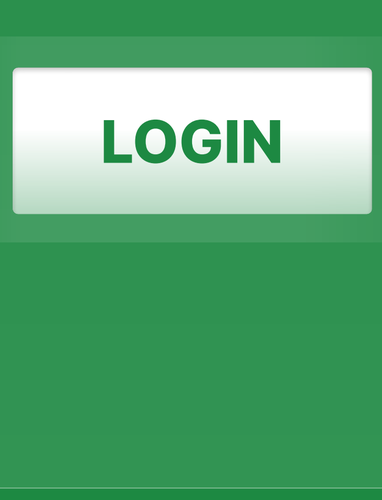
1. Find the Assessment

A



Log into LAAMP.

B



Select the APPROVAL LIST button.

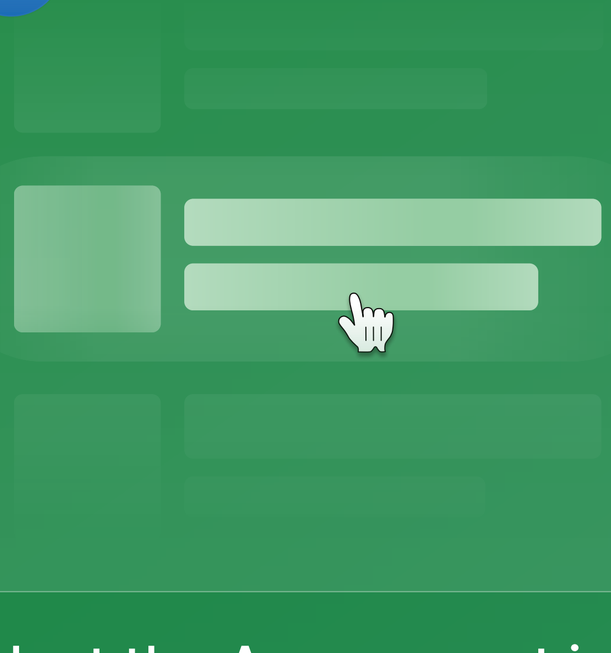
C



Underneath REVIEW ASSESSMENT search for the candidate or assessment type.

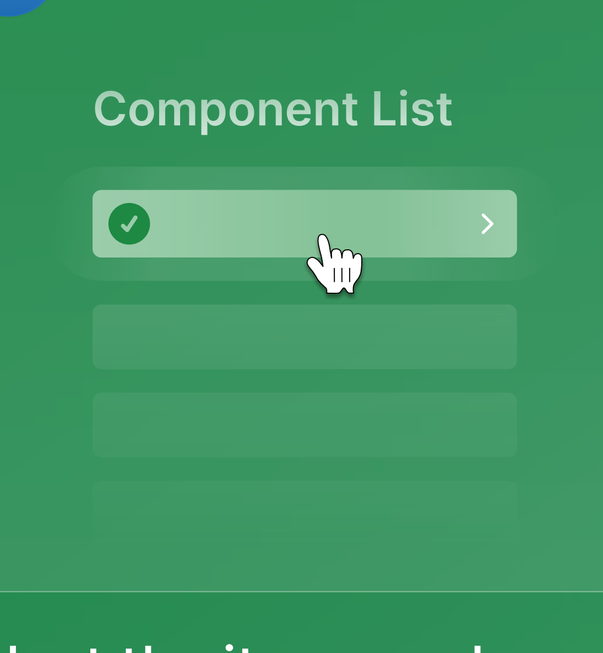
2. Review the Assessment

A



Select the Assessment in the list to open it.

B



Select the items under “Component List” to view performance criteria and evidence.

C



Always remember to check if evidence has multiple photos attached.

3. Approve or Reject the Assessment

A



Select “Approve” at the top of the page to authorise this assessment and mark it as complete for the Candidate.

B



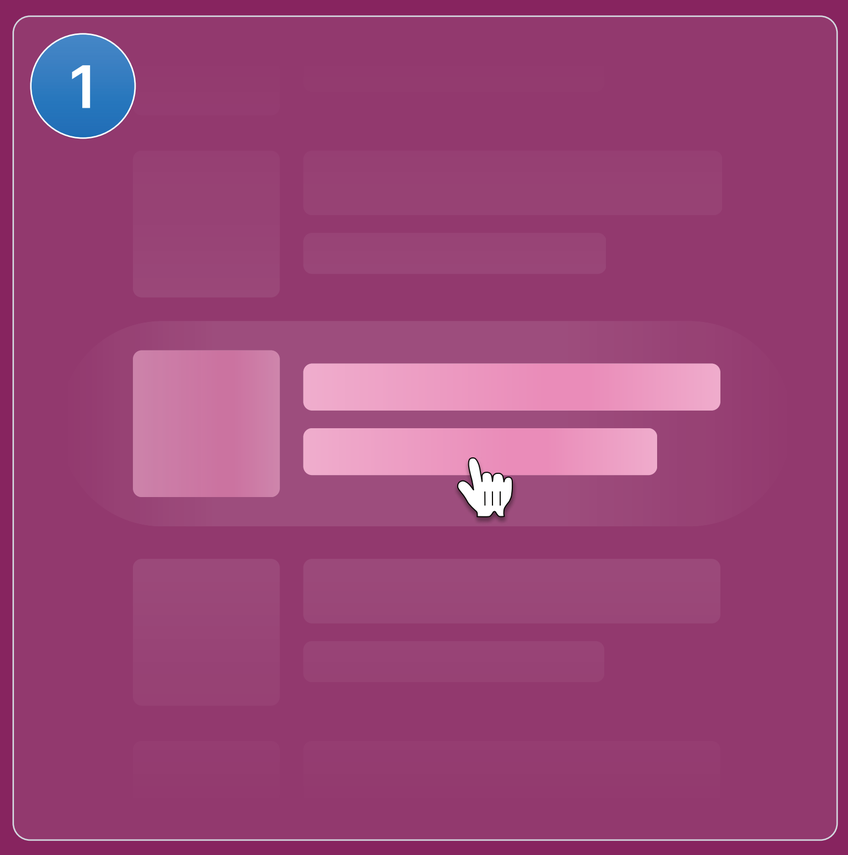
Select “Reject” at the top of the page to reject the assessment and require the candidate to be assessed again.

C



“Authorise” and “Reject” can also be selected from the Review Assessment list.

Verify Assessment



Find the Assessment

1. Log into LAAMP.
2. Select the “Approval List” button.
3. Underneath “Review Assessment”, search for the candidate or assessment type.



Review the Assessment

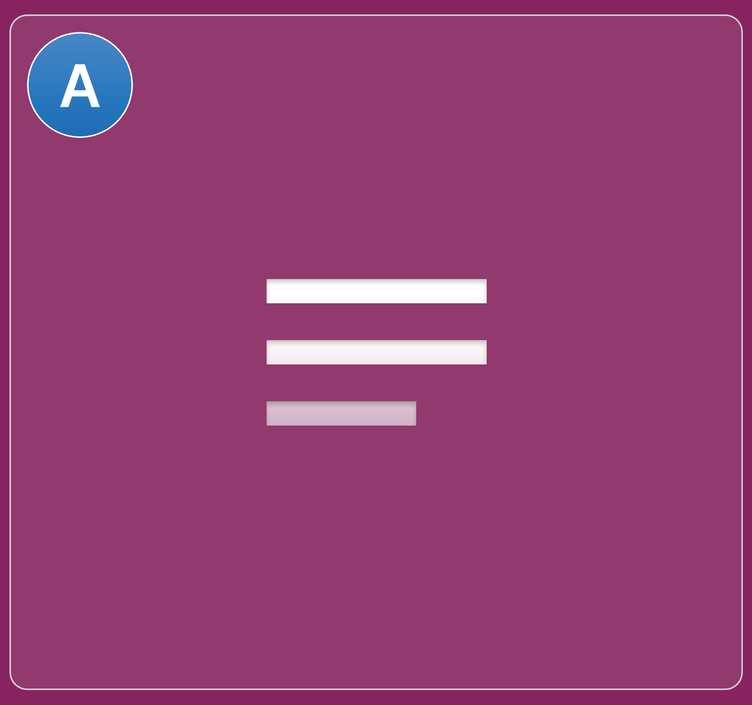
1. Select the Assessment in the list to open it.
2. Select the items under “Component List” to view performance criteria and evidence.
3. Always remember to check if evidence has multiple photos attached.



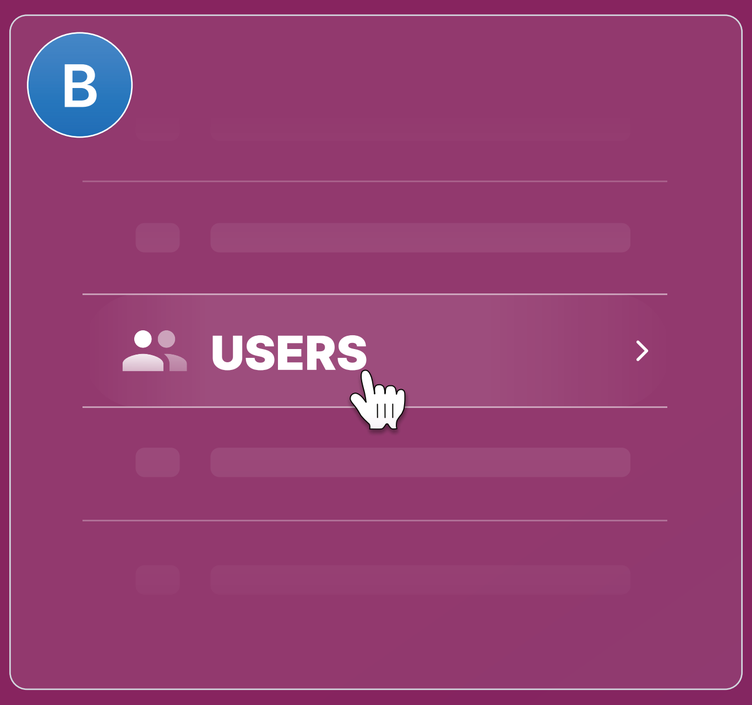
Approve or Reject the Assessment

1. Select “Approve” at the top of the page to verify this assessment and make it available for authorisation.
2. Select “Reject” at the top of the page to reject the assessment and require the candidate to be assessed again.
3. “Verify” and “Reject” can also be selected from the Review Assessment list.

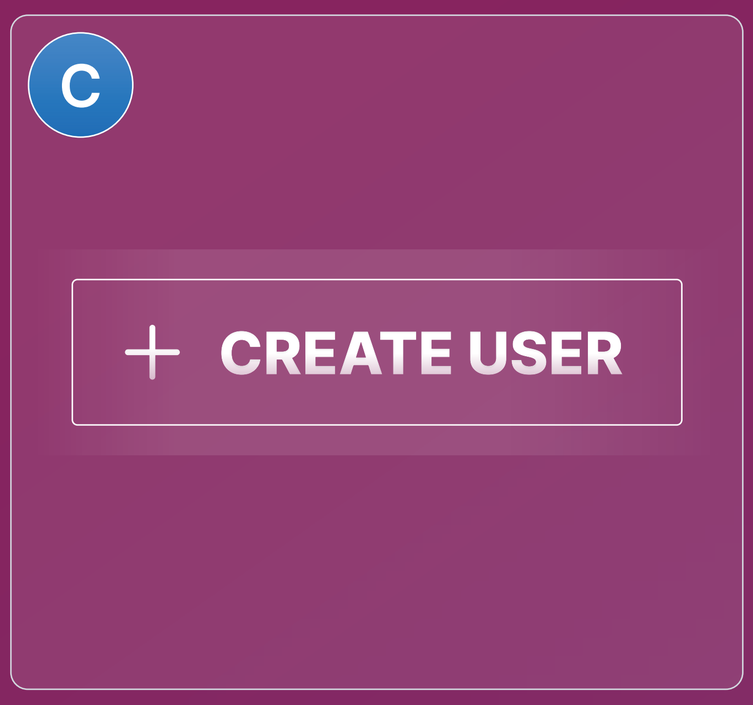
Create User



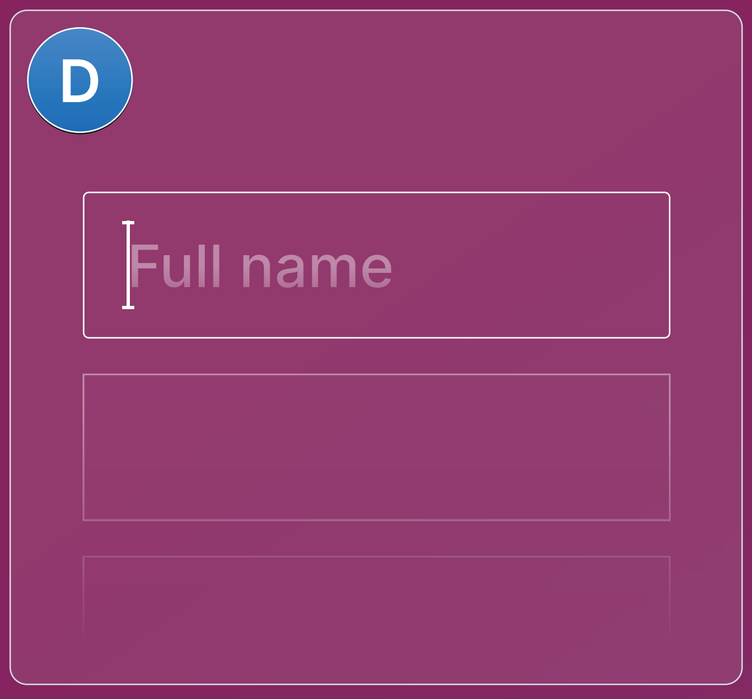
Open the Side Menu.



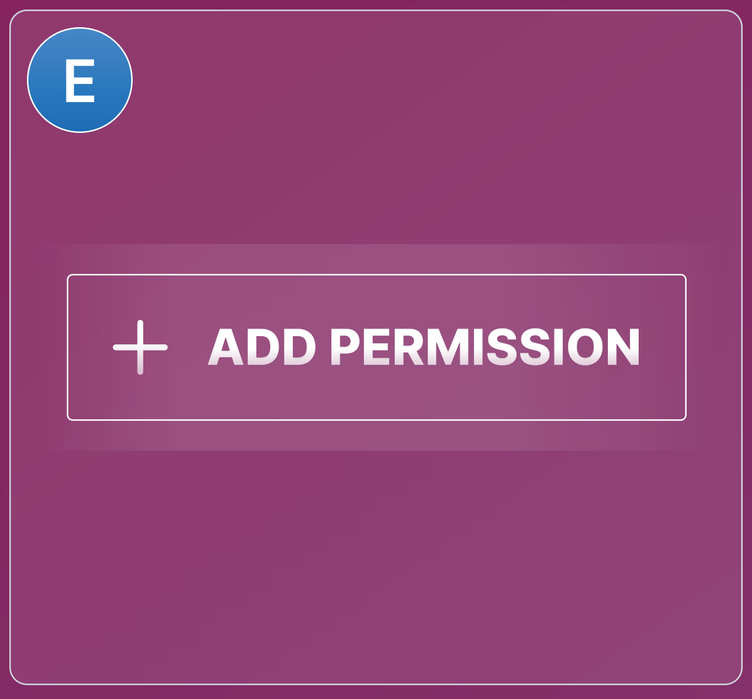
Select “Users”



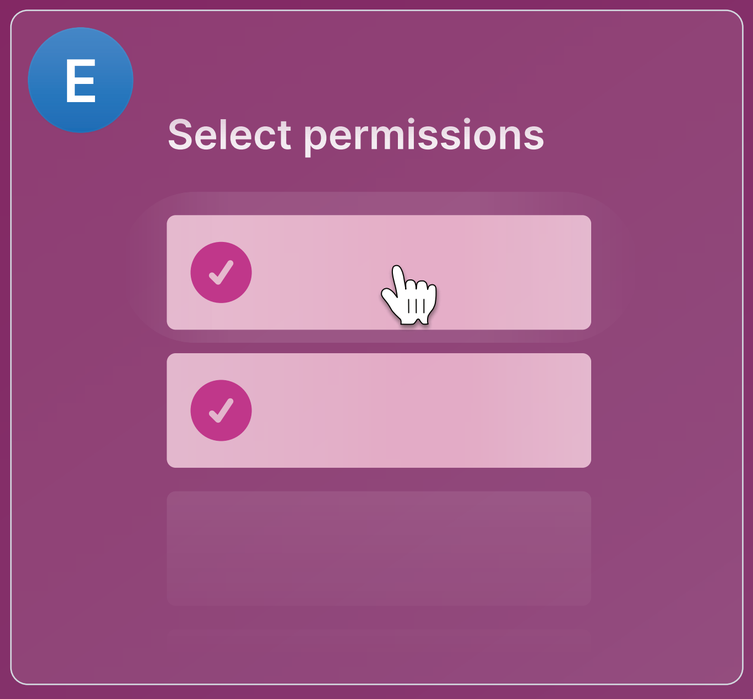
Select the “+ Create User”



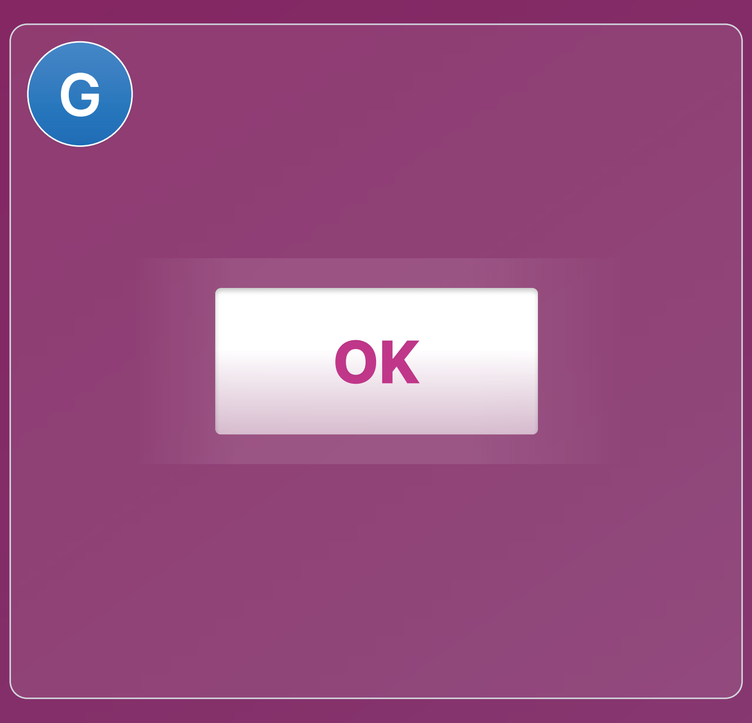
Enter user’s detail, all optional.



Select “+ Add Permission”.



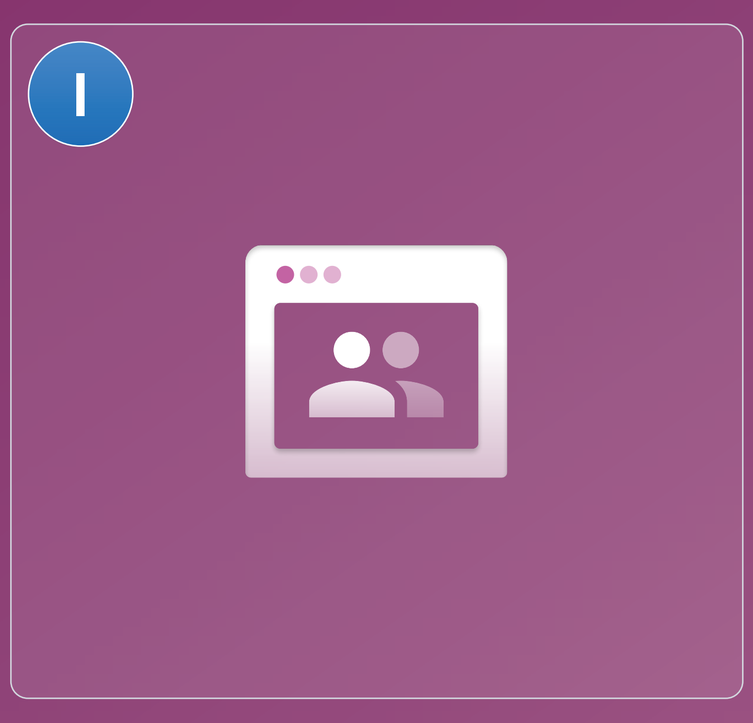
Select relevant user permission.



Select “OK”.



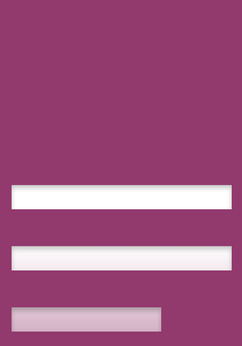
Select “+ Create User”.



You will then be directed to user’s page.

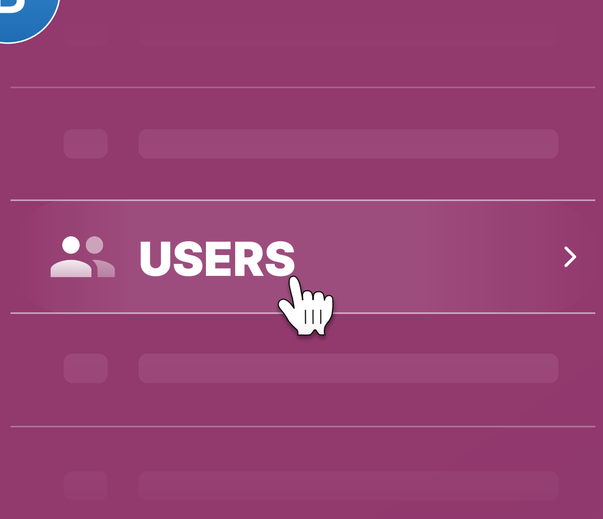
Assign a Competency to a User

A



Open the Side Menu.

B



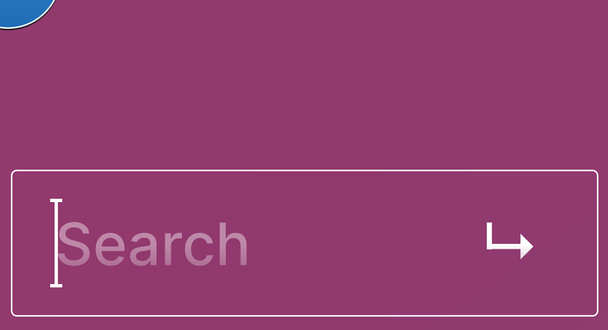
Select “Users”

C



At the User List, select the Search field.

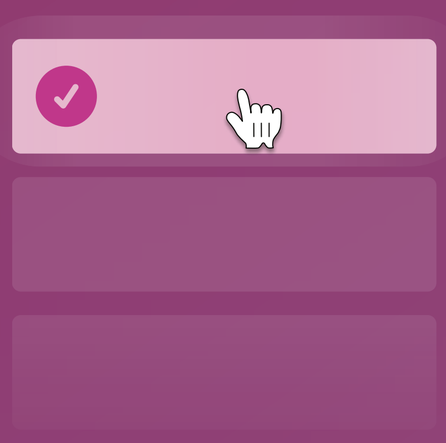
D



Type the name of the User then press the “Enter”

E

Users



Select the User.

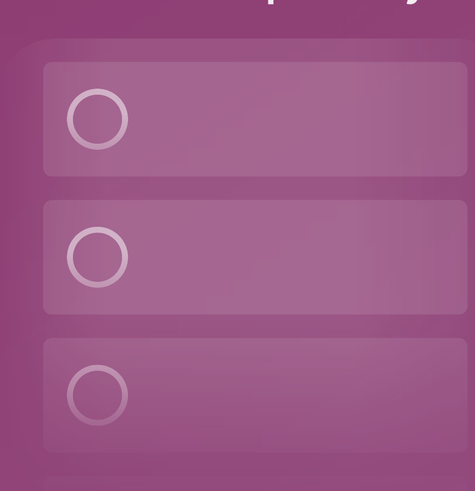
F



Click the “Assign Competency” button.

G

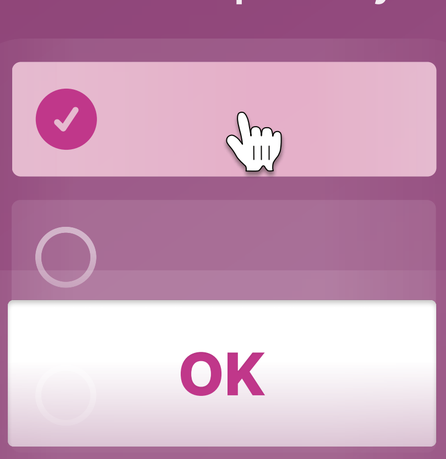
Find a Competency



“Find a Competency” popup will appear.

H

Find a Competency



Select the Competency from the List, then “OK”.

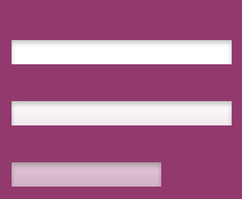
I



Save.

View Skills Matrix

A



Open the Side Menu.

B



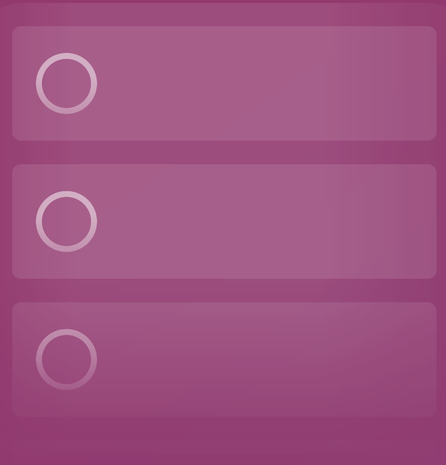
Select “Skills Matrix”

C



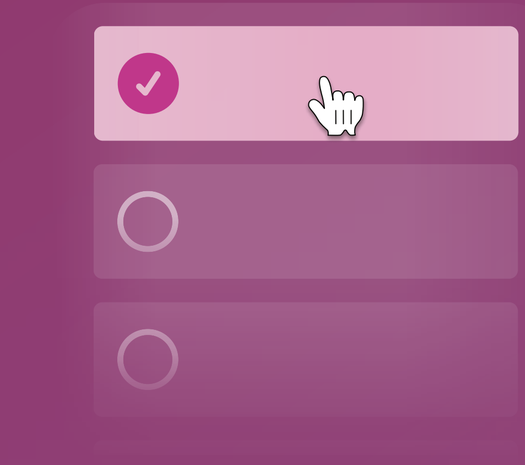
Select "Add User"

D



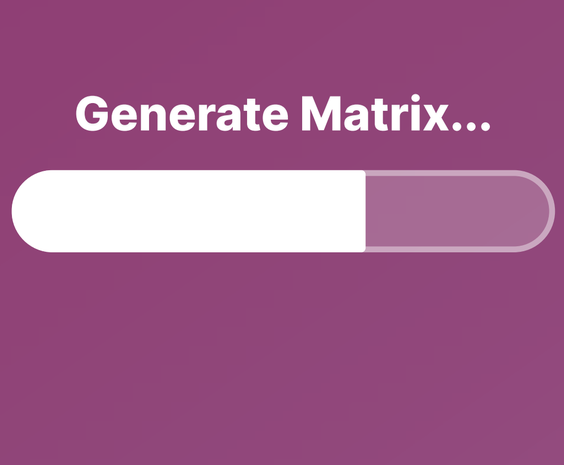
The “Find a User” popup will appear.

E



Select the desired Users, then “OK”.

F



Generate Matrix.

Course Lockout

Course lockout works in conjunction with the existing Allowed Incorrect Attempts functionality.



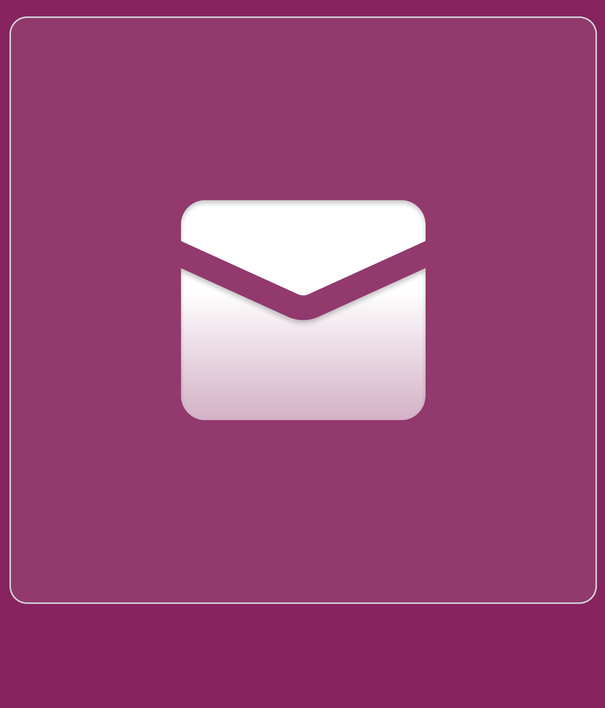
When a Publisher sets 3 allowed attempts, a user is allowed to fail 3 questions before they are kicked out of the assessment, and required to start from the beginning.

They can attempt the assessment as many times as it takes to finally pass.



When a Publisher sets 3 allowed attempts, and 3 Allowed Attempts before Lockout, the User is allowed to fail 3 questions before they are kicked out of the assessment, and required to start from the beginning.

They can attempt the assessment 2 more times (failing 3 questions each time) before they are locked out.



Once locked out, the Coordinator at the User's Location will receive an email letting them know of the failed attempt.



For the User to be able to re-attempt the Course, they will need to have the Course renewed via their User Details page.

Once the Course is renewed, the process will start over.

Helpful Tips

1. Remember to use “Save as Draft” to save your content as you go!
2. The Course must have a location to be published.
3. The Course must have complete Questions or Pages to be published.
4. Different Course ‘Types’ do different things:



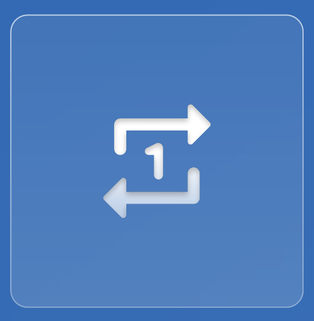
Standard Assessments are for assessing a User’s knowledge on course content.



Theory Assessments are for assessing a User’s knowledge on course content.



Practical Assessments are for assessing a User’s practical skills.



First Time Run are for delivering and capturing information (eg. A Profile Picture) when a User first log’s into LAAMP.



Logbooks are used to track entries in a Log style, allowing users to submit entries as needed.

1. Open the Side Menu

A



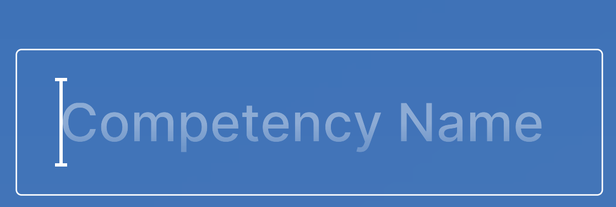
Select “Competencies”.

B



Select “+ Add” to create a new Competency.

C



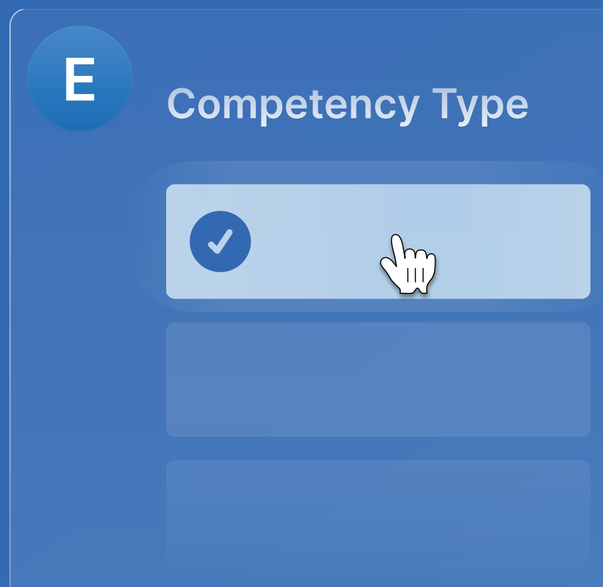
Enter a “Competency Name”.

D



Select “Choose Image” to add an image.

E



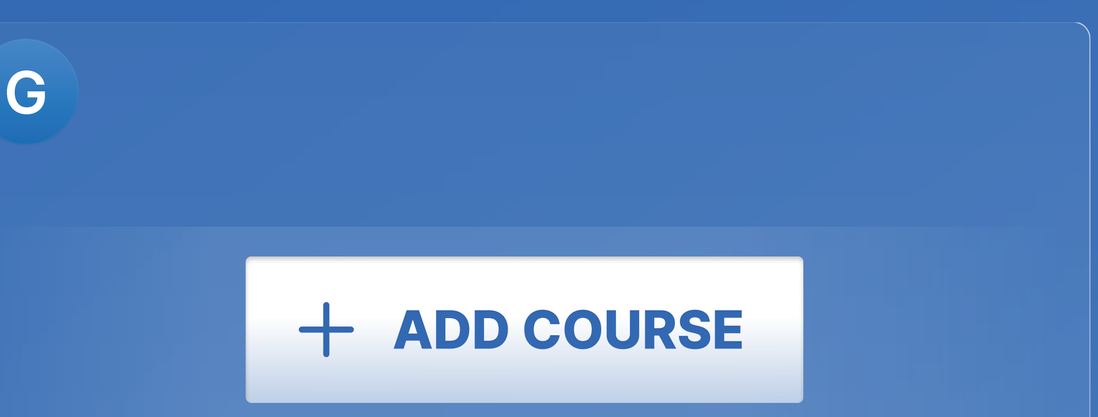
Select “Competency Type”.

F



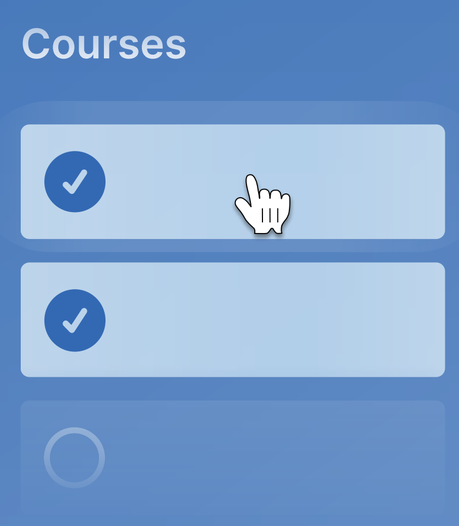
Select “Save as Draft”.

G



Select “+ Add Course”.

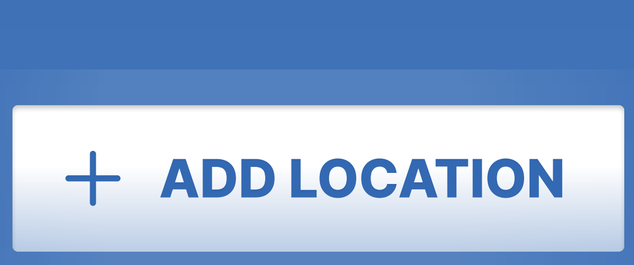
H



Select the Courses that need to be completed within the Competency.

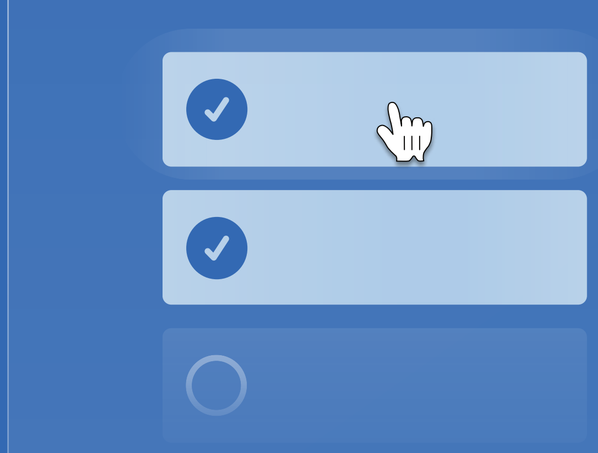
2. Locations

A



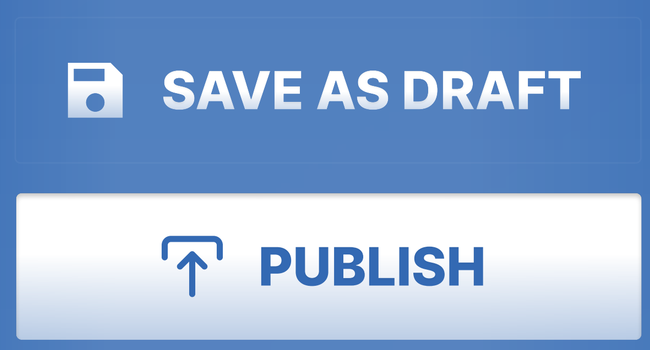
Select “+ Add Location”.

B



Select the location(s) where the Competency will be available.

C



Select “Save As Draft” and/or “Publish”

3. If you want to Competency to be auto-assigned select how via:

A



+ Add Location

B



+ Add Roles

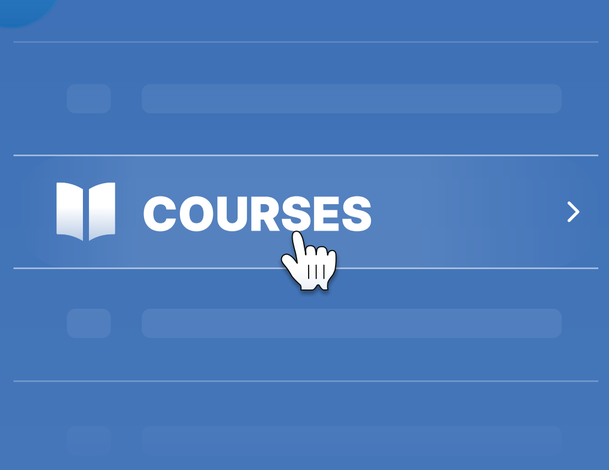
C



+ Add Groups

1. Open the Side Menu

A



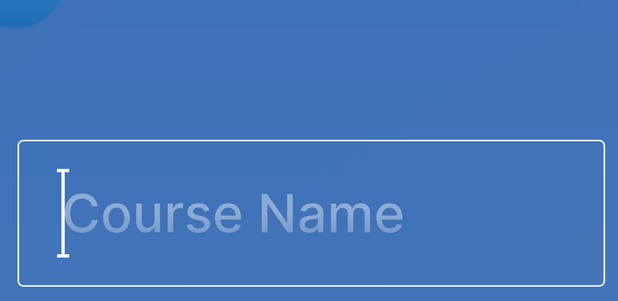
Select “Courses”.

B



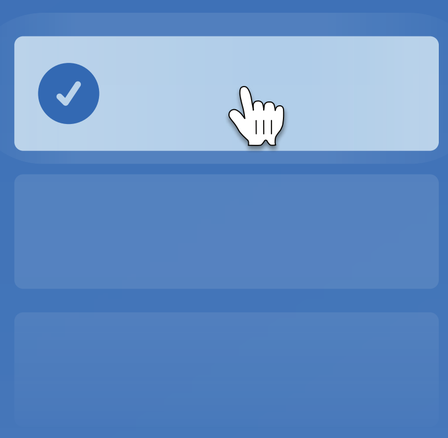
Select “+ Add” to create a new Course.

C



Enter a “Course Name”.

D



Select “Course type”.

E



Tick or enter if “Verification”, “Authorisation” or “Prcotoring” is required.

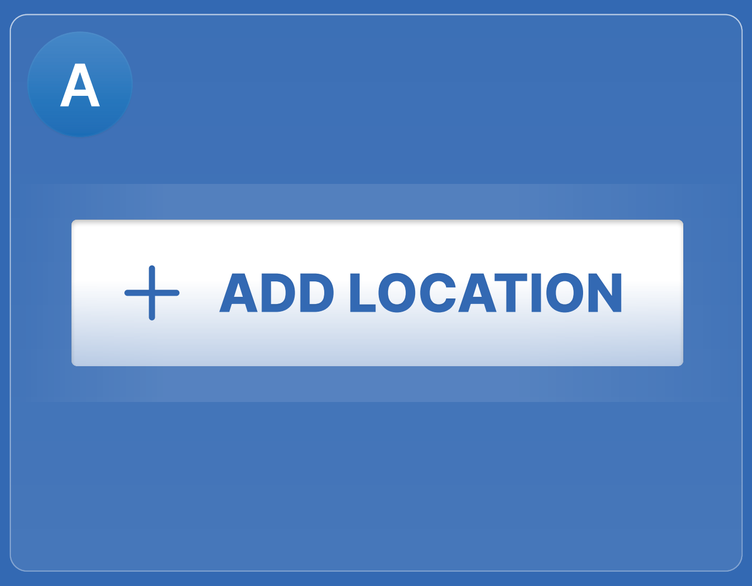
F

Enter an “Expiry Timeframe” for the content or select “Never Expires”.

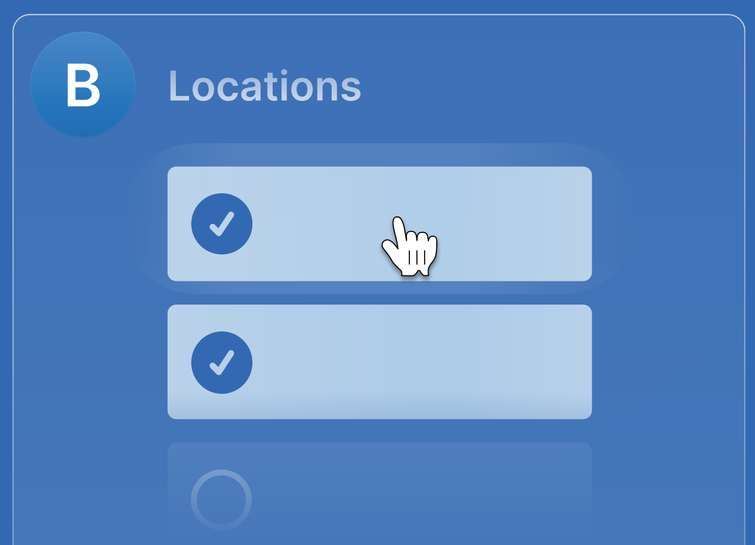
G

Select “Save As Draft”.

2. Locations



Select “+ Add Location”.



Select the location(s) where the Course will be available.



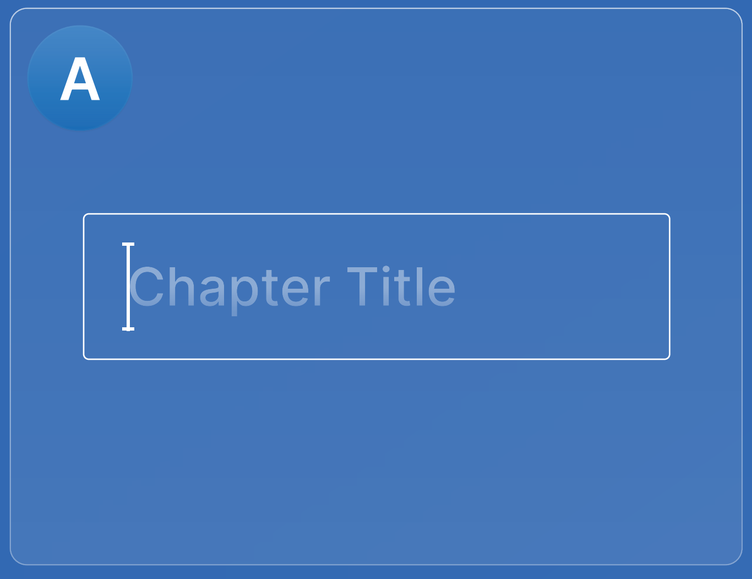
Select “Save As Draft”.

3. Chapters and Pages

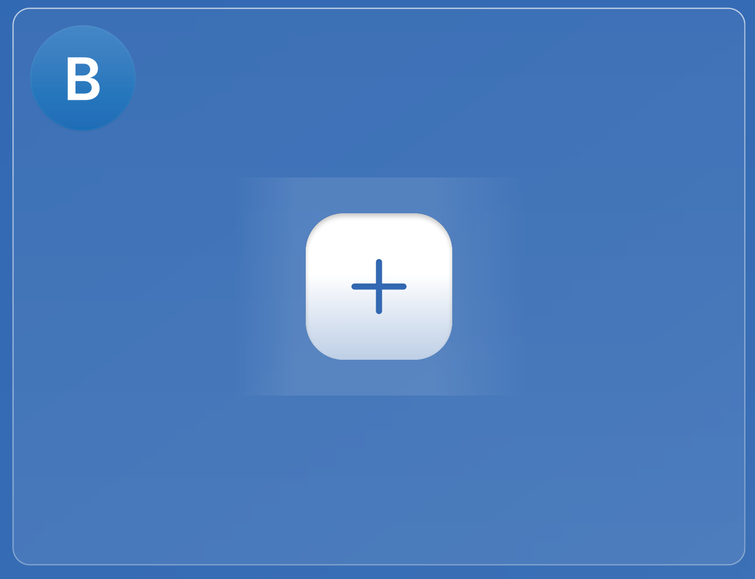
Enter the title of the Chapter.

Select “+” to add the Chapter.

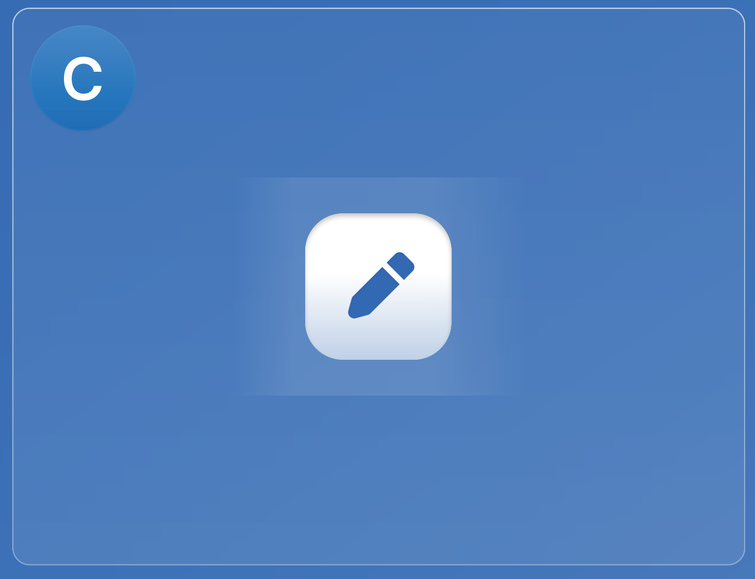
Select the “Pencil” button.



Add an “Icon” or “Image” for the Chapter.



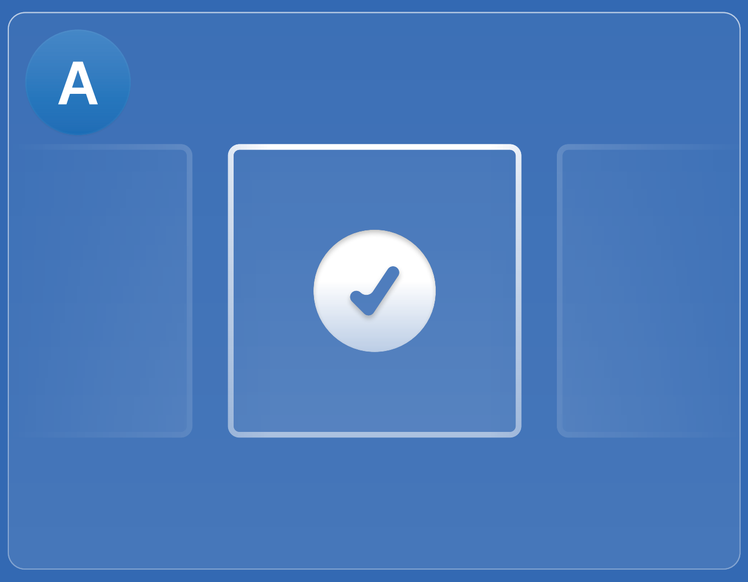
Enter the title of the page.



Select “+” to add the page.

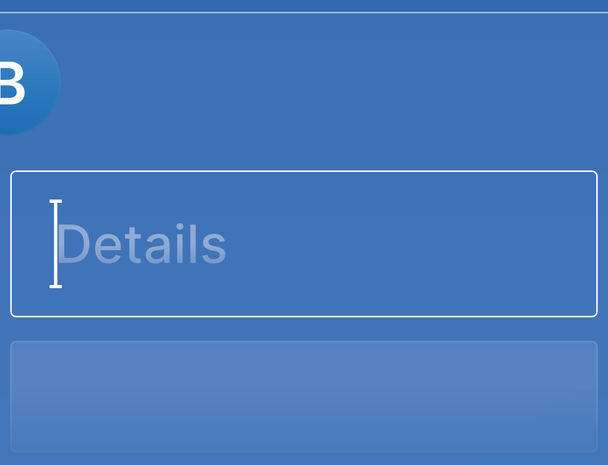
4. Page Content

A



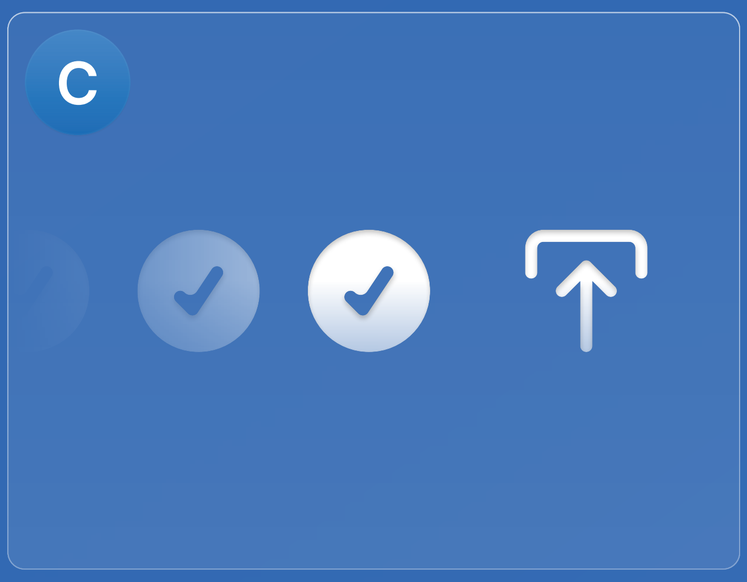
Select the Question or Content “Type”.

B



Enter the page details.

C



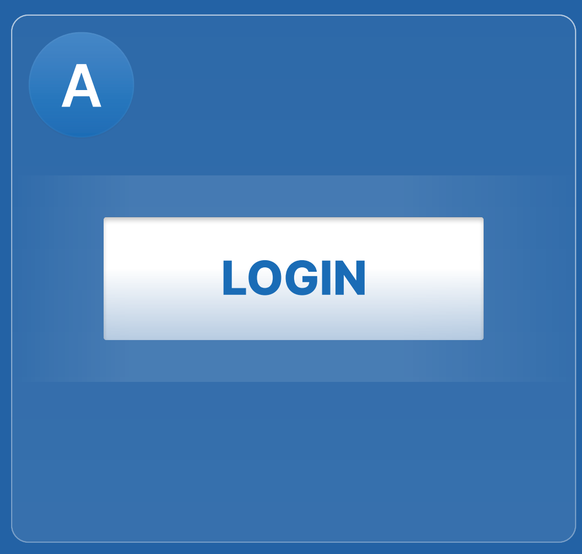
NOTE: Questions or Pages must be complete to publish to the Course.

Repeat step 3-4 until all content is added.

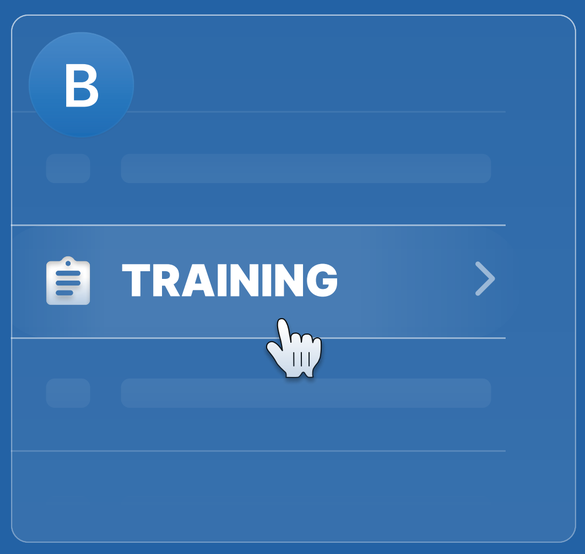
5. Select “Save and Publish”.



1. Find the Course

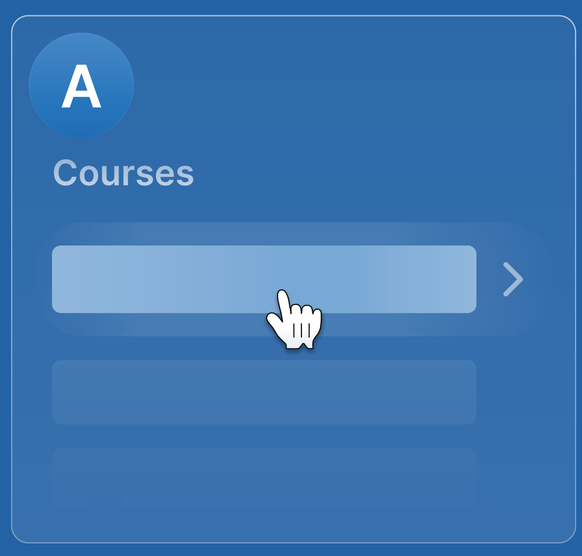


Log into LAAMP.

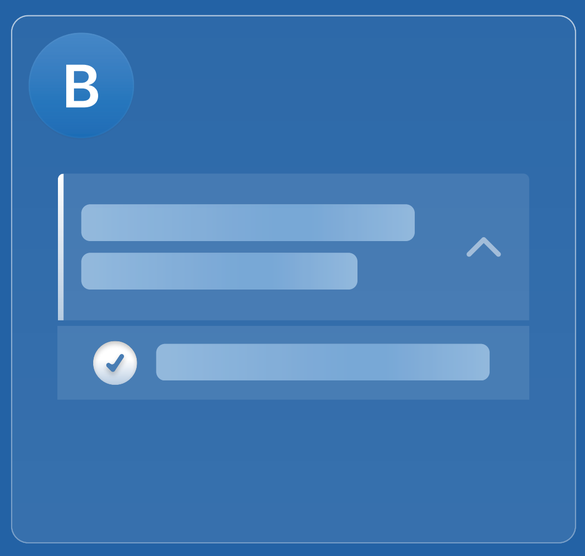


Select the Training Button

2. Complete the Course

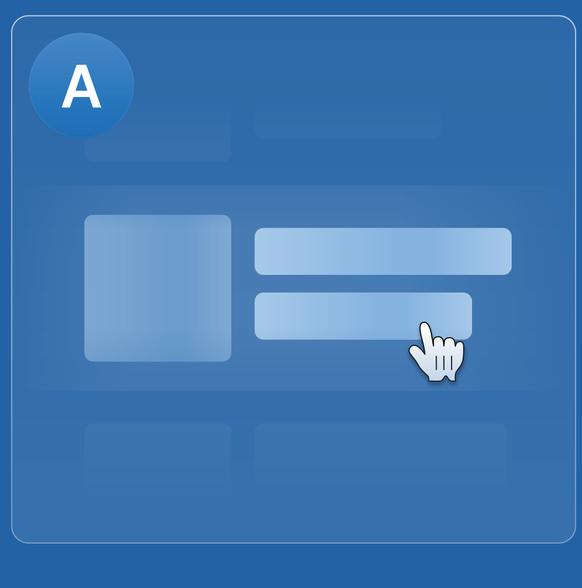


Select the Course in the list to open it.

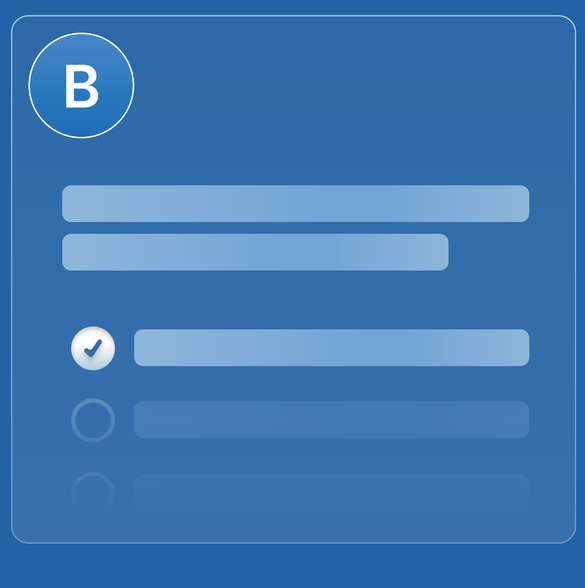


Select the Chapters and Pages to view the content.

3. Complete the Assessment



Select the Assessment in the list to open it.



Read and answer the questions.

4. Repeat steps 2 and 3 until all Courses are completed.

1. Prepare for Assessment (offline mode)

A



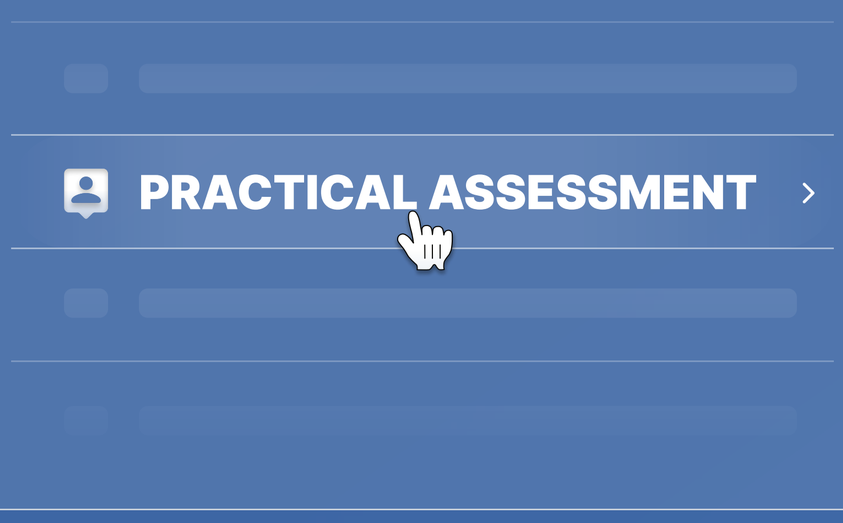
Ensure the iPad is in Wifi range.

B



Log in to LAAMP on the iPad

C



Select the “Practical Assessment” button.

D



Search for the Candidate or Assessment type.

E



Sync to the iPad using the Circle Arrows button.

F



Wait for the “Sync Complete” message to appear.

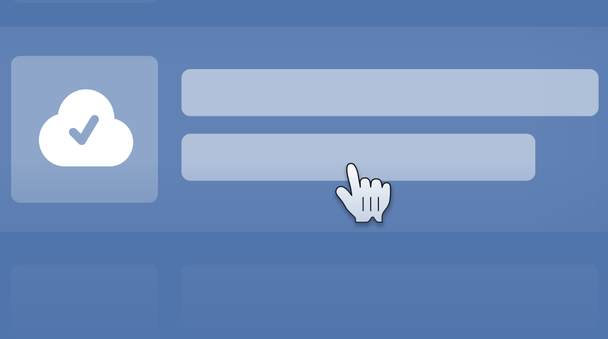
G



The assessment is now available to be completed offline.

2. Complete the Assessment

A



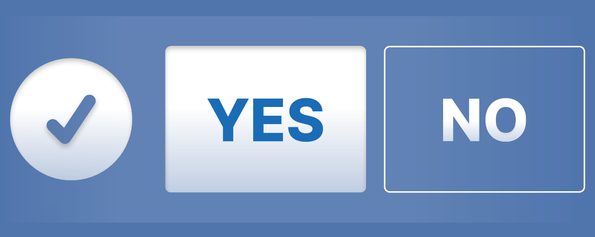
Select the assessment you recently synced.

B



Select yes or no if you require a content expert.

C



Complete all performance criteria by Selecting “Yes” or “No”

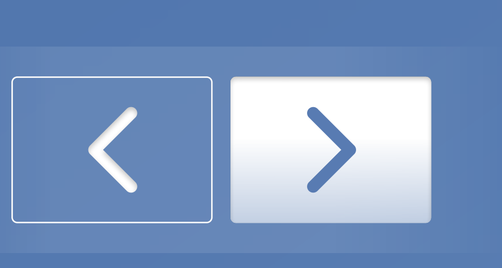
You must complete all performance criteria.

D



Capture digital evidence by selecting record button. You must capture all digital evidence so ensure you check the (1/2) icon if you need to capture multiple evidence.

E



Select “Next Page” to navigate forward and “previous page” to navigate back.

F



Capture the signatures of the Assessor, Candidate and Content expert (if applicable)

2. Complete the Assessment (cont.)

G



Check all details are correct and select “Submit” to complete the assessment.

H



If you need to stop in the middle of an “Assessment” select “Save and Exit”. You can continue the assessment later.

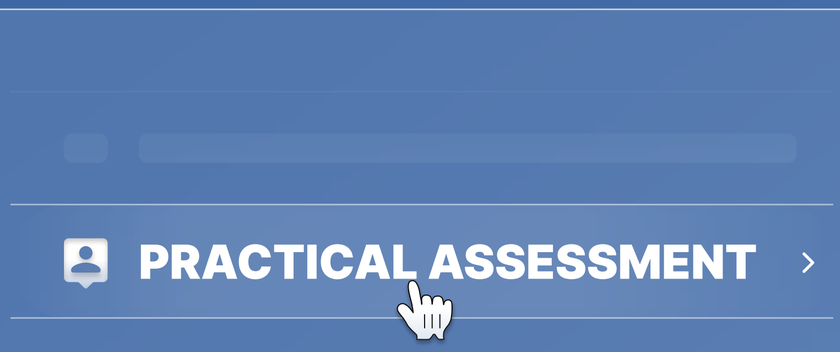
3. Sync the Assessment

A



When you return to Wifi, the assessment will automatically upload to the internet.

B



Open the practical assessment list page.

C



Check the number at the top of the Practical Assessment list to see how much is left to sync.

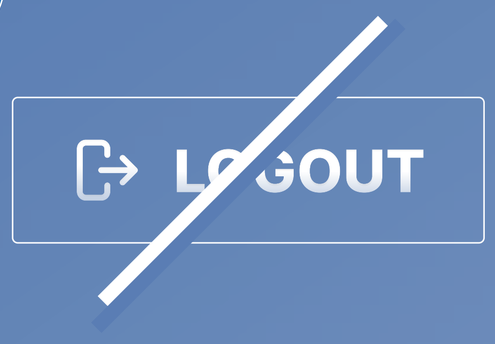
D



SYNC COMPLETE

When the “Sync Complete” message is shown, the assessment is fully uploaded.

E



You cannot log out of the iPad until the assessment is uploaded.