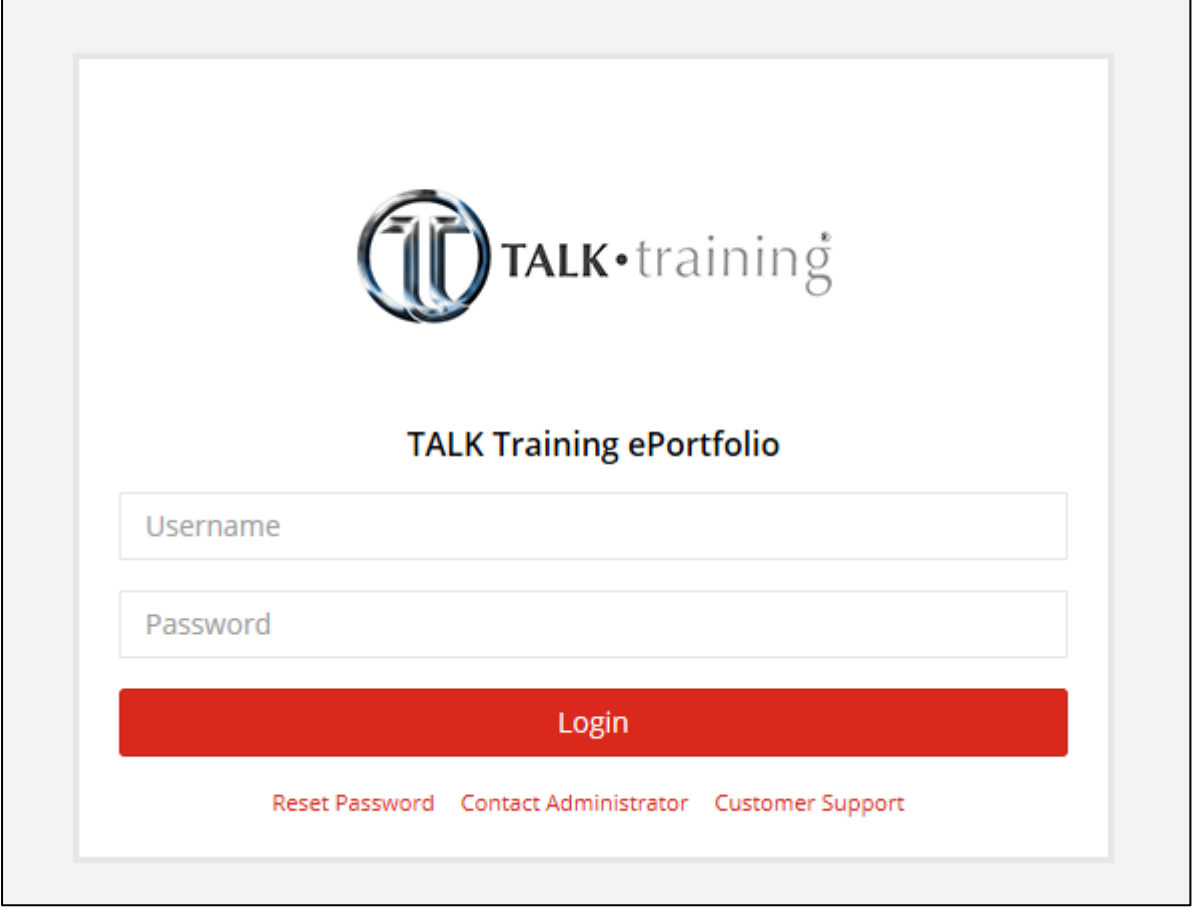


Using Talk Training's ePortfolio System – Learning Assistant

Welcome to Talk training and it's ePortfolio system known as Learning Assistant (LA). To log in to LA for the first time, follow the link in the automatic email from the LA system which you will have received, **or** if this link has expired, type the following in your internet explorer address bar, "system.learningassistant.com/talktraining" **or** click on the LA link in the Learner Links section on the Talk training website – website address is here: <http://www.talktraining.co.uk/>

You will then see the following screen to log in (see picture below). Enter your username (typically your first name, followed by a full stop, then followed by your surname, for example "John.Smith". **Please note:** This is different to your WEST username and password given to you when you signed up.

At this stage of your first login the password will be "password". For security purposes, you will be asked to reset the password on first login to one of your own. See login screen below:



TALK•training

TALK Training ePortfolio

Username

Password

Login

[Reset Password](#) [Contact Administrator](#) [Customer Support](#)

Once you have logged in, you will land on the LA Homepage as shown below. At this stage, we only want you to complete certain parts of the Talk Induction before you meet with your assessor for the first time.

Click on the “My Programme” option shown below:

City Guilds Learning Assistant

Hello Daffy

Hi Daffy, Welcome to Learning Assistant

With the launch of the new Learning Assistant online NVQ system, you, the candidate are now able to complete your NVQ online! Not only does this dramatically reduce the paperwork involved, it also allows your coach to deliver a more tailored service that will deliver immediate learning benefits.

Tasks Messages Appointments Resources LA Anywhere

Awaiting Review

LEARNER	OUTCOME(S)	SUBMITTED
There are no Outcomes to display.		

Latest Contact Diary entries

ENTRY	POSTED
Element 500.1 Returned	16 Aug 2018 17:42
Element Induction.1 Accepted as Complete	06 Aug 2018 16:59
Element Induction.1 Returned	06 Aug 2018 16:54
Blah	05 Jul 2018 15:18

Click on the “Induction” option shown below:

City Guilds Learning Assistant

Portfolio

TALK • training

Courses

Course Name	Diary Entries	Upcoming Reviews	Progress
TalkInd - Induction (TalkInd) Front of File Induction ERR	2	1	Started: 16% Completed: 9% Expected: 0%
3868-02 - Level 1 Essential Application of Number Skills (60...) 010 SkillsSession	0	0	Started: 0% Completed: 0% Expected: 0%
3868-01 - Level 1 Essential Communication Skills (601/6805...) 004 104 SkillsSession	0	0	Started: 0% Completed: 0% Expected: 0%
3868-03 - Level 1 Essential Digital Literacy Skills (601/6806/7) 016 SkillsSession	0	0	Started: 0% Completed: 0% Expected: 0%

You will then see the following screen. Take time to open 'Front of File1 – Learner handbook', 'Front of File 2 – ESQ Welcome Infomormation' and 'Front of File 3 – the Appeal Procedure' before doing anything else. Click on each heading to reveal the resources section and read the documents in each one.

Resources section shown below:

Return to Front of File summary and then scroll down further to reveal 'Induction 1' option as shown below:

Scroll down and click on the “recording forms” option and then the “open form” option.

The screenshot shows the City & Guilds Learning Assistant interface. On the left is a sidebar with navigation icons and labels: Homepage, My Programme, Evaluation, News & Events, Appointments, Forums, and CPD. The main content area has a header with 'Resources' and 'Actions'. Below this is a table with columns 'RESOURCE' and 'TYPE'. A section titled 'Competence Claim' shows a table with 'Ref', 'Evidence', 'Type(s)', and 'IV'. A row is highlighted in yellow with the text 'Completed (Assessor Only)'. Below this is a section titled 'Grading Checklists' with a sub-section 'Recording Forms' highlighted by a red box. To the right of this is a table with columns 'RECORDING FORM', 'CREATED', and 'STATUS'. A row is shown with the form 'OD0792E Learner Induction and Project', created on 'April, 17 2018 09:45:00', and status 'Form has not been filled in'. An 'Open Form' button is highlighted by a red box in the 'Actions' column. Arrows point from the text above to the 'Recording Forms' link and the 'Open Form' button.

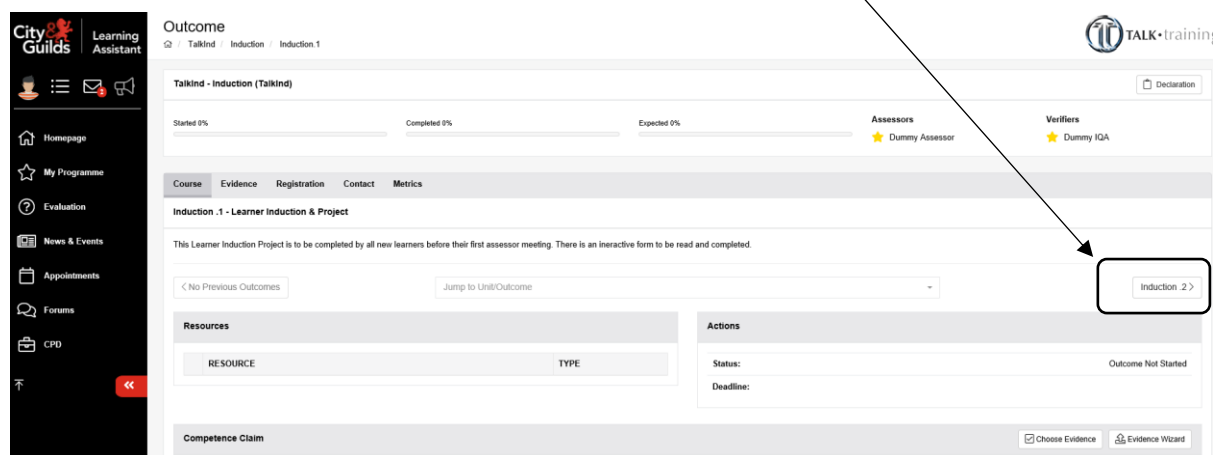
A new window will appear, which contains both text for you to read, followed by questions for you to answer as shown below.

The image shows two side-by-side screenshots of the 'OD0792E Learner Induction and Project' form. The left screenshot displays the 'General information' section, which includes text about the company's training services and its accreditation. The right screenshot shows a series of questions with input fields for answers, including a section for 'General information' and a section for 'Questions'.

You can save your progress at any time by using the “Save for later” option. Or if you have finished, use the “Save and Submit” option, then use the “close” option to close the form.

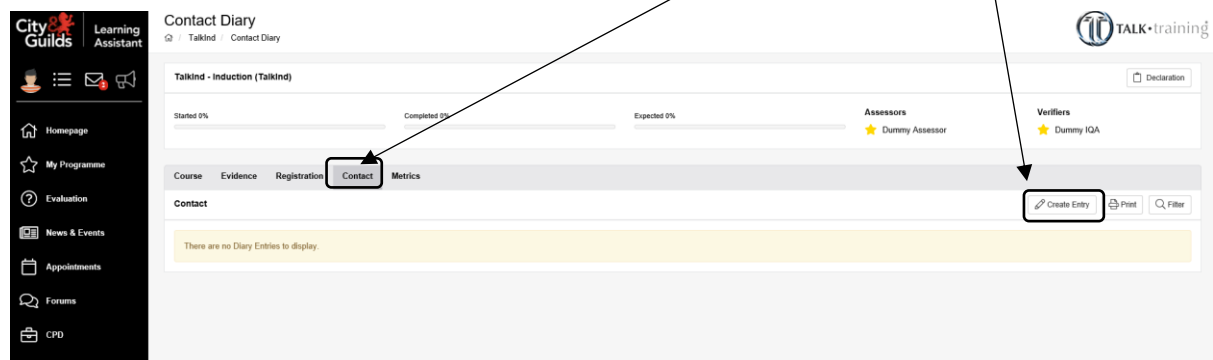
The screenshot shows the bottom of the form window with four buttons: 'Reset', 'Save for Later', 'Save and Submit', and 'Close'.

Once you have completed the Learner Induction and Project and have used the close button you can move on to complete the Health and safety Project by selecting “Induction 2”.



Repeat the process by clicking the “recording forms” option to complete the Health and Safety Project.

If you have any queries, please send a message using the “Contact” section and “Create Entry”. This will be read by one of the Operations Delivery Team who will respond accordingly.



Good luck!