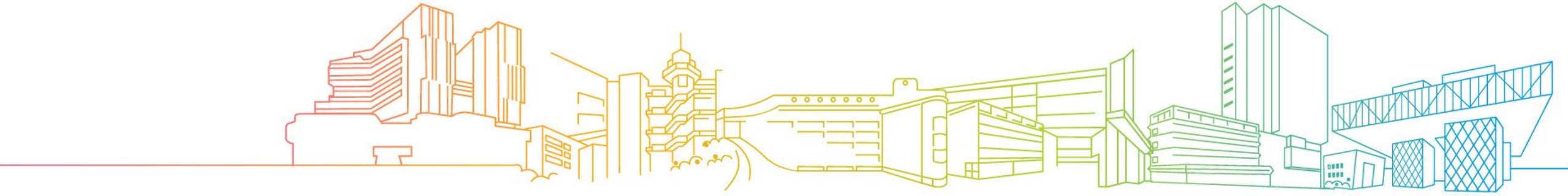
Workplace Learning and Assessment (WLA)
Web-based System Training for Teachers



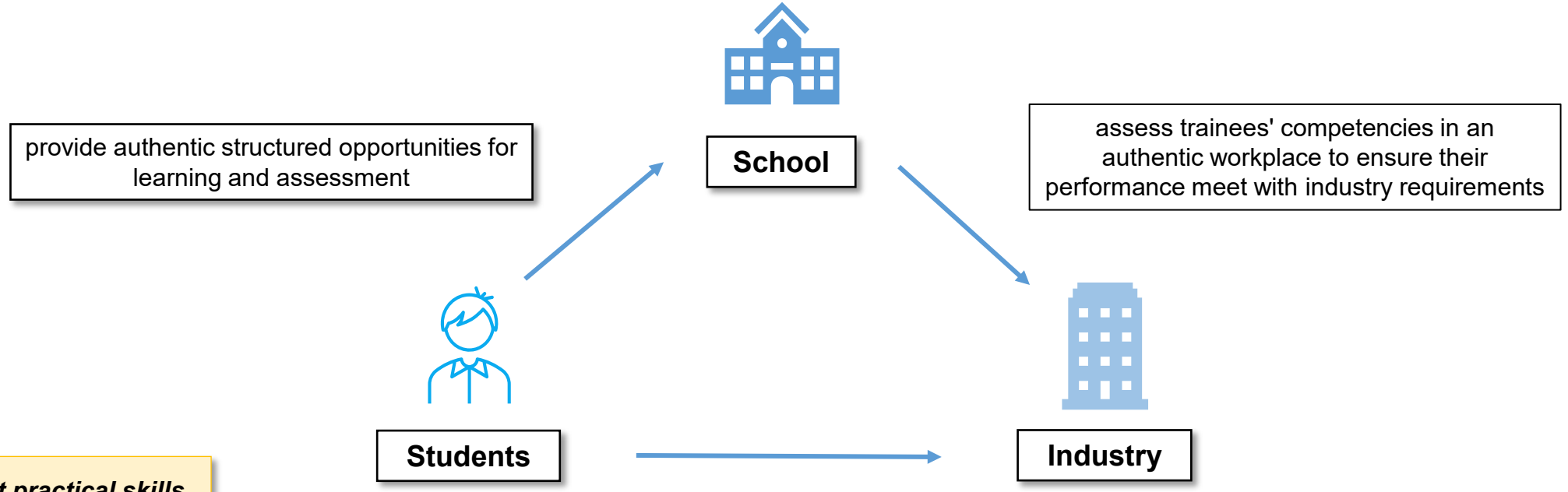
Intended Learning Outcomes

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

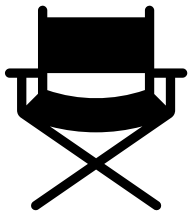
- WLA was introduced in **AY2018/19** to raise training quality and strengthen collaboration among industries



To utilize student practical skills and professional knowledge through learning practice

WLA Web-based System

- Web-based e-learning platform for WLA activities



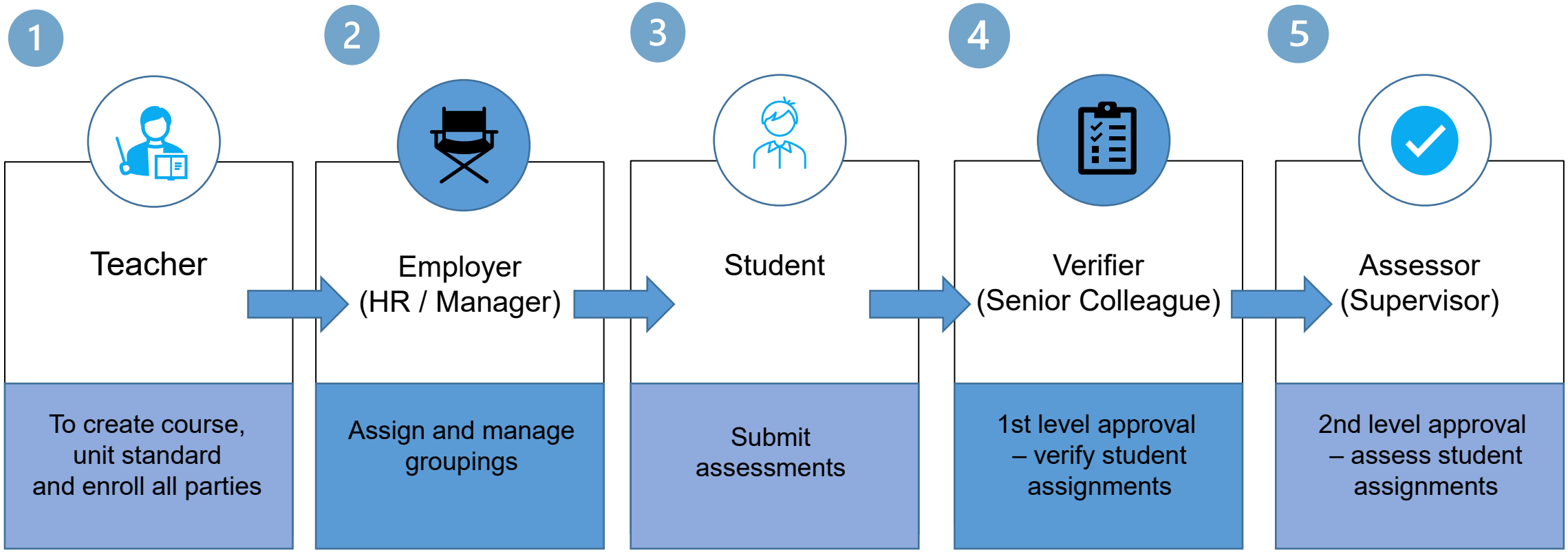
Assess and keep track of students' training progress

Teachers / Verifier / Assessor

Students

Facilitate communication and resources sharing

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

WLA Web-based System Training Overview

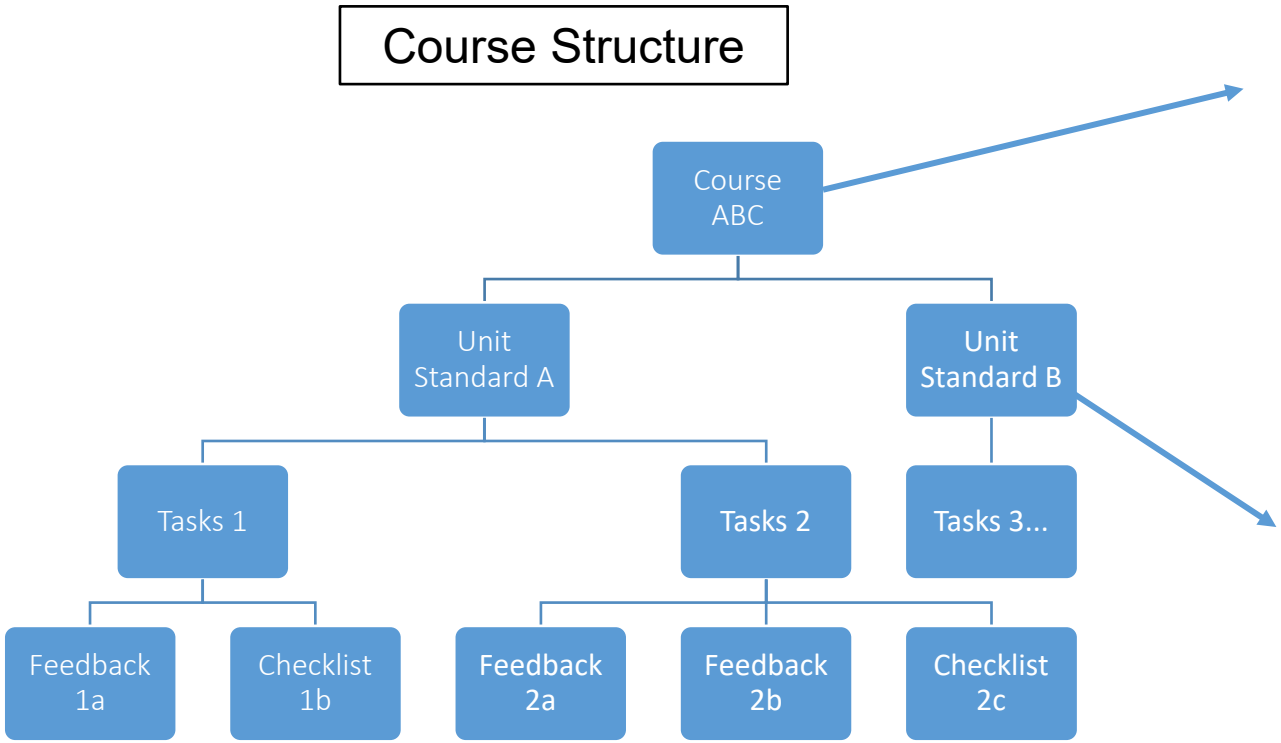
WLA Coordinator	WLA Teacher
Create Course	Create Course
Course Content – Feedback	Course Setup – Backup & Restore
Course Content – Checklist	Course Setup – Enrollment
Course Content – Add Tasks	Course Setup – Update Unit Standard
Course Content – Upload Course Material	Course Setup – Group Overview
Course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

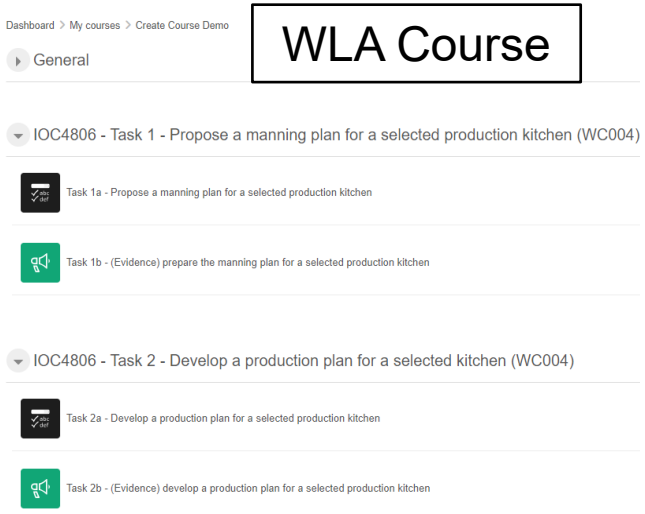
Training Flow

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:





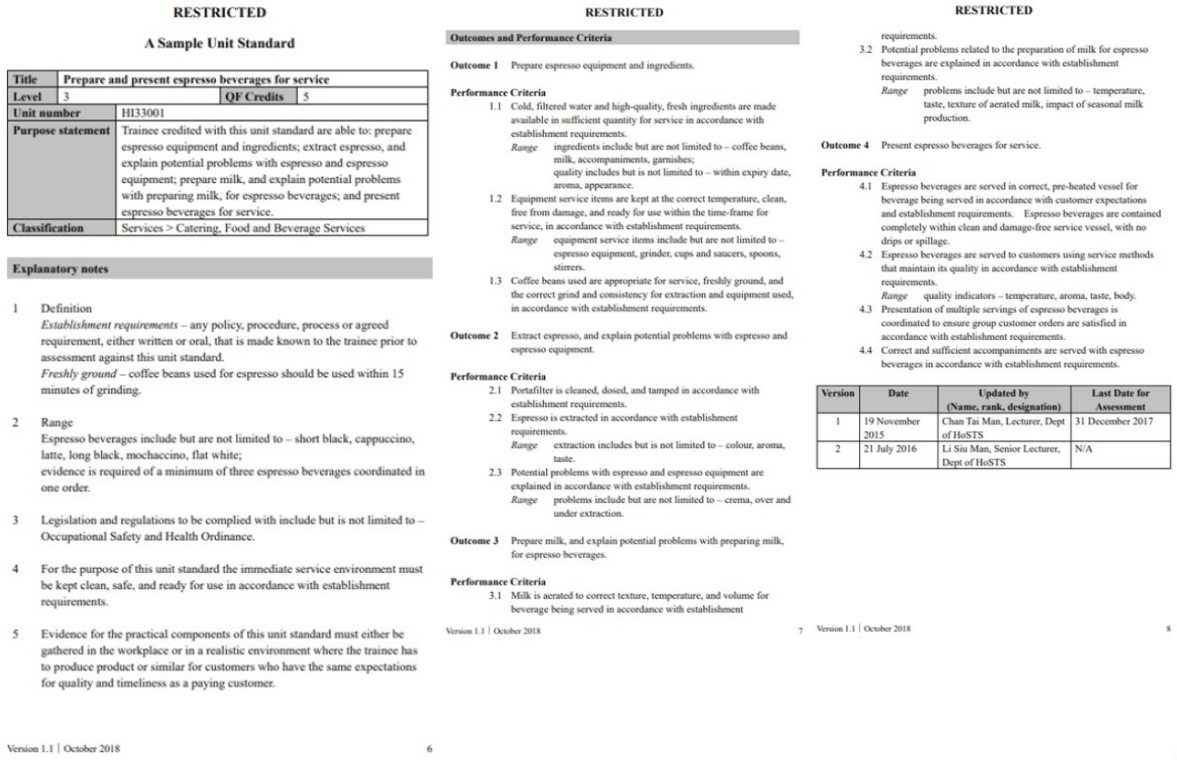
Common WLA Terms – Unit Standard

- 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



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A Sample Unit Standard

Title	**Prepare and present espresso beverages for service**		
Level	3	**QF Credits**	5
Unit number	HI33001		
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

1 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.

2 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.

3 Legislation and regulations to be complied with include but is not limited to – Occupational Safety and Health Ordinance.

4 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.

5 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.

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Outcomes and Performance Criteria

Outcome 1 Prepare espresso equipment and ingredients.

Performance Criteria

1.1 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.

1.2 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.

1.3 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

2.1 Portafilter is cleaned, dosed, and tamped in accordance with establishment requirements.

2.2 Espresso is extracted in accordance with establishment requirements.
Range extraction includes but is not limited to – colour, aroma, taste.

2.3 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

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

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requirements.

3.2 Potential problems related to the preparation of milk for espresso beverages are explained in accordance with establishment requirements.
Range problems include but are not limited to – temperature, taste, texture of aerated milk, impact of seasonal milk production.

Outcome 4 Present espresso beverages for service.

Performance Criteria

4.1 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.

4.2 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.

4.3 Presentation of multiple servings of espresso beverages is coordinated to ensure group customer orders are satisfied in accordance with establishment requirements.

4.4 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

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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

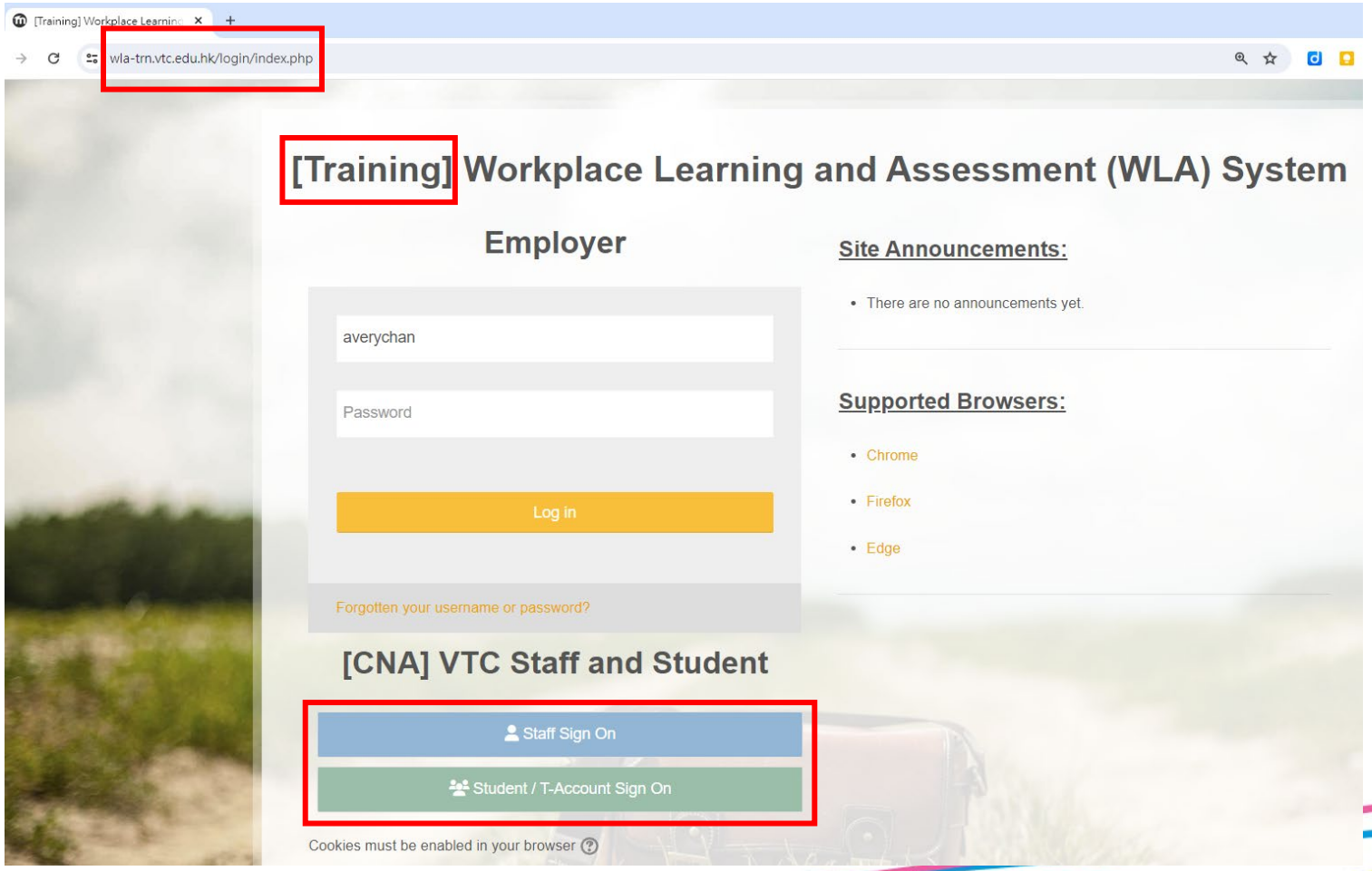
- The feedback activity enables a teacher to create a custom survey for collecting feedback from students using a variety of question types

- It allows students to write their feedback and upload different types of files

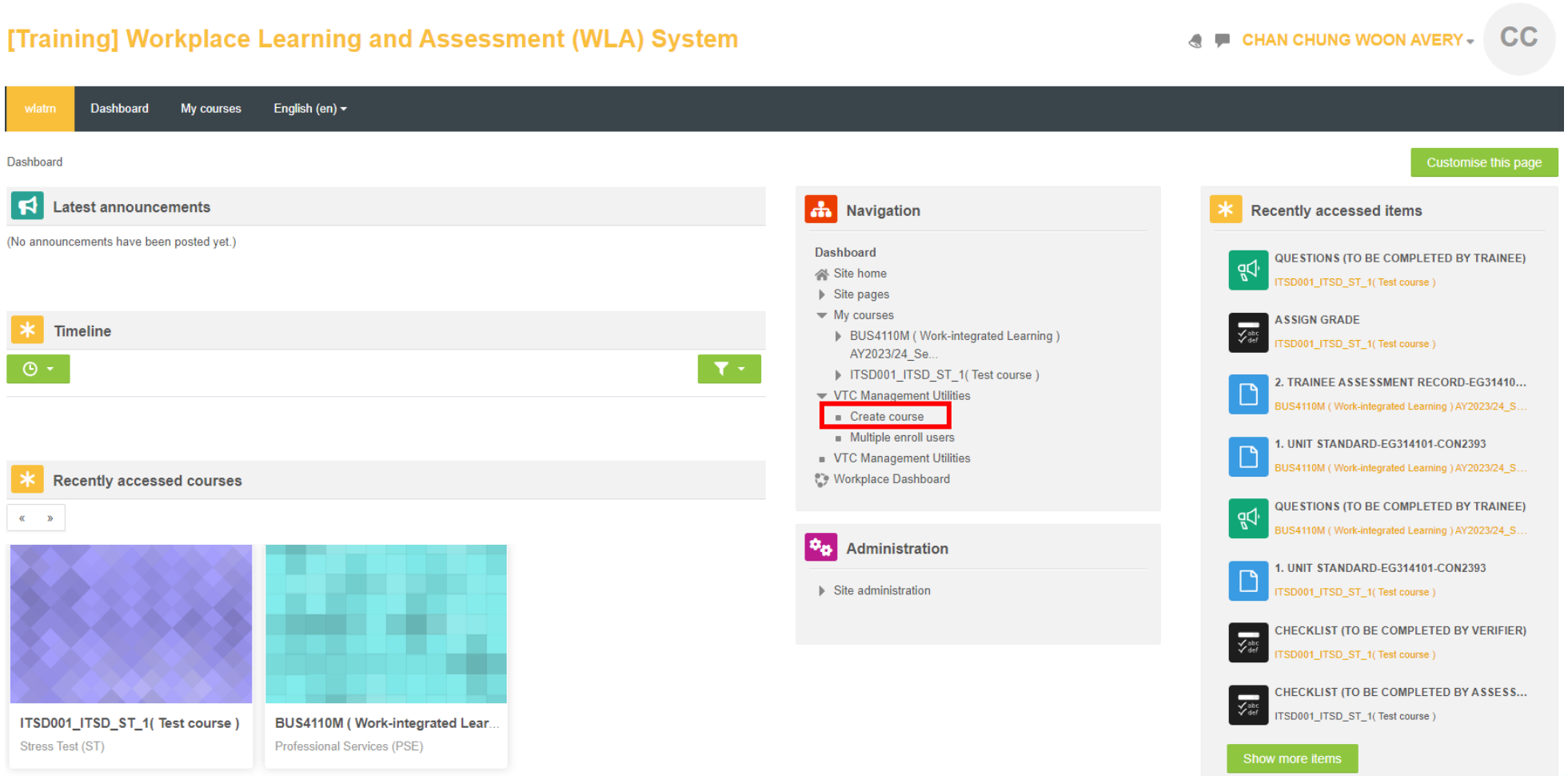
Feedback

Training Environment

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

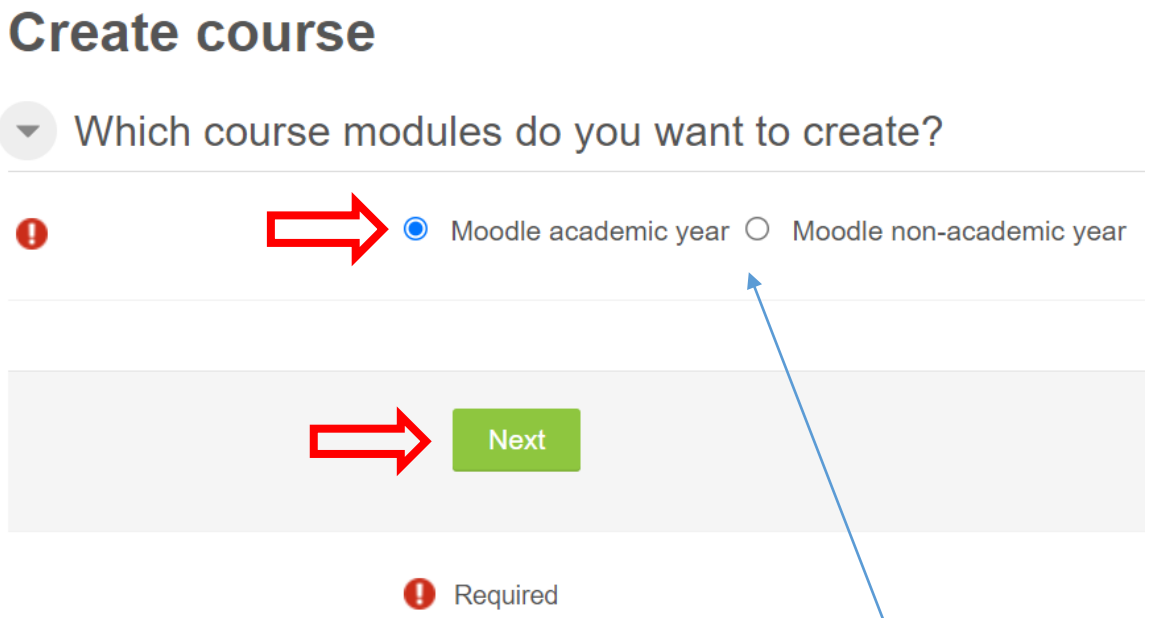


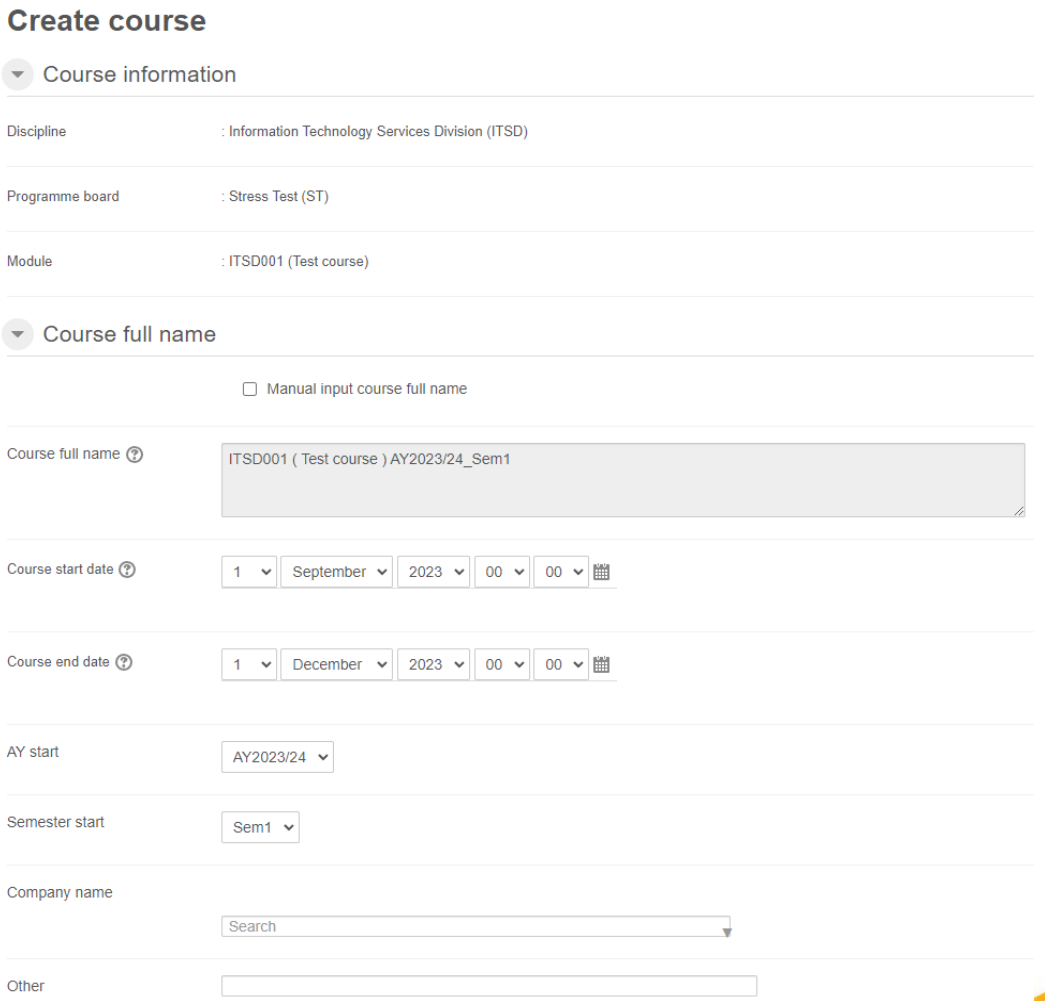
Training Environment - Dashboard



Create Course

- Creating a new course module on WLA

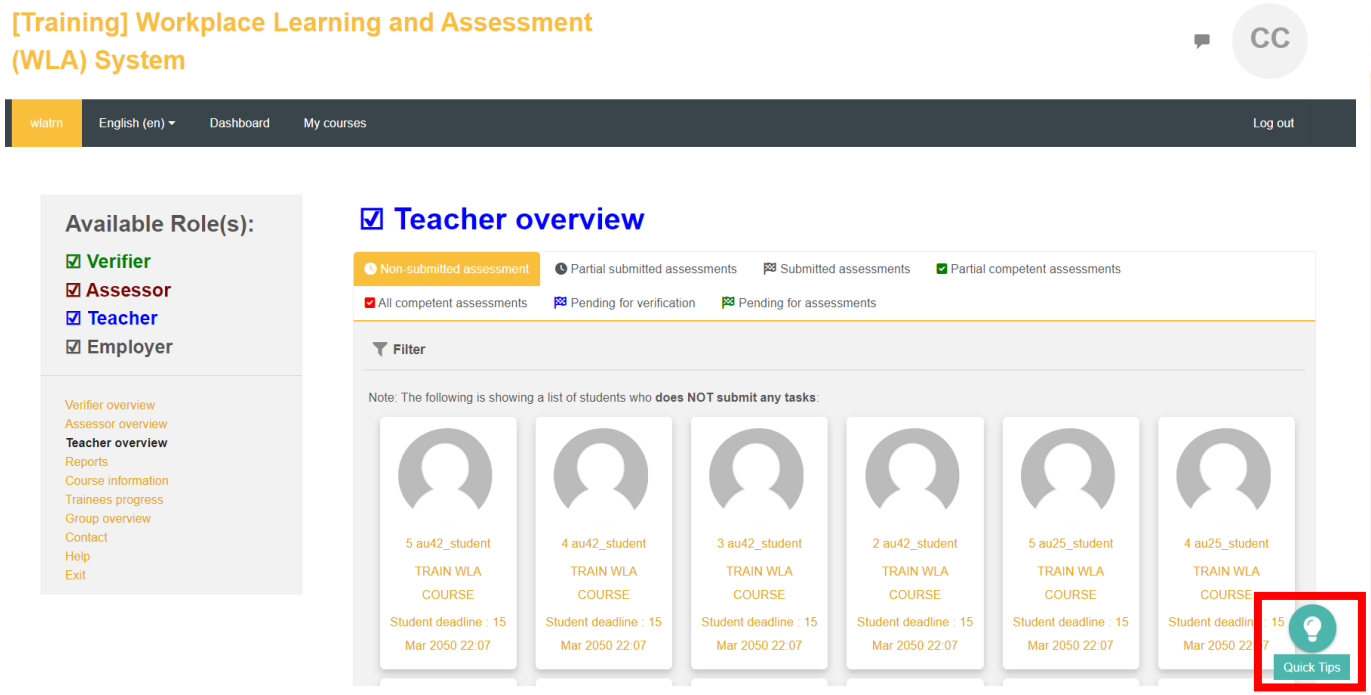


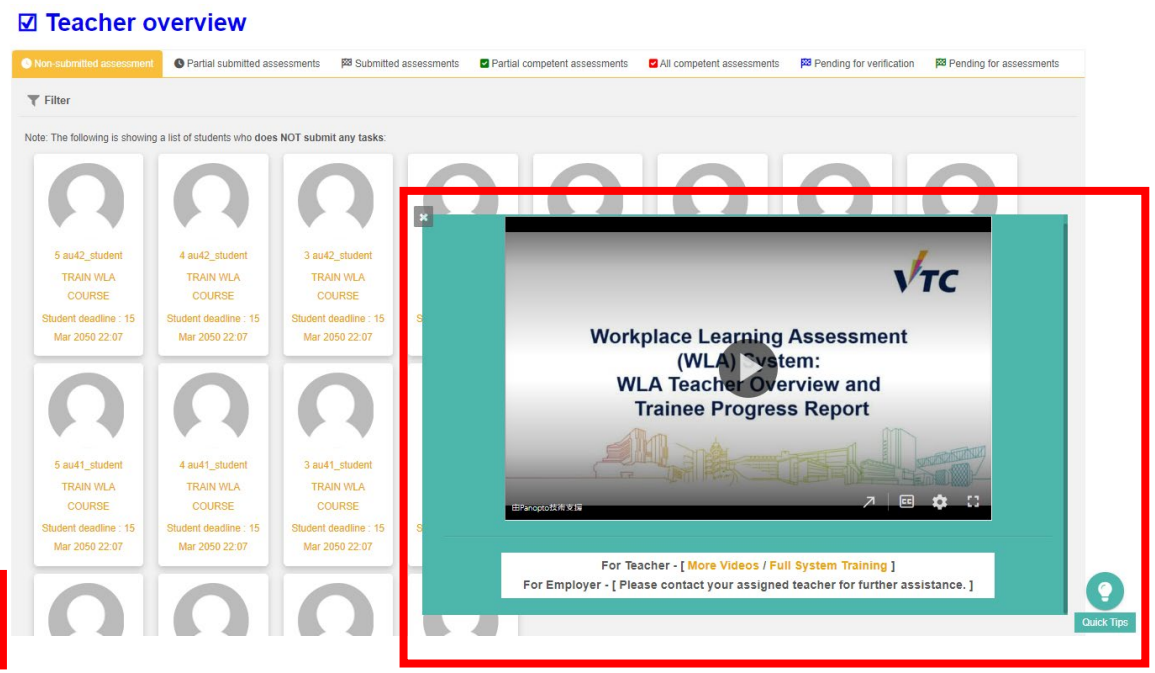


Create course video can be found here

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

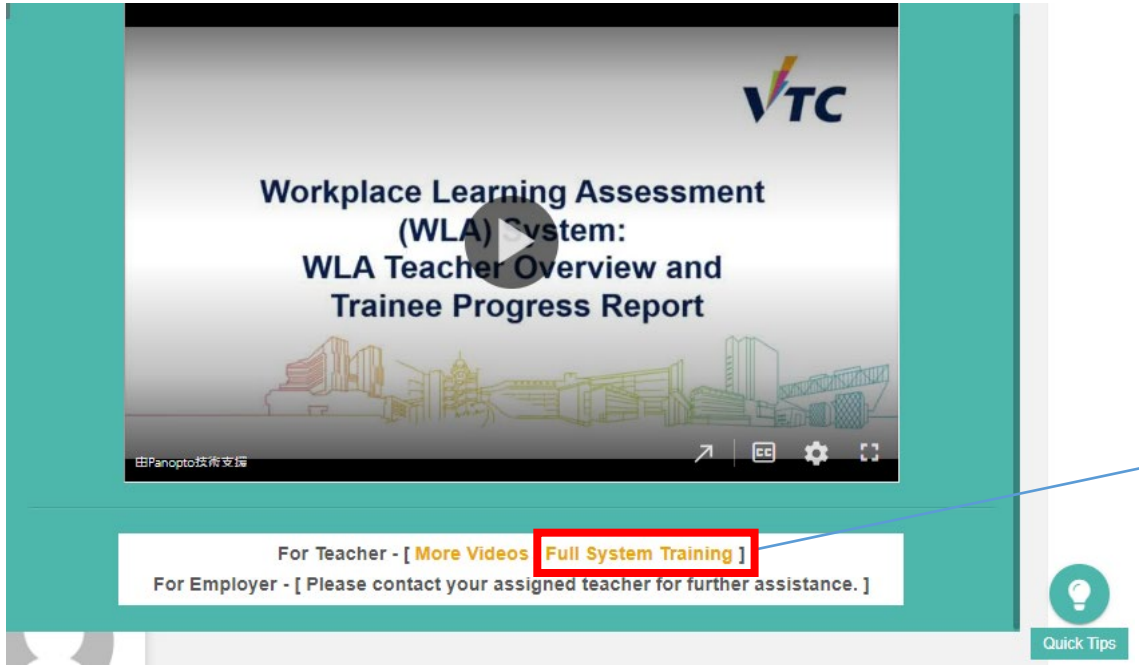
Quick Tips

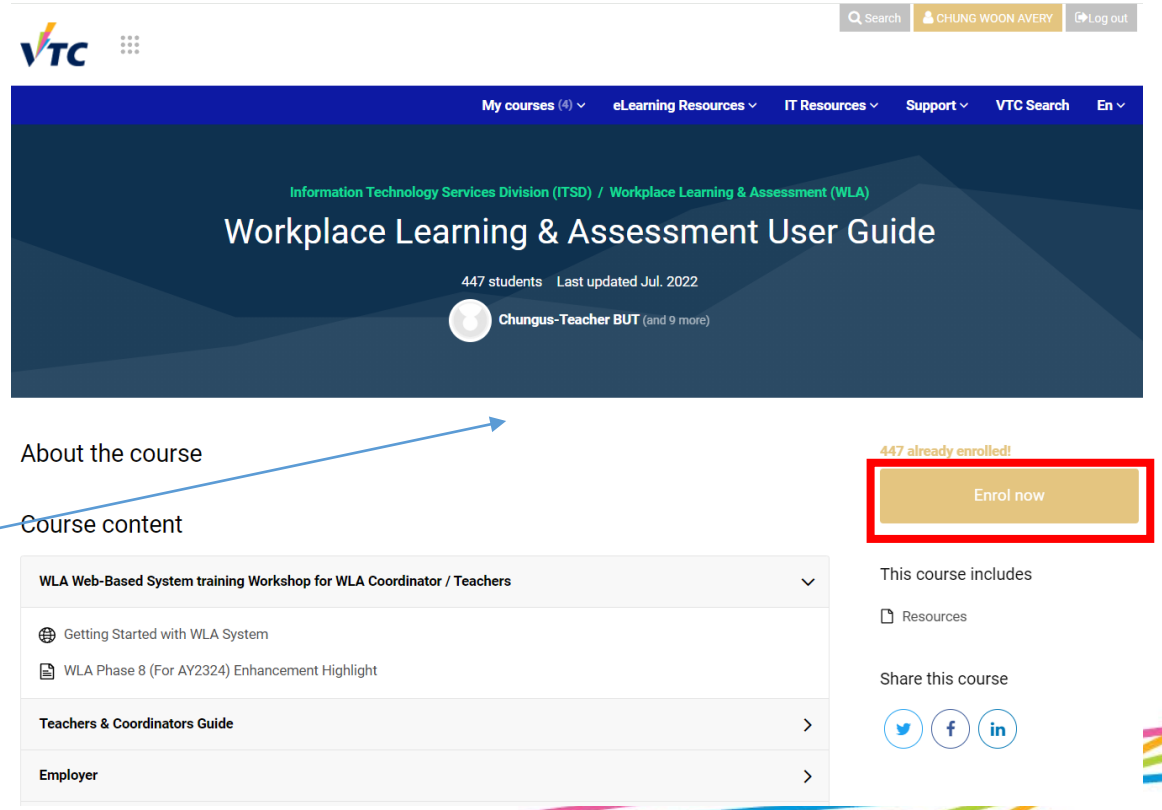

[Training] Workplace Learning and Assessment (WLA) System
CC
wlatrn
English (en)
Dashboard
My courses
Log out
Available Role(s):
Verifier
Assessor
Teacher
Employer
Verifier overview
Assessor overview
Teacher overview
Reports
Course information
Trainees progress
Group overview
Contact
Help
Exit
Teacher 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
4 au42_student
3 au42_student
2 au42_student
5 au25_student
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
4 au42_student
3 au42_student
5 au41_student
4 au41_student
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





Training Course

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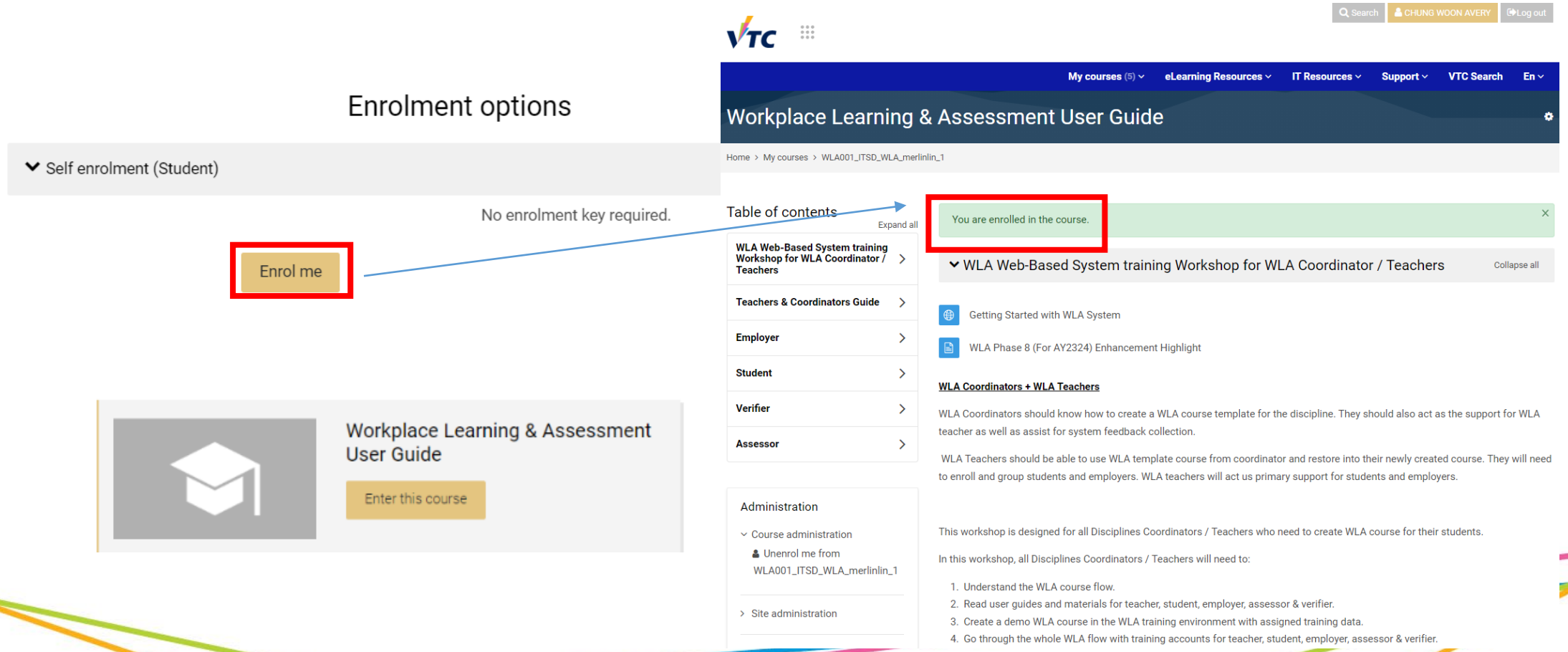
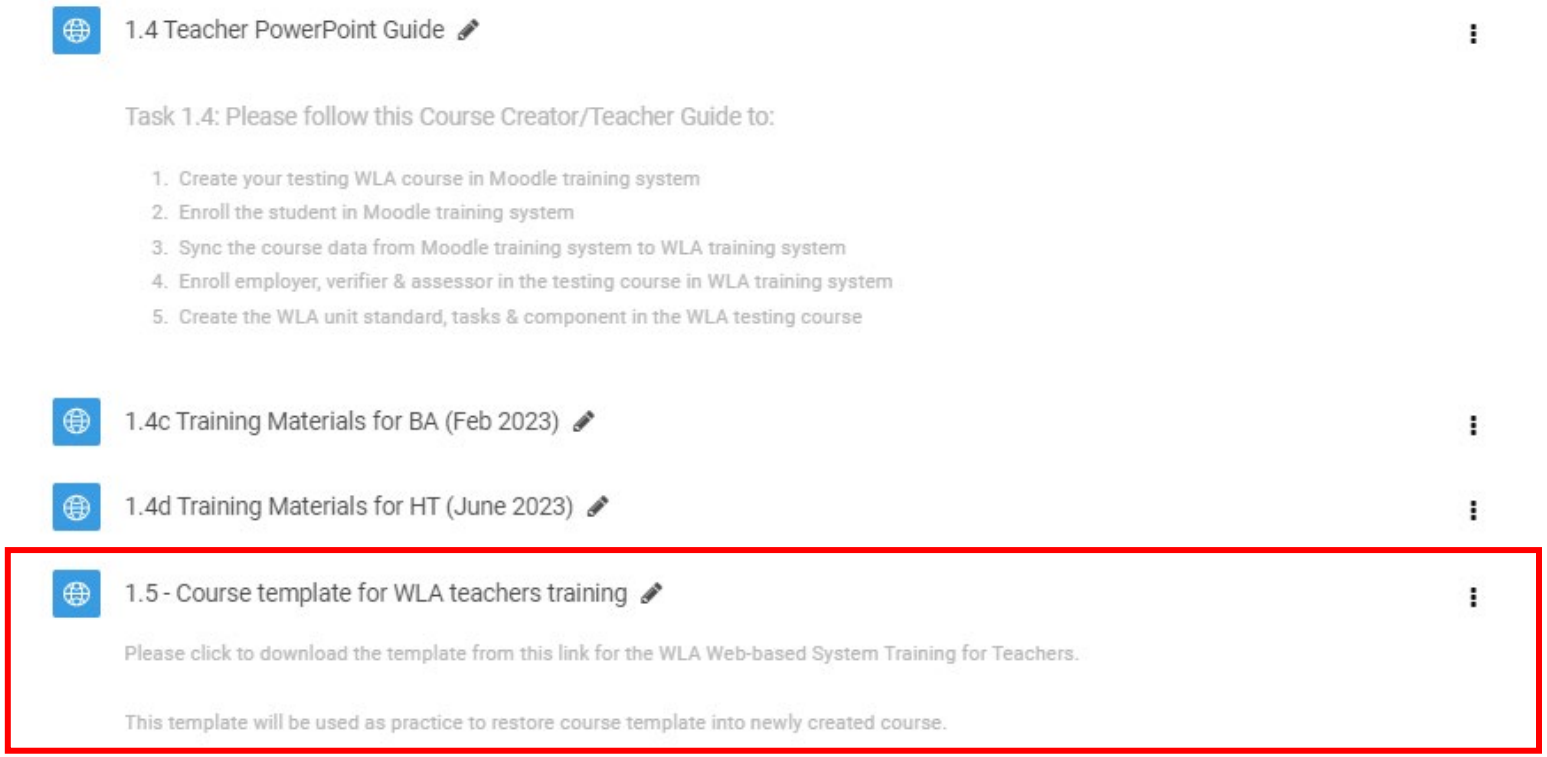


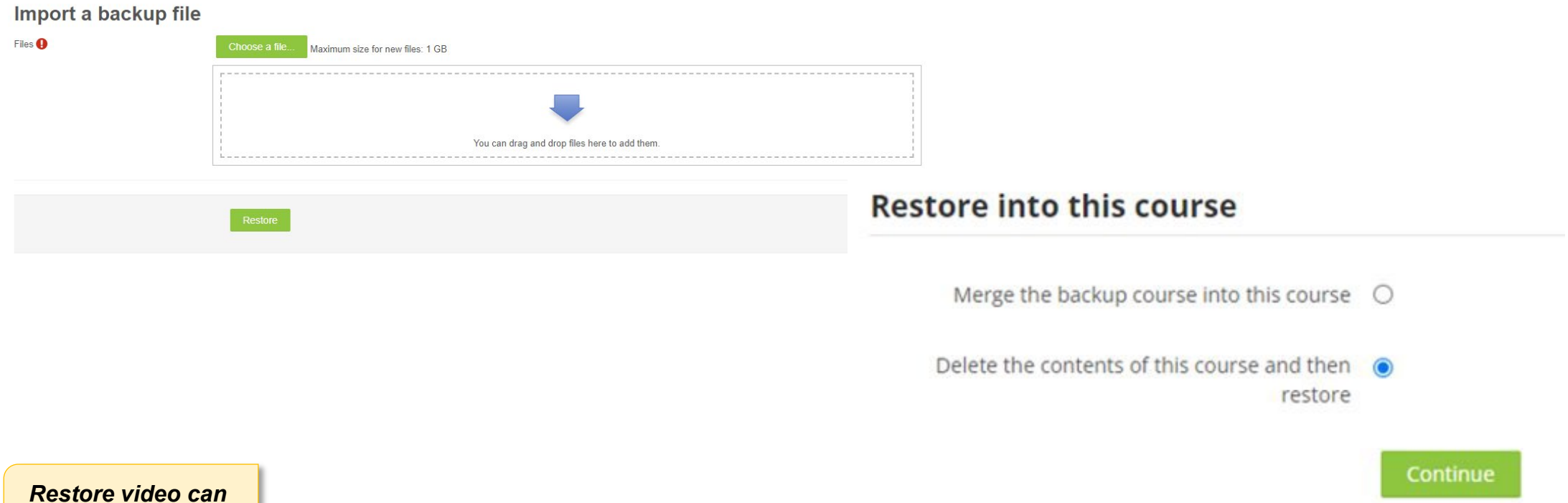
Retrieve Sample Course Template from WLA Teacher Training Course

- Retrieve course template to restore into newly create WLA course



Restore Course

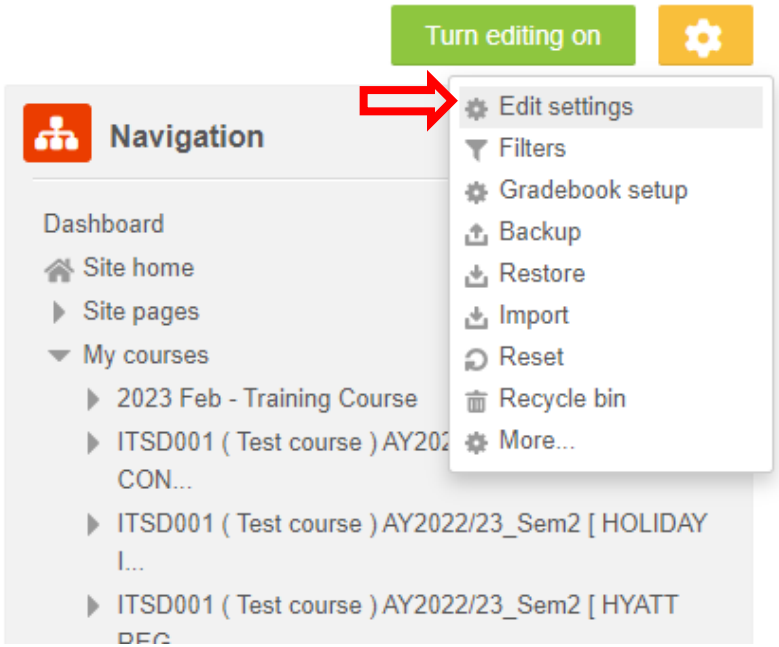
- When you need to have pre-existing course content into a newly created course

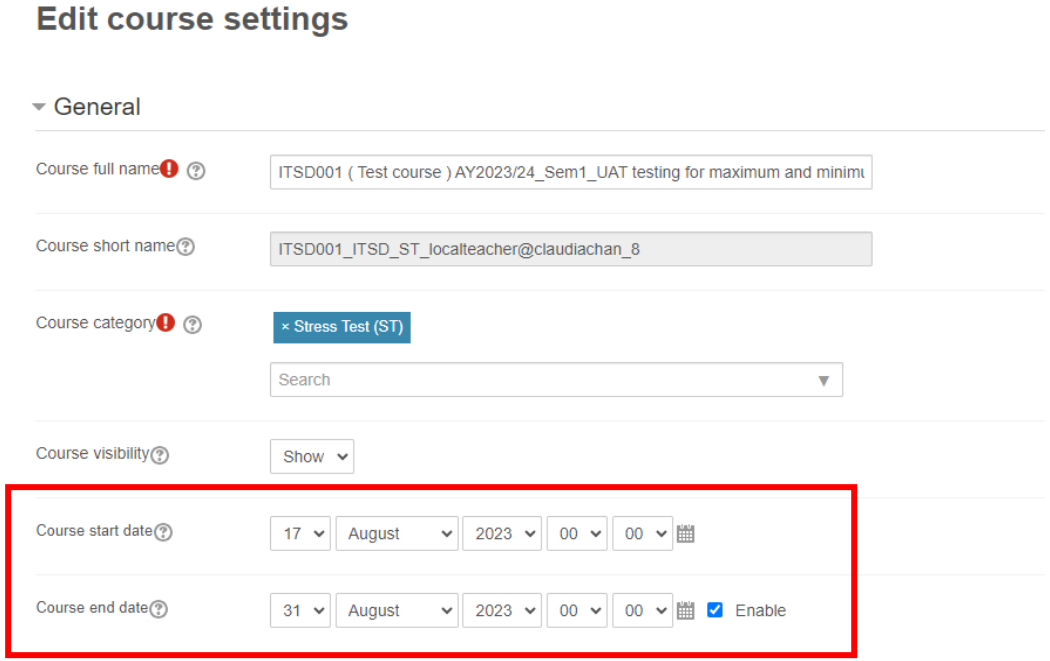


Restore video can be found [here]

Update Course Setting

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

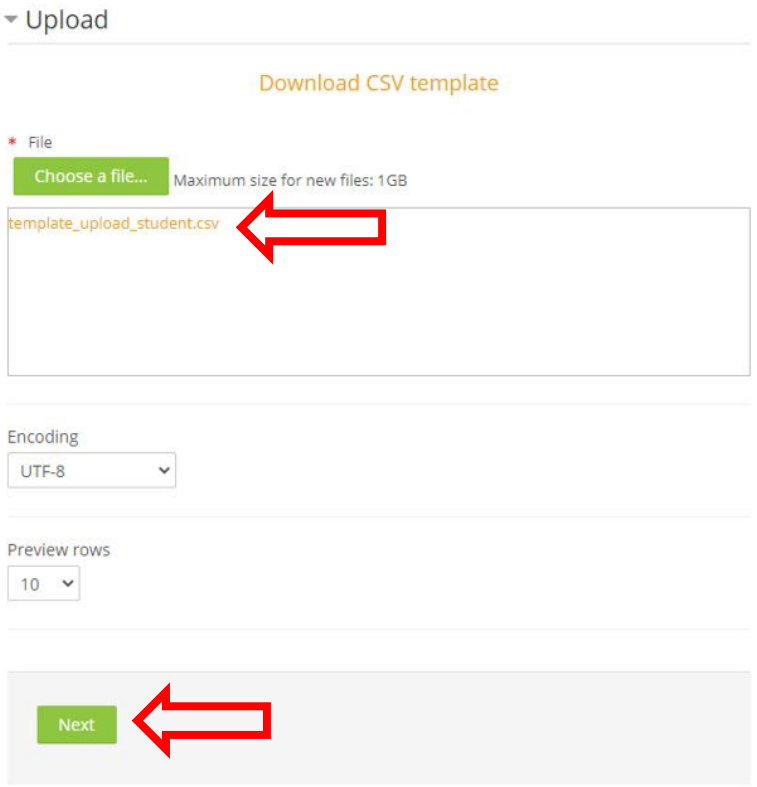




Enroll Users & Assign Roles

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

CSV enrol



Multiple enrol

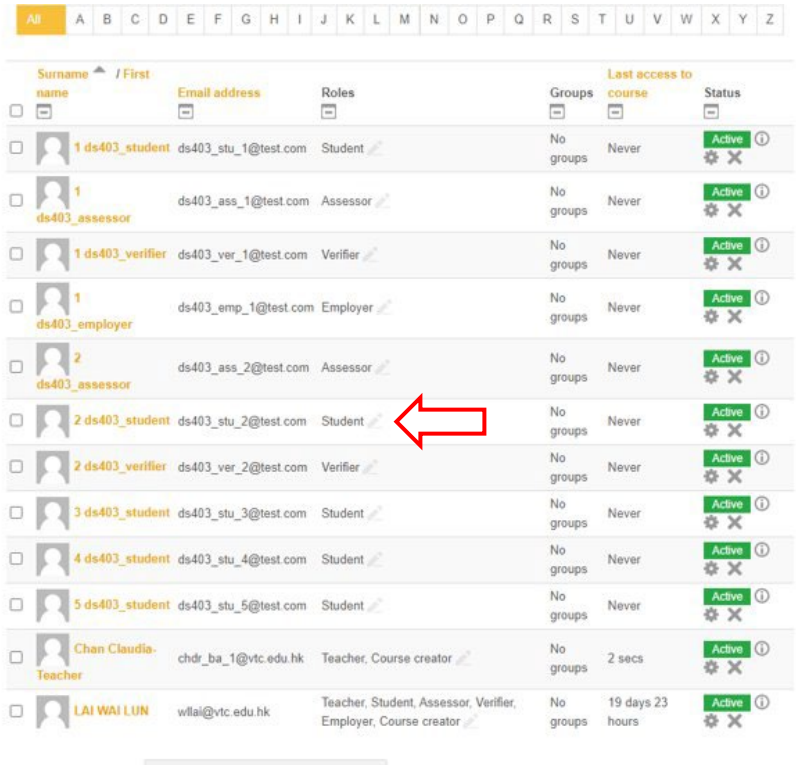
CSV enrolment video can be found here

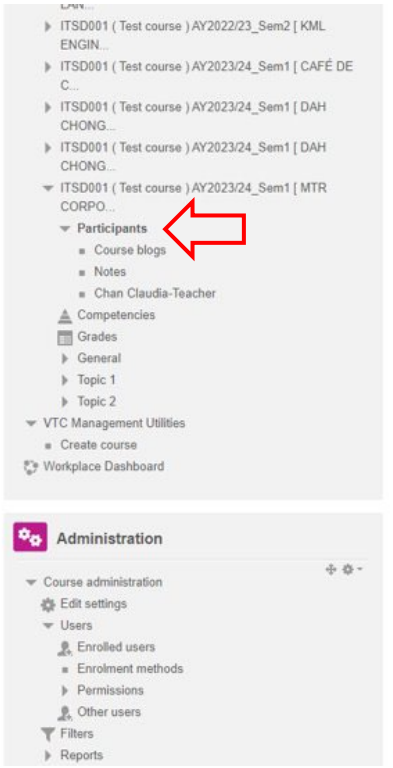
Multiple enrolment video can be found here

Enroll Users & Assign Roles

- There are three methods to assign roles to courses

Individual enrolment

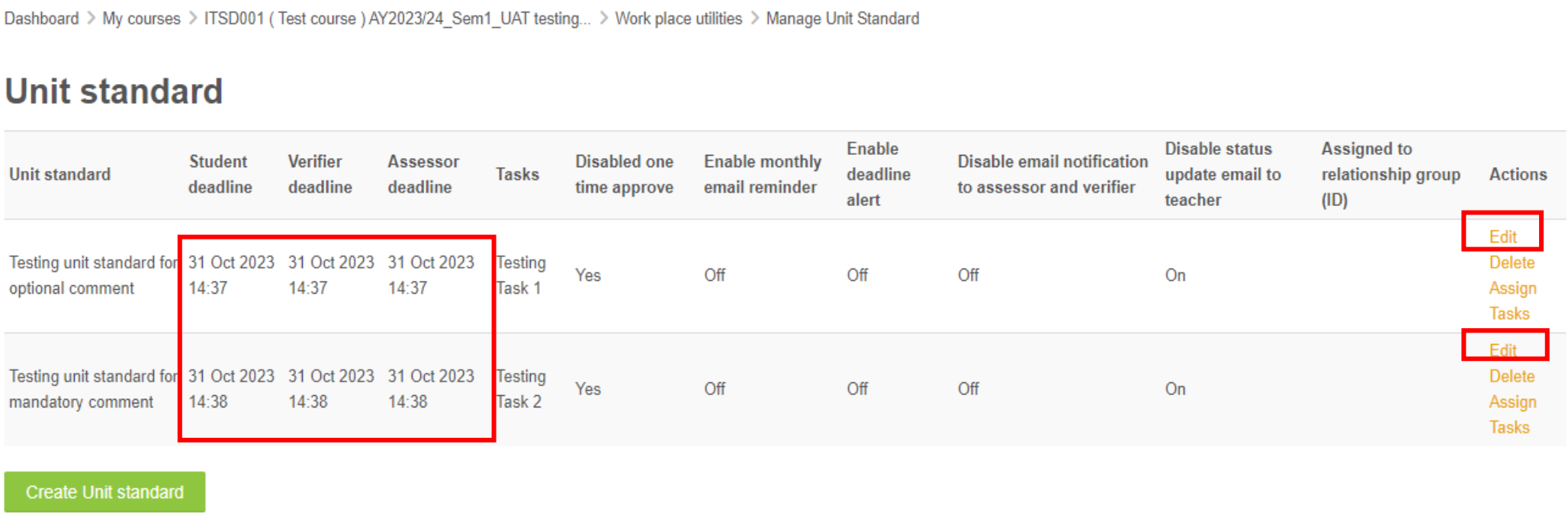




Individual enrolment video can be found [here]

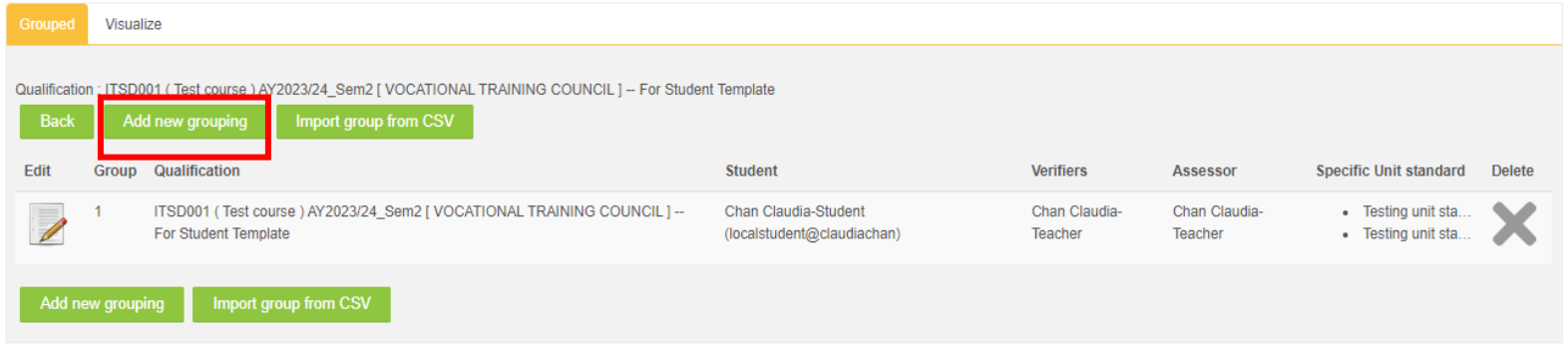
Update Unit Standard Deadlines

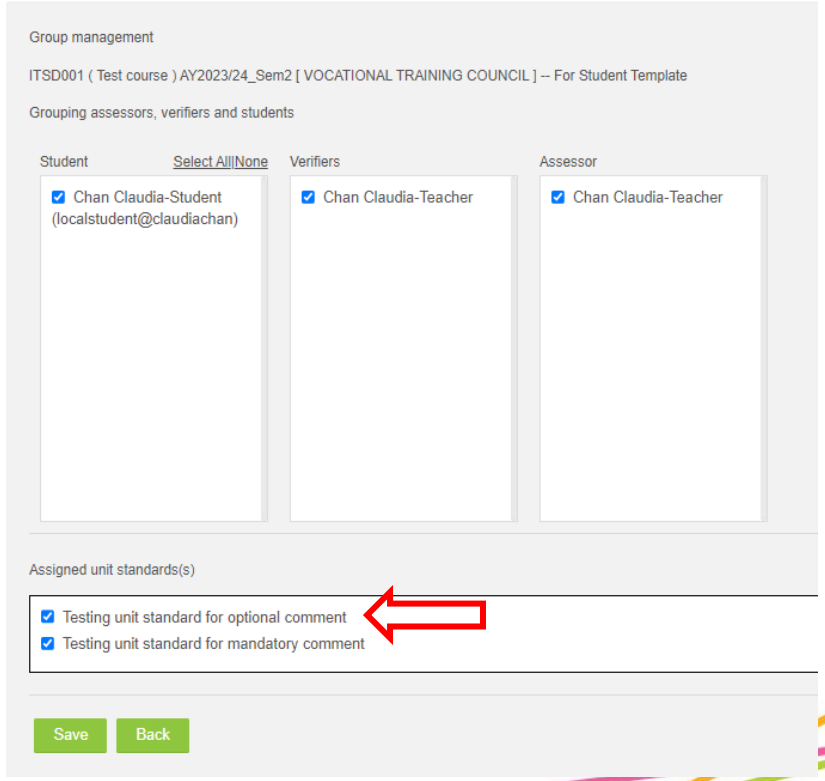
- Update deadlines so student / employers can complete assessments



Course Groupings with Employer Role

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

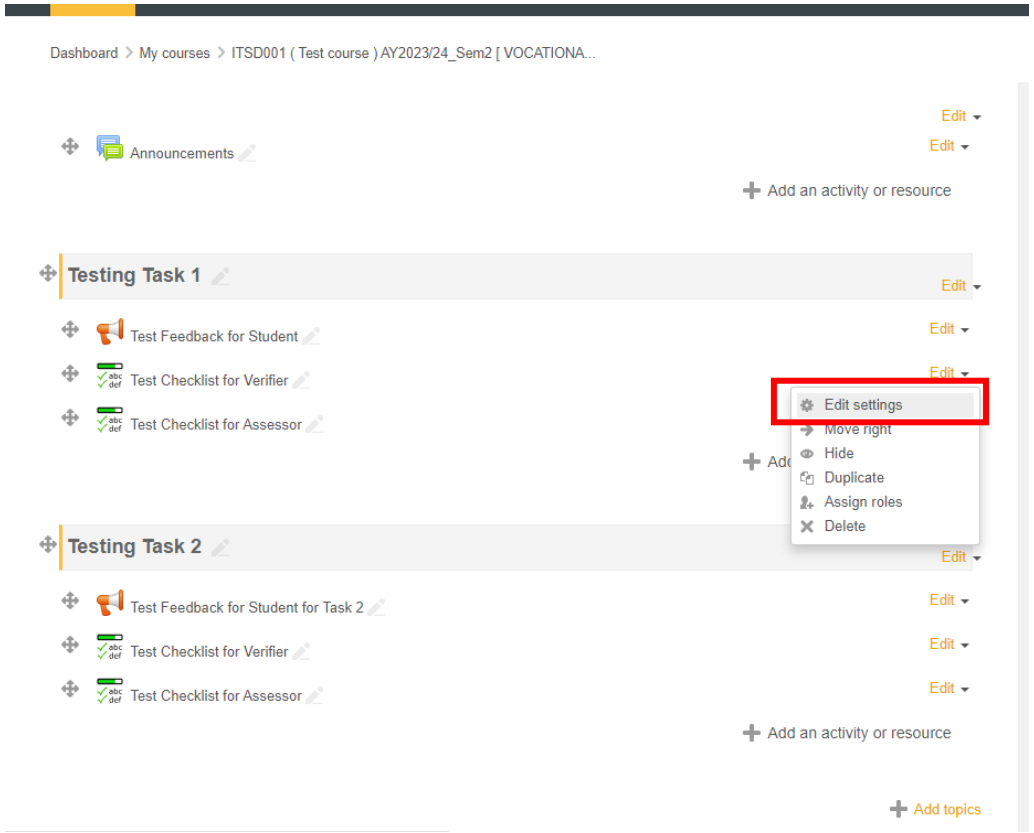


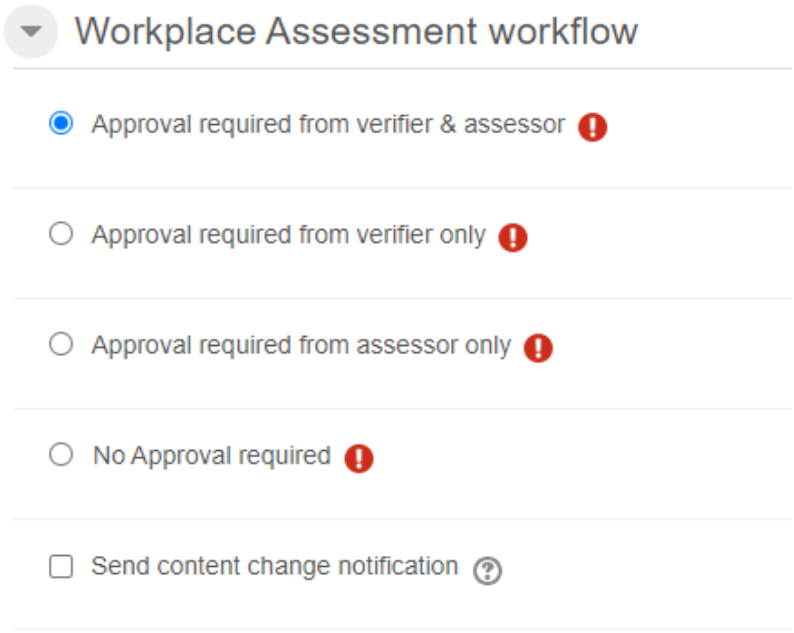


Manage groupings video can be found [here]

Check Feedback + Checklist Setting

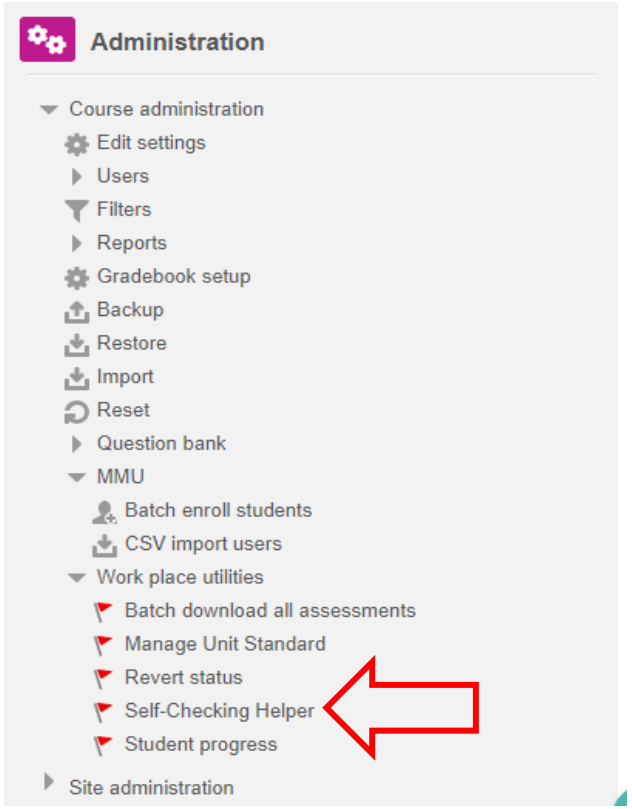
- Ensure correct feedback and checklist workflow setting so activities are completed by the correct role

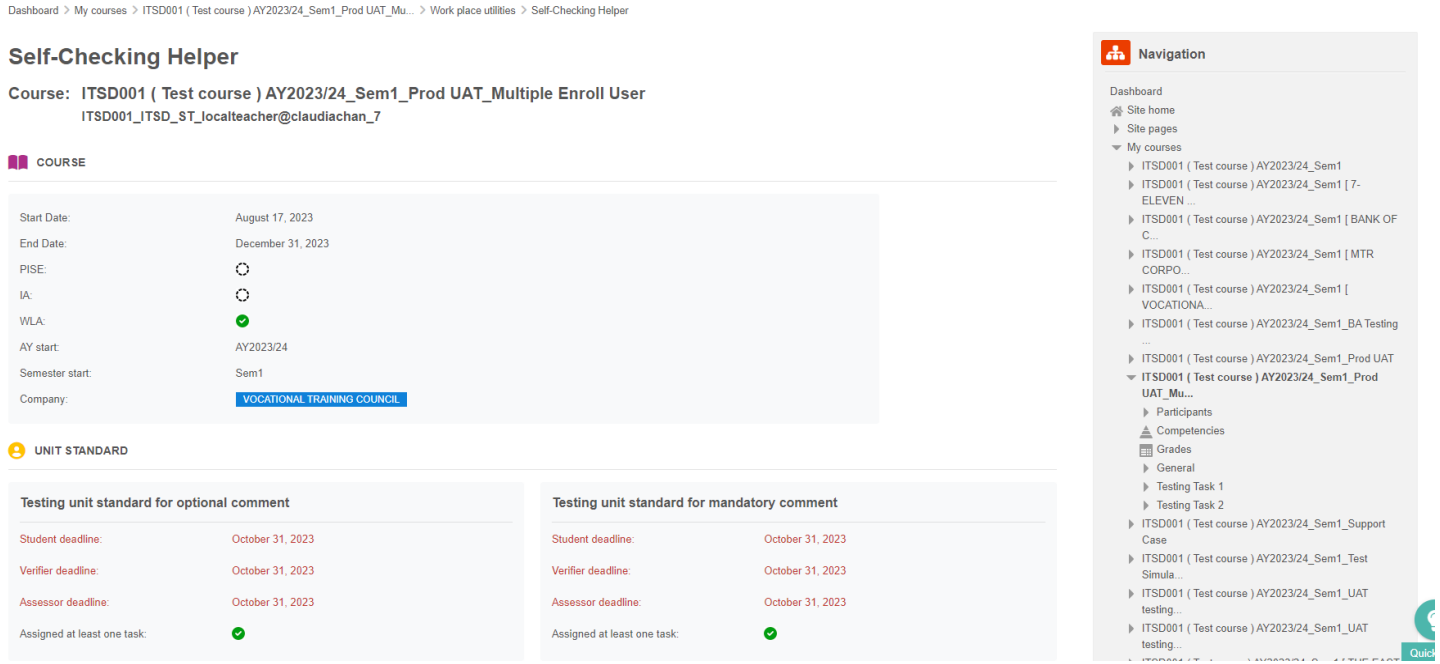




Self-Checking Helper

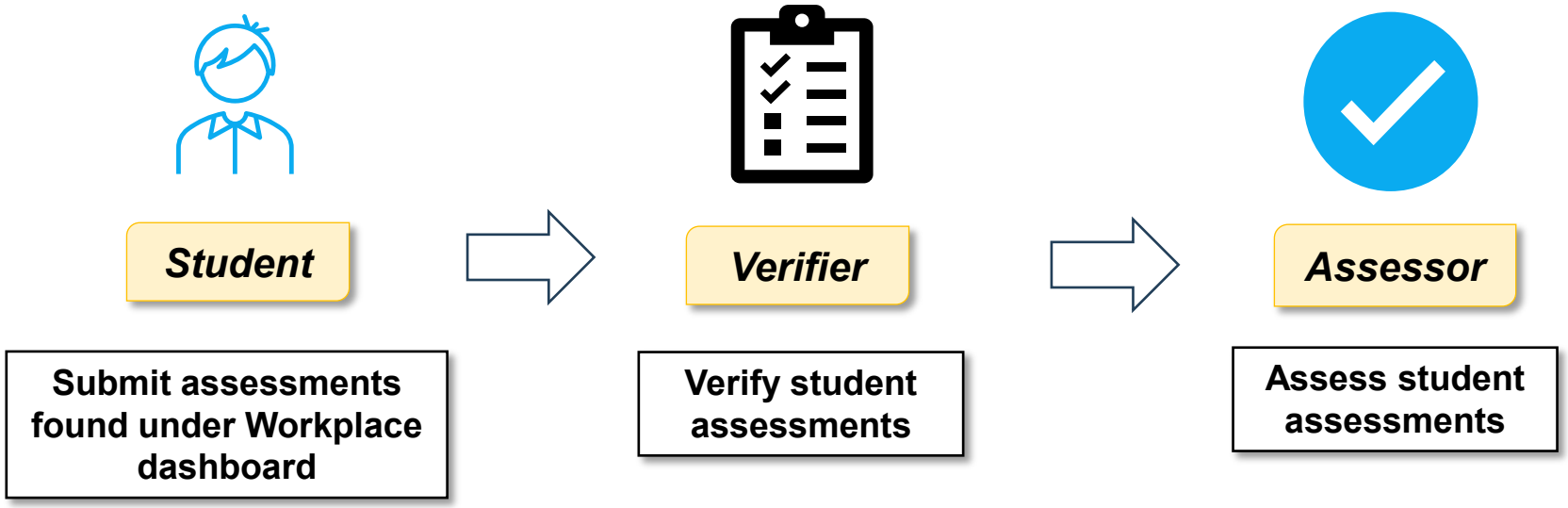
- One page to find out course situation





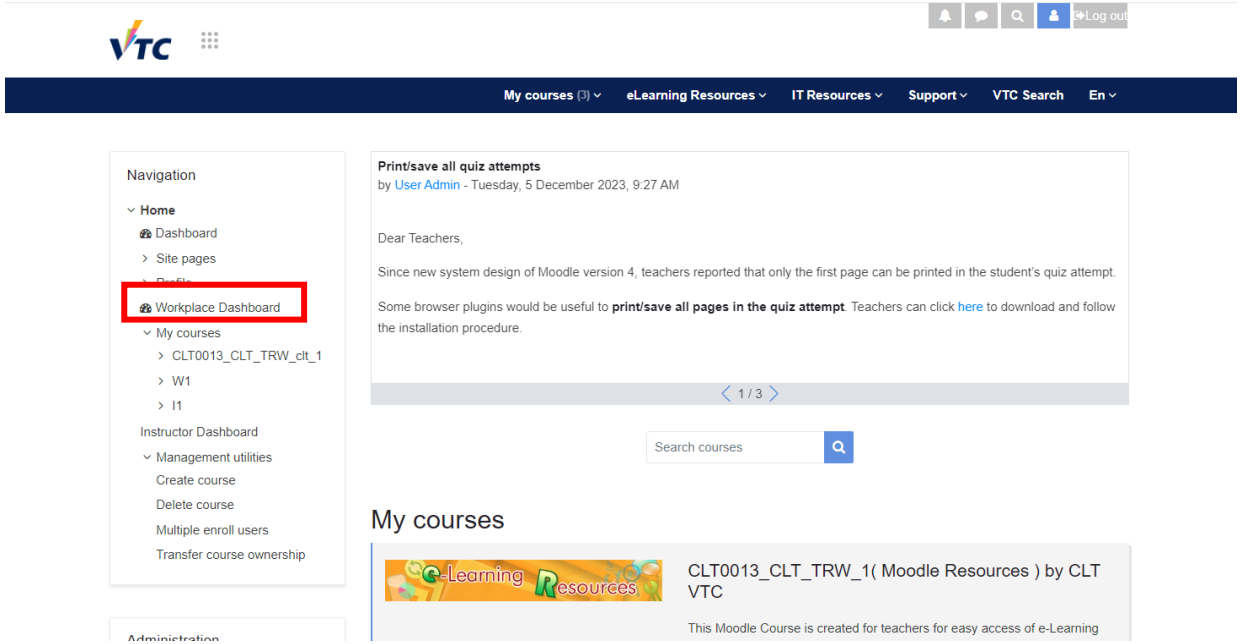
Self-Checking Helper video can be found here

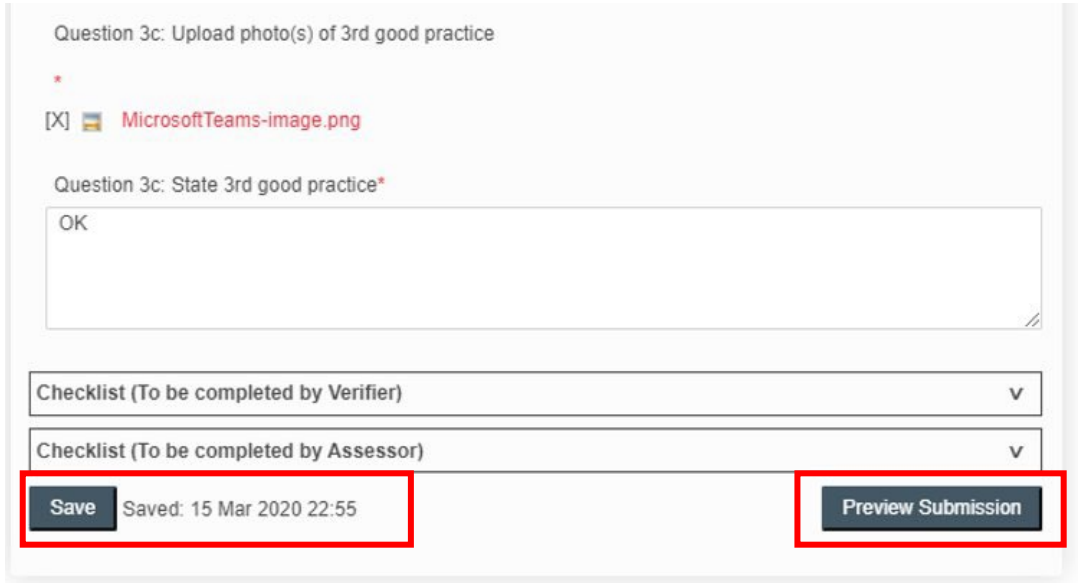
WLA Implementation Flow



How students submit assessments via Workplace Dashboard?

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

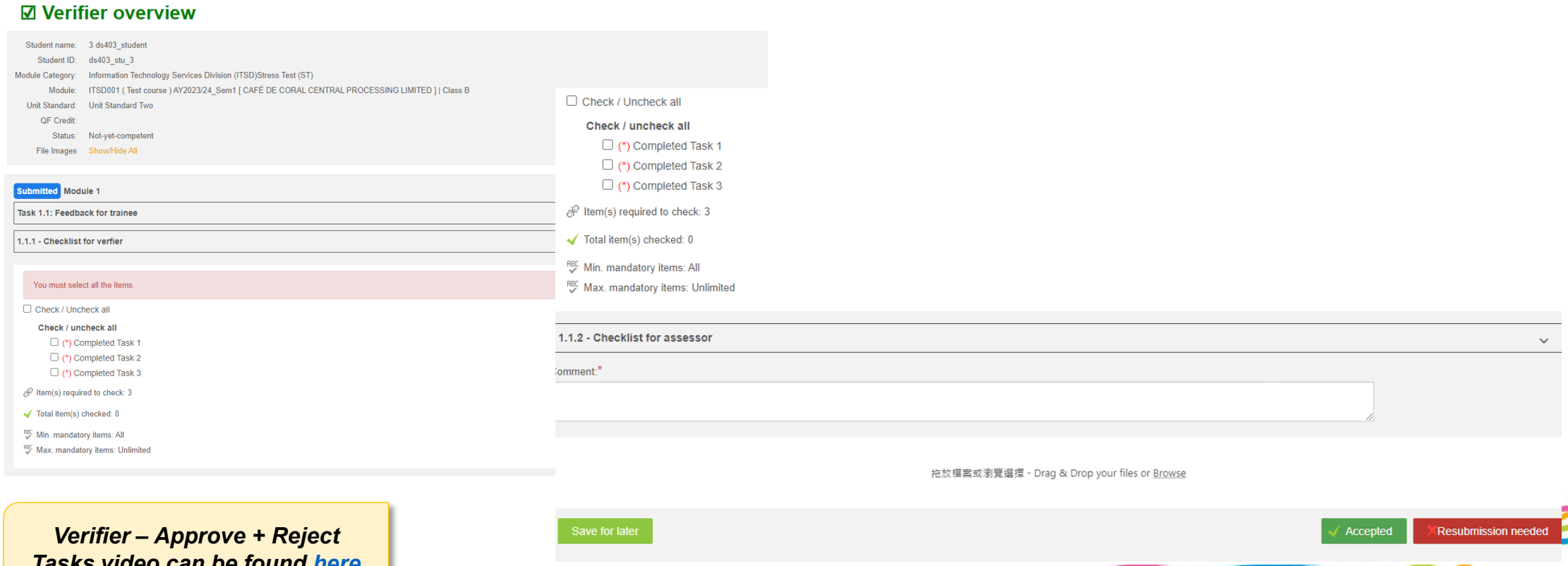




Students – Submit WLA tasks video can be found [here]

Verify Assessments with Verifier Role

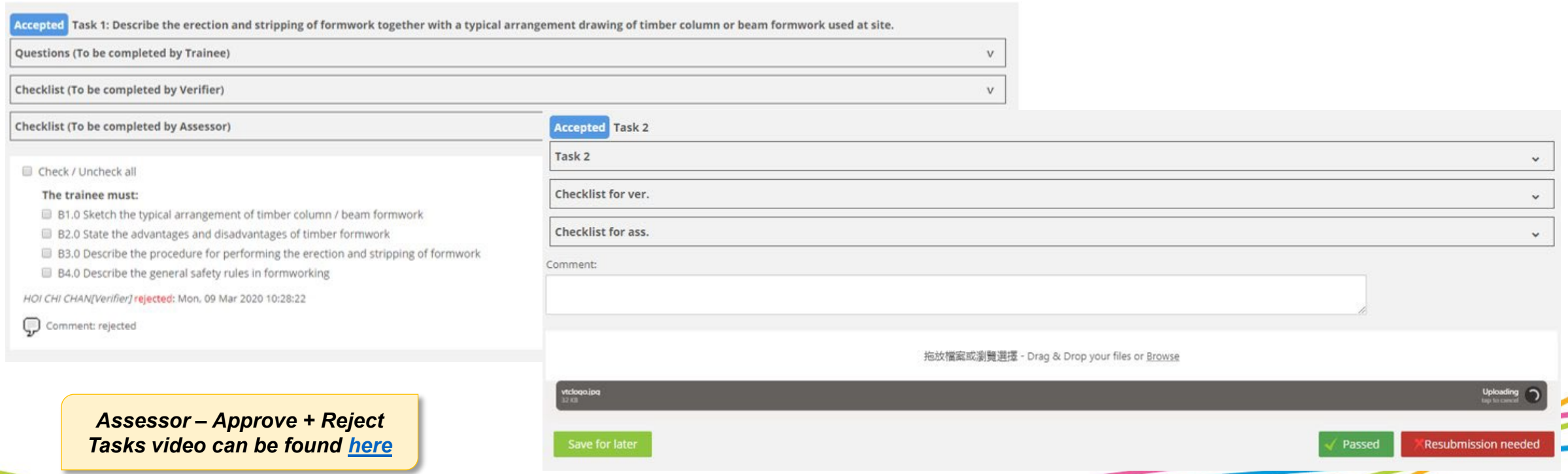
- This is the first line of approval
- Verifier need to verify that students have submitted all required evidence



Verifier – Approve + Reject Tasks video can be found here

Approving Assessments with Assessor Role

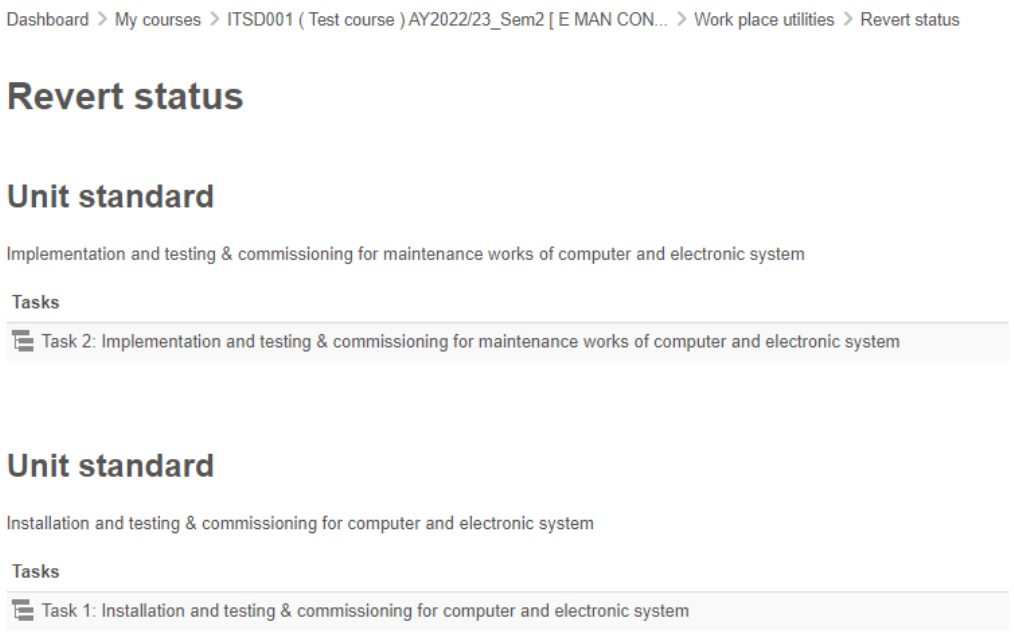
- This is the final line of approval
- Assessor need to assess student assessments have been completed as per checklist requirement

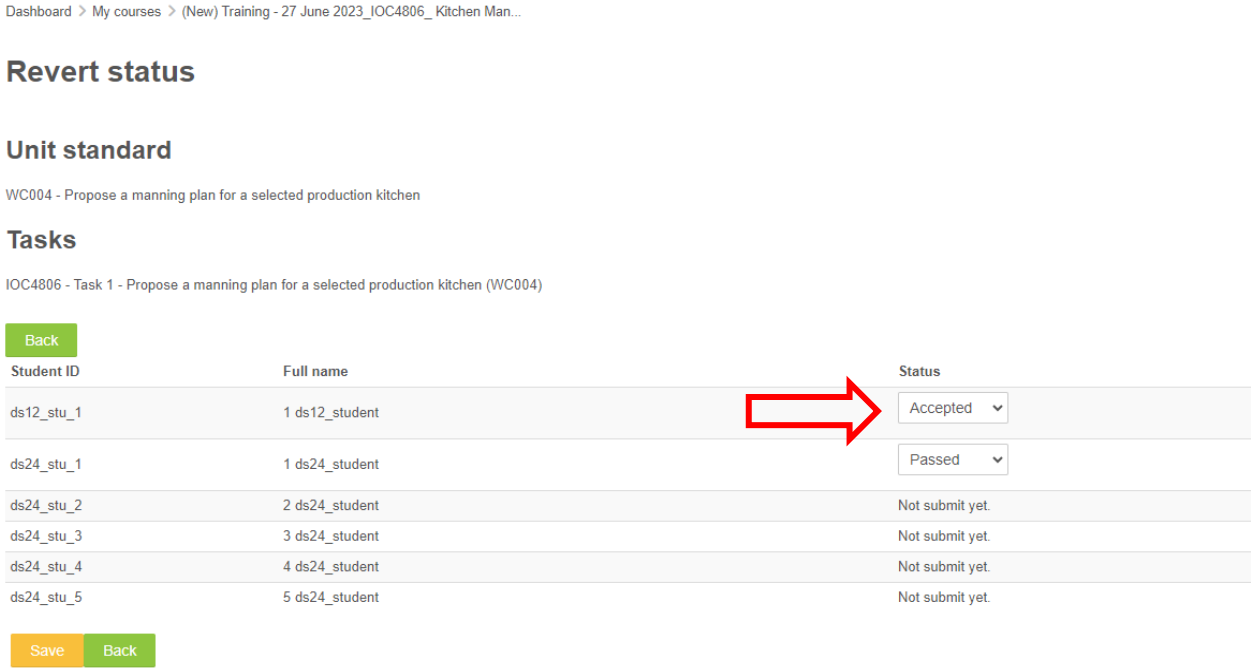


Assessor – Approve + Reject Tasks video can be found here

Revert Status

- For student resubmission; Assessors to re-approve:

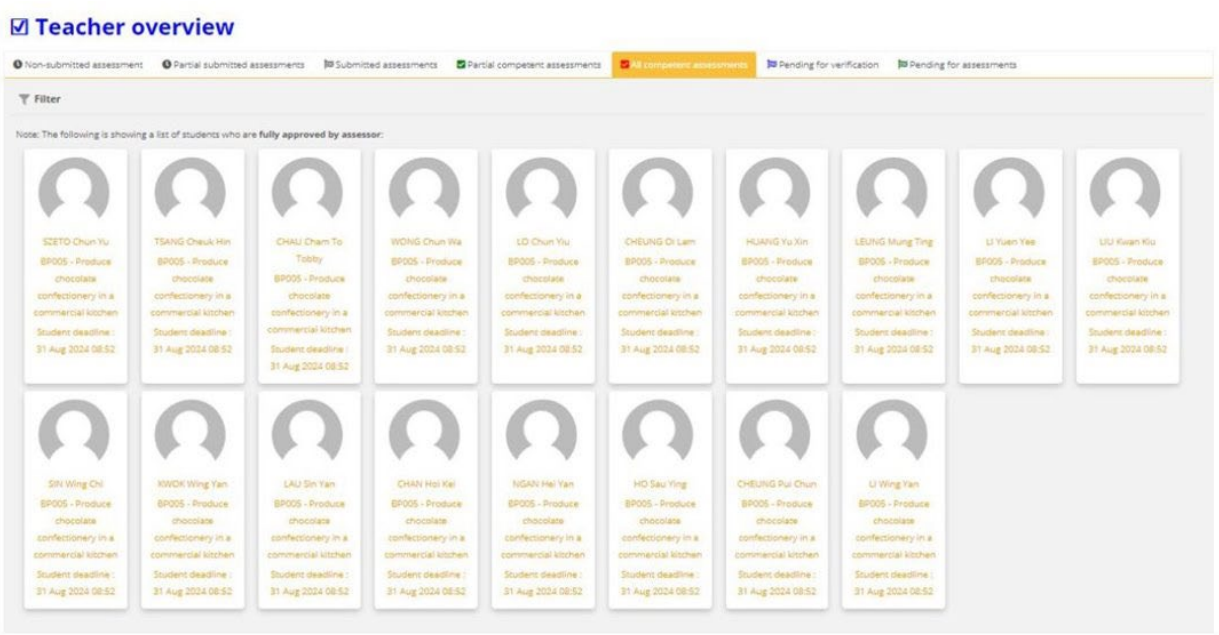


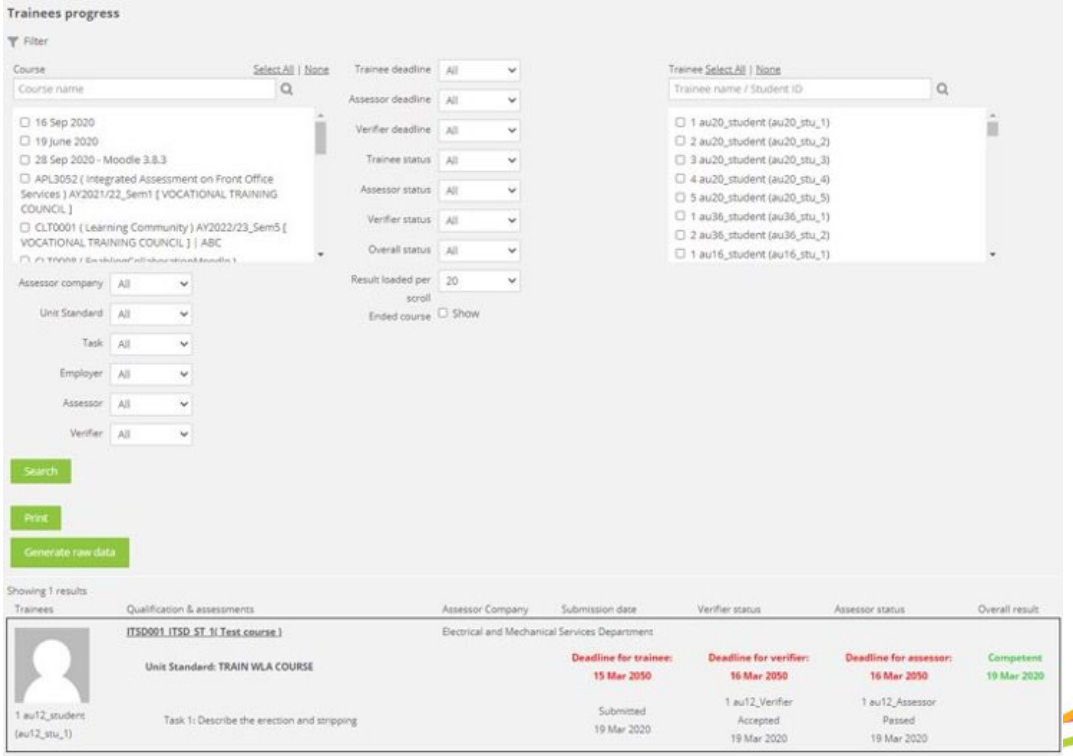


Revert Status video can be found here

Report & Overview

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

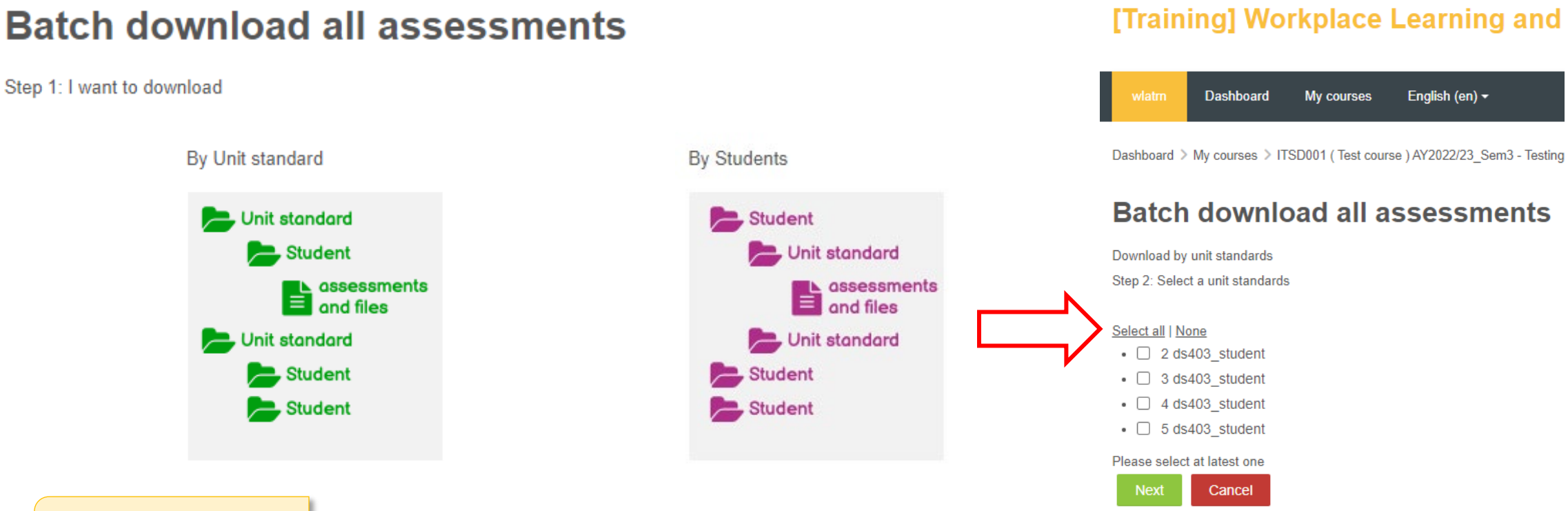




Reports video can be found [here]

Batch Download

- Download assessments by student or by unit standard



Batch Download video can be found here

Important Notes

1. Teachers are suggested to export and save WLA records for future accreditation.

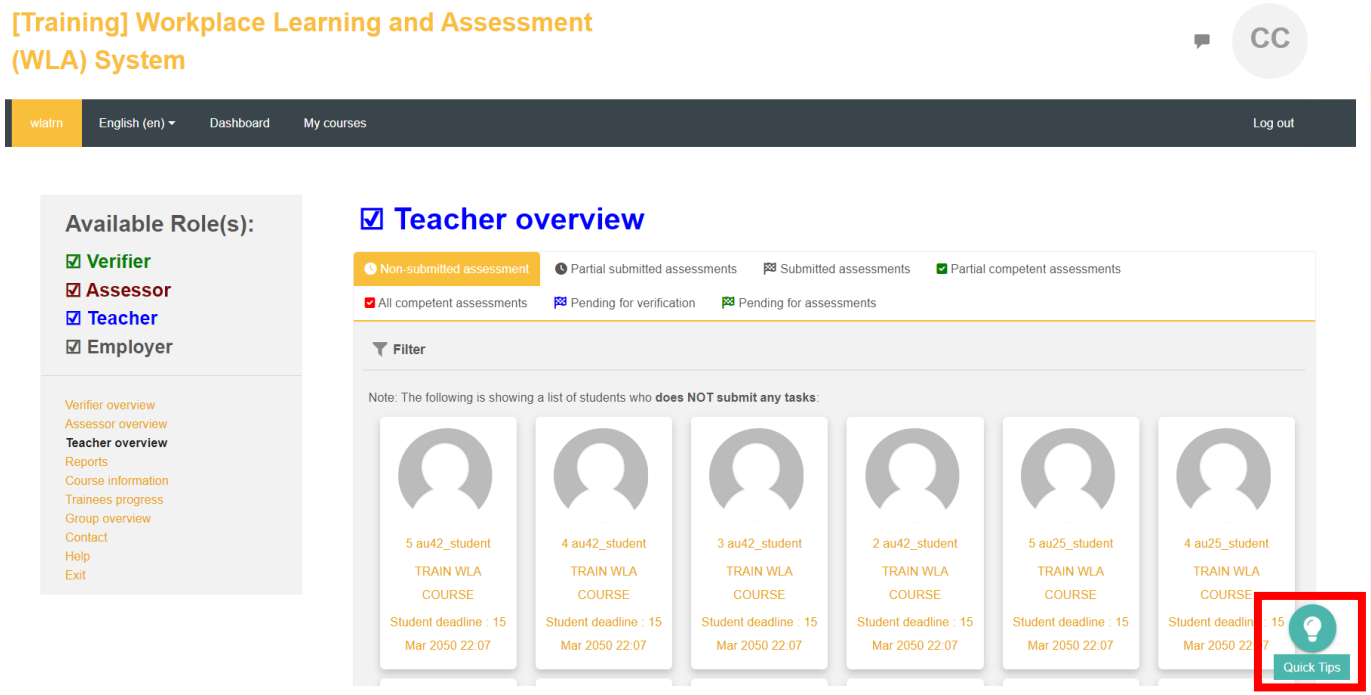
2. Teachers are ***not advised*** to remove course content, course enrollment, grouping and any record even if WLA courses have been completed. It will impact the reporting for payment.

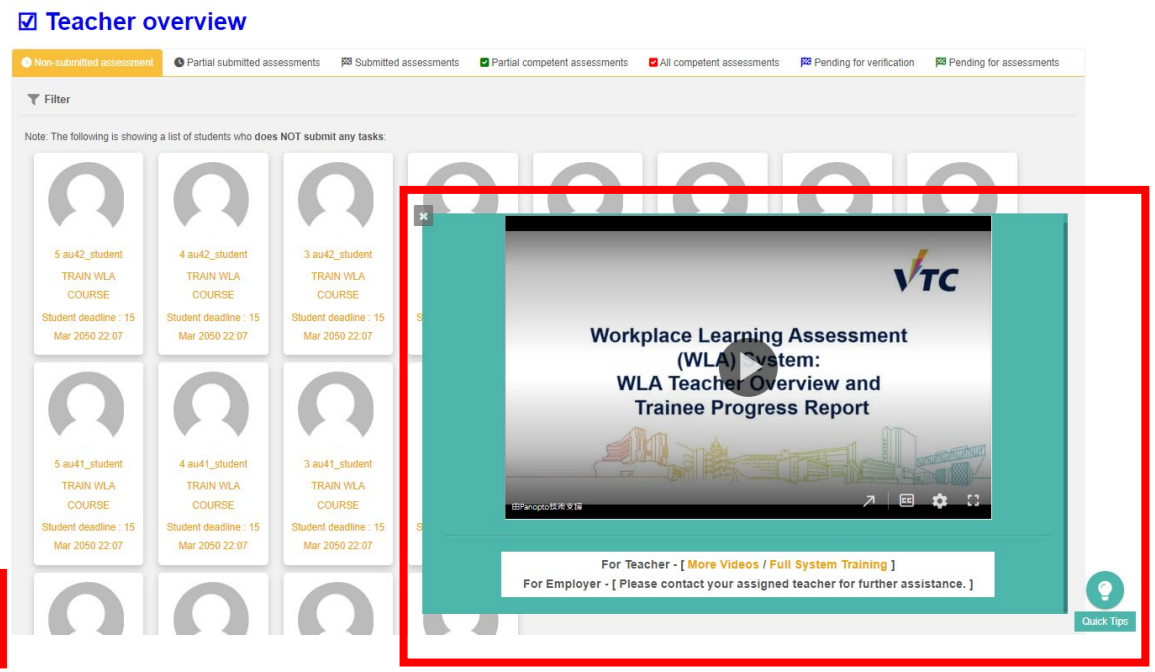
3. If there are too many old courses in the system, teachers can unenroll his / her own account from the course. Before that, make sure to download accreditation documents and mark the course URL for self-recording.

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

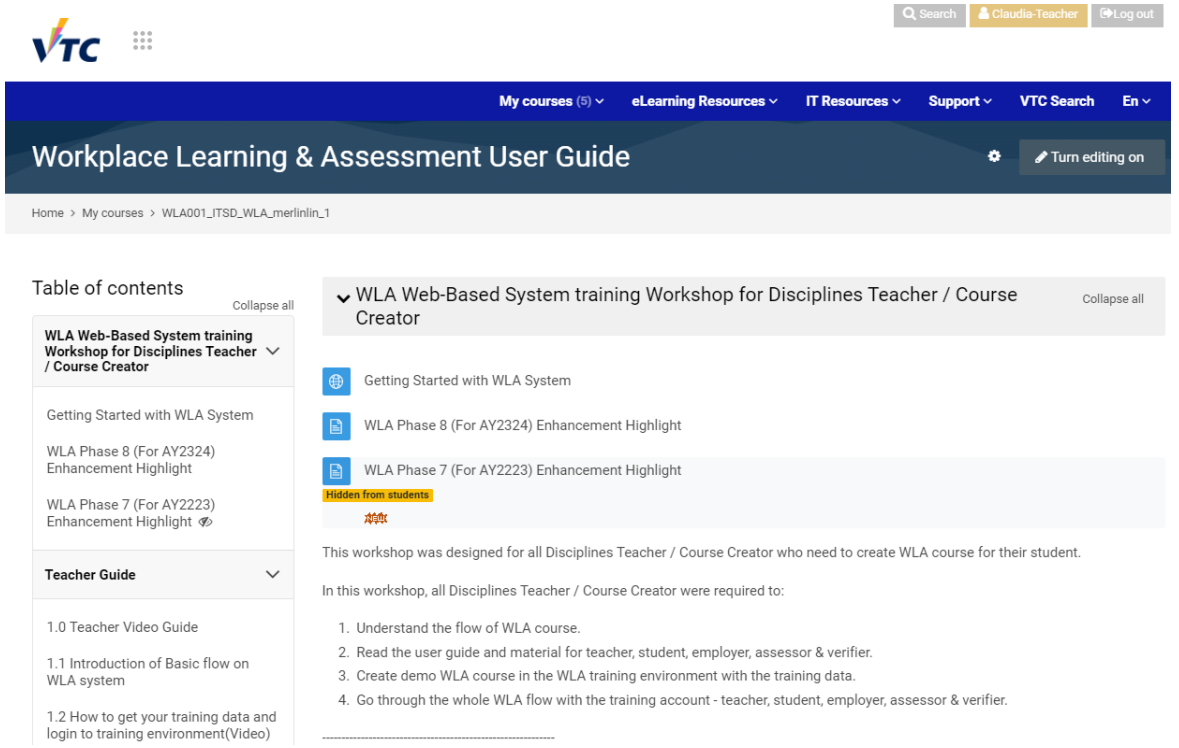

[Training] Workplace Learning and Assessment (WLA) System
wlatrn
English (en)
Dashboard
My courses
Log out
Available Role(s):
Verifier
Assessor
Teacher
Employer
Verifier overview
Assessor overview
Teacher overview
Reports
Course information
Trainees progress
Group overview
Contact
Help
Exit
Teacher overview
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
4 au42_student
3 au42_student
2 au42_student
5 au25_student
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
4 au42_student
3 au42_student
5 au41_student
4 au41_student
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

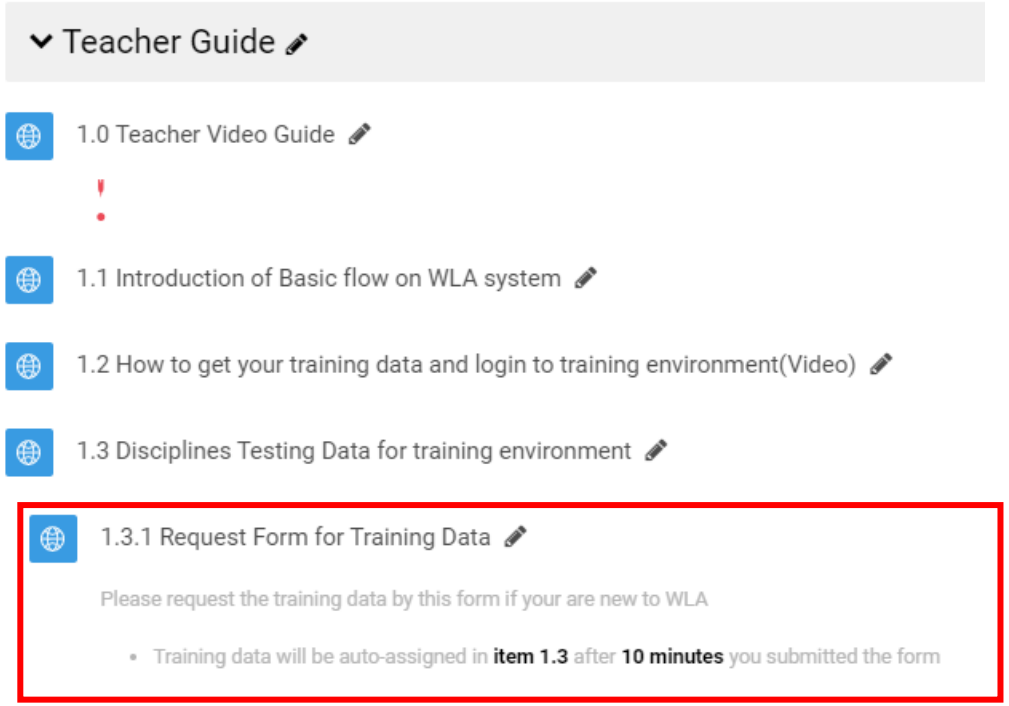
- Workplace Learning & Assessment User Guide

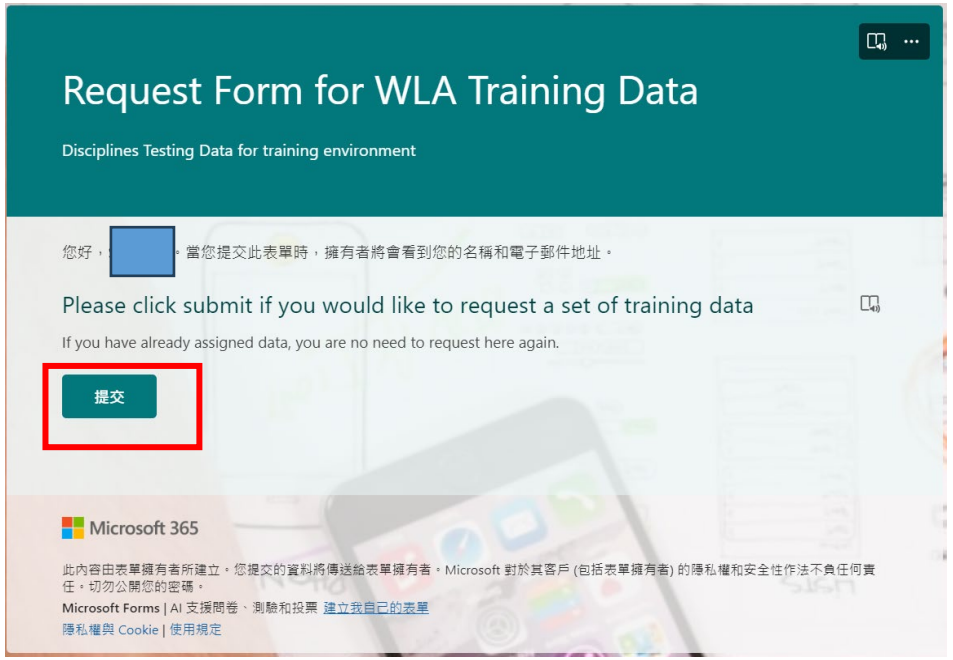
https://moodle-nay.vtc.edu.hk/course/view.php?id=2545



Request Training Data

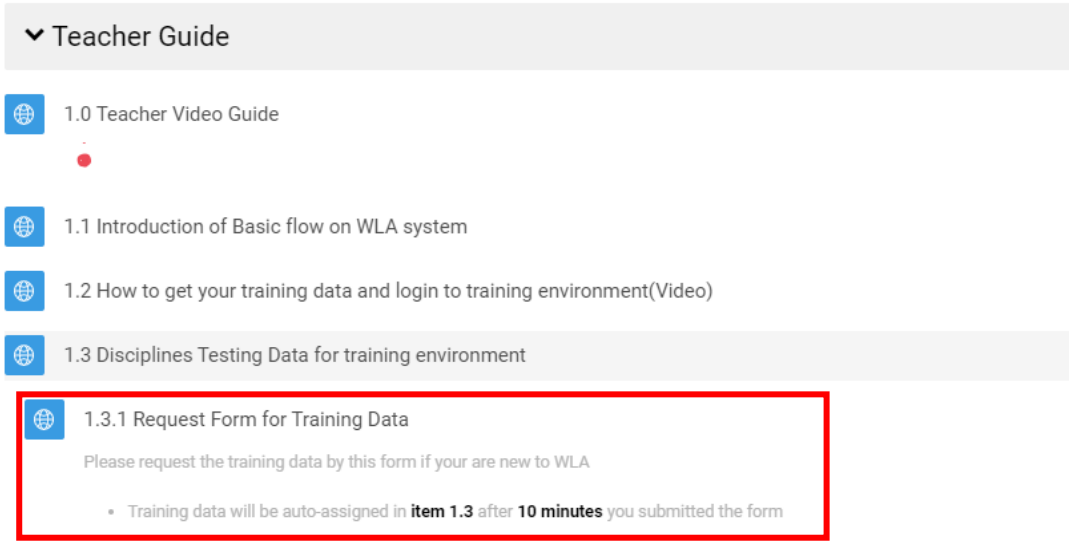
- Request training data to use for enrolment in training environment



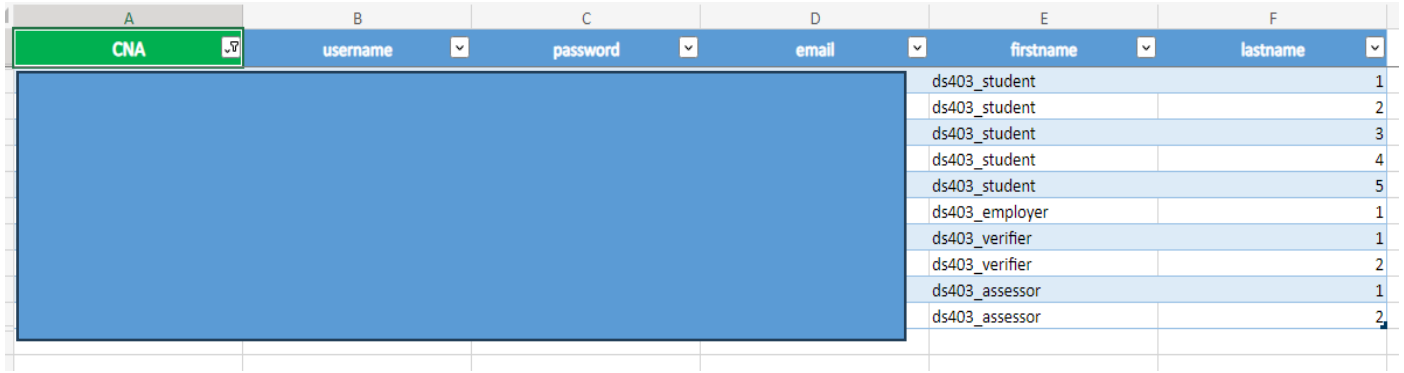


Training Environment

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



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



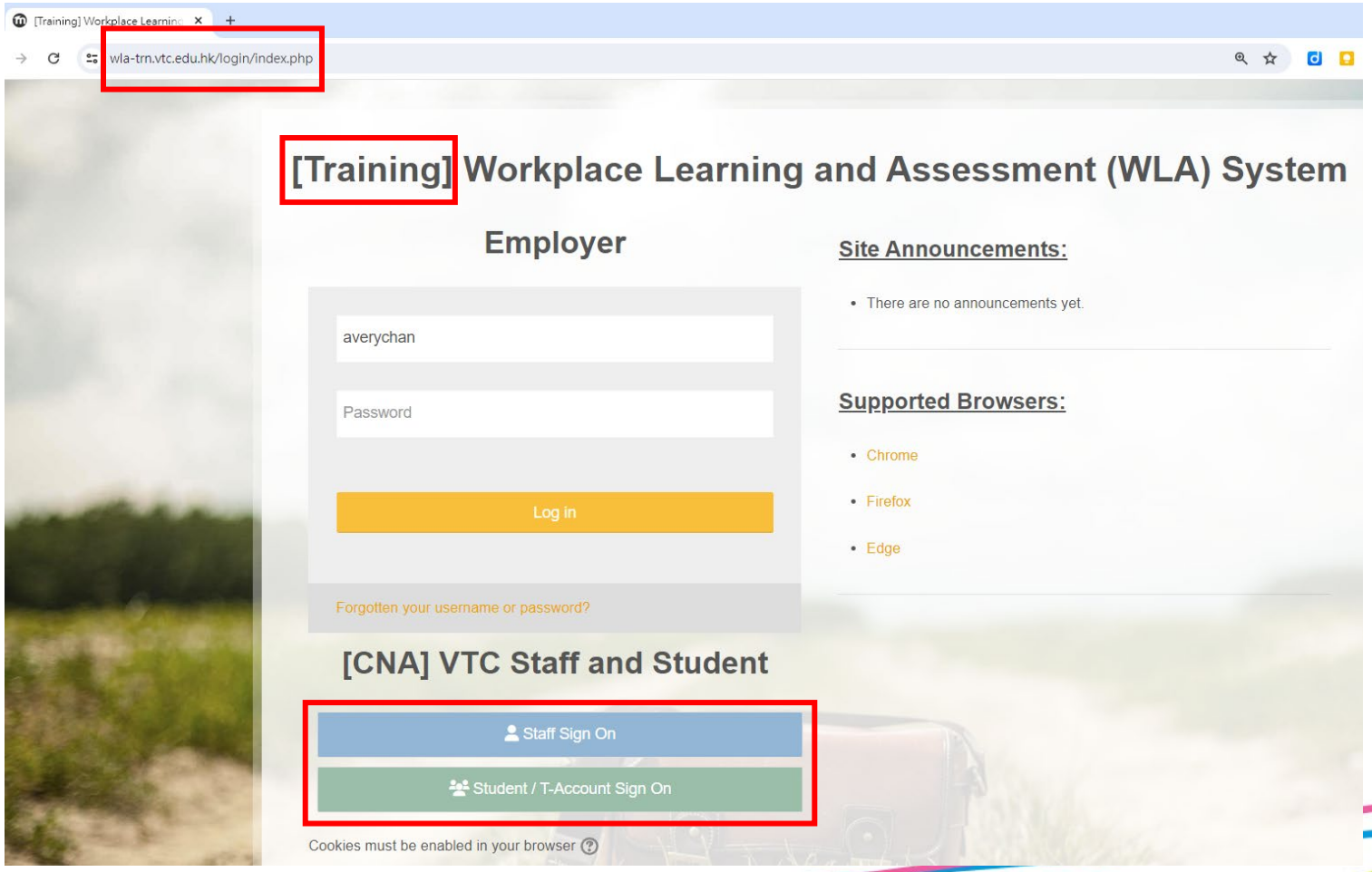
CNA	username	password	email	firstname	lastname
				ds403_student	1
				ds403_student	2
				ds403_student	3
				ds403_student	4
				ds403_student	5
				ds403_employer	1
				ds403_verifier	1
				ds403_verifier	2
				ds403_assessor	1
				ds403_assessor	2

- 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