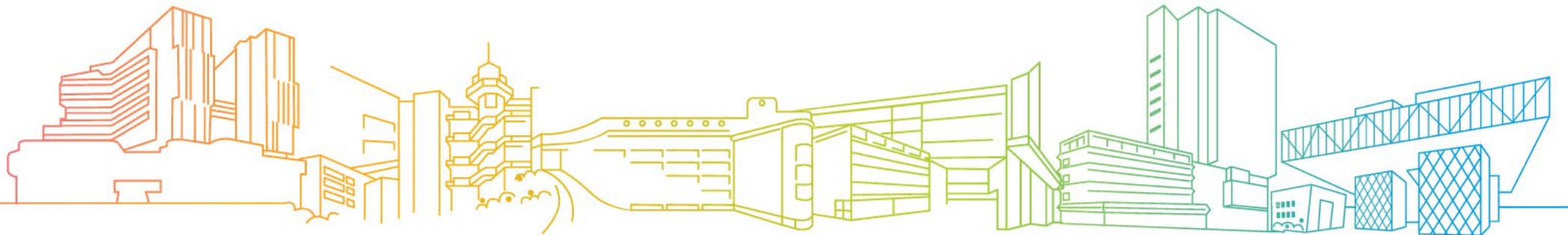




Workplace Learning and Assessment (WLA) Web-based System Training for WLA Coordinators



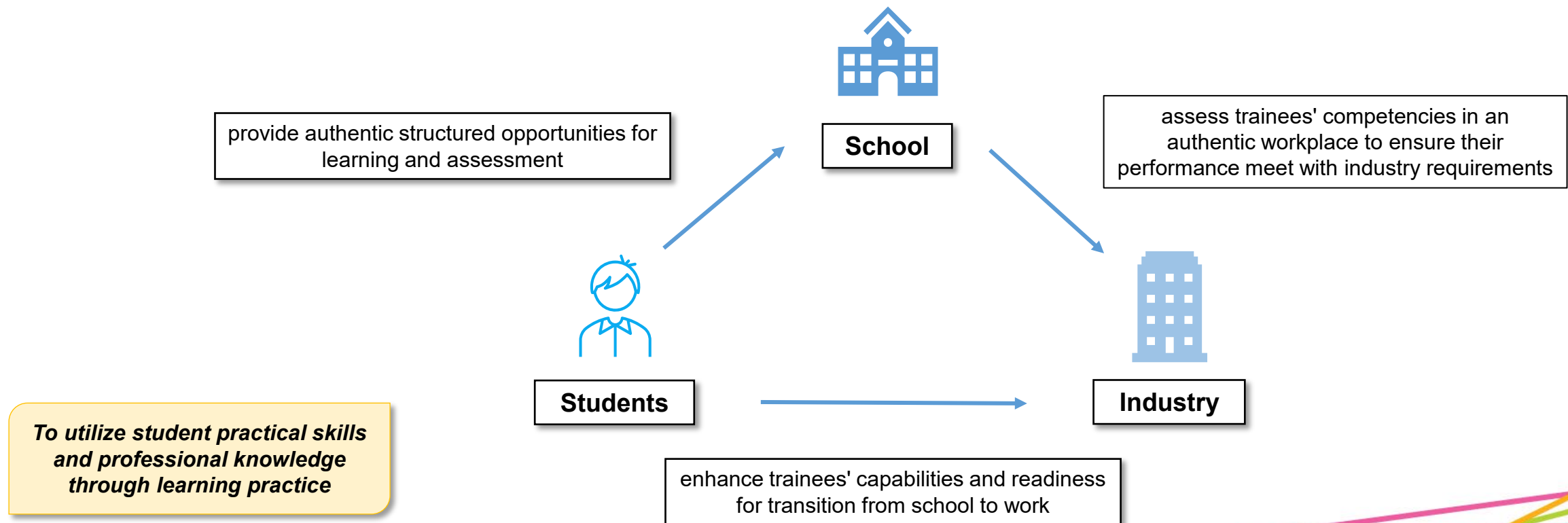
Intended Learning Outcomes

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

- explain the advanced functions of the WLA Web-based System; and
- design the WLA course content using the advanced functions.

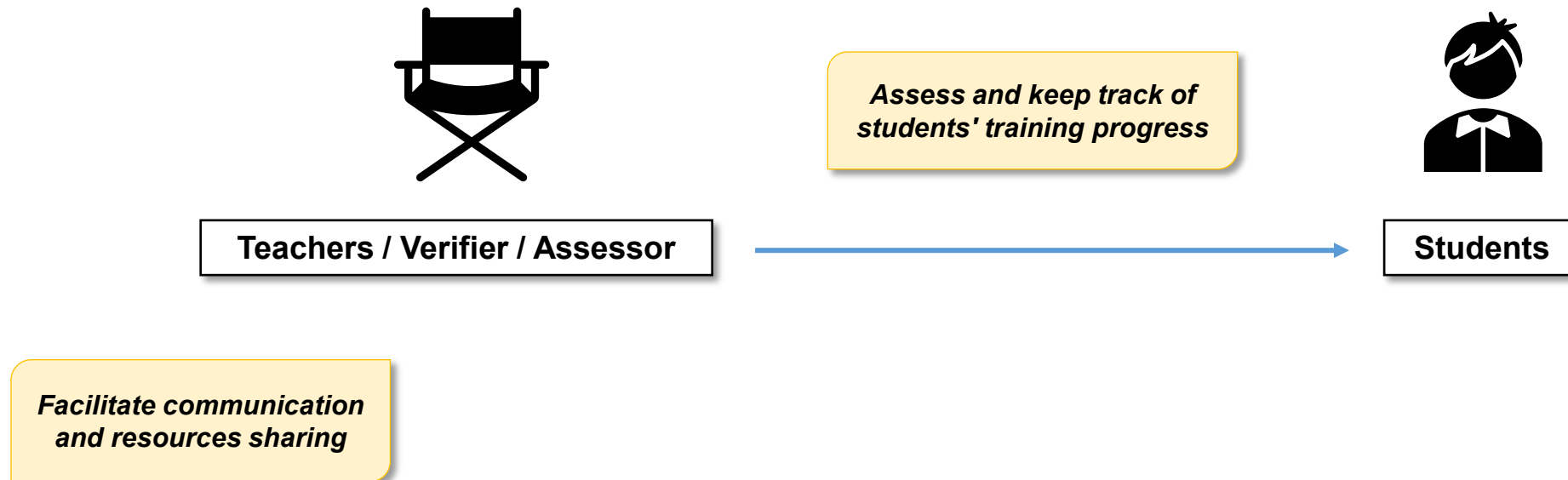
Introduction

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

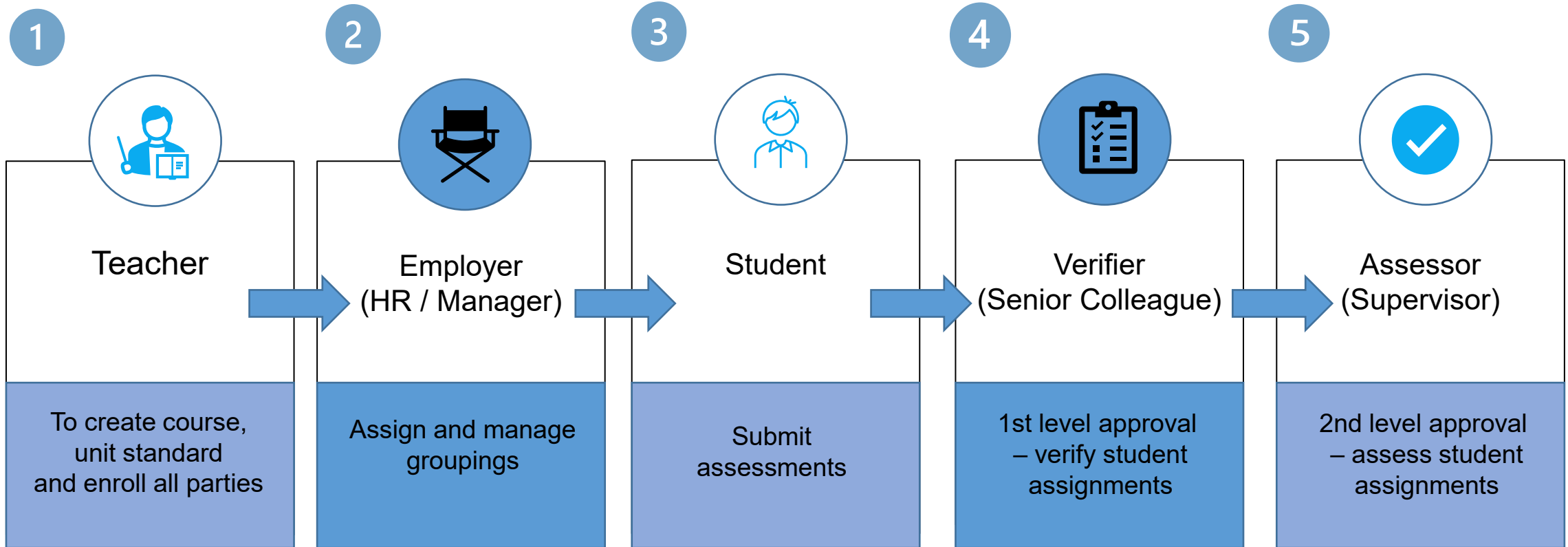


WLA Web-based System

- Web-based e-learning platform for WLA activities



WLA Roles & Responsibilities



Teachers usually take the role to assign groups too

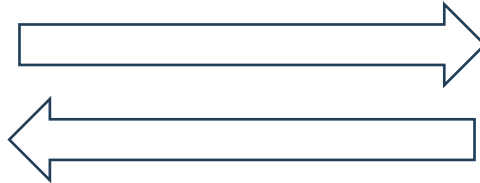
WLA Coordinator vs WLA Teacher



**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 Training Workshops 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 |

Please join WLA teacher workshop to understand the full scope of the system

WLA Web-based System Training for Teachers



CLT x ITSD Your Service Partner

STEP Webinar

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

Facilitators: Mr Avery Chan (PO/CLT)
Ms Claudia Chan (Consultant/ITSD)

Enrol Now

| | | |
|--------------------------|-------------------|--------------|
| 27 Mar 2024 (Wed) | 14:00 - 17:00 | MS Teams |
|--------------------------|-------------------|--------------|

| | | |
|-------------------------|-------------------|--------------|
| 9 Apr 2024 (Tue) | 14:00 - 17:00 | MS Teams |
|-------------------------|-------------------|--------------|

For more information, please click [here](#).

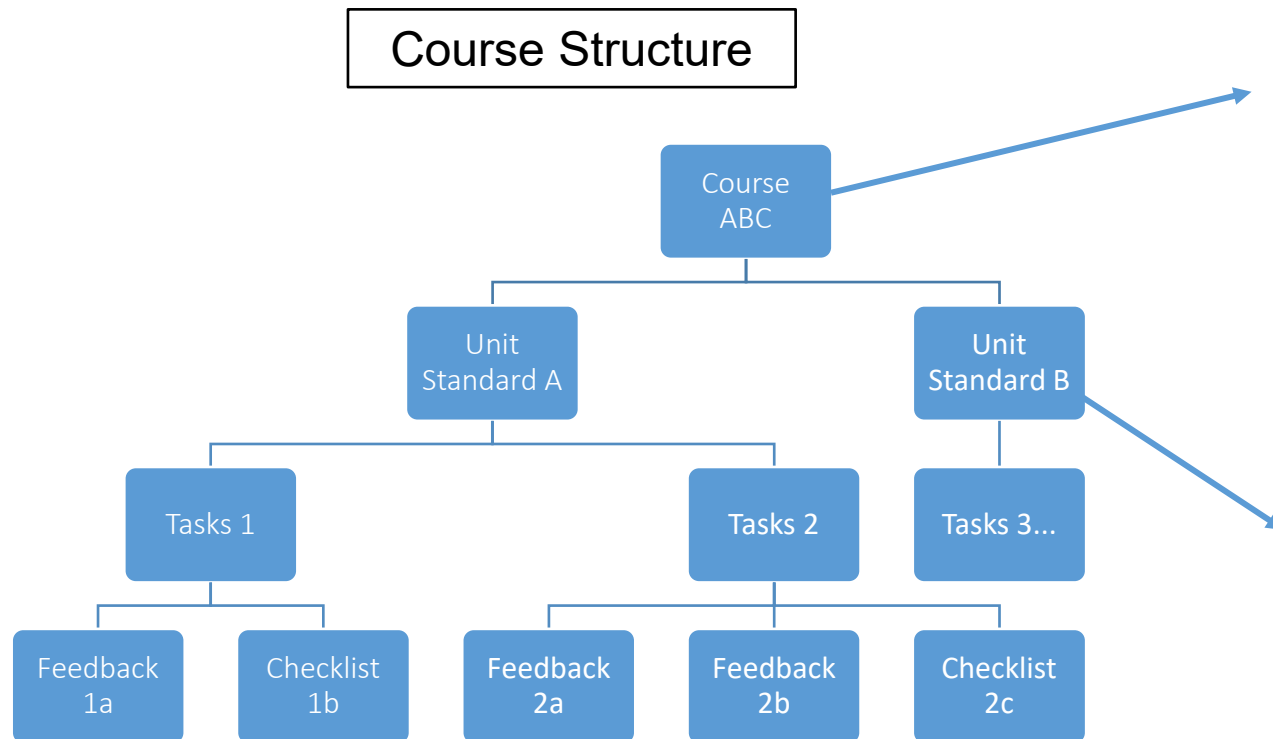
Training Flow



| Training Content for Coordinators | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none">1. Create Course2. Course Content – Feedback3. Course Content – Checklist4. Course Content – Add Tasks5. Course Content – Upload Course Material6. Create Unit Standard | <ol style="list-style-type: none">7. Student + Role of Assessor – Finding student assessment under assessor overview8. Types of Report9. Batch Download10. Backup Course11. Used Case Sharing in Feedback / Checklist12. Evaluation13. Q&A |

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

| 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

- 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

Version 1.1 | October 2018

6

RESTRICTED

- 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 |

7 Version 1.1 | October 2018

7

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 their students to work through



Checklist

Common WLA Terms – Feedback



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

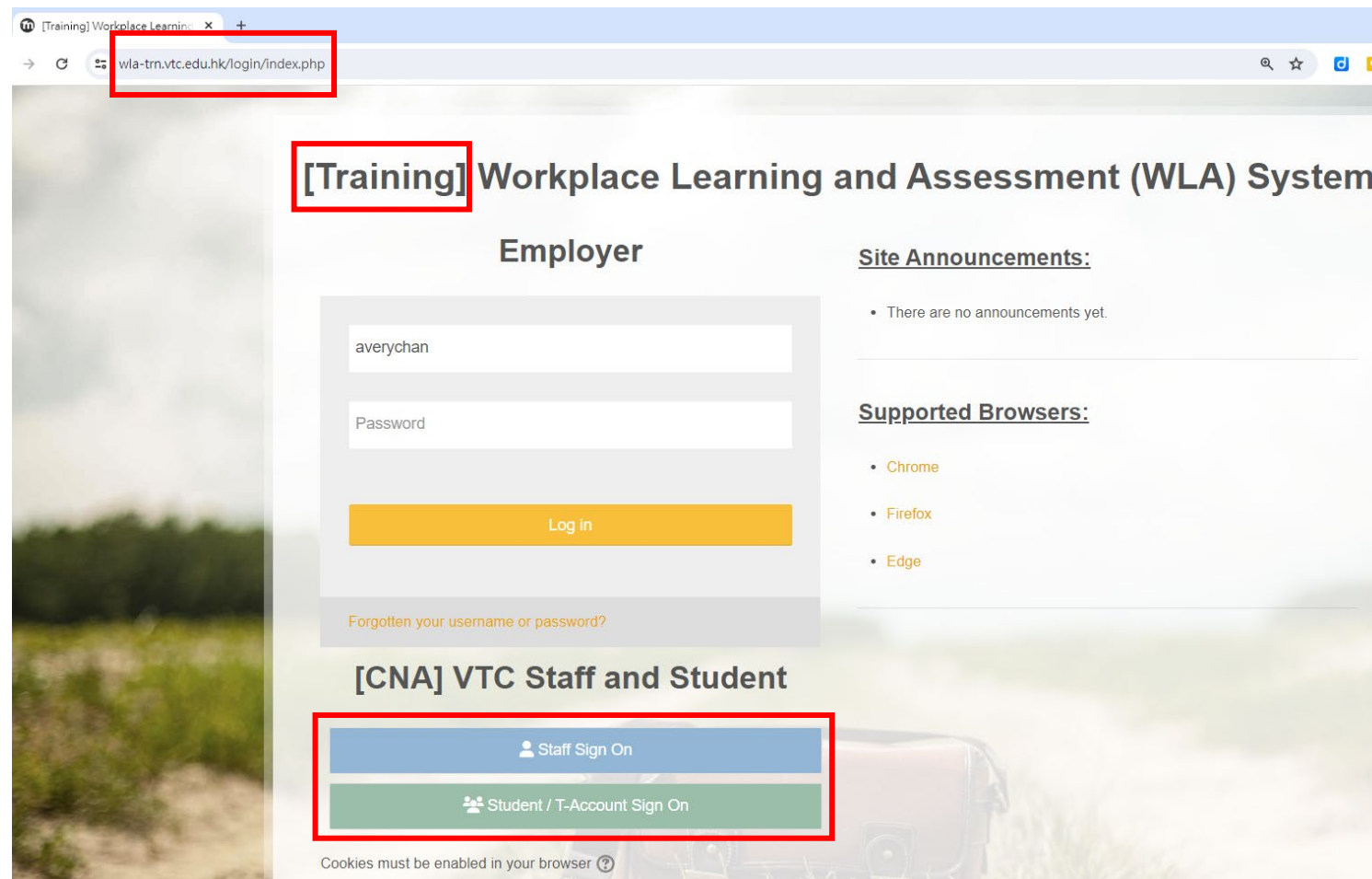


Feedback

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

⏪ ⏩

| | |
|--|--|
| | |
|--|--|

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](#)

Create Content - Feedback



- Questions in the assessment for students to answer and provide evidence

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 ?

Test course for teacher training

Random feedback

Back Add question Files request Export questions

Save as new template

Sample checklist for WL coordinator training

- Choose...
- Add a page break
- Files request**
- Information
- Label
- Longer text answer
- Multiple choice
- Multiple choice (rated)
- Numeric answer
- Short text answer

Short text answer

Required

Question

Label

Textfield width

Maximum characters accepted

Position

Background color

Save changes Cancel

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

Create Content - Checklist



- For employers to verify / assess student evidence for assessments

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 ?

Settings

Maximum grade

Min. mandatory items ?

Max. mandatory items ?

To clean service items, you must:

Task 1a - Clean service items

Preview View progress Edit checklist

Import items Export items

- prepare service items for cleaning, including: ! ⚙️ → ↓ X +
- gather all dirty service items ! ⚙️ ← ↑↓ X +
- scrape off excess food from service items ! ⚙️ ←→ ↑↓ X +
- pre-rinse any particularly dirty service items ! ⚙️ ←→ ↑↓ X +
- stack service items in dishracks appropriately ! ⚙️ ←→ ↑↓ X +
- load the dishracks correctly in accordance with manufacturer's instructions. ! ⚙️ → ↑↓ X +
- monitor the dishwashing machine and built-in cleaning detergent devices operation. ! ⚙️ → ↑↓ X +
- identify and report any inconsistencies. ! ⚙️ → ↑↓ X +
- unload clean service items from the dishracks on completion of the washing process. ! ⚙️ → ↑↓ X +
- check the quality of the cleaned service items and record damage arising from the washing process in accordance with establishment requirements. ! ⚙️ → ↑↓ X +
- polish silverware using polishing cloth and products in accordance with establishment requirements. ! ⚙️ → ↑↓ X +
- maintain the dishwashing machine in good order in accordance with manufacturer's instructions. ! ⚙️ → ↑↓ X +
- keep the work areas clean and hygienic. ! ⚙️ → ↑↓ X +
- provide evidence showing how service items are cleaned, which must include: ! ⚙️ → ↑↓ X +
 - verified photographs of clean service items. ! ⚙️ ← ↑ X +

Add

Grade

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

Create Content - Add Tasks



- Tasks within the course that contain feedback and checklist to form the complete WLA course structure

The screenshot displays the Workplace Learning and Assessment (WLA) System interface. At the top, the title "Workplace Learning and Assessment (WLA) System" is visible, along with the user name "Chan Claudia-Teacher" and a profile icon labeled "CC". The main navigation bar includes "wlapdt", "Dashboard", "My courses", and "English (en)". The current page is titled "Dashboard > My courses > ITSD001 (Test course) AY2023/24_Sem1_BA Testing ...".

The main content area is divided into sections. The "General" section includes a "FORUM Announcements" block and a green dashed box with a plus icon and the text "Add an activity or resource". Below this is an "Add topic" link. The "Testing Task 1" section includes a "FEEDBACK Test Feedback for Student" block, a "CHECKLIST Test Checklist for Verifier" block, and a "CHECKLIST Test Checklist for Assessor" block. At the bottom of this section is another green dashed box with a plus icon and the text "Add an activity or resource", with an "Add topic" link below it.

On the right side, there is a "Navigation" sidebar with a tree view of the course structure. The "Add a block" panel is also visible, showing a dropdown menu with "Add..." selected.

Add Tasks video can be found [here](#)

Create Content - Upload Course Material



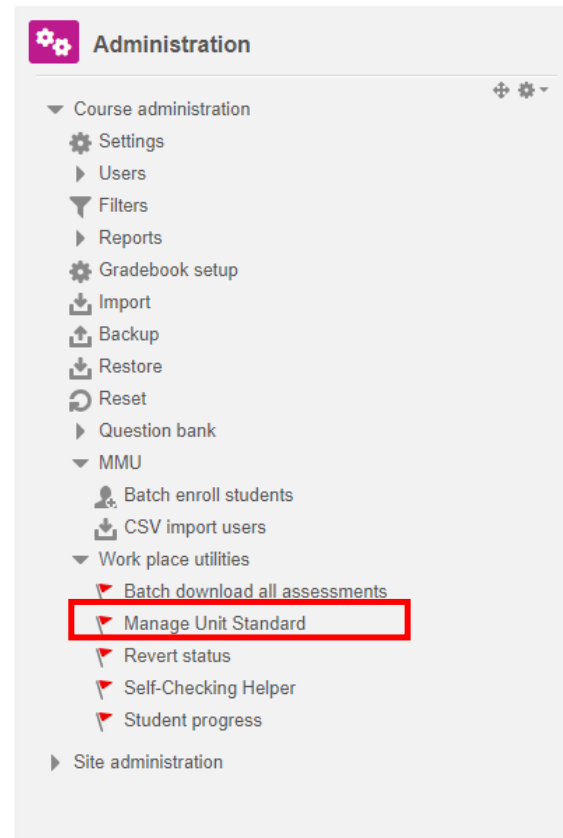
- Upload course material for students to access

The screenshot shows a Moodle course page with a 'General' tab selected. Below the tab, there are two items: a 'FORUM' announcement and a 'FILE' titled 'Trainee Assessment Record - WC004 - Plan manpower and resources in a production kitchen'. A red box highlights a green dashed box containing a plus icon and the text 'Add an activity or resource'. To the right, a dialog box titled 'Add an activity or resource' is open, showing a search bar and tabs for 'All', 'Activities', and 'Resources'. The 'All' tab is selected, and a red box highlights the 'File' and 'Forum' activity options. Other visible options include Checklist, Feedback, Page, and Text and media area.

Upload course material video can be found [here](#)

Create Unit Standard

- Create course framework with course content
- This needs to be created so different roles to carry out their assigned tasks



Administration

- Course administration
 - Settings
 - Users
 - Filters
 - Reports
 - Gradebook setup
 - Import
 - Backup
 - Restore
 - 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

Unit standard

Name !

Is it a PISE Unit Standard? Yes No

Total QF Credit

If more than one Total QF credit would be applied for companies, please list all values (e.g. 6/7/8).
[Reference](#)

QF Credit

[Reference](#)

Student deadline !

Verifier deadline !

Assessor deadline !


Create Unit Standard video
can be found [here](#)

Backup Course

- Save existing course format in preparation for newly created course

1. Initial settings ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. Complete

Filename

Filename 

backup-moodle2-course-1021-itsd001_itsd_st_localteacher@claudiachan_43-20

Backup settings

IMS Common Cartridge 1.1



Include enrolled users



1. Initial settings ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. Complete

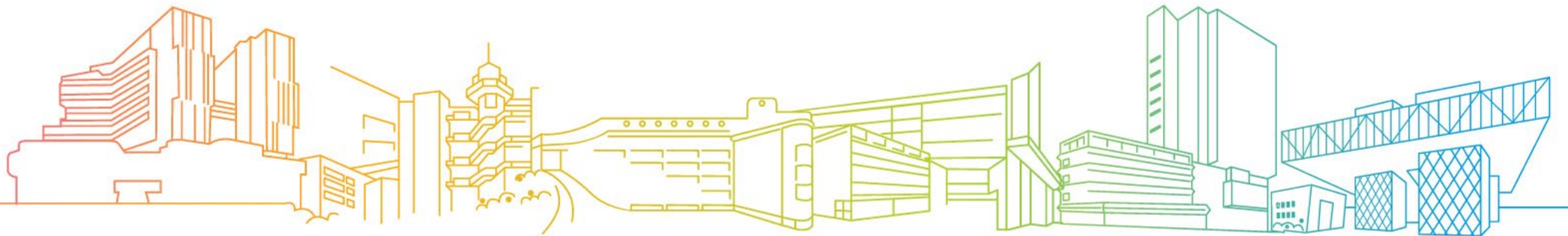
The backup file was successfully created.

Continue

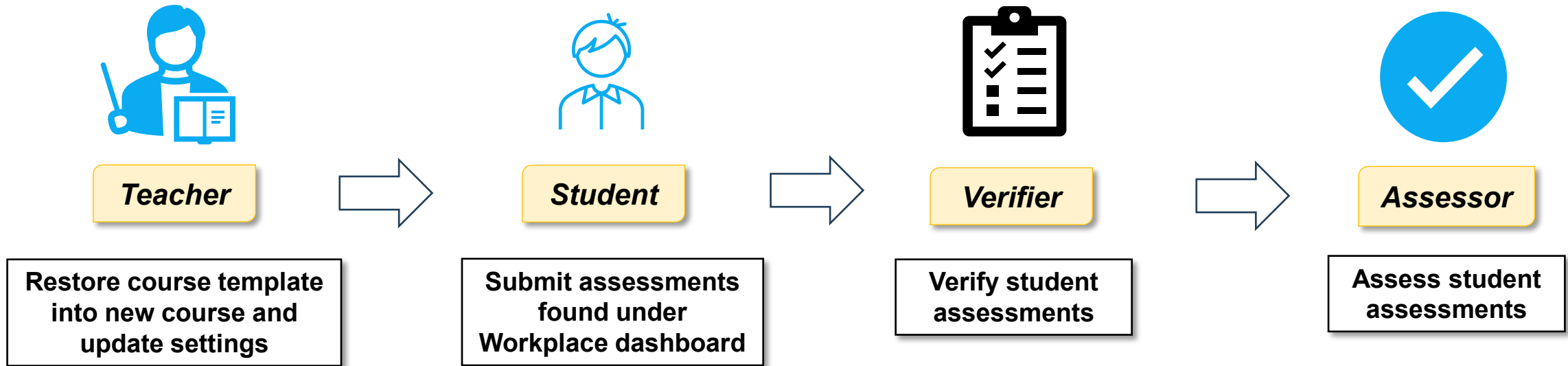
Backup video can
be found [here](#)



Process after Creating Course Template (WLA Teacher, Student & Employers)



WLA Implementation Flow



Course Groupings with Employer Role



- Teachers need to 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](#)

How students submit assessments via Workplace Dashboard?



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

The screenshot displays the VTC Moodle Workplace Dashboard. On the left, a navigation menu highlights the 'Workplace Dashboard' option. The main content area shows a quiz question titled 'Print/save all quiz attempts' by User Admin. The question text reads: '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 the installation procedure.' Below the question is a search bar for courses. The 'My courses' section lists 'CLT0013_CLT_TRW_1(Moodle Resources) by C VTC'. On the right, a quiz question interface is shown with a text input field and the instruction 'This is a test question for students to submit answers*'. Below the input field are two dropdown menus: 'Test checklist for verifier' and 'Test checklist for assessor'. At the bottom of the quiz interface are two green buttons: 'Save' and 'Next', both of which are highlighted with red boxes.

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 a web-based 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, there are sections for 'Questions (To be completed by Trainee)', 'Checklist (To be completed by Verifier)', and 'Checklist (To be completed by Assessor)'. A checklist for the trainee includes items B1.0 through B4.0. A comment from a verifier, HOI CHI CHAN, dated Mon, 09 Mar 2020 10:28:22, states 'rejected'. The main area shows 'Task 2' with its own 'Checklist for ver.' and 'Checklist for ass.' sections, a 'Comment:' text box, and a file upload area with the text '拖放檔案或瀏覽選擇 - Drag & Drop your files or Browse'. A file named 'vtdooq.jpg' (32 KB) is shown as 'Uploading'. At the bottom, there are buttons for 'Save for later', 'Passed', and 'Resubmission needed'.

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

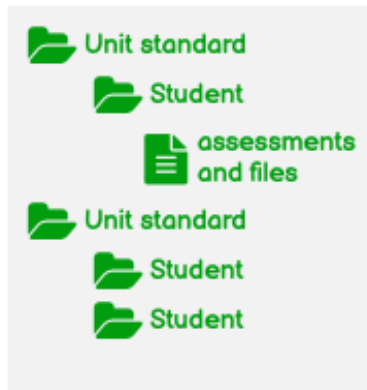
Batch Download

- Download assessments by student or by unit standard

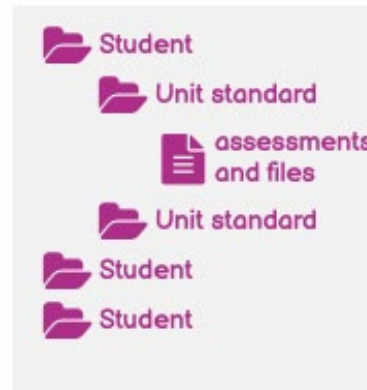
Batch download all assessments

Step 1: I want to download

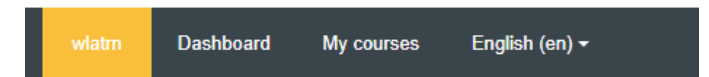
By Unit standard



By Students



[Training] Workplace Learning and



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

Batch download all assessments

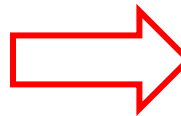
Download by unit standards

Step 2: Select a unit standards

Select all | None

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

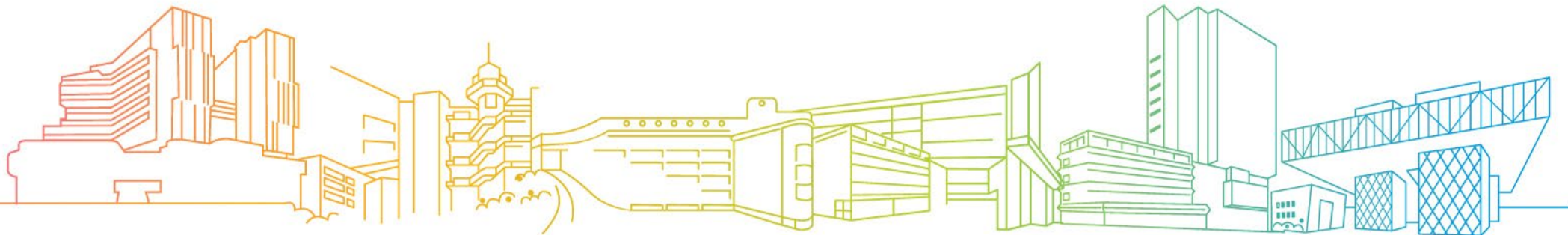
Please select at latest one



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



Cases Sharing on WLA Course Design



Course Settings



Case Study 1

- Unless specific cases in which some companies have verifiers, teachers can just follow the "Approval required from assessor only" setting

▼ Workplace Assessment workflow

Approval required from verifier & assessor !

Approval required from verifier only !

Approval required from assessor only !

No Approval required !



Checklist



Feedback



Checklist Items



Dashboard > My courses > (New) Training - 27 June 2023_IOC4806 (Kitchen Ma... > IOC4806 - Task 1 - Propose a manning plan for

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

Preview View progress **Edit checklist**

[Import items](#) [Export items](#)

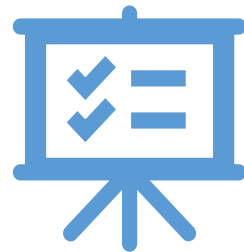
- develop an organisational chart for the operation of a selected production kitchen in accordance with production kitchen requirements. ⓘ ⚙️ → ↓ × ⊕
- prepare a manning plan for a selected production kitchen with justifications in accordance with production kitchen requirements. The manning plan must include: ⓘ ⚙️ → ↑ ↓ × ⊕
 - type of kitchen section(s) required ⓘ ⚙️ ← ↑ ↓ × ⊕
 - number of staff required ⓘ ⚙️ ← → ↑ ↓ × ⊕
 - position of staff ⓘ ⚙️ ← → ↑ ↓ × ⊕
 - job functions ⓘ ⚙️ ← → ↑ ↓ × ⊕
- devise a duty roster for the kitchen section(s) of the production kitchen in accordance with production kitchen requirements. ⓘ ⚙️ → ↑ ↓ × ⊕
- provide for a selected production kitchen, which must include: ⓘ ⚙️ → ↑ ↓ × ⊕
 - verified documents of organisational chart for the operation of a selected production kitchen; ⓘ ⚙️ ← ↑ ↓ × ⊕
 - verified documents of manning plan for a selected production kitchen; and ⓘ ⚙️ ← → ↑ ↓ × ⊕
 - verified documents of duty roster for the kitchen section(s) of the production kitchen. ⓘ ⚙️ ← → ↑ ↓ × ⊕

Add

Employer must check at least 1 item

If no item is checked, students cannot pass the assessment

Course Settings



Many courses will be set as 'Feedback' and 'Checklist'

'Checklist' then 'Feedback'



Checklist



Feedback



▼ 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

Checklist Items

Case Study 2

Working attitudes (choose ONE only)

Preview View progress **Edit checklist**

Import items Export items

Settings

Maximum grade

Min. mandatory items

Max. mandatory items

Display grade in teacher overview

Display grade in assessor overview

Display grade in verifier overview

Display grade in qualification (student's view)



At least tick 1 item
Maximum only 1 item

Please rate in accordance with the performance of student (To be completed by Workplace Verifier / Assessor): ! ⚙️ → ↓ ×

- Working attitudes (choose ONE only) ! ⚙️ ← ↑ ↓ ×
 - Poor ! ⚙️ ← ↑ ↓ × +
 - Fair ! ⚙️ ← → ↑ ↓ × +
 - Great ! ⚙️ ← → ↑ ↓ × +
 - Average ! ⚙️ ← → ↑ ↓ × +
 - Excellent ! ⚙️ ← → ↑ × +

Add

Grade

Required

Course Settings





Course split by different modules based on a course template




Training Log – Student upload file then Assessor rate student performance

▼ Training Log

 Training Log

 Training Log

 Training Log (checklist for Assessor)

Working attitudes (choose ONE only)

Preview View progress **Edit checklist**

[Import items](#) [Export items](#)

⚙ Please rate in accordance with the performance of student (To be completed by Workplace Verifier / Assessor): ⚙ ⚙ ⚙ ⚙ ⚙

+ ⚙ Working attitudes (choose ONE only) ⚙ ⚙ ⚙ ⚙ ⚙

- Poor ⚙ ⚙ ⚙ ⚙ ⚙ ⚙ ⚙
- Fair ⚙ ⚙ ⚙ ⚙ ⚙ ⚙ ⚙
- Great ⚙ ⚙ ⚙ ⚙ ⚙ ⚙ ⚙
- Average ⚙ ⚙ ⚙ ⚙ ⚙ ⚙ ⚙
- Excellent ⚙ ⚙ ⚙ ⚙ ⚙ ⚙ ⚙

Add

Grade

Required

Checklist Items



Case Study 3

Min. mandatory items ?

Max. mandatory items ?

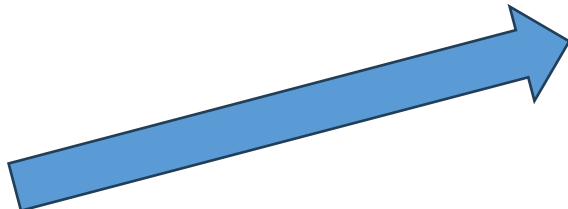
Display grade in teacher overview

Display grade in assessor overview

Display grade in verifier overview

Display grade in qualification (student's view)

Checklist items contains grading



Judgement (completed by Assessor)

Preview View progress **Edit checklist**

[Import items](#) [Export items](#)

- A. The assessor has to assess the evidence submitted by the trainee based on the following requirements. (The trainee must achieve ALL of the following 1-5 competence in order to obtain a pass)** ? ⚙️ → ↓ × +
 - 1 The trainee has the motivation to get the tasks done. (Grade: 4) ! ⚙️ ← ↑ ↓ × +
 - 2 The trainee is willing to look for solutions when facing challenges at work. (Grade: 4) ! ⚙️ ← → ↑ ↓ × +
 - 3 The trainee is able to comprehend and adopt various types of engineering documents correctly. (Grade: 4) ! ⚙️ ← → ↑ ↓ × +
 - 4 The trainee is able to vary communication approaches when communicating with people with different profiles. (Grade: 4) ! ⚙️ ← → ↑ ↓ × +
 - 5 The trainee is able to present ideas clearly and systematically in verbal and written communication with the use of industry terminology and appropriate channel(s) of communication. (Grade: 4) ! ⚙️ ← → ↑ ↓ × +
- B. Advanced Competence** ? ⚙️ → ↑ ↓ × +
 - The trainee must demonstrate the following to show that he/she is highly competent in undertaking the engineering tasks:** ! ⚙️ ← ↑ ↓ × +
 - Often able to apply engineering knowledge and skills proficiently (Grade: 6) ! ⚙️ ← ↑ ↓ × +
 - Often able to solve problems without too much guidance (Grade: 6) ! ⚙️ ← → ↑ ↓ × +
 - Often able to make practical suggestions to solve problems (Grade: 6) ! ⚙️ ← → ↑ ↓ × +
 - Share good practices with others (Grade: 6) ! ⚙️ ← → ↑ ↓ × +
 - Very familiar with the organisation's accepted procedures and methodologies (Grade: 6) ! ⚙️ ← → ↑ ↓ × +

Checklist Items



Grade is shown as assessment is done under Assessor overview

Judgement (completed by Assessor)

Check / Uncheck all

A. The assessor has to assess the evidence submitted by the trainee based on the following requirements. (The trainee must achieve ALL of the following 1-5 competence in order to obtain a pass)

- (*) 1 The trainee has the motivation to get the tasks done. (Grade: 4)
- (*) 2 The trainee is willing to look for solutions when facing challenges at work. (Grade: 4)
- (*) 3 The trainee is able to comprehend and adopt various types of engineering documents correctly. (Grade: 4)
- (*) 4 The trainee is able to vary communication approaches when communicating with people with different profiles. (Grade: 4)
- (*) 5 The trainee is able to present ideas clearly and systematically in verbal and written communication with the use of industry terminology and appropriate channel(s) of communication. (Grade: 4)

B. Advanced Competence

The trainee must demonstrate the following to show that he/she is highly competent in undertaking the engineering tasks:

- Often able to apply engineering knowledge and skills proficiently (Grade: 6)
- Often able to solve problems without too much guidance (Grade: 6)
- Often able to make practical suggestions to solve problems (Grade: 6)
- Share good practices with others (Grade: 6)
- Very familiar with the organisation's accepted procedures and methodologies (Grade: 6)

Item(s) required to check: 5

Total item(s) checked: 6

Checklist grade: 26/50

Min. mandatory items: 5

Max. mandatory items: Unlimited

Important Notes

1. Courses with students enrolled and used before **should not** be used as course templates.
2. Find a place to share the latest version of disciplines created WLA template.
3. **Do not edit** WLA course content and structure when the any WLA submission was made by student. Otherwise, records would be corrupted.
4. WLA system will be upgraded each year. Similar to Moodle's practice, WLA coordinators should review the template courses' content annually before distributing to teacher.

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 on Moodle NAY Platform

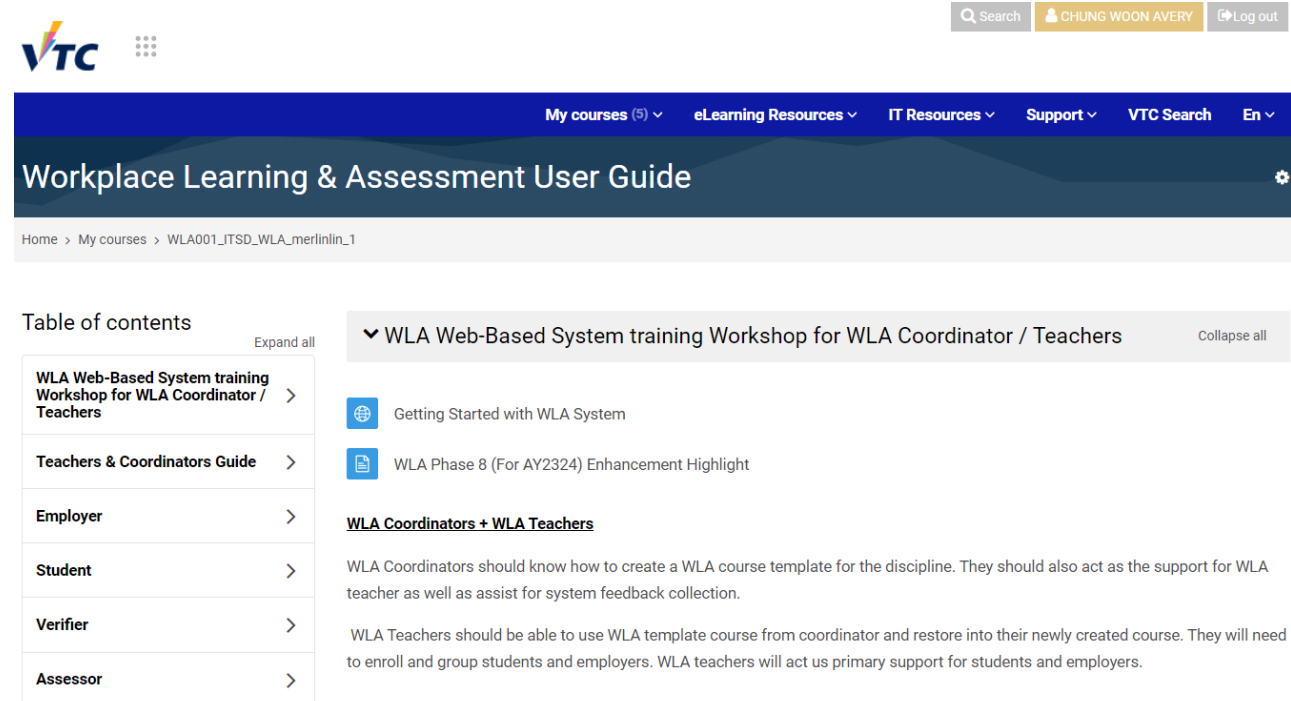


- Workplace Learning & Assessment User Guide
<https://moodle-nay.vtc.edu.hk/course/view.php?id=2545>



Workplace Learning & Assessment User Guide

Enter this course



VTC

Search CHUNG WOON AVERY Log out

My courses (5) eLearning Resources IT Resources Support VTC Search En

Workplace Learning & Assessment User Guide

Home > My courses > WLA001_ITSD_WLA_merlinlin_1

Table of contents Expand all

- WLA Web-Based System training Workshop for WLA Coordinator / Teachers >
- Teachers & Coordinators Guide >
- Employer >
- Student >
- Verifier >
- Assessor >

WLA Web-Based System training Workshop for WLA Coordinator / Teachers Collapse all

- 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.

Enquiry



For admin enquiries,
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please contact ITSD at:

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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

