.
5. For any system issue reported by student or employers, teachers should provide information like URL, screencap & user account, then report to itsd-helpdesk@vtc.edu.hk.

Quick Tips



[Training] Workplace Learning and Assessment (WLA) System



wlatrn English (en) Dashboard My courses Log out

Available Role(s):

- Verifier
- Assessor
- Teacher**
- Employer

- Verifier overview
- Assessor overview
- Teacher overview**
- Reports
- Course information
- Trainees progress
- Group overview
- Contact
- Help
- Exit

Teacher overview

Non-submitted assessment Partial submitted assessments Submitted assessments Partial competent assessments

All competent assessments Pending for verification Pending for assessments

Filter

Note: The following is showing a list of students who **does NOT** submit any tasks.

5 au42_student TRAIN WLA COURSE Student deadline : 15 Mar 2050 22:07	4 au42_student TRAIN WLA COURSE Student deadline : 15 Mar 2050 22:07	3 au42_student TRAIN WLA COURSE Student deadline : 15 Mar 2050 22:07	2 au42_student TRAIN WLA COURSE Student deadline : 15 Mar 2050 22:07	5 au25_student TRAIN WLA COURSE Student deadline : 15 Mar 2050 22:07	4 au25_student TRAIN WLA COURSE Student deadline : 15 Mar 2050 22:07
--	--	--	--	--	--

Quick Tips

Teacher overview

Non-submitted assessment Partial submitted assessments Submitted assessments Partial competent assessments All competent assessments Pending for verification Pending for assessments

Filter

Note: The following is showing a list of students who **does NOT** submit any tasks.

5 au42_student TRAIN WLA COURSE Student deadline : 15 Mar 2050 22:07	4 au42_student TRAIN WLA COURSE Student deadline : 15 Mar 2050 22:07	3 au42_student TRAIN WLA COURSE Student deadline : 15 Mar 2050 22:07	5 au41_student TRAIN WLA COURSE Student deadline : 15 Mar 2050 22:07	4 au41_student TRAIN WLA COURSE Student deadline : 15 Mar 2050 22:07	3 au41_student TRAIN WLA COURSE Student deadline : 15 Mar 2050 22:07
--	--	--	--	--	--

Workplace Learning Assessment (WLA) System: WLA Teacher Overview and Trainee Progress Report

For Teacher - [[More Videos / Full System Training](#)]
For Employer - [Please contact your assigned teacher for further assistance.]

Quick Tips

Training Course

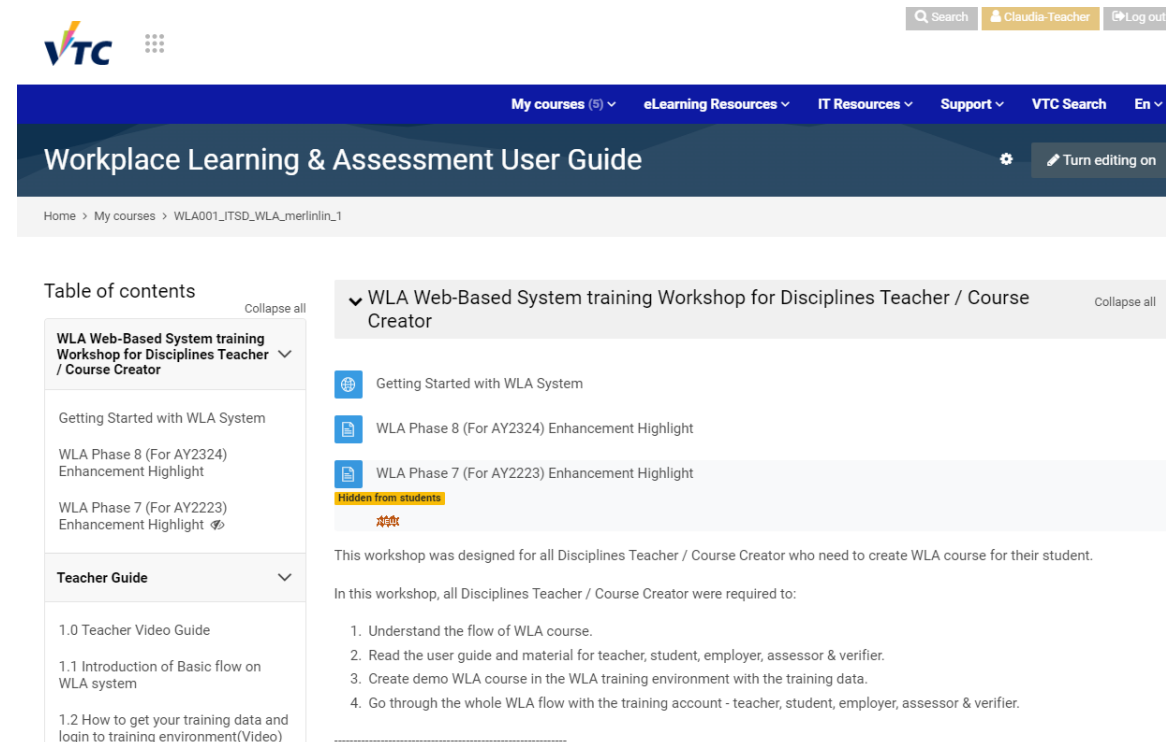


- Workplace Learning & Assessment User Guide
<https://moodle-nay.vtc.edu.hk/course/view.php?id=2545>



Workplace Learning & Assessment User Guide

Enter this course



The screenshot shows the Moodle course interface. At the top, there is a navigation bar with the VTC logo, a search bar, and user information (Claudia-Teacher, Log out). Below this is a course-specific navigation bar with 'My courses (5)', 'eLearning Resources', 'IT Resources', 'Support', 'VTC Search', and 'En'. The main heading is 'Workplace Learning & Assessment User Guide' with a 'Turn editing on' button. The breadcrumb trail is 'Home > My courses > WLA001_ITSD_WLA_merlinlin_1'. The 'Table of contents' section is expanded to show 'WLA Web-Based System training Workshop for Disciplines Teacher / Course Creator'. Under this, there are links for 'Getting Started with WLA System', 'WLA Phase 8 (For AY2324) Enhancement Highlight', and 'WLA Phase 7 (For AY2223) Enhancement Highlight'. The 'Teacher Guide' section is also expanded, showing '1.0 Teacher Video Guide', '1.1 Introduction of Basic flow on WLA system', and '1.2 How to get your training data and login to training environment(Video)'. The main content area shows the workshop title and a list of requirements for participants.

Table of contents

- WLA Web-Based System training Workshop for Disciplines Teacher / Course Creator
 - Getting Started with WLA System
 - WLA Phase 8 (For AY2324) Enhancement Highlight
 - WLA Phase 7 (For AY2223) Enhancement Highlight
- Teacher Guide
 - 1.0 Teacher Video Guide
 - 1.1 Introduction of Basic flow on WLA system
 - 1.2 How to get your training data and login to training environment(Video)

WLA Web-Based System training Workshop for Disciplines Teacher / Course Creator

Getting Started with WLA System

WLA Phase 8 (For AY2324) Enhancement Highlight

WLA Phase 7 (For AY2223) Enhancement Highlight

Hidden from students


This workshop was designed for all Disciplines Teacher / Course Creator who need to create WLA course for their student.











In this workshop, all Disciplines Teacher / Course Creator were required to:

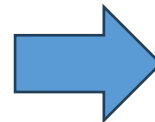
1. Understand the flow of WLA course.
2. Read the user guide and material for teacher, student, employer, assessor & verifier.
3. Create demo WLA course in the WLA training environment with the training data.
4. Go through the whole WLA flow with the training account - teacher, student, employer, assessor & verifier.

Request Training Data

- Request training data to use for enrolment in training environment


▼ Teacher Guide 


-  1.0 Teacher Video Guide 
-  1.1 Introduction of Basic flow on WLA system 
-  1.2 How to get your training data and login to training environment(Video) 
-  1.3 Disciplines Testing Data for training environment 
-  1.3.1 Request Form for Training Data 
Please request the training data by this form if you are new to WLA
 - Training data will be auto-assigned in **item 1.3** after **10 minutes** you submitted the form




Request Form for WLA Training Data

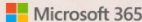
Disciplines Testing Data for training environment

您好，，當您提交此表單時，擁有者將會看到您的名稱和電子郵件地址。

Please click submit if you would like to request a set of training data 

If you have already assigned data, you are no need to request here again.








 Microsoft 365

此內容由表單擁有者所建立，您提交的資料將傳送給表單擁有者。Microsoft 對於其客戶 (包括表單擁有者) 的隱私權和安全性作法不負任何責任，切勿公開您的密碼。
Microsoft Forms | AI 支援問卷、測驗和投票 [建立我自己的表單](#)
[隱私權與 Cookie](#) | [使用規定](#)

Training Environment

- You may request your own training data to enter training environment [Link available in 'Training Course']

▼ Teacher Guide

-  1.0 Teacher Video Guide
-  1.1 Introduction of Basic flow on WLA system
-  1.2 How to get your training data and login to training environment(Video)
-  1.3 Disciplines Testing Data for training environment
-  1.3.1 Request Form for Training Data
Please request the training data by this form if your are new to WLA
 - Training data will be auto-assigned in **item 1.3** after **10 minutes** you submitted the form

- Under 1.3 Disciplines Testing Data for training environment, you can filter by your CNA to find your training data

A	B	C	D	E	F
CNA	username	password	email	firstname	lastname
				ds403_student	1
				ds403_student	2
				ds403_student	3
				ds403_student	4
				ds403_student	5
				ds403_employer	1
				ds403_verifier	1
				ds403_verifier	2
				ds403_assessor	1
				ds403_assessor	2

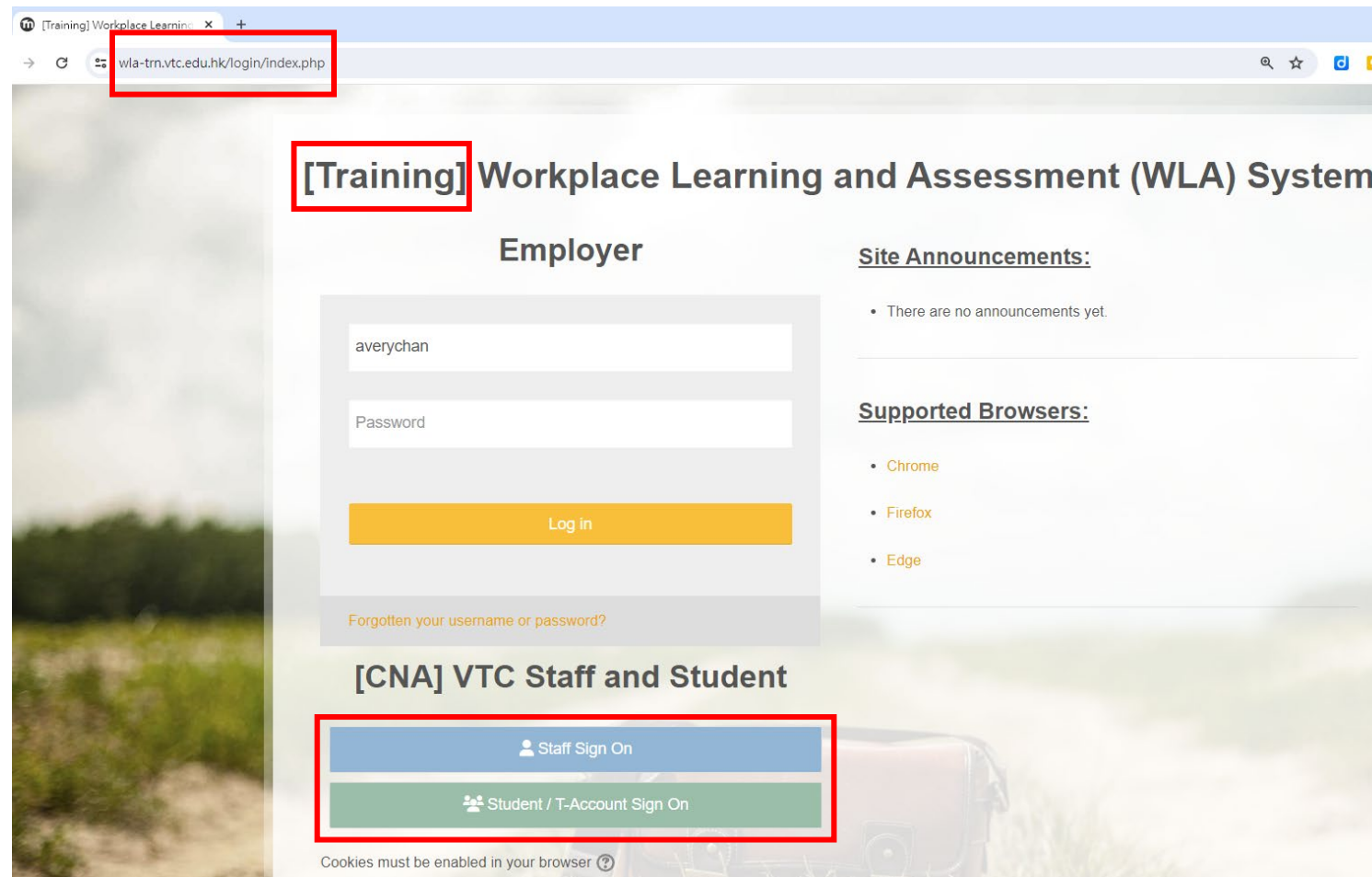
- Training data will include:
 - Students
 - Employer
 - Verifier
 - Assessor

- You may enter <https://wla-trn.vtc.edu.hk> to go through WLA process

Training Environment



- Enter <https://wla-trn.vtc.edu.hk/> to familiarize yourself with the WLA environment



Q&A

Enquiry



For admin enquiries,
please contact HQIP at:

Ms. Brenda Tsui

Tel: 3907 6823

Email: brendatsui@vtc.edu.hk

For technical enquiries,
please contact ITSD at:

Ms. Claudia Chan

Tel: 3974 3681

Email: chdr_ba_1@vtc.edu.hk

For learning and teaching
enquiries, please contact CLT at:

Mr. Avery Chan

Tel: 2836 1969

Email: averychan@vtc.edu.hk

Thank you