



Instructions for Candidates - Getting started with CRS Learning Assistant

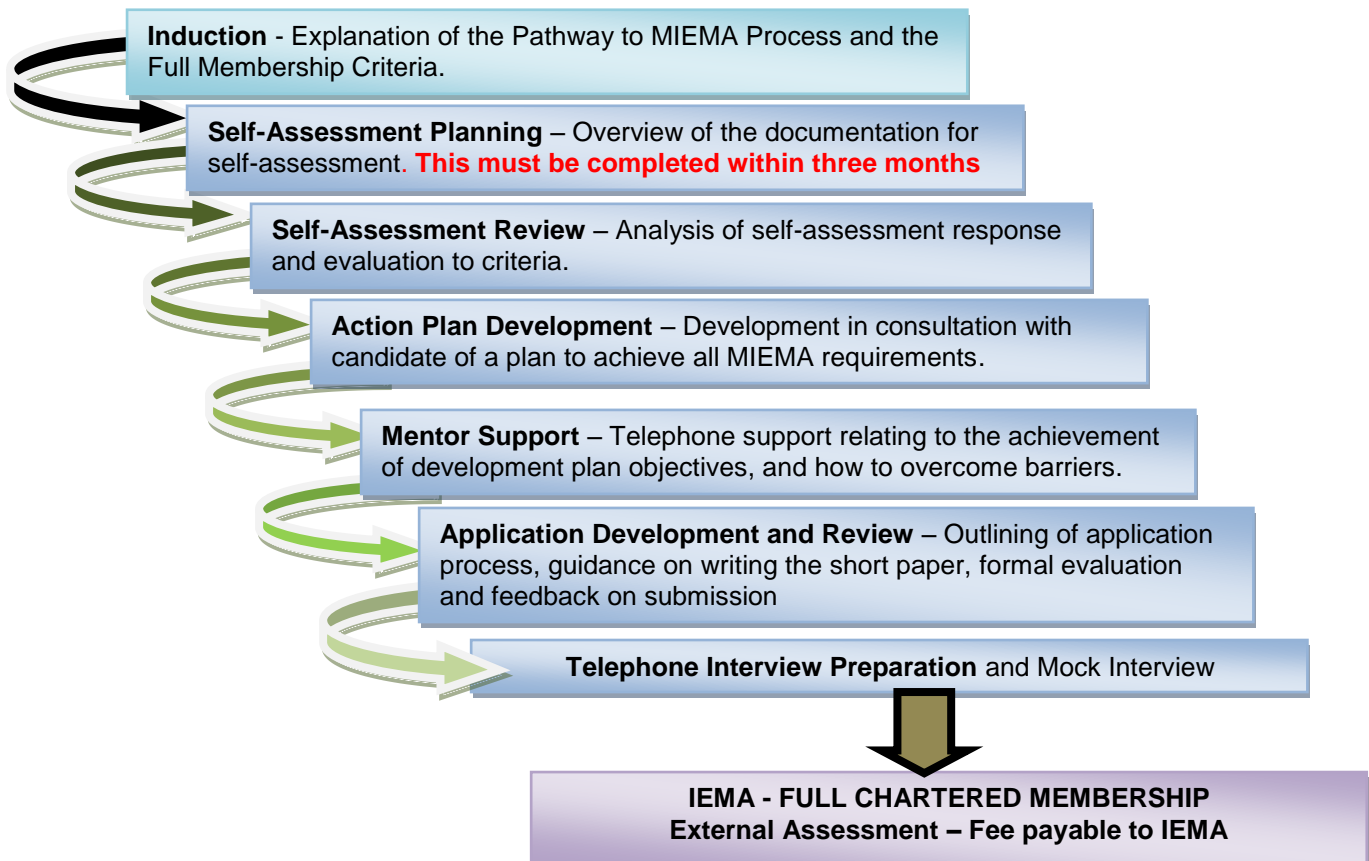
Pathway to MIEMA



1.0 What is the Full Membership Development Programme?

The process starts with a self-assessment of your current experience, skills knowledge and competencies against the Full membership criteria. This will then be reviewed by one of the Corporate Risk System's team who is a Full member or Fellow of IEMA.

Support Overview



It should be noted that whilst all of our staff have been through the assessment process and are registered with IEMA, the assessment and final decision on Full Membership remains with IEMA.

Instructions for Candidates - Getting started with CRS Learning Assistant

We are delighted that you have chosen CRS as your provider of environmental professional development, and we look forward to assisting over the coming months to achieve your desired qualification.

1. Learning Assistant and Adobe Flash

It is a requirement that you have Adobe Flash installed on your computer to be able to use Learning Assistant. Some of the interactive tools available to you are built in Flash, and they provide you with the best user experience.

The Flash browser plugin is free. To get the latest version, click on the following link:


<http://www.adobe.com/go/getflashplayer>

2. Login to Learning Assistant

You will receive your login and password to our Learning Assistant site shortly. This will allow you to access the site. The address is:

<https://system.learningassistant.com/CRS/>

e-portfolio login

 **CRS**
working with
PetroSkills

Username:
system.registrar


Password:

Enter

Please enter your username and password in the spaces provided and press the "Enter" button.

If you have any queries regarding the use of the system please [contact us](#) for additional support and training

Forgotten your password? [request a reminder](#)

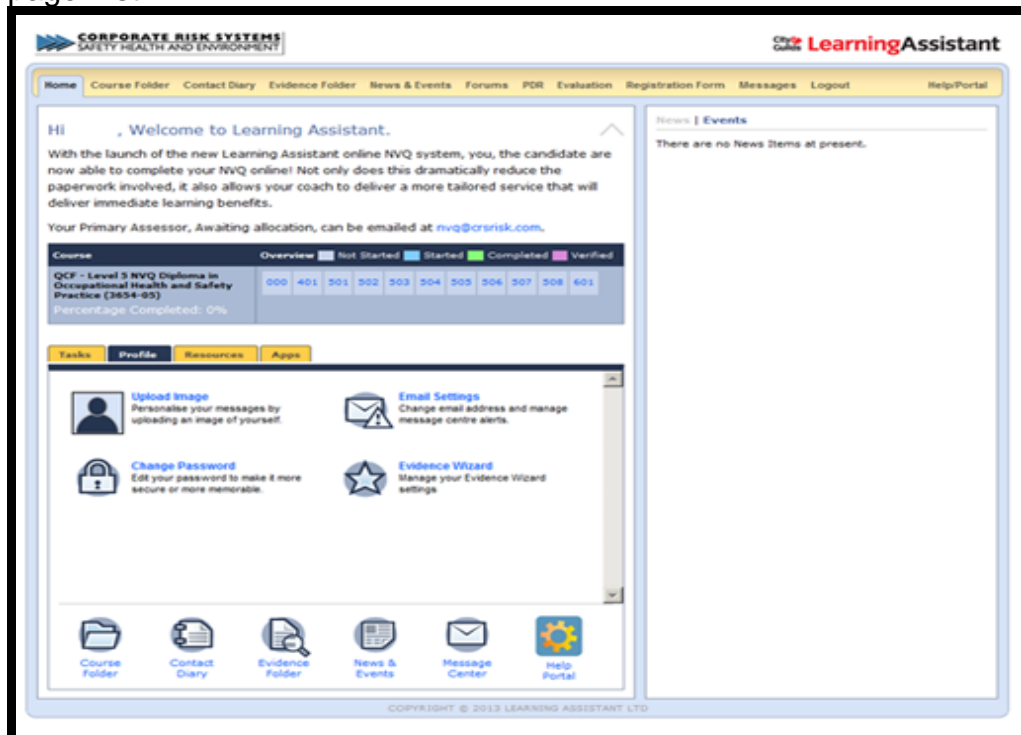
powered by learning assistant 

[Terms & Conditions](#)
Copyright © 2009 Learning Assistant Ltd

You should review and accept the terms and conditions as shown below (This screen will only appear once). You must accept the conditions to use Learning Assistant.



Once you have accepted the terms and conditions you will always see this page first:



Please select the **profile** tab shown in the image, update your profile and upload a photograph. You can change your password if you wish.

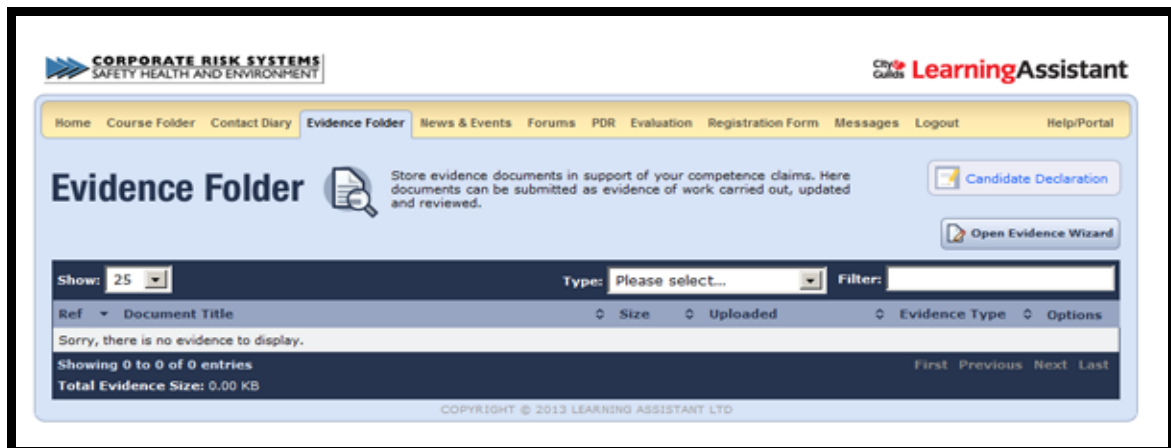
Click on Link unit Pathway 1.1 Self-assessment and download the Resources and the self-assessments

Select **View Resources** in the Assignment Details box. A pop up box will open giving you a choice of documents to download. The self-assessment document is available in Word format. *You will find a range of other resources here to help you to get started with your qualification, click on the files to view and download as required.*

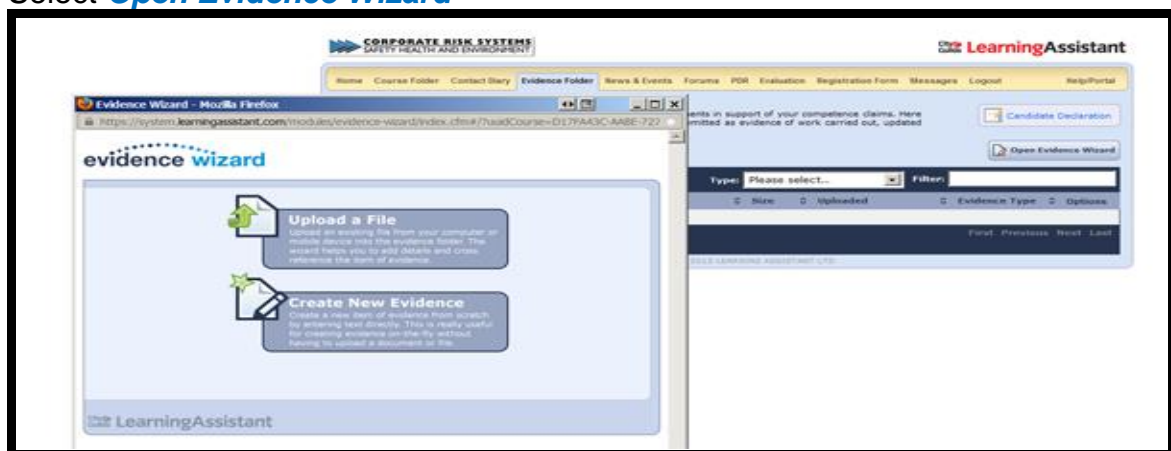
The screenshot displays the 'Learning Assistant' interface for 'CORPORATE RISK SYSTEMS'. The main content area is titled 'Element info' and includes a sub-header '00 0.1 - Upload your data'. It features two main panels: 'Assignment Details' with a 'View Resources (2)' link, and 'Submit Your Competence Claim' showing a status of 'Element Not Started' and 'No deadline set.'. Below these is a 'Competence Claim' table with columns for 'Ref', 'Document Title', 'Evidence Type', and 'IV', which is currently empty. At the bottom, there is a 'Related Contact Diary entries for this Element' section, also empty, with a 'Show: 10' dropdown and a 'Filter:' input field. The footer contains the copyright notice 'COPYRIGHT © 2013 LEARNING ASSISTANT LTD'.

3. Upload your personal data – unit 1.1

Once you have completed the self-assessments - Select **Evidence Folder** from the menu



Select **Open Evidence Wizard**



Select **Upload a File** and browse your PC to select the evidence you wish to upload.

NB Attention to correct spelling, correct use of punctuation and grammar is important. Use spell-check and proof-read. This is a management level qualification

Additional development activities

- Go through the other tabs of Learning Assistant
- Review the resources
- Post a comment in the Forum, and send a Message
- When the Assessor reviews work, the **Contact Diary** will be updated
- Always keep an eye on **Tasks**, within your Homepage
- Have you found the Gap Analysis and Course Progress? (Within the Course Folder, go to View on the right hand side)
- Check out the Portal too – where all the help guide movies are stored