



THIS DOCUMENT WILL PROVIDE YOU WITH THE INFORMATION TO LOG INTO STUDENT CLIC OR THE E-LEARNING PORTAL (LMS).

TO HELP YOU REMEMBER YOUR TRAINER AND LOG IN DETAIL PLEASE COMPLETE THIS PAGE WHICH IS FOR YOUR REFERENCE ONLY (please keep these details private and safe)

NAME: _____

COURSE: _____

MY TRAINERS DETAILS ARE:

NAME: _____

MOBILE NUMBER: _____

EMAIL: _____

MY STUDENT CLICK LOG IN DETAILS ARE:

USER NAME: _____

PASSWORD: _____

MY E-LEARNING (LMS) LOGIN DETAILS ARE:

USERNAME: _____



PASSWORD: _____

Step 1

Go to www.trainingforme.edu.au

Click on the “login” found on the top left

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Training For Me

SEARCH FOR A COURSE HERE

Step 2





This page then opens

Click on Student Clic



Home > Login

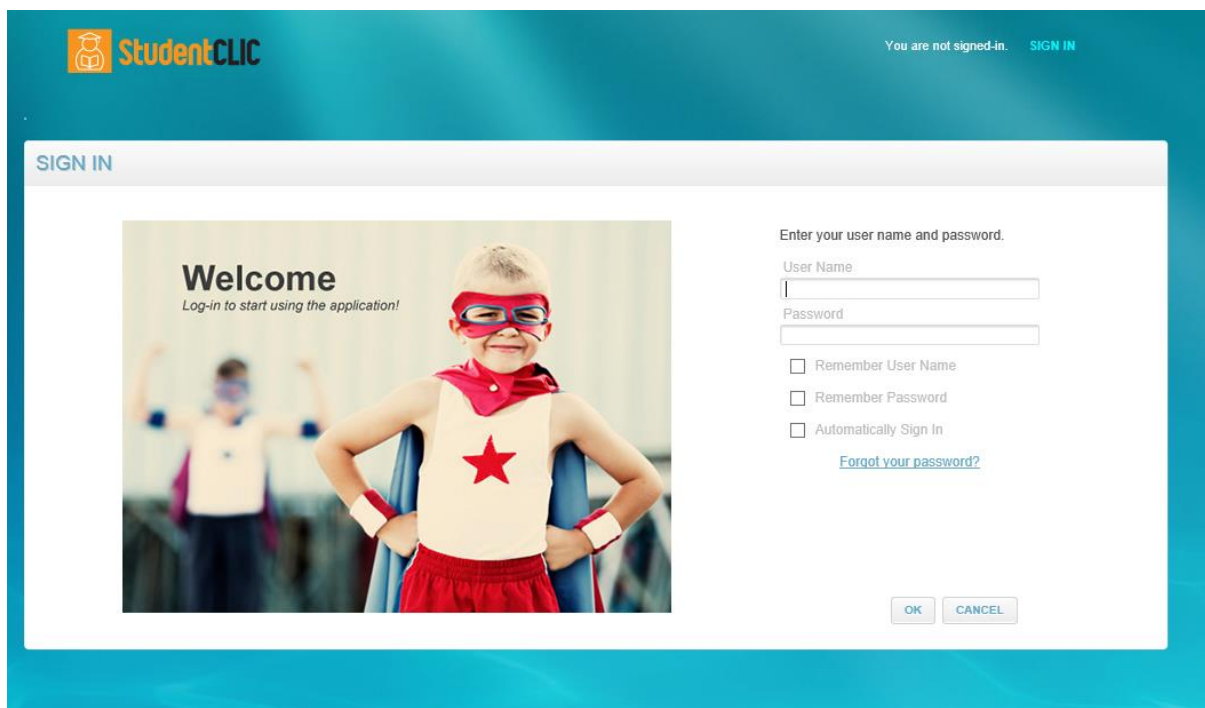
Login

 StudentCLIC Student CLIC Login	 EmployerCLIC Employer CLIC Login	 Media Portal (Coming Soon)	 Student LMS Login
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Step 3

Your user name is your email address

Your password is individual and will be provided to you.



To Access the LMS repeat step 1 and 2

Then click on the LMS

Your login details and password is individual and will be emailed to you



Training For Me

LOG IN TO ONLINE TRAINING

Login

Password

[\(Forgot your password?\)](#)

Remember me

The first screen you will see is your Dashboard with the unit that you have been enrolled in.



ENROLMENTS FOR JORDAN NEWTON

Important Notice - Invoicing Layout and Frequency

We are excited to announce we are improving our invoicing structure.

As of 1st January 2017 Catapult LMS will move to a weekly invoicing cycle and summary layout for RTOs. This will decrease invoices from daily to weekly.

Catapult LMS Admin users who are responsible for their RTO's financial records will be able to download a detailed enrolment transaction report under the "Finance" menu, if required.

If you have any concerns or require help with accessing the transaction detail report please do not hesitate to contact us on 08 8275 9380.

- [New Enrolment](#)
- [Enrolment Help](#)
- [Import New Enrolments](#)
- [Export Current Enrolments](#)
- [Student History](#)
- [Archive Student](#)
- [Active Enrolments](#)
- [Unverified Enrolments](#)
- [Deleted Enrolments](#)
- [Completed Units](#)
- [Completed Units By Month](#)

Current Enrolments

	Unit	Type	Trainer	Third Party	View	Due Date	Delete
	BSBCMM201 <small>NAM</small> In Progress (0%) <input type="text"/>	Full	Aman Singh [change]	[assign]	Summary Activity	30/01/2017	Delete
	BSBWOR404 <small>NAM</small> In Progress (0%) <input type="text"/>	Full	Aman Singh [change]	[assign]	Summary Activity	15/02/2017	Delete
	BSBDIV301 <small>NAM</small> In Progress (55%) <input type="text"/>	Full	Aman Singh [change]	[assign]	Summary Activity	07/02/2017	Delete

Logged in as Mona Jakhu
[Logout](#)

Completed Units

Click on the unit code to open the screen below

You have a menu on the right-hand side of the screen

In "Learning Support Material" you will find your learning material



In “Assessment” you will find your assessment activities that you need to complete – Start with the Formative Assessments

BSBCMM201 - COMMUNICATE IN THE WORKPLACE

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Welcome to BSBCMM201 - Communicate in the workplace

Unit purpose

This unit describes the skills and knowledge required to communicate in the workplace including gathering, conveying and receiving information and completing routine written correspondence.

It applies to individuals who perform a range of routine workplace communication tasks using a limited range of practical skills and fundamental knowledge of effective listening, questioning and non-verbal communication in a defined context under direct supervision or with limited individual responsibility.

Unit Information

Copyright

Purpose

Structure

Version History

Copyright

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[Enrolment for student](#)

[Jordan Newton](#)

[Learning Support Material](#)

[Part 1](#)

[Part 2](#)

[Part 3](#)

[Pre-assessment](#)

[Skill and knowledge self-assessment](#)

[Assessment](#)

[Assessment Plan](#)

[Formative assessments](#)

[Summative assessment 1](#)

[Summative assessment 2](#)

[Observation Report](#)

[Third Party Evidence Collection Agreement](#)

[Third Party Evidence Collection](#)

Make sure you save your answers each time.