



LMICollege
of Insurance and Risk

CPD PORTAL INSTRUCTIONS

Learners Access

Summary

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

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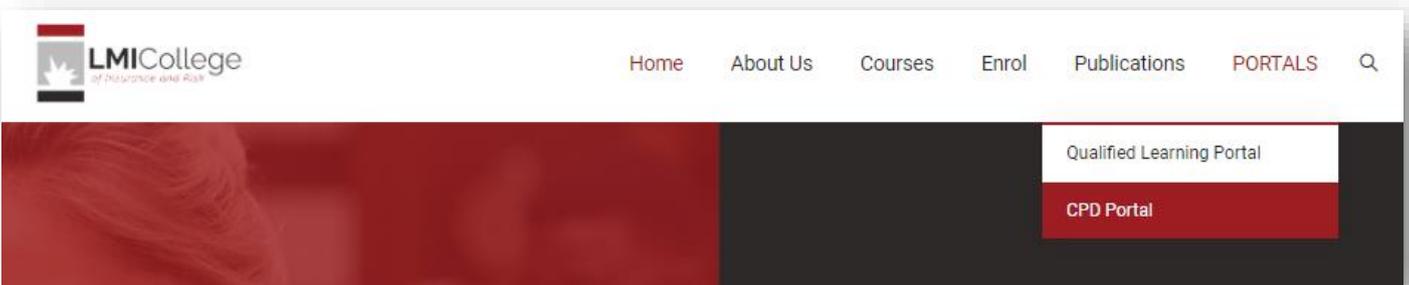
INTRODUCTION

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.lmicollege.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.



Username

Password

Remember Me [Forgot Username/Password?](#)

LOGIN

[Terms and Conditions](#)

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

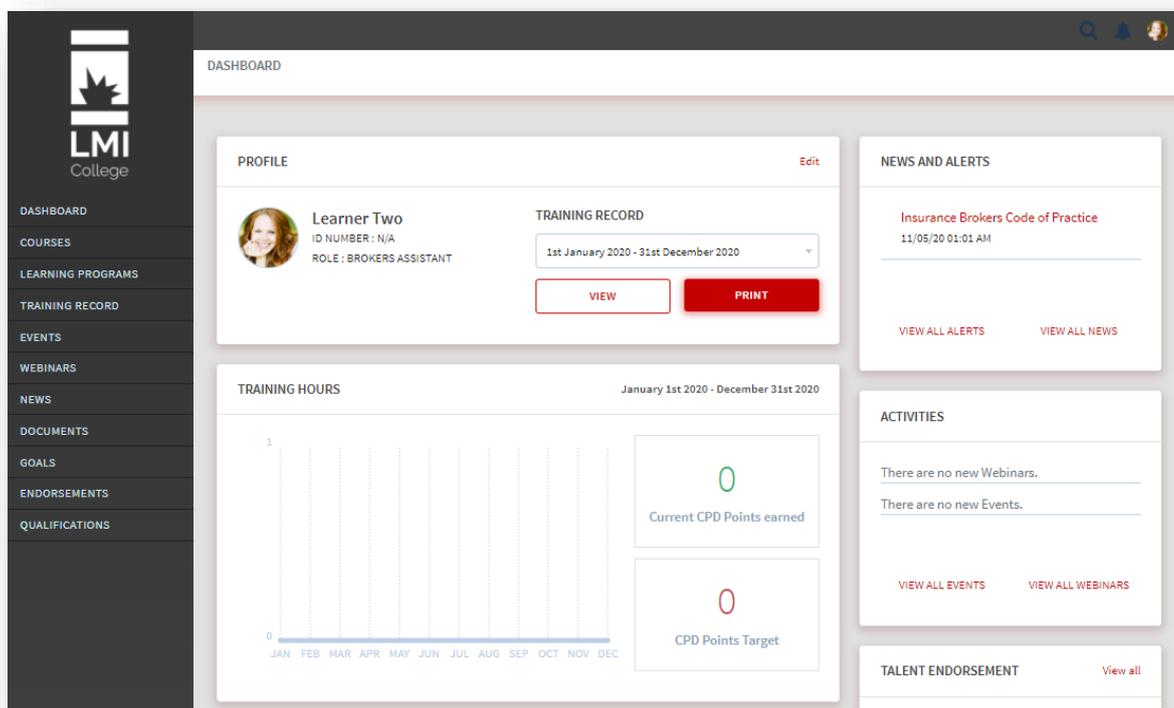
Financial Services School (LMI College) soon to become LMI College is a Registered Training Organisation (RTO) with Australia's leading insurance educator, Dr Allan Manning and resource provider the LMI Group, joining together to provide the insurance industry with professional development opportunities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

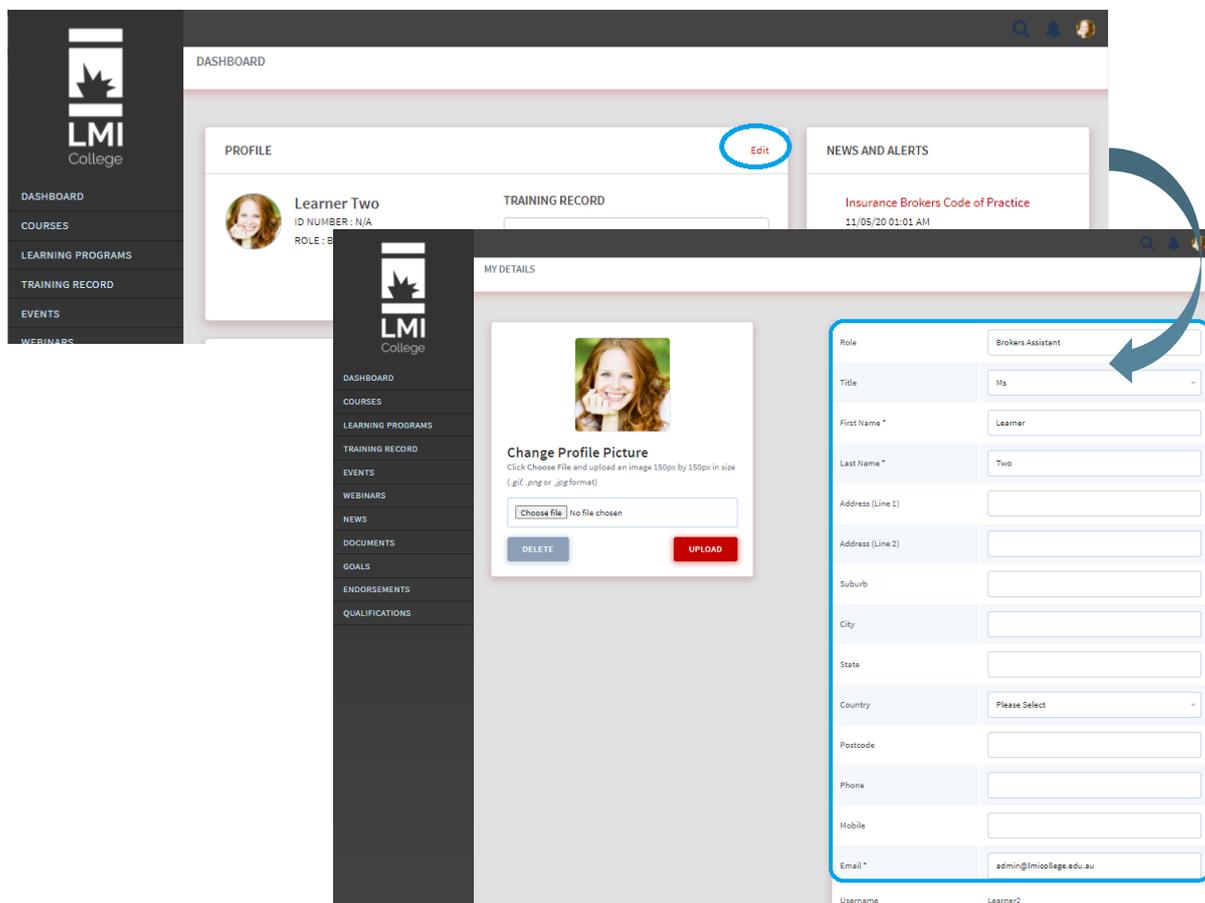
Our CPD Portal is unique as it provides both a Training Manager portal to allow training managers to manage team members, monitor CPD points, allocate or recommend courses and add or remove users. The Learner Portal comes with a suite of learning modules for beginners through to insurance professionals. 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.

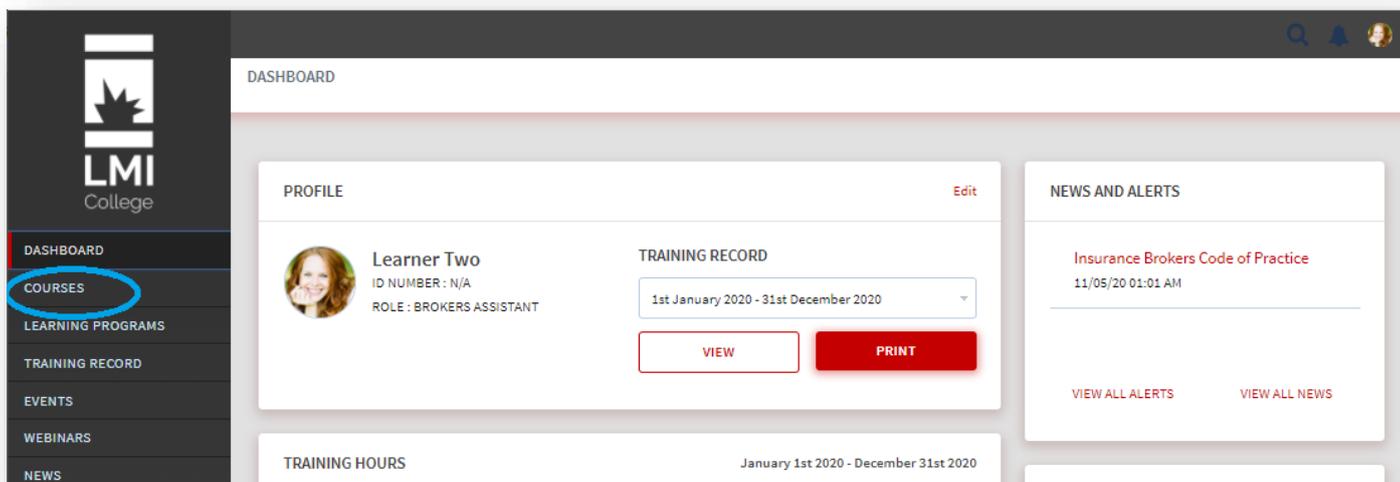


You can edit your profile and change your password here.

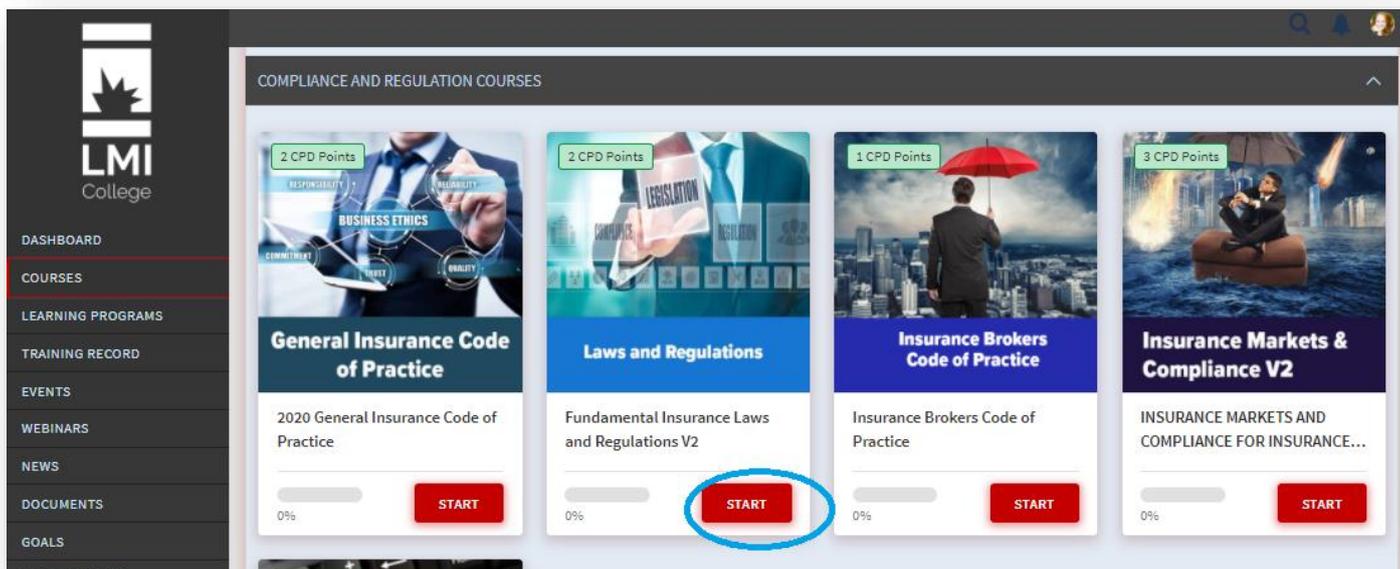


FIT FOR PURPOSE LEARNING MODULES

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.



Select START to commence a course

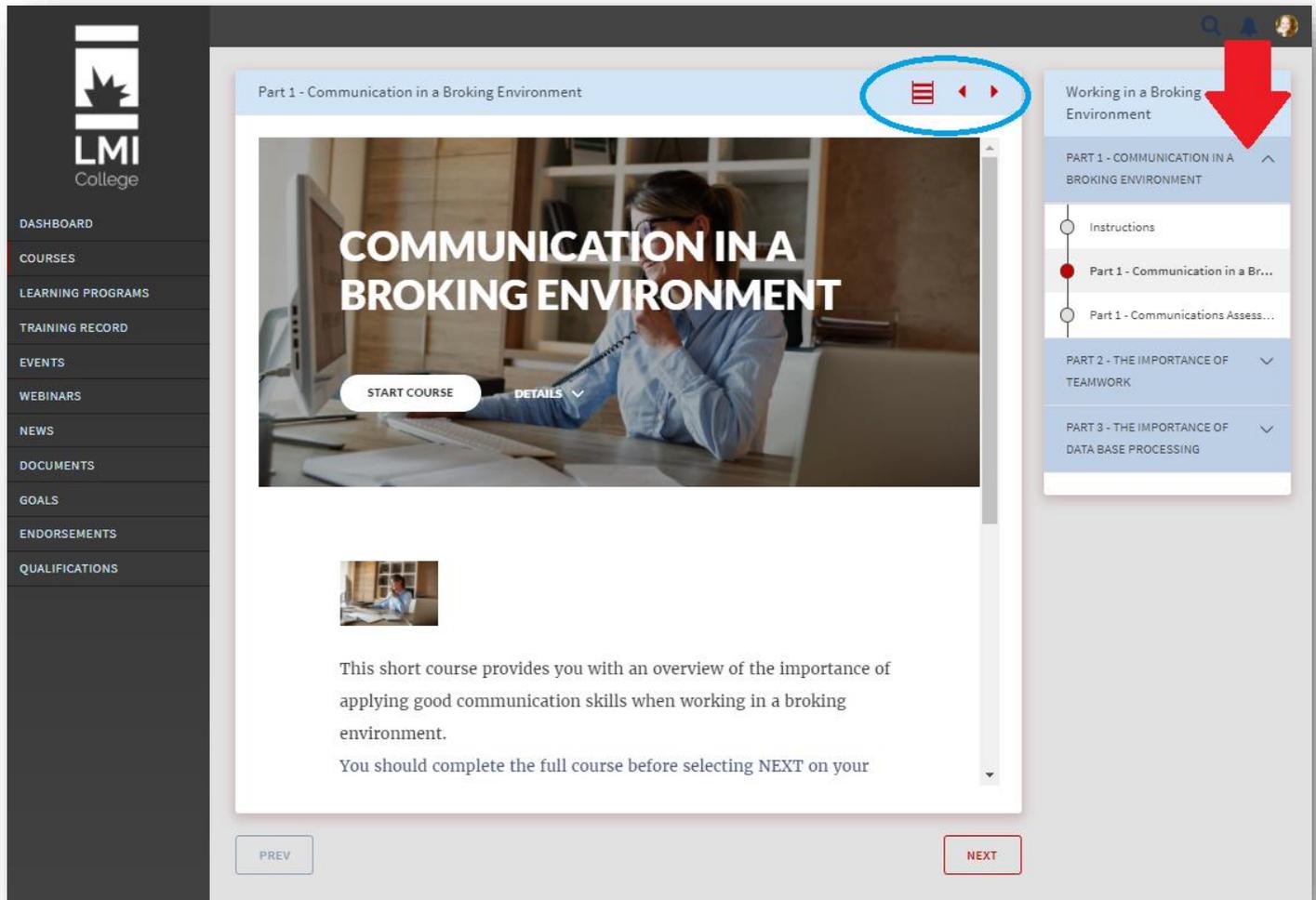


Learners are able to complete a course again the following year for the purposes of a refresher.

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.

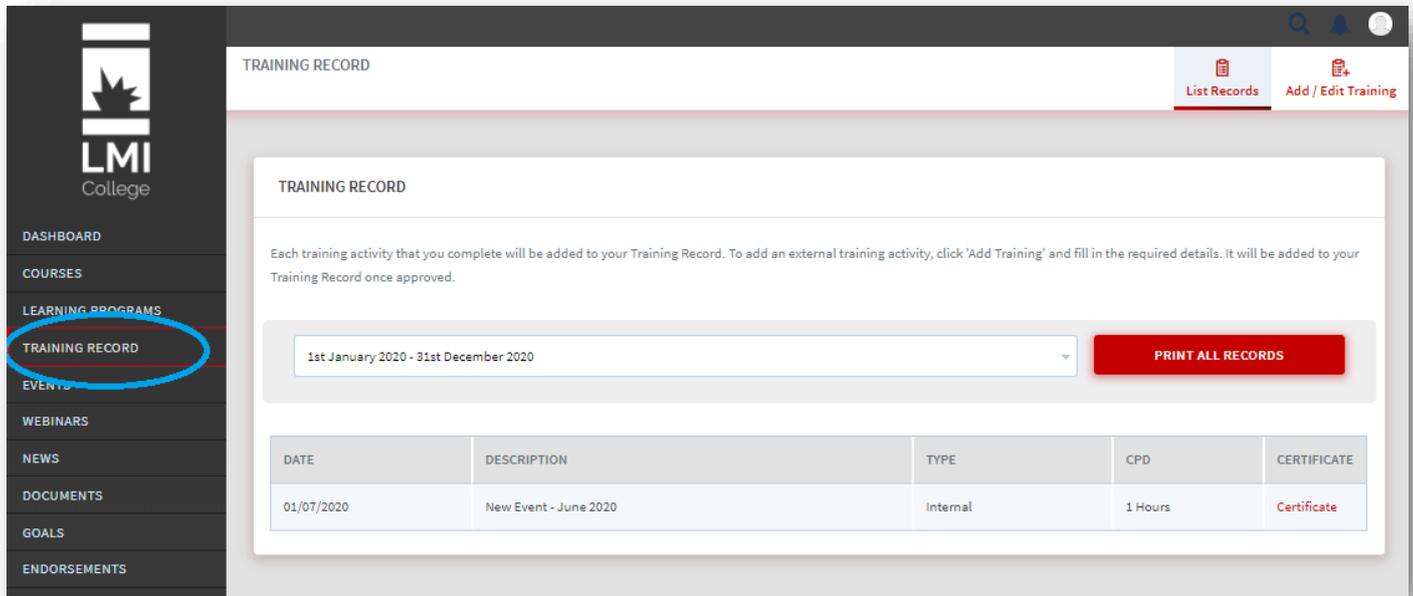
You should read the Introduction to the assessment to ascertain how many attempts are allowed. If you exceed the number of attempts, you will be locked out and will need to contact the training manager in your organisation to reset the course for you.

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.

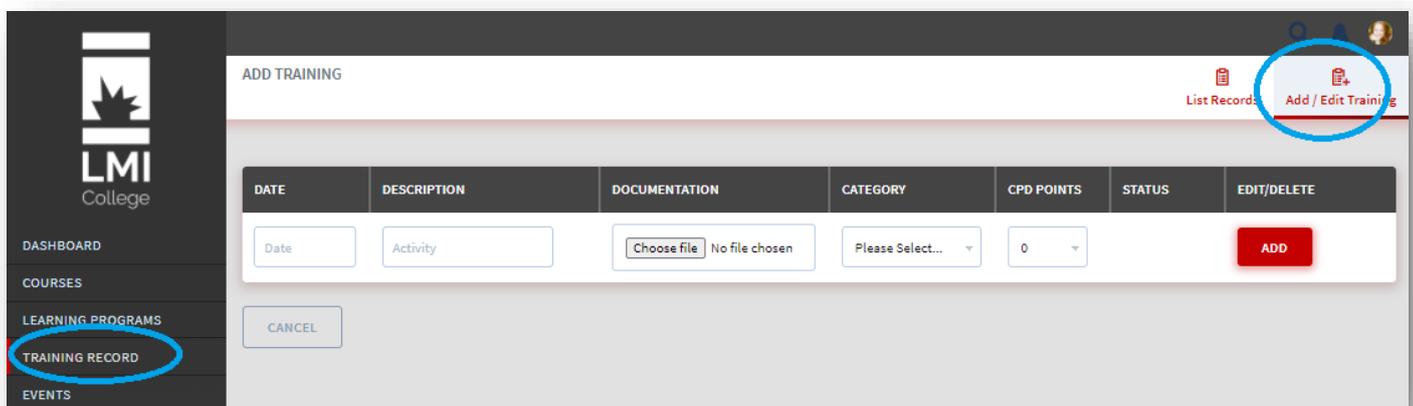
Your training manager will have a record of the training courses you have completed and the CPD points allocated.



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.



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

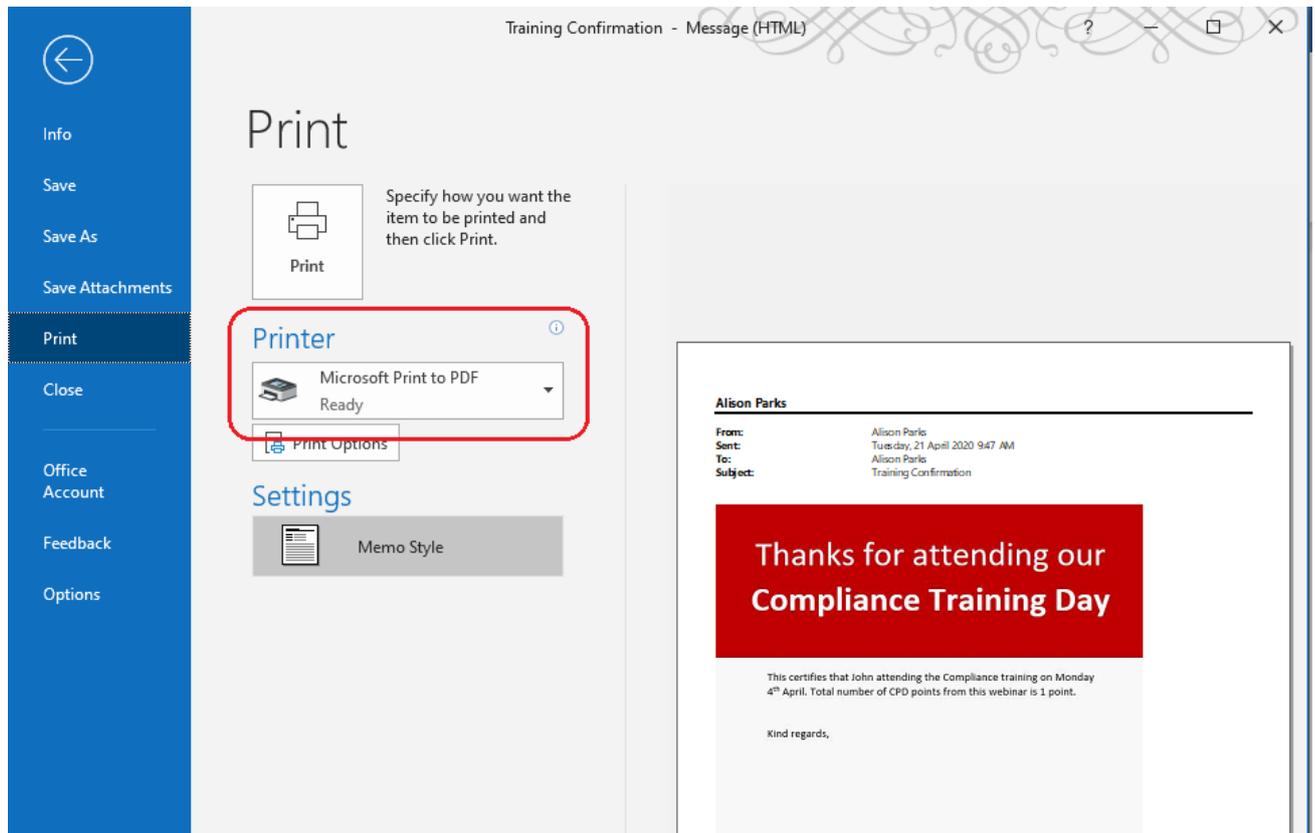
Step 1 – Open your email confirmation (or training record)

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)

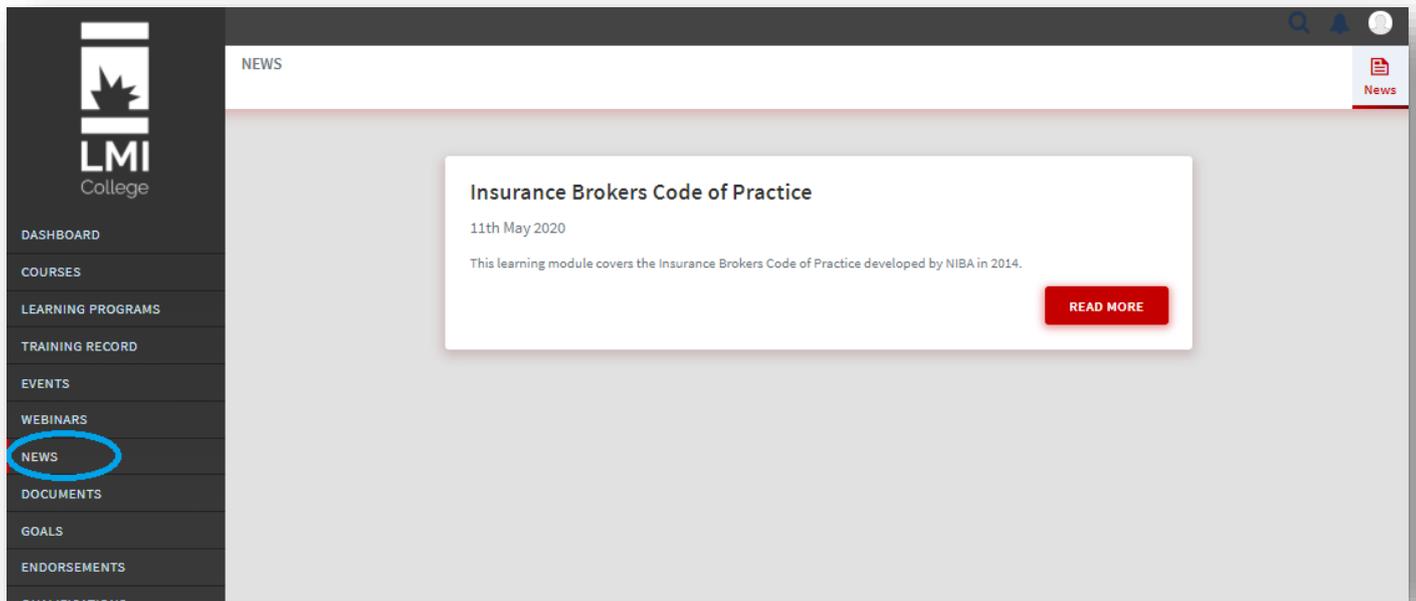
Step 4 – Select Print

Step 5 – Save the file to the desired location



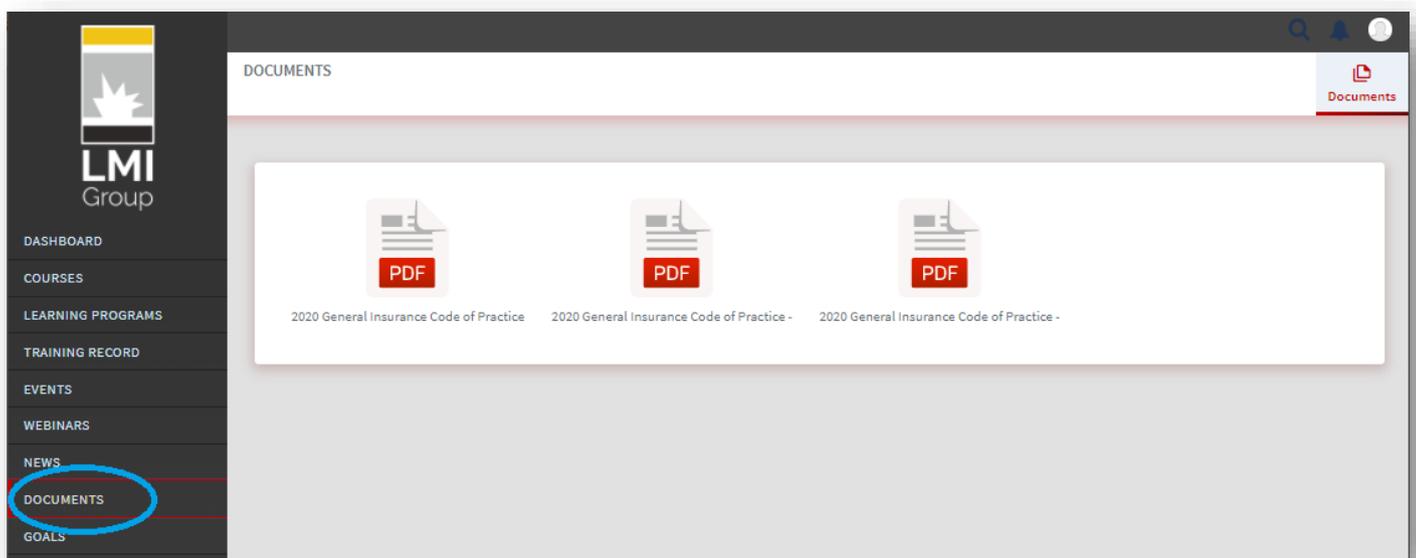
NEWS AND TIPS

You will have access to news and tips.



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

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