New WBL students as well as students that have been migrated by completing submission 1, 2 or 3 on the learning platform will continue with WBL in the new WBL system.

Migrated Students to-do list:

Students that uploaded a Submission 1, 2 or 3 in the ASSA Learning Platform (Moodle):

- Complete your **profile** in the system:
    - Add your supervisor's member number
    - Select your WBL start date in line with when you started your WBL development (this date must coincide with the development captured in your 1st Excel based WBL forms)
- **Check and update information** that was transferred from your spreadsheet to the WBL system:
    - Check that your proficiencies (Not Started; Started; Completed) makes sense and corresponds with your development, comments and information in the system.
    - Update your skills plan with any additional development that took place since November 2018 to date.
    - Note all your Excel submissions are available for you to download if you need to refer back to previous information.
- **Submit your updated skills plan** to your supervisor for approval:
    - Your supervisor will receive an email notification that you have submitted your skills plan for approval and that he/ she needs to log-on to the system to review.
    - You need to follow up with your supervisor if he / she does not get around to do the review.
    - You will only be able to continue to capture further development once your skills plan is approved! (ALL skills marked as **Started** or **Completed** will have to be reviewed and approved)
    - Supervisors may request additional information or changes to action plans etc. Please action this as soon as possible and re-submit the relevant skill for review.
- **Start capturing development** (evidence) and continue with your WBL action plans once your baseline skills plan is approved:
    - Use the comments field in the system to describe when actions and development took place so that the assessor can follow a clear timeline.
    - Move skills from 'Not Started' to 'Started' by selecting the 'Started' proficiency and capture an action plan against that skill.
    - Capture formal learning as soon as you completed a course.
    - Capture development as it happens on an ongoing basis – SAVE your comments / evidence and add evidence until you are ready to submit to your supervisor.
- **Upload** all your **review questions** completed to date – No review questions were imported into the system through the migration.

WBL SYSTEM RULES

You **must enter a supervisor member** number to complete your profile.
(Students without supervisors must contact their ATOs or ASSA for assistance.)

Migrated students must get their **baseline** (skills uploaded from their last submission) **approved by their supervisor** before they can continue with capturing further development.

Students will only be allowed to submit their WBL programme for **FINAL assessment** for qualification if they **comply with the WBL criteria** for AMASSA (A) and FASSA (F).

- 24 (A)/ 36 (F) months active WBL participation showing ongoing development.
- Minimum of 70-80% of skills at 'Completed' level (signed off).
- 1 review question submitted every 6 months i.e. 4 (A) and 6 (F)

New students must complete a **self-assessment** of ALL skills and **get that approved** before you can continue with capturing further development.

New Students to-do list:

Newly registered WBL students:

- Complete your **profile** in the system:
    - Add your <u>supervisor's membership number</u>
    - If an ATO has been allocated to you, it will appear in the dropdown list for ATOs - select the relevant one. This is not a compulsory field at the moment.
    - Select your <u>WBL start date</u> as the date you will submit your self-assessment or the date that you actively started with WBL development in the past and can submit supporting evidence.
- **Complete your self-assessment**:
    - For <u>each skill select your current proficiencies</u> (Not-Started; Started; Completed) that makes sense and corresponds with your development and experience to date.
    - Select any skills you are planning to develop in the next period as 'Started' and capture an action plan against these skills.
- **Submit your self-assessment** to your supervisor for approval:
    - Your supervisor will receive an email that you have submitted your skills plan for approval and that he/ she needs to log-on to the system to review.
    - You need to follow up with your supervisor if he / she does not get around to do the review.
    - You will only be able to continue to capture further development once your self-assessment is approved!
    - Supervisors may request additional information or changes to action plans etc. Please action this as soon as possible and re-submit the relevant skill for review.
- **Start capturing development** (evidence) and continue with your WBL action plans once your self-assessment is approved.
    - Use the comments field in the system to describe when actions and development took place so that the assessor can follow a clear timeline.
    - Move skills from 'Not Started' to 'Started' by selecting the 'Started' proficiency and capturing an action plan against that skill
- Upload all your **review questions** completed – 1 every 6 months.
- Log any **formal learning** this includes your Normative Skills attendance workshop modules.

WBL SYSTEM RULES

Students will NOT be able to change their selected start date once it been submitted. Only the ASSA admin may update start dates with justified reasons.

Students who need to **pause their WBL participation**, e.g. taking a work sabbatical, may select the **Pause Programme** button (under My Profile) and again select **Un-pause Programme** once they return to WBL.

All **action plans** must be captured indicating the skills gap, detailed actions to develop the skill and estimated timelines for development.

No client or confidential information may be submitted on the WBL system. Rather provide details of a manager that can be contacted to verify the information.

Comments / evidence must be meaningful and provide assessors with enough detail to follow all development throughout the 24 / 36 months.

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