

DP TRAINING
STUDENT PORTAL HANDBOOK
RTO CODE 31888



Training / Consultancy

DEVELOPING PERSONNEL TRAINING & CONSULTANCY

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CONTENTS

1. Introduction
2. How To Log In
3. Dashboard and Notifications
4. Personal Details and Schedule
5. Courses and Messages
 - 5.1 Status
6. Awards
 - 6.1 How To Access Your Letter

Welcome to our new Student Portal!

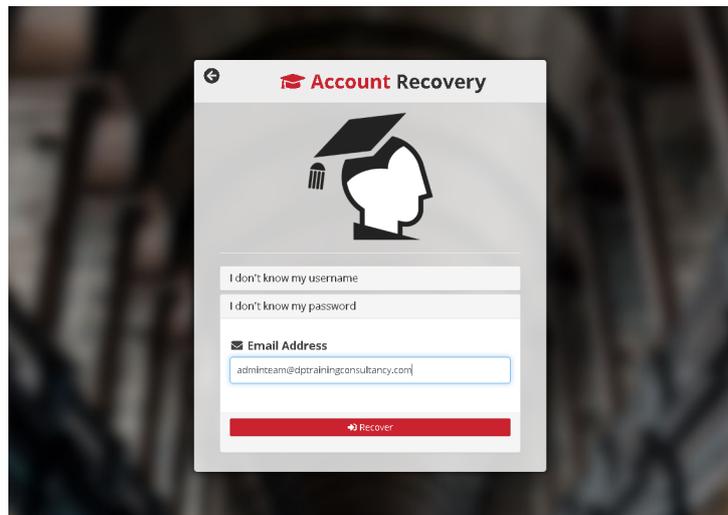
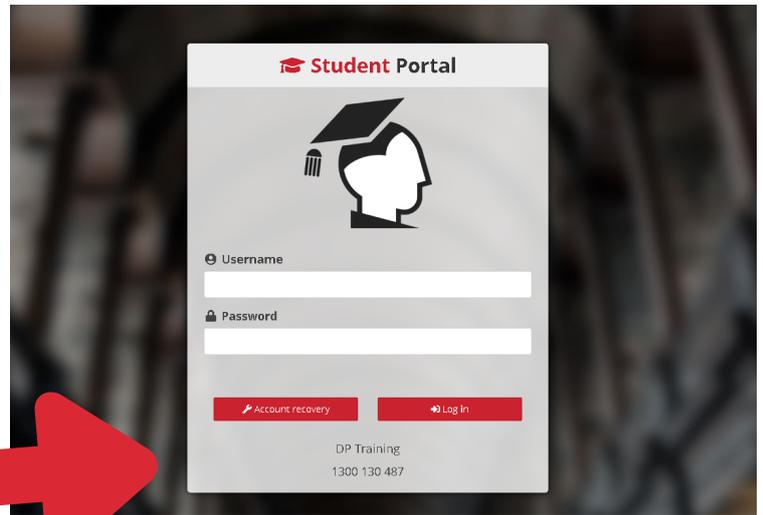
DP Training and Consultancy can offer all students a study option that suits your individual needs and provide ongoing support to cater to your individual circumstances.

At DP Training & Consultancy we understand that each individual has their own reasons to commence a study program, whether it is for ongoing professional development, changing a career path, gaining formal recognition for the work you do, returning to the workforce or simply starting out after time spent being away from a formal training environment. We are aware of the challenge it presents and offer assurance and encouragement to our students through providing a supportive, quality learning environment in order for you to reach your personal goals.

Please contact us at anytime if have an questions, we are always here to help!

Logging in for the first time?

Open your student portal through the link provided. Click the account recovery option.

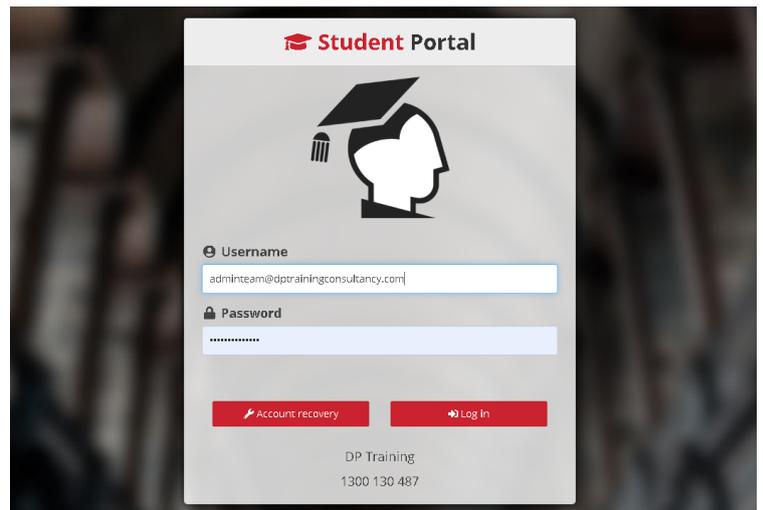


Click the don't know password option and enter the email address you provided DP Training on your enrolment form. Click recovery and you will receive an email to reset your password.

In the email, click the reset password option.

Create a password you will remember.

It will then take you back to the student portal and login using your email and the password you created.



Welcome to DP Training's Student Portal

DP TRAINING 🔔 ? 👤

[Dashboard](#) [Personal Details](#) [Schedule](#) [Courses](#) [Messages](#) [Awards](#) [Invoices](#) [Turn on help](#)

DASHBOARD

(1001536) Student Test

Last login: Wednesday, 26 May 2021 9:26 AM AUS Eastern Standard Time.

UPCOMING CLASSES

[Schedule](#)

- Thu 27/05/2021 8:30 AM - 4:30 PM
CHC33015 - CHC33015 Certificate III in Individual Support (Disability) (HLTINF001)
Southport - Southport
- Fri 28/05/2021 8:30 AM - 4:30 PM
CHC33015 - CHC33015 Certificate III in Individual Support (Disability) (HLTINF001)
Southport - Southport
- Thu 03/06/2021 8:30 AM - 4:30 PM
CHC33015 - CHC33015 Certificate III in Individual Support (Disability) (CHCCCS011)
Southport - Southport
- Fri 04/06/2021 8:30 AM - 4:30 PM
CHC33015 - CHC33015 Certificate III in Individual Support (Disability) (CHCCCS011)
Southport - Southport
- Thu 10/06/2021 8:30 AM - 4:30 PM
CHC33015 - CHC33015 Certificate III in Individual Support (Disability) (CHCCCS011)
Southport - Southport

RECENT UNIT COMPLETIONS

[Courses](#)

- CHCCOM005 - Communicate and work in health or community services (Competent - 26/05/2021) [Actions](#)

UPCOMING EVENTS

[Schedule](#)

No events to display.

RECENT MESSAGES

[New Message](#)

No messages to display.

[View All](#)

WAIT-LISTED PROGRAMMES

[Express Interest](#)

No wait listed items to display.

Dashboard

The Dashboard will be the main page for the student portal where it will show what you have coming up and what has been completed.

Notifications

The bell icon is notifications which allows you to access a quick view of recent activity from your trainer such as file notes and messages. You can change notification settings to receive an email when activity happens in the portal.

Notifications

Received 27 minutes ago

Your trainer, Lane, Madiline (1000480), has created a new file note against your enrolled unit: [94550] CHCCOM005 - Communicate and work in health or community services.

[View all notifications](#)

[Notification settings](#)

Personal Details

The Personal Details will have all the details you provided on your enrolment form already filled out. If you need to change add details you can click "Edit Details". This can be edited at anytime.

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Dashboard Personal Details Schedule Courses Messages Awards Invoices Turn on help

PERSONAL DETAILS
(1001536) Student Test [QR code](#)

BASIC INFORMATION [Edit Details](#)

STUDENT NAME (CODE)	Student Test (1001536)
POSTAL ADDRESS	162 Abbottsford Road Bowen Hills Qld 4006
EMAIL ADDRESSES	
Primary:	adminteam@dptrainingconsultancy.com Change primary email
Secondary:	No secondary email address on record.
PHONE NUMBER	
Home:	No home phone on record.
Primary mobile:	No primary mobile phone on record.
Secondary mobile:	No secondary mobile phone on record.
USI	Add your USI Create or retrieve your USI
EMERGENCY CONTACT	
Name:	
Relationship:	
Home phone:	
Mobile phone:	

FILE NOTES

Schedule

This is where you will see what classes you have for any on-campus classes.

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Dashboard Personal Details **Schedule** Courses Messages Awards Invoices Turn on help

SCHEDULE
(1001536) Student Test

May 2021 [Current month](#)

Calendar **Classes (8)** **Events (0)**

Class	Event					
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
				8:30a CHC33015 Certif	8:30a CHC33015 Certif	
2	3	4	5	6	7	8
				8:30a CHC33015 Certif	8:30a CHC33015 Certif	
9	10	11	12	13	14	15
				8:30a CHC33015 Certif	8:30a CHC33015 Certif	
16	17	18	19	20	21	22
				8:30a CHC33015 Certif	8:30a CHC33015 Certif	
23	24	25	26	27	28	29
				8:30a CHC33015 Certif	8:30a CHC33015 Certif	

Courses

In the courses tab is where you will be able to view information such as contact details, trainers name and a list of all your units.

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Dashboard Personal Details Schedule **Courses** Messages Awards Invoices Turn on help

CURRENT COURSES
(1001536) Student Test

Click on the "More..." button to see detailed information about each course.
[Show all of my courses.](#)

Class Based - Thurs/Fri CHC33015 - CHC33015 Certificate III in Individual Support (Disability)
Course dates: Thu 29/04/2021 - Fri 16/07/2021

Less...

Training provider: Developing Personnel Training & Consultancy
Provider contact: Debbie Goodeve
Provider phone: 1300 130 487
Provider email: info@dptrainingconsultancy.com
Provider address: PO Box 207 Coolangatta QLD 4225
Assigned staff: Madiline Lane (Trainer)
Contact person: not specified
Attendance Progress: 0 / 20

Units Past Classes Future Classes Notes Documents

UNIT CODE	UNIT TITLE	STATUS	NOTES	ACTIONS
CHCCCS011	Meet personal support needs	No status recorded		Actions
CHCCCS015	Provide individualised support	No status recorded		Actions
CHCCCS023	Support independence and wellbeing	No status recorded		Actions
CHCCOM005	Communicate and work in health or community services	✓ Competent (26/05/2021)	1	Actions

Status

The Status will allow you to see which units have been marked as competent and the date the unit was marked.

Messages

You will now be able to contact your trainer through the messages tab in the portal. This will send a notification to your trainer when you send them a message. All contact to the trainer should be done through the portal. We have made the contact between the student and trainer much easier through the portal.

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Dashboard Personal Details Schedule Courses **Messages** Awards Invoices Turn on help

MESSAGES
(1001536) Student Test

New message

Received Archived **Sent** Email SMS

SENT	TO	SUBJECT	MESSAGE
32 minutes ago	Madiline Lane	Test	TEST TEST TEST

SENT MESSAGE
SUBJECT: TEST

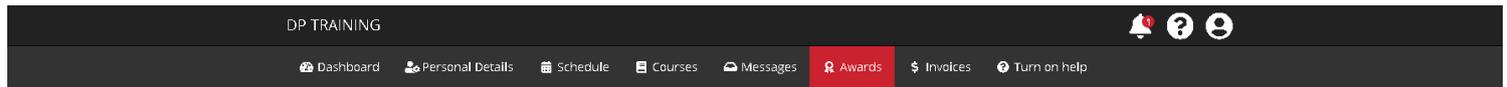
TEST TEST TEST 2 hours ago

From Student Test Date Wed 26/05/2021 9:45 AM
Subject Test
Content TEST TEST TEST

Close

Awards - Completions

Once you have completed all course requirements you will be able to access your letter of completion.



AWARDS
(1001536) Student Test

PARCHMENT NO.	AWARD TYPE	COURSE	RECORDED DATE	EXPIRY DATE	NOTES	ACTIONS
	Certificate	Certificate III in Individual Support (Disability)	26/05/2021	No expiry date.	0	Actions View files View notes

To Access Your Letter

Click "Actions" and "View Files".

You then have the option to view the file or download the file for printing purposes.

