

# CPD PORTAL INSTRUCTIONS

Learners Access

Summary This document provides instructions to learners on how to use the CPD Learning Portal.

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## INTRODUCTION

Welcome to the CPD Learners Portal. We are delighted to provide you with this avenue of learning.

#### INSTRUCTIONS

Access both Learner dashboard via our website, and select CPD Portal.

www.Imicollege.edu.au



An email has been sent to you with your username and password. We recommend you change your password.

If you have not received an email from us, please contact us.



sername	
assword	
Remember Me	Forgot Username/Password?
	LOGIN
Terr	ms and Conditions

#### Welcome to the LMI College/Financial Services School Training and Assessment Site!

Financial Services School (LMI College) soon to become LMI College is a Registered Training Organisation (RTO) with Australia's leading insurance educator, Dr Allan Manning and resource provider the LMI Group, joining together to provide the insurance industry with professional development opportunities aimed at all levels of the insurance industry.

Insurance industry entrants through to experienced insurance professionals have the opportunity to continuously develop their technical knowledge and skills. We also recognise the need to keep the consumer informed.

Our CPD Portal is unique as it provides both a Training Manager portal to allow training managers to manage team members, monitor CPD points, allocate or recommend courses and add or remove users. The Learner Portal comes with a suite of learning modules for beginners through to insurance professionals. The modules are designed to improve the technical knowledge and skills levels of learners. A certificate can be printed by the student on successful completion of the learning module. Students can maintain a record of CPD hours earned.

### **CPD LEARNER DASHBOARD**

Your dashboard will appear and provide a snapshot of your details, news, activities and progress.

₩	DASHBOARD	Q A 4
LMI College	PROFILE	Edit NEWS AND ALERTS
DASHBOARD	Learner Two TRAINING RECO	RD Insurance Brokers Code of Practice 11/05/20 01:01 AM
LEARNING PROGRAMS	ROLE : BROKERS ASSISTANT	PRINT
EVENTS		VIEW ALL ALERTS VIEW ALL NEWS
IEWS	TRAINING HOURS Ja	anuary 1st 2020 - December 31st 2020 ACTIVITIES
OCUMENTS	1	O There are no new Webinars
NDORSEMENTS		Current CPD Points earned There are no new Events.
		VIEW ALL EVENTS VIEW ALL WEBINARS
	0 JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC	CPD Points Target TALENT ENDORSEMENT View all

You can edit your profile and change your password here.



## FIT FOR PURPOSE LEARNING MODULES

You have access to a suite of courses from your dashboard. We recommend selecting courses relevant to your job role or any future job role.

*	DASHBOARD	Q A 4
LMI College	PROFILE Edit	NEWS AND ALERTS
DASHBOARD COURSES LEARNING PROGRAMS	Learner Two ID NUMBER: N/A ROLE : BROKERS ASSISTANT TRAINING RECORD Ist January 2020 - 31st December 2020	Insurance Brokers Code of Practice 11/05/20 01:01 AM
TRAINING RECORD	VIEW PRINT	VIEW ALL ALERTS VIEW ALL NEWS
WEBINARS NEWS	TRAINING HOURS January 1st 2020 - December 31st 2020	

#### Select START to commence a course



Learners are able to complete a course again the following year for the purposes of a refresher.

## THE MENU

You can navigate by using the next button top or bottom of page or by selecting from the menu.

Each section will include a small number of assessments.



The assessment questions may be true/false or multiple choice questions.

You should read the Introduction to the assessment to ascertain how many attempts are allowed. If you exceed the number of attempts, you will be locked out and will need to contact the training manager in your organisation to reset the course for you.

You should not leave an assessment open for any period of time. You may lose the work you have done. Usually there is less than 10 questions in each assessment, so we strongly recommend completing all assessment questions at once.

## TRAINING RECORDS

You will have a record of the training courses you have completed and the CPD points allocated.

Your training manager will have a record of the training courses you have completed and the CPD points allocated.

¥	TRAINING RECORD				List Records	Add / Edit Training
College	TRAINING RECORD					
DASHBOARD	Each training activity that	you complete will be added to your Training Record. To	add an external training activity, cl	lick 'Add Training' and fill in the req	uired details. It will b	e added to your
LEARNING PROGRAMS TRAINING RECORD EVENTS	1st January 2020 - 3	1st December 2020		•	PRINT ALL RECOR	DS
NEWS	DATE	DESCRIPTION	TYF	PE CPD	)	CERTIFICATE
DOCUMENTS	01/07/2020	New Event - June 2020	Inte	emal 1 Ho	ours	Certificate
GOALS ENDORSEMENTS						

#### External Training

You can upload evidence of any external training completed and allocated CPD points.

Once uploaded your external training will be sent to your training manager for approval.

*	ADD TRAINING				_	( List R	ecord: Add / Edit Traini) g
College dashboard	DATE	DESCRIPTION	DOCUMENTATION Choose file No file chosen	CATEGORY Please Select	CPD POINTS	STATUS	EDIT/DELETE
COURSES LEARNING PROGRAMS TRAINING RECORD EVENTS	CANCEL						_

Documentation is required (i.e. a Statement of Attainment, or Certificate). If the documentation is not available, we suggest adding a PDF of the email confirmation or inhouse training record.

#### **HELPFUL TIP!**

#### Creating a PDF

Step 1 – Open your email confirmation (or training record)

Step 2 - Select File > Print (or CTRL+P)

Step 3 – Under your Printer options, select Microsoft Print to PDF (or any other PDF program you have)

Step 4 – Select Print

Step 5 – Save the file to the desired location

$\bigotimes$	Training Confirmation - Message (HTML)
Info	Print
Save	Specify how you want the
Save As	Print
Save Attachments	
Print Close Office Account	Printer Microsoft Print to PDF Ready Print Options Settings Alison Parks From: Alison Parke Sert: Tuesday, 21 April 2020 947 MA Sert: Training Confirmation
Feedback	Memo Style Thanks for attending our
Options	Compliance Training Day
	This certifies that John attending the Compliance training on Monday 4 <sup>th</sup> April, Total number of CPD points from this webinar is 1 point.
	Kind regards,

#### **NEWS AND TIPS**

You will have access to news and tips.

News		R A C
College Dashboard	Insurance Brokers Code of Practice 11th May 2020	
COURSES	This learning module covers the Insurance Brokers Code of Practice developed by NIBA in 2014.	
LEARNING PROGRAMS	READ MORE	
TRAINING RECORD		
EVENTS		
WEBINARS NEWS DOCUMENTS		
GOALS		
ENDORSEMENTS		
		_

## DOCUMENTS

You will have access to Industry News and Hot Topics.



#### GOALS

You can set personal goals which you want to achieve.

## **TROUBLE SHOOTING**

Our courses include videos, photos and sound. In a small number of our courses, we use SCORM content (explained below).

We recommend accessing the courses on a stand-alone PC using Google Chrome.

#### Videos – not playing

This could be due to a number of reasons.

- 1. Your internet speed is slow, and the video has not had time to load. Please allow some time for the videos to load.
- 2. You are accessing the courses using a terminal server or similar pop up blockers or other security measures may be preventing access. You may need to enable pop up blockers for this site.
- 3. The video may be in SCORM format and may not play in a terminal server or similar environment.

SCORM is a type of file widely used in education programs. It allows for interactivity. It is used in a small number of our courses. You will be alerted to SCORM content in the Introduction section of the course. You may need to access the course on a standalone PC or other device such as iPad or similar.

#### Photos – not displaying

- 1. Your internet speed is slow, and the video has not had time to load. Please allow some time for the videos to load.
- 2. You are accessing the courses using a terminal server or similar pop up blockers or other security measures may be preventing access. You may need to enable pop up blockers for this site

#### Sound – not playing

1. You are accessing the courses using a terminal server or similar which may not have sound facilities.

## **QUALIFICATION COURSES**

LMI College Pty Ltd offer a range of formal qualification courses including the Diploma of Insurance Broking.

Please contact us for an enrolment form and further details.

#### **CONTACT US**

#### LMI College

#### **Alison Parks**

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