



**THE  
LEARNING  
RESOURCES  
GROUP**

**Welcome to**



**TLRG**

**LLN**

**ROBOT**

**This presentation is designed to give you an overview of the features in your improved LLN Robot System and the functions each feature performs.**

**For more in-depth information on each component of the system you can refer to the user guide provided or the on-screen help section which has both written and video assistance.**



# WHAT DOES THE SYSTEM DO?

## Test learners' ACSF levels:

- Invite your learners directly from the system via email.
- Pre-fill in the details of learners.
- Select testing to ACSF level 3 or level 4 or VET Student Loan for funding purposes.

## Test Learner's Digital Readiness For Learning (Course Ready) (Paid Option)

- Course Ready will give your organisation an understanding of how your learners will be able to engage with digital technologies used during the training process.

## Instantly create ACSF profiles of your training courses:

- With a direct link to training.gov.au the system instantly analyses the ACSF profile of every unit of competency up to diploma level.
- Enter the unit codes of your training and create a course profile.
- Save profiles for later use by you or your colleagues.



# WHAT DOES THE SYSTEM DO?

## Analyse learner results:

- The system takes the learner results and compares them to a course profile.
- Once the results are analysed the system then produces an LLN report for an individual learner and a summary report for a group.

## Have individual training programs developed for your learners:

- When the system recognises a skills gap for a learner it generates a customised training supplement to help bridge the gap.
- Email your learners their training supplement to work through before arriving for training.



# RESULTS HOMEPAGE

Once logged into the LLN Robot System your homepage is the Learner Results overview.

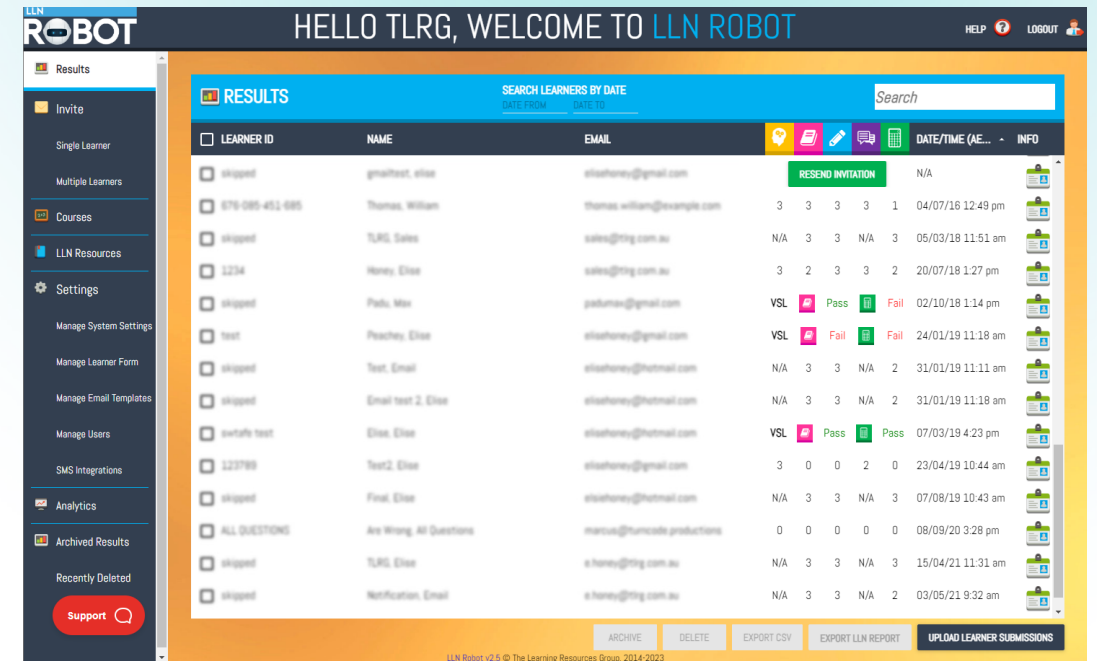
For other functions you can choose from the menu options on the left-hand side of the screen.

At the top-right of the screen you can access the help menu using the button or choose to logout.

The Results page gives an overview of all learners entered in the system.

You can see if a learner has completed their quiz or resend invitations to learners who haven't completed it yet.

You can view all learner results, sort the table, search and filter data, and archive or delete learner data.



The screenshot displays the LLN Robot Results homepage. At the top, it says "HELLO TLRG, WELCOME TO LLN ROBOT" with a search bar and "HELP" and "LOGOUT" buttons. The main content area is titled "RESULTS" and features a table of learner results. The table has columns for LEARNER ID, NAME, EMAIL, and DATE/TIME (AE...), along with an INFO column. The table contains several rows of data, including learner IDs, names, emails, and dates. A "RESEND INVITATION" button is visible next to the first row. The sidebar menu on the left includes options like "Results", "Invite", "Courses", "LLN Resources", "Settings", "Analytics", and "Archived Results". At the bottom of the table, there are buttons for "ARCHIVE", "DELETE", "EXPORT CSV", "EXPORT LLN REPORT", and "UPLOAD LEARNER SUBMISSIONS".

LEARNER ID	NAME	EMAIL	DATE/TIME (AE...)	INFO
skipped	greattest, elise	elisehew@pmail.com	N/A	
skipped	676-085-451-686	thomas.william@example.com	04/07/16 12:49 pm	
skipped	TURL Sales	sales@trg.com.au	05/03/18 11:51 am	
skipped	Nancy, Elise	sales@trg.com.au	20/07/18 1:27 pm	
skipped	Paul, Max	paulmax@gmail.com	02/10/18 1:14 pm	
test	Peaches, Elise	elisehew@gmail.com	24/01/19 11:18 am	
skipped	Test, Email	elisehew@hotmail.com	31/01/19 11:11 am	
skipped	Email test 2, Elise	elisehew@hotmail.com	31/01/19 11:18 am	
skipped	Elise, Elise	elisehew@hotmail.com	07/03/19 4:23 pm	
skipped	Test2, Elise	elisehew@gmail.com	23/04/19 10:44 am	
skipped	Final, Elise	elisehew@hotmail.com	07/08/19 10:43 am	
ALL QUESTIONS	Are Wrong, All Questions	marcus@turcote productions	08/09/20 3:28 pm	
skipped	TURL, Elise	e.hew@trg.com.au	15/04/21 11:31 am	
skipped	Notification, Email	e.hew@trg.com.au	03/05/21 9:32 am	



# RESULTS HOMEPAGE

You can toggle to the Course Ready – Digital Readiness for Learning Results page at the top of the screen.

From here you access reports and results from your Course Ready testing.

You can also resend learner invitations, delete or archive results and access the learner details tab.

HELLO TLRG, WELCOME TO LLN ROBOT HELP ? LOGOUT

**RESULTS** SEARCH LEARNERS BY DATE LLN COURSE READY

<input type="checkbox"/>	LEARNER ID	NAME	EMAIL		DATE/TIME (AEST)	INFO
<input type="checkbox"/>	skipped	LC, Profile #8	a@b.com	Suitable	23/08/23 3:50 pm	
<input type="checkbox"/>	skipped	LC, Profile #7	a@b.com	Suitable	23/08/23 3:45 pm	
<input type="checkbox"/>	skipped	LC, Profile #6	a@b.com	Suitable	23/08/23 3:40 pm	
<input type="checkbox"/>	skipped	LC, Profile #5	a@b.com	Support Required	23/08/23 3:31 pm	
<input type="checkbox"/>	skipped	LC, Profile #4	a@b.com	Support Required	23/08/23 3:24 pm	
<input type="checkbox"/>	skipped	LC, Profile #3	a@b.com	Suitable	23/08/23 3:14 pm	
<input type="checkbox"/>	skipped	LC, Profile #2	a@b.com	Support Required	23/08/23 3:07 pm	
<input type="checkbox"/>	skipped	EH, Profile 8	a@b.com	Suitable	23/08/23 3:03 pm	
<input type="checkbox"/>	skipped	EH, Profile 7	a@b.com	Suitable	23/08/23 3:01 pm	
<input type="checkbox"/>	skipped	LC, Profile #1	a@b.com	Unsuitable	23/08/23 2:59 pm	
<input type="checkbox"/>	skipped	EH, Profile 6	a@b.com	Suitable	23/08/23 2:58 pm	



# LEARNER DETAILS

To see more details on individual learners click the info card in the right-hand column of the results table.



The Learner Information Card provides more details and options. You can:

- View extra learner information gathered.
- Edit learner details.
- View quiz results.
- Export a learner summary.
- Export a full answer report.
- Export an advanced profile report.

You can also modify learner results if you have manually assessed the learner and determined a different outcome to the system.

The screenshot displays the 'LEARNER INFORMATION' interface. It is divided into two main sections: 'LEARNER DETAILS' and 'QUIZ RESULTS'.

**LEARNER DETAILS (Left Panel):**

Learner ID	0T001
Name	Quinton Tester
Email	quinton@testing.com
State	Idi
Course	skipped
Invited By	N/A
Invited At	09:34 am, August 28th 2023

**QUIZ RESULTS (Left Panel):**

Quiz completed	ACSF-4
Completed on	17/10/22
Time taken	18 minutes

**LEARNER DETAILS (Right Panel):**

Learner ID	skipped
Name	Profile #15 LC
Email	q@id.com
Invited By	N/A
Invited At	N/A

**QUIZ RESULTS (Right Panel):**

Quiz completed	Course Ready
Completed on	20/08/23
Time taken	N/A
Suitability	This training approach should be suitable for the candidate with support from the OTB

**Capability Matrix (Right Panel):**

A 5x5 grid showing Capability (Y-axis, 0-5) vs Access (X-axis, 0-8). The grid is color-coded: Red (low), Orange (medium), Green (high). A black dot is located at (4, 4).

**Legend (Right Panel):**

- Learn (Yellow)
- Read (Pink)
- Write (Blue)
- Oral (Purple)
- Num (Green)

**Export Options (Bottom):**

EXPORT SUMMARY | EXPORT ANSWER REPORT | EXPORT PROFILE REPORT | EDIT

**Legend (Bottom):**

	Foundation	Intermediate	Advanced	Specialist
1. Introduction and Data Literacy				
2. Communication and Collaboration				
3. Digital Content Creation				
4. Problem Solving				
5. Technical Proficiency and Problem Solving				



# VET STUDENT LOAN RESULTS

Detailed results for learners who complete the VET Student Loan (VSL) quiz can be accessed by clicking the learner info card next to the relevant learner.

You will be able to see the which questions were answered correctly or incorrectly and the reading and numeracy scores.

You can then choose to email the results directly to the learner or export an answer report.

ROBOT, ALLAN - 1:15 PM 17/10/2016

**Reading**  
Score: 14/15  
Pass

**Numeracy**  
Score: 12/15  
Fail

**VSL Quiz Result - Fail**  
Assessment indicates that the learner is not at ACSF level 3 (exit).

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

**Interpreting the results:**  
The learner is asked a total of 15 questions for each reading and numeracy. These questions are made up of 12 at ACSF level 3 and 3 at ACSF level 4. The learner must answer at least 13 questions correctly to demonstrate evidence of level 3 (exit) in both reading and numeracy.

[EMAIL LEARNER RESULTS](#) [EXPORT ANSWER REPORT](#)





# INVITE LEARNERS



Invite

Single Learner

Multiple Learners

The Invite section gives you two options.

## Option 1 : Single Learner

You can invite a single learner to complete the online LLN test. By filling out the learners details you are able to email an invitation right from the LLN Robot System.

## Option 2: Multiple Learners

Invite groups of learners via a bulk upload.

To complete a bulk upload you can download a pre-formatted spreadsheet from the system and fill out the details for multiple learners. Once you upload the completed spreadsheet the system will let you review the list on screen and in one click you can invite all those learners.

The system will send each learner an individual email with a link to the test with their details prefilled.



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# COURSE PROFILES

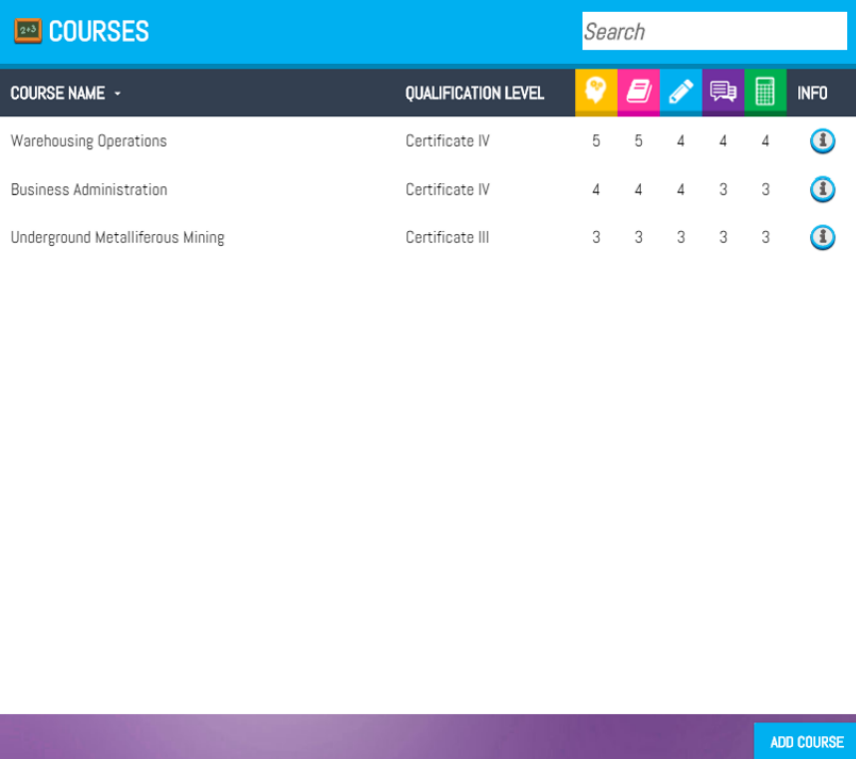
You can create, save and manage course profiles from within the system.

A course profile is either single or multiple units that make up the training course or qualification you will be delivering to your learners.

Simply click the ADD COURSE button at the bottom of the screen to create a new course profile: name the profile, select the training level (up to diploma), and type in each of the unit codes. The system contacts training.gov.au and analyses each unit instantly.

Once all your units are added you can save the profile so the system can compare the outcomes with your learner test results.

View or edit course details using the info button.



The screenshot shows a web interface for managing courses. At the top, there is a blue header with the word "COURSES" and a search bar. Below the header is a table with columns for "COURSE NAME", "QUALIFICATION LEVEL", and five numerical columns representing unit counts. Each row also has an "INFO" button. At the bottom right of the interface is a purple bar with a blue "ADD COURSE" button.

COURSE NAME	QUALIFICATION LEVEL	5	5	4	4	4	INFO
Warehousing Operations	Certificate IV	5	5	4	4	4	ⓘ
Business Administration	Certificate IV	4	4	4	3	3	ⓘ
Underground Metalliferous Mining	Certificate III	3	3	3	3	3	ⓘ



# LLN REPORTS

When learners have completed the ACSF level 3 or 4 quiz and you have developed your course profile the system can then generate an LLN Report.

From the Results table, it's a simple process of:

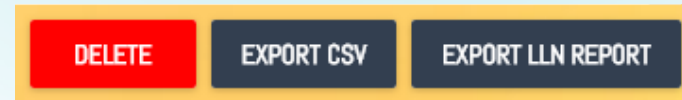
- Select the required learner/s.
- Click the EXPORT LLN REPORT button.
- Select the course profile of the training being conducted.
- Click the EXPORT LLN REPORT button again.

The system will do the rest.

An LLN Report will automatically download. It shows which learners have lower ACSF levels compared to the training they will be entering.

The report provides recommendations for actions that can be implemented during training to support learners. When multiple results are selected the report also shows the spread of skills gaps across the group.

LEARNER ID	NAME	EMAIL	DATE/TIME (AEST)	INFO
<input checked="" type="checkbox"/>	371-856-832-260	Brown, Alexander	alexbrown@example.com	3 1 2 1 3 01/07/16 2:13 pm
<input type="checkbox"/>	10010928	Robot, Allan	allan@tlrg.com.au	VFH Pass Fail 17/10/16 1:15 pm
<input checked="" type="checkbox"/>	327-787-816-730	Harris, Benjamin	benjamin.harris@test.com	3 0 1 2 3 14/07/16 3:32 pm
<input type="checkbox"/>	Dave Testing	Cunning, Dave	d.cunning@tlrg.com.au	VFH Pass Fail 17/10/16 2:24 pm



COURSE NAME	QUALIFICATION LEVEL	DATE/TIME (AEST)	INFO
<input checked="" type="radio"/>	Warehousing Operations	Certificate IV	5 5 4 4 4
<input type="radio"/>	The course of 101 units	Certificate I	3 3 2 2 2
<input type="radio"/>	Business Administration	Certificate IV	4 4 4 3 3
<input type="radio"/>	Underground Metalliferous Mining	Certificate III	3 3 3 3 3

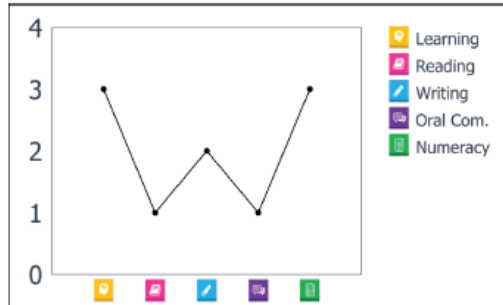


# TRAINING SUPPLEMENTS

## LLN & Core Skills Results

Name: Alexander Brown

Course: Underground Metalliferous Mining



This graph shows the learner's core skill levels compared to the course profile. Where the learner's skills are currently lower than the course outcomes, training recommendations or supplements have been provided.

Core Skill	Course Level	Learner's Current Level	Action Plan
Learning	3	3	No Action Required
Reading	3	1	Training Supplement Generated
Writing	3	2	Training Supplement Generated
Oral Communication	3	1	Training Recommendations Provided
Numeracy	3	3	No Action Required

Click [here](#) to download a copy of the training supplement for Alexander Brown. You will also receive an email with this link.

If a skills gaps is identified for a learner in the LLN Report there is the option to produce a training supplement for that learner.

For each report generated the system will email you with a list of learners which have a training supplement suggested in the Action Plan and a link to download each supplement.

The training supplement contains lessons and activities that the learner can work through by themselves or with a trainer. The supplement is designed to help the learner bridge the gap between their current skill level and where they need to be for the training they are enrolled in.

Once you have downloaded the customised supplement you can arrange to email the materials or print a copy to give to the learner.













# RESOURCES

The system also comes with some resources for your use.

From this menu you can access:

- VET Student Loan User Guide.
- LLN Quiz Mapping.
- Training Supplement Mapping.
- All Training Supplements.
- Extra Numeracy Revision Sheets.
- ASQA Implementation Information.
- Supplement Model Answers.

Each item is available for viewing or download as a PDF file.

LLN RESOURCES	
<b>LLN Quiz Mapping (ACSF)</b> <i>Mapping matrix demonstrating how the quiz is aligned to the ACSF.</i>	
<b>Training Supplement Mapping</b> <i>Mapping matrix demonstrating how the training supplements are aligned to the ACSF.</i>	
<b>Training Supplement Model Answers</b> <i>Model answers to assist in marking the activities in the training supplements.</i>	
<b>Numeracy Skills Revision Sheets</b> <i>Additional activities focussing on numeracy skills.</i>	
<b>ASQA Implementation Information</b> <i>Information outlining how the organisation can implement and administer the LLN Robot and testing systems.</i>	
<b>Training Supplement Learning (Level 2)</b> <i>Workbook covering Learning skills at ACSF level 2</i>	
<b>Training Supplement Reading &amp; Writing (Level 2)</b> <i>Workbook covering Reading &amp; Writing skills at ACSF level 2</i>	
<b>Training Supplement Reading &amp; Writing (Level 3)</b> <i>Workbook covering Reading &amp; Writing skills at ACSF level 3</i>	
<b>Training Supplement Numeracy (Level 2)</b> <i>Workbook covering Numeracy skills at ACSF level 2</i>	
<b>Training Supplement Numeracy (Level 3)</b> <i>Workbook covering Numeracy skills at ACSF level 3</i>	



# SETTINGS

The system comes with administration settings. These are limited to use by Administrator level users.

Administrator users can manage users, including adding or deactivating users and resetting passwords.

More information on Settings functions is contained in the help section of the system.

**SYSTEM SETTINGS**

**ORGANISATION INFORMATION**

Company Name: The Learning Resources Group

Learner Correspondence Name: The Learning Resources Group

Learner Correspondence Phone: 1300221729

Learner Correspondence Email: sales@tlrg.com.au

Learner Redirection URL: www.tlrg.com.au

Admin Correspondence Name: The Learning Resources Group

Admin Correspondence Email: support@tlrg.com.au

**QUIZ SETTINGS**

Daily summary quiz completion email:

Daily summary email contact: - default admin correspondence -

Immediate quiz completion emails:

Immediate completion email contact: - default admin correspondence -

Deleted learner notifications:

Incomplete reminders to learners:

**API**

Enable API:  API Not Enabled

**QUIZ LINKS**

ACSF 3 Short Course: <https://tlrg-sales.quiz.lln.training/?quizId=acsf3shortcourse>

ACSF 3: <https://tlrg-sales.quiz.lln.training/?quizId=acsf3>

**MANAGE USERS**

Search

NAME	EMAIL	ROLE	EDIT
Cola, Mark	m.cola@tlrg.com.au	Administrator	
Honey, Elise	e.honey@tlrg.com.au	Administrator	
LLN Robot, Allan	allan@tlrg.com.au	Administrator	
Testing, Stef	s.cola@tlrg.com.au	Administrator	

ADD USER

**EDIT LEARNER FORM**

Learner ID: Learner ID

First Name \*: First Name

Last Name \*: Last Name

Email \*: Email

Field 1: Field 1

Field 2: Field 2

Field 3 \*: Field 3

DISCARD CHANGES



# ANALYTICS

The LLN Robot System generates data based on system usage across a variety of areas.

Data can be exported at any time using the EXPORT ANALYTICS REPORT button.

This function is only available to Administrator level users.



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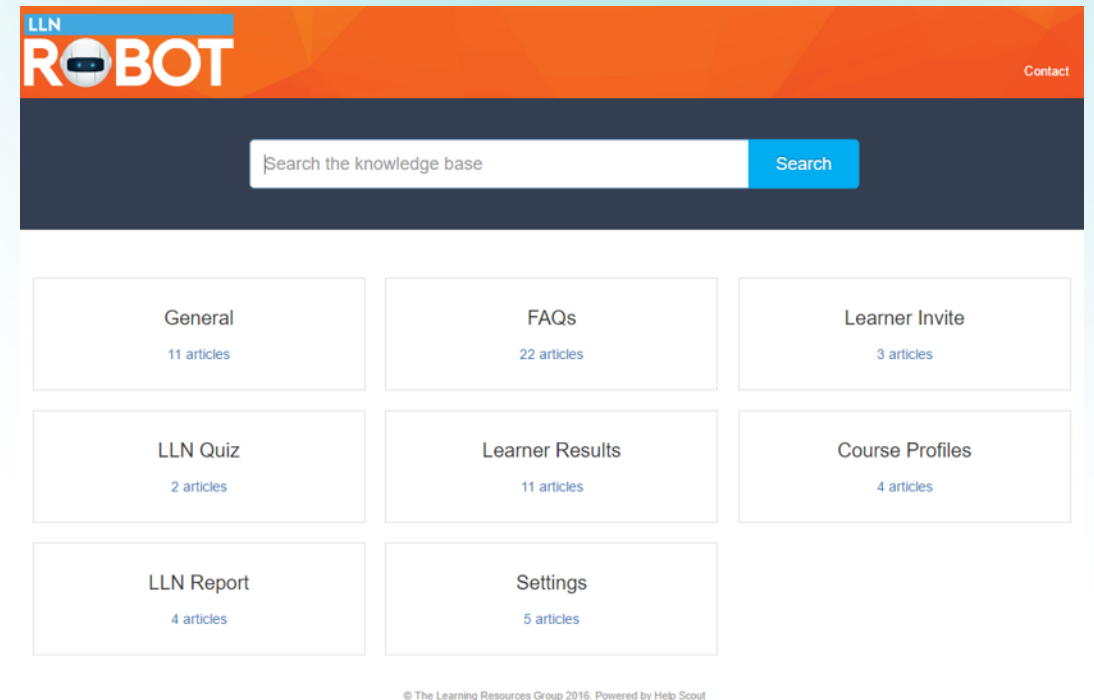
# HELP SECTION

The Help section of the LLN Robot System is extensive and can be found by clicking the help button found at the top-right of the screen. This will open in a new browser tab.

Help topics cover every function within the system as well as answers to frequently asked questions.

There are thorough, step-by-step instructions with screen shots included for many functions.

The help topics are also fully searchable – just start typing what you are looking for and possible answer options will appear.







# THE LEARNING RESOURCES GROUP

We hope you enjoy using the LLN Robot System.

This overview is meant as a basic guide.

For more in-depth instructions please ask your organisation for a copy of the user guide or download it from the Resources section of the system.

