

W&L

WELLNESS & LIFESTYLES

AGED CARE
learning

User Guide

W&L Learning Management System

Date: February 19 2019

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System Requirements

Below are the minimum system requirements needed to run W&L Aged Care Learning, it is important that your system meets these requirements to ensure the best user experience while using our system.

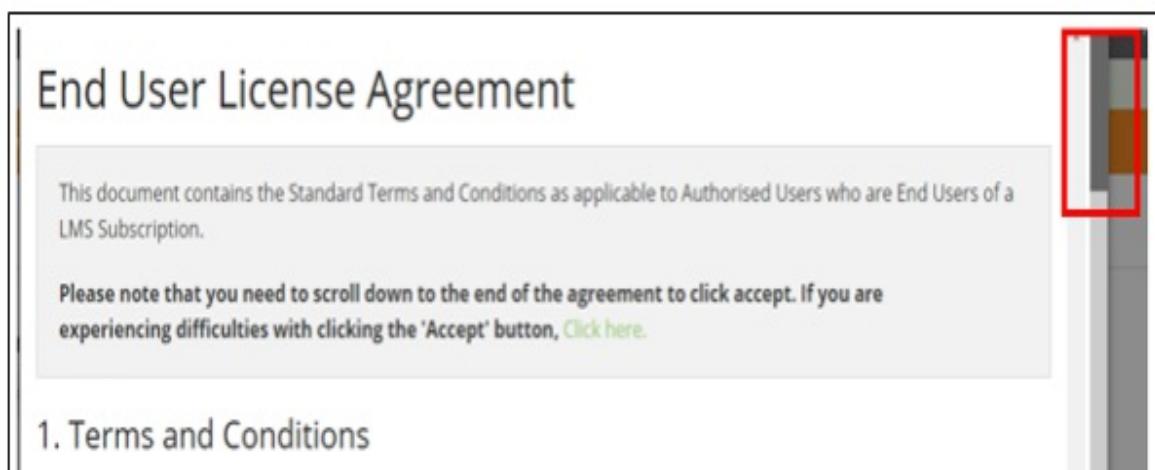
Access

To Access the W&L Learning system go to www.wllearning.com.au

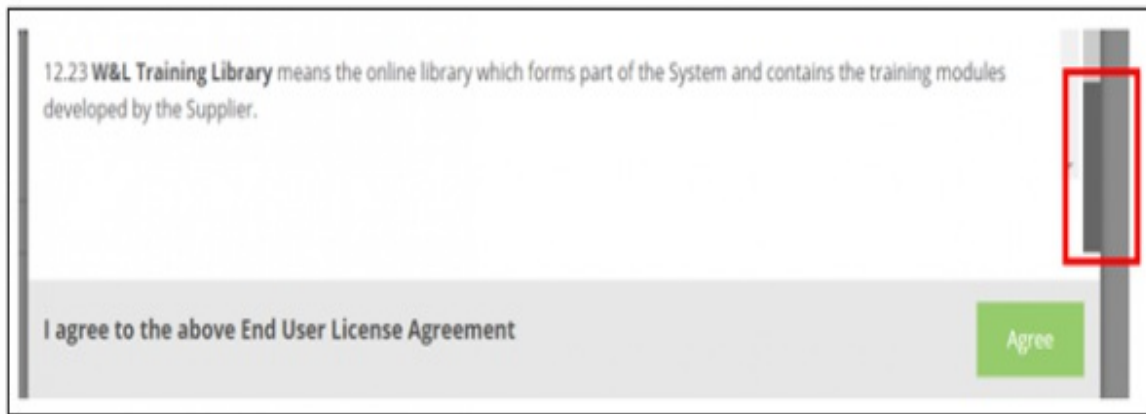
End User License Agreement

If you are experiencing difficulties clicking the 'Agree' button, ensure the dark grey rectangular on the right hand side of the agreement has been dragged to the bottom of the agreement until the Agree button appears in green.

Top of EULA



Bottom of EULA



Operating System

- Windows 7 SP1 (or greater)
- Mac OSX 10.9.x (or greater)
- iOS 7 (or greater) **Warning:** Currently there is an incompatibility with the Articulate Player and iOS9
- Android 4.2 (or greater)

Internet Connection

At least a 3G or DSL internet connection is required to be able to connect to W&L Aged Care Learning.

Browser

A Flash or HTML5 compatible browser is required.

Flash

Adobe Flash Player 10.3 or later, and one of the following browsers:

- Windows: Internet Explorer 10 and later, Google Chrome (latest version), Firefox (latest version)
- Mac: Safari 7 and later, Google Chrome (latest version), Firefox (latest version)

HTML5

- Windows: Google Chrome (latest version)
- Mac: Safari 7 and later, Google Chrome (latest version)
- Mobile: Safari in Apple iOS 7 and later, Google Chrome (latest version) in Android OS 4.1 and later

Supported Devices

- PC, Laptops, Tablets, Smartphones

Mobile Devices

Apple iOS - [Articulate Mobile Player](#) in Apple iOS 7 or later on iPad

Android OS - [Articulate Mobile Player](#) in Android OS 4.1 or later (optimised for tablets)

Dashboard

Profile - Update your member profile, email address, username, password, and profile photo

My Training Plan - View your own progress of each training plan assigned to you

My links - Training Managers are able to contact W&L to add website links such as organisational and facility websites to their dashboard.

Notifications - Get notifications of scheduled, upcoming and overdue training plans

Select Facility - Select which facility to view in your organisation **Site Manager Only**

The screenshot displays the W&L AGED CARE learning dashboard. At the top, the header includes the W&L logo, 'AGED CARE learning', and the user's name 'John Doe' with a dropdown arrow. Below the header, a navigation menu on the left lists 'Dashboard', 'Library', 'My Training', 'Reports', 'Files', and 'Support'. The main content area is divided into three sections: 1. User Profile: A circular profile picture of John Doe, his name, department ('IT Department'), and contact information ('Wellness & Lifestyles Australia, Wellness & Lifestyles (Head Office), john.doe@wellnesslifestyles.com.au'). An 'Edit Your Profile' button is located below the profile. 2. My Training Plans: A table with columns 'Due', 'Progress', and 'Plan'. It lists four training tasks with their respective due dates and progress percentages. 3. My Links: A section with two links: 'Wellness & Lifestyles Australia' and 'W&L Consultancy'. A footer at the bottom reads '© 2015 W&L Learning. All Rights Reserved.'

Due	Progress	Plan	
30/05/2015	100%	John Doe, Annual Training	view
31/05/2015	50%	Manual Handling	view
30/06/2015	50%	Mandatory Training	view
30/06/2015	0%	Infection Control	view

Library

Provides access to partake/watch all available training materials and read a description of what the content provides.

The screenshot shows the 'Library' page of the 'W&L AGED CARE learning' system. The header includes the logo, 'AGED CARE learning', and user information 'Wellness & Lifestyles (Head Office)' and 'John Doe'. A sidebar on the left contains navigation links: Dashboard, Library (highlighted), My Training, Reports, Files, and Support. The main content area displays 'All Categories' and 'All Types' filters, a 'View' button, and a 'Filters' dropdown. It indicates 'Showing page 1 of 5 a total 47 materials found.' Three e-learning modules are listed:

- ACFI Activities of Daily Living (ADLs)** (E-Learning Modules): Description: 'Do you find that the way some staff are documenting is affecting your funding, or that they're not always performing the interventions required? Especially when it comes to understanding the business rules, we commonly hear that carers.' Duration: About 62 minutes.
- ACFI Appraisal Pack** (E-Learning Modules): Description: 'Providing ACFI related services across Australia, we've found that nearly all ACFI downgrade issues have been as a result of the ACFI Appraisal Pack not being put together in a systematic fashion.' Duration: About 35 minutes.
- ACFI Business Rules and Planning** (E-Learning Modules): Description: 'There have been several rounds of changes since the ACFI was introduced over 5 years ago... but it's a little known fact that some of the older changes affect today's reappraisals of existing residents. We commonly hear from sites that have ACFI management issues.' Duration: About 30 minutes.

My Training

Training Plans - Training set for you by your Training Manager view your progress and take/commence modules directly from each of the plans, displays due dates and the status of each module.

The screenshot displays the 'My Training' interface for 'W&L AGED CARE learning'. The user is identified as 'John Doe' in the 'Wellness & Lifestyles (Head Office)'. The interface includes a sidebar with navigation options: Dashboard, Library, My Training (selected), Reports, Files, and Support. The main content area shows a table of training plans with the following data:

Plan	Due	Progress	View
John Doe, Annual Training Completed	30/05/2015	100%	view
Manual Handling Due this week	31/05/2015	25%	view
Mandatory Training Due in over a week	30/06/2015	50%	view
Infection Control Due in over a week	30/06/2015	0%	view

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Reports

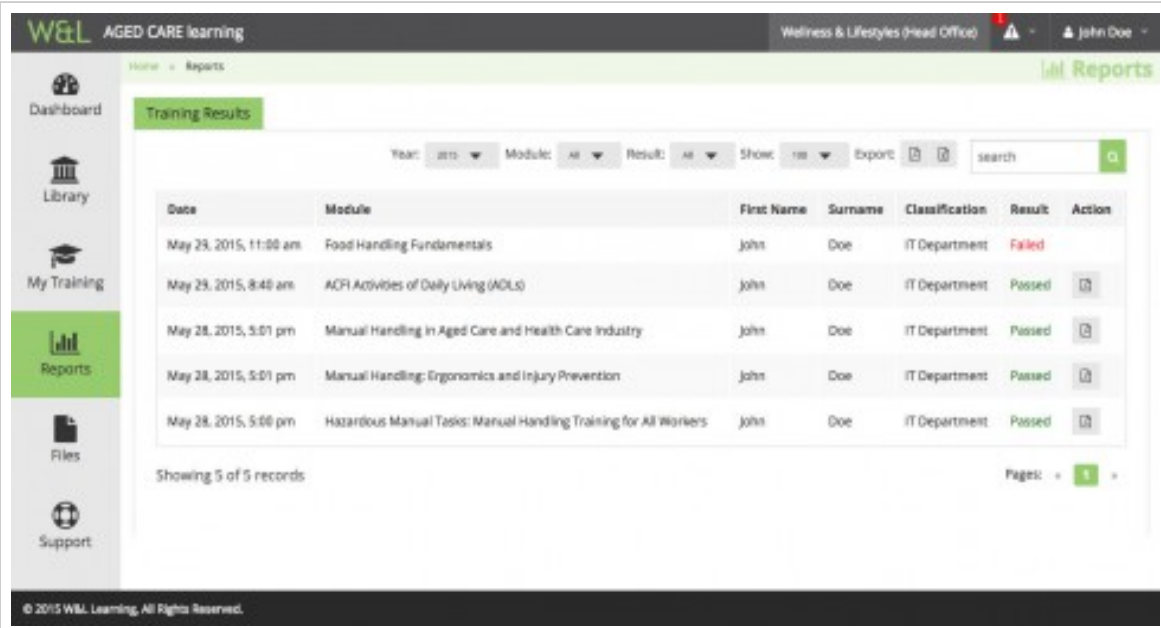
Training Results

View your training results or edit existing results.

Download Certificate - If a training result is a pass you can download a PDF certificate for that record.

Add New Training Record - For adding single or bulk training results in manually. Select a W&L module from the drop down module list or enter external training into the free text field. **Training Managers Only**

Edit/Delete Training Records - Each record can be edited or even deleted **Training Managers Only**



The screenshot displays the 'Training Results' page in the W&L AGED CARE learning system. The page header includes the logo 'W&L AGED CARE learning', the user name 'John Doe', and the role 'Wellness & Lifestyles (Head Office)'. The left sidebar contains navigation options: Dashboard, Library, My Training, Reports (highlighted), Files, and Support. The main content area shows a table of training records for the year 2015, filtered by 'All' modules and 'All' results. The table has columns for Date, Module, First Name, Surname, Classification, Result, and Action. Five records are shown, with the first record showing a 'Failed' result and the others showing 'Passed' results. A search bar and filters for Year, Module, and Result are located above the table. The footer indicates 'Showing 5 of 5 records' and 'Pages: 1'.

Date	Module	First Name	Surname	Classification	Result	Action
May 29, 2015, 11:20 am	Food Handling Fundamentals	John	Doe	IT Department	Failed	
May 29, 2015, 8:48 am	ACPI Activities of Daily Living (ADLS)	John	Doe	IT Department	Passed	
May 28, 2015, 5:01 pm	Manual Handling in Aged Care and Health Care Industry	John	Doe	IT Department	Passed	
May 28, 2015, 5:01 pm	Manual Handling: Ergonomics and Injury Prevention	John	Doe	IT Department	Passed	
May 28, 2015, 5:08 pm	Hazardous Manual Tasks: Manual Handling Training for All Workers	John	Doe	IT Department	Passed	

Training Plans

View training plans for yourself and/or your staff and monitor due dates & progress **Training Managers Only**

Search - Search your training results by plan, staff member, date, classification, due dates

Export - Turn your training results into a PDF or Excel document

W&L AGED CARE learning | Wellness & Lifestyles (Head Office) | John Doe

Home > Reports | Reports

Training Results | Training Plans

Year: 2015 | Training Plan: All | Classification: All | Status: All | Export: PDF | Excel | search

Training Plan ▲	Staff Member	Classification	Start Date	Due ▼	Status	Progress
AdI Training	Donnan, Kareena	Training Manager	March 27, 2015	April 30, 2015	Overdue	0 of 2 staff have completed
AdI Training	Peachey, Michael	Carer	March 27, 2015	April 30, 2015	Overdue	0 of 2 staff have completed
ADFI Training	Gibbons, Jennifer	Training Manager	April 8, 2015	April 30, 2015	Completed	1 of 1 staff have completed
Andrew #3 training plan	Dollman, Andrew	Training Manager	April 22, 2015	May 20, 2015	Overdue	0 of 1 staff have completed
Andrew D #2	Dollman, Andrew	Training Manager	April 13, 2015	April 16, 2015	Overdue	0 of 1 staff have completed
Andrew's Training Plan	Dollman, Andrew	Training Manager	March 16, 2015	March 20, 2015	Completed	1 of 1 staff have completed
Dementia Modules	Gibbons, Jennifer	Training Manager	March 19, 2015	April 10, 2015	Overdue	0 of 1 staff have completed
Dementia Training	Heywood-Smith, Nick	Physiotherapist	February 23, 2015	April 30, 2015	Overdue	0 of 2 staff have completed
Dementia Training	Peachey, Michael	Carer	February 23, 2015	April 30, 2015	Overdue	0 of 2 staff have completed
Essential New Training	Blythe, Joseph	IT Department	May 13, 2015	May 15, 2015	Overdue	0 of 5 staff have completed

Showing 1 to 10 of 34 records | Pages: 1 2 3 4 >

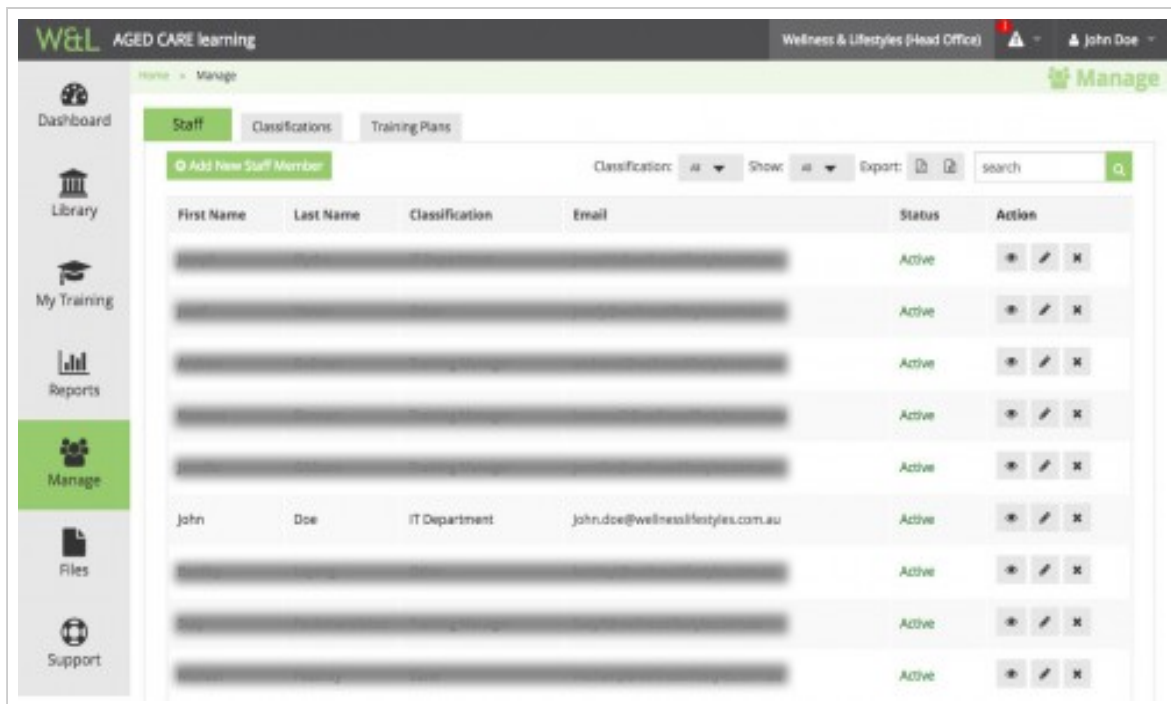
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Manage

Manage your facility staff members their classifications and training plans **Training Managers Only**

Staff

Add a New Staff Member - Add, edit or delete staff members from your account



Adding a new Staff Member

1. Click 'Add New Staff Member'
2. Enter the required fields, First name, Surname, Username, Password, Classification
3. Click 'Save'



The screenshot shows a web application interface for 'W&L AGED CARE learning'. The user is logged in as 'John Doe' and is in the 'Manage' section. A modal window titled 'Add New Staff Member' is open, containing the following fields:

- First Name
- Surname
- Username
- Email
- Password
- Confirm Password
- Mobile Phone
- Home Phone
- Office Phone
- Classification (Please Select)
- Status (Active)

A green 'Save' button is located at the bottom left of the modal window.

Editing/Deleting a Staff Member

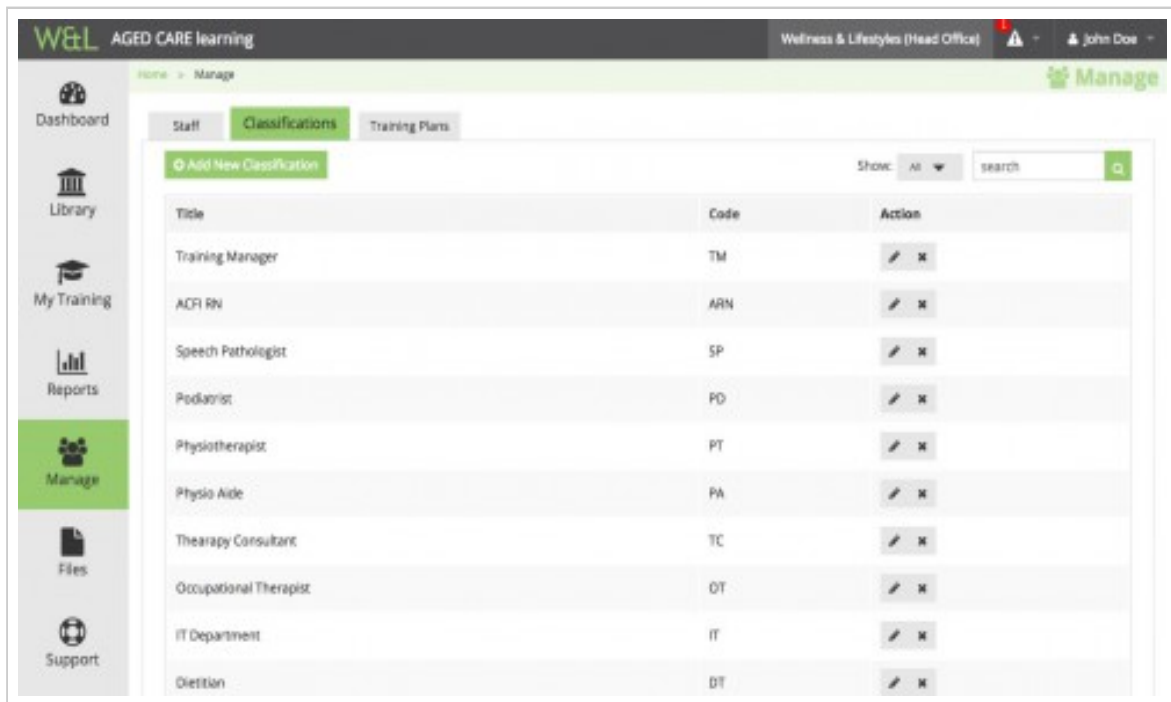
Each staff member can be edited or deleted.

1. To edit a staff member click the pencil icon  next to the staff member you wish to edit.
2. To delete a staff member click the cross icon  next to the staff member you wish to remove, you will then be prompted to confirm if you wish to delete this staff member.

Note Staff Members are not deleted from your account they will not be visible but will maintain their training records.

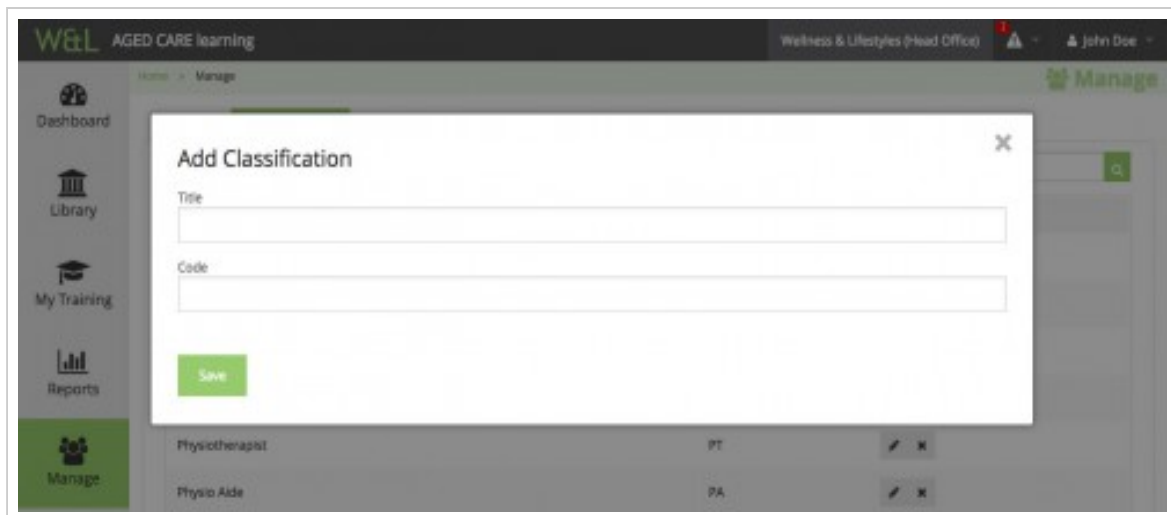
Classifications

Add, edit or delete staff classifications from your facility.



Adding a Staff Classification



1. Click 'Add New Classification'
2. Enter a Title and a unique code for the new classification
3. Click 'Save'



Once added classifications can be assigned to your staff members.

Editing/Deleting a Classification

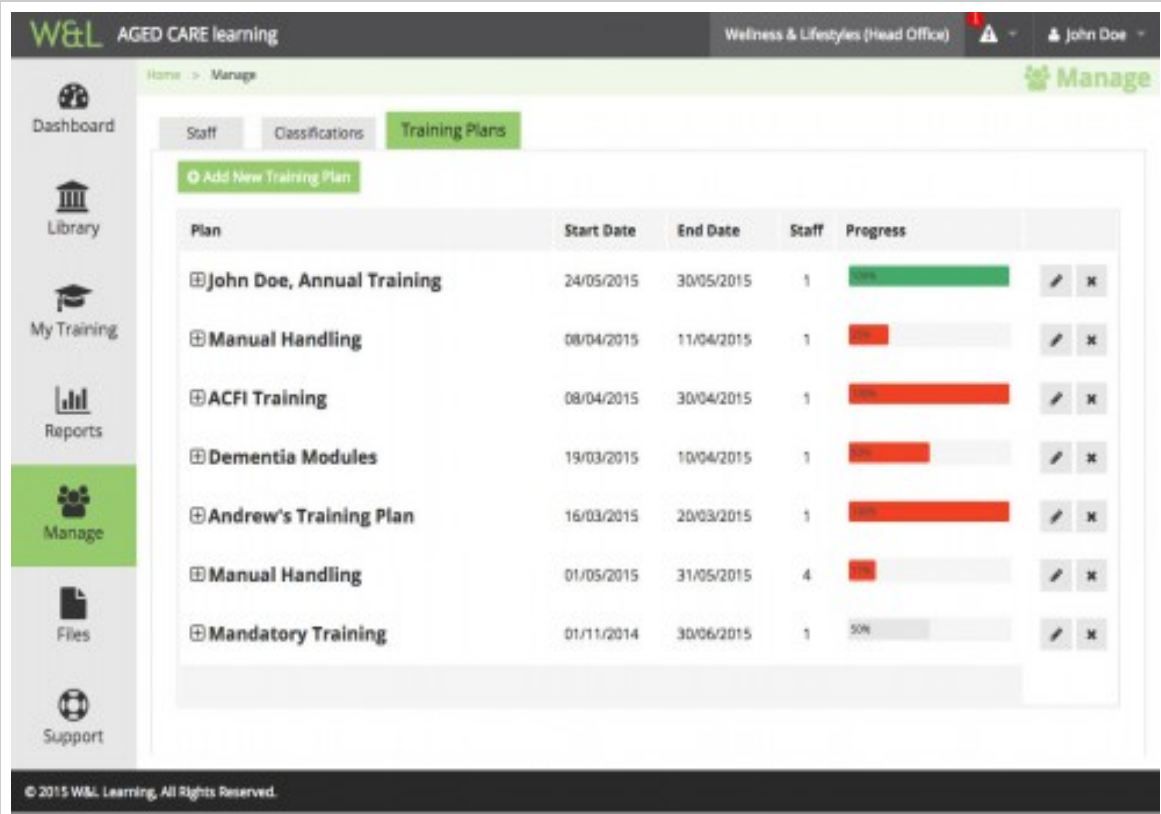
Each classification can be edited or deleted.

1. To edit a classification click the pencil icon  next to the classification you wish to edit.
2. To delete a classification click the cross icon  next to the classification you wish to remove, you will then be prompted to confirm if you wish to delete this classification.















Warning if you have staff already assigned to this classification you will need to edit each staff member and assign them to another classification.

Training Plans

A training plan allows a Training Manager to set which e-learning modules they would like a staff member to take in a given period of time. The Training Manager can add, edit or delete training plans.



The screenshot displays the 'W&L AGED CARE learning' interface. The top navigation bar includes 'Wellness & Lifestyles (Head Office)' and the user 'John Doe'. The main content area is titled 'Home > Manage' and features a 'Manage' button. Below this, there are tabs for 'Staff', 'Classifications', and 'Training Plans', with 'Training Plans' being the active tab. A green button labeled 'Add New Training Plan' is positioned above a table. The table lists various training plans with columns for 'Plan', 'Start Date', 'End Date', 'Staff', and 'Progress'. Each row includes a progress bar and edit/delete icons.

Plan	Start Date	End Date	Staff	Progress	
John Doe, Annual Training	24/05/2015	30/05/2015	1	100%	 
Manual Handling	08/04/2015	11/04/2015	1	20%	 
ACFI Training	08/04/2015	30/04/2015	1	100%	 
Dementia Modules	19/03/2015	10/04/2015	1	20%	 
Andrew's Training Plan	16/03/2015	20/03/2015	1	100%	 
Manual Handling	01/05/2015	31/05/2015	4	20%	 
Mandatory Training	01/11/2014	30/06/2015	1	50%	 

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Adding a New Training Plan

1. Click 'Add New Training Plan'

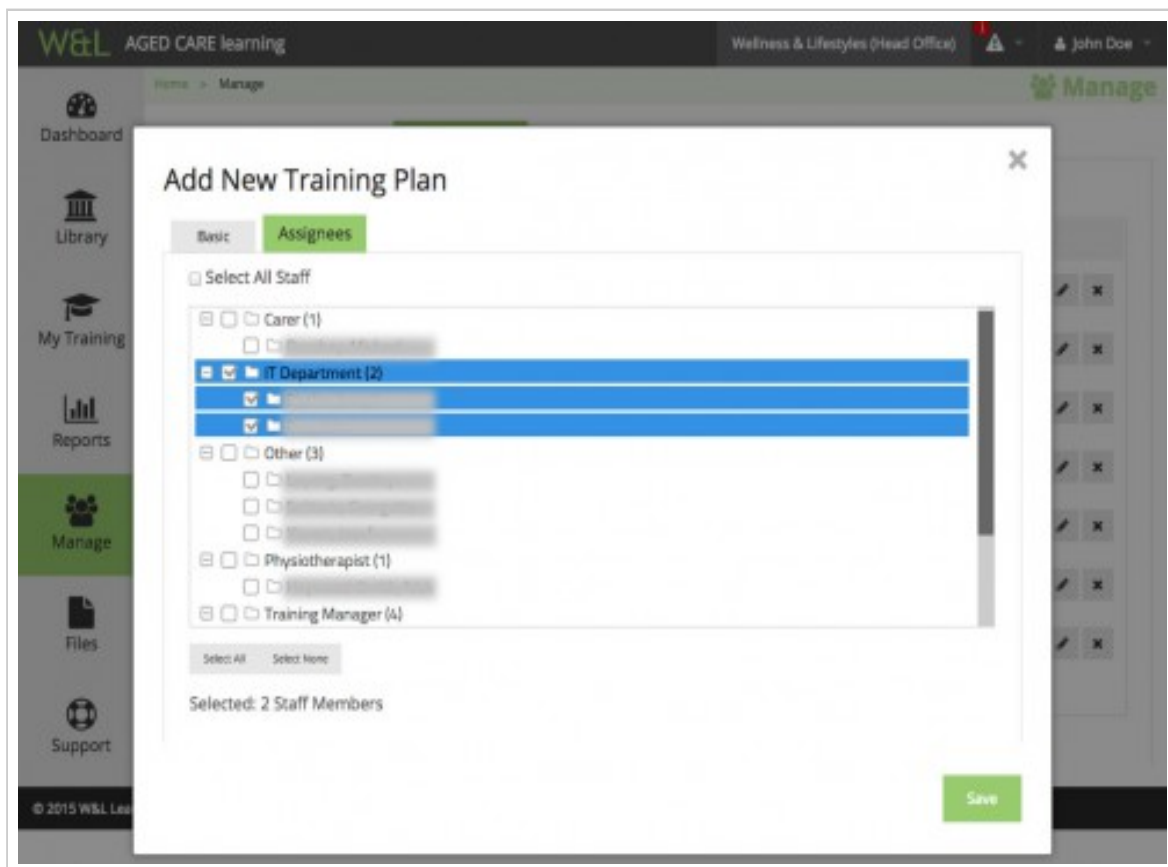
2. Give the plan a 'Title' and 'Description' (optional)
3. Set the 'Start Date' and 'End Date' for the training plan **Note:** The 'End Date' is the day the Training Plan will become overdue.
4. Assign which e-learning 'Module(s)' the plan will contain by ticking the box next to the modules name.
5. On the Assignees tab select which Staff Members will be added to this plan if you don't select any by default all staff will be added to the plan, staff can be assigned individually or by classification.
6. Once happy with your training plan click 'Save' to add the plan.

The screenshot shows the 'Add New Training Plan' form within the W&L AGED CARE learning system. The form is titled 'Add New Training Plan' and has two tabs: 'Basic' (selected) and 'Assignees'. The 'Basic' tab contains the following fields:

- Title: A text input field.
- Description: A text area.
- Start Date: A date input field.
- End Date: A date input field.
- Module(s): A list of modules with checkboxes next to them:
 - ACFI Activities of Daily Living (ADLs)
 - ACFI Appraisal Pack
 - ACFI Business Rules and Planning
 - ACFI Cognition and Behaviours Education

A green 'Save' button is located at the bottom right of the form. The background shows the system's navigation menu with options like Dashboard, Library, My Training, Reports, Manage, Files, and Support. The user is identified as John Doe in the top right corner.

Adding a new Training Plan



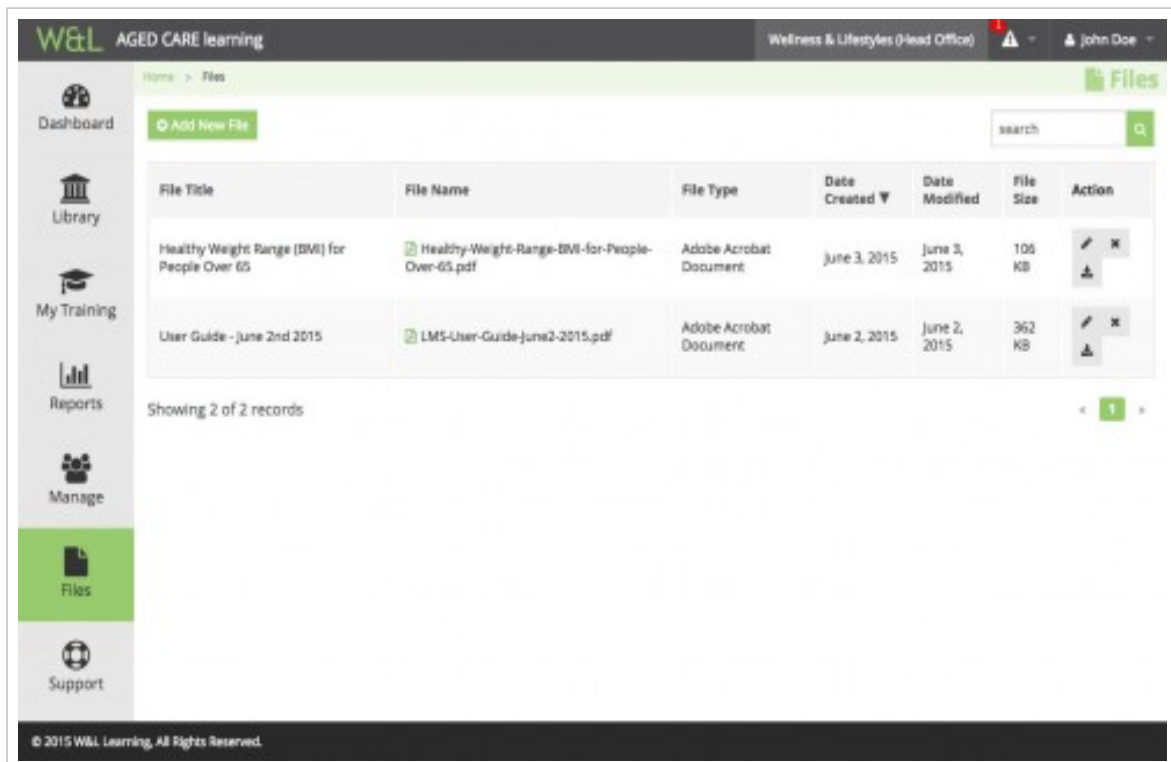
Assigning Staff to a Training Plan

Files

The Files area allows Training Managers to add extra documentation and resources for Staff Members to access.

[Add New Folder](#) - Add folders to file documentation

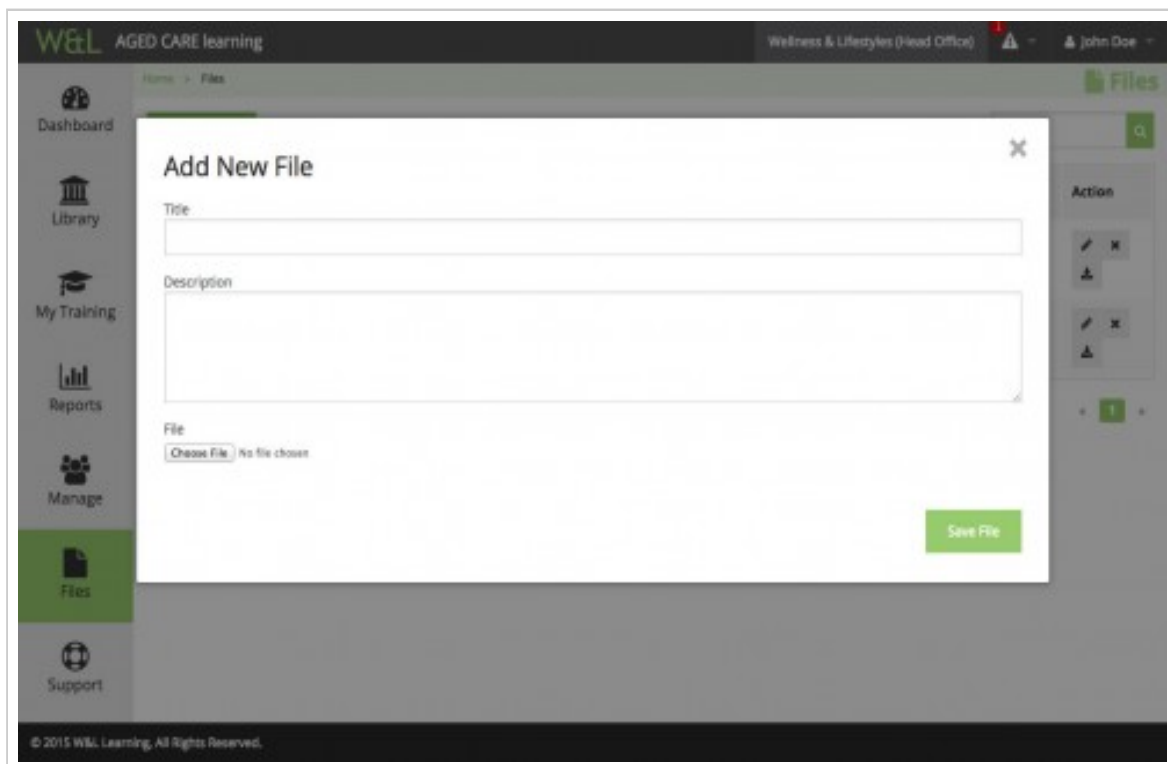
[Add New Document](#) - Add an individual document





Adding new files Training Managers Only

To add new files follow the steps below


1. Click 'Add New File'
2. Add a 'Title', 'Description' (optional) and 'Choose File' you wish to add from your local computer.
3. Click 'Save File'



Editing / Deleting Files Training Managers Only

Files can be edited by clicking the pencil icon  or deleted by clicking the cross icon  on the corresponding row for the file.

Downloading Files

Individual files can be downloaded by clicking the download icon  next to the file you wish to download.

Support

The support page provides access to resources to help Staff Members and Training Managers use W&L Aged Care Learning, the following resources are available:

[Contact Us](#) - Provides contact details and a support form for W&L Aged Care Learning related inquiries, the form will auto populate your details if you are currently logged in.

[Frequently Asked Questions \(FAQ\)](#) - Answers to questions commonly asked about W&L Aged Care Learning, if currently logged in you will see more specific answers on using the Learning Management System.

[User Guide](#) - This guide also provides a downloadable PDF version.