

Instructions for start-up and use of «Weblærling» (Web apprentice)- for innstructors

login instructions

-Go to: www.weblarling.no

- Username: Your private email address

- Password: You must request a new password by using the “forgot password function”

(Check your trash box if you not receive a password in your inbox within 10 minutes)

Once you have logged in, you will see this screen.

NB: the received password is for one time us only, and you must now create a new personal password yourself by following the instruction I the text below.

To change contact information, touch the arrow to the right of your name and go to "My Page." Here you can change personal details, like change password, mail, phone etc.

Dashboard

Startup reports

TRAINEE	SHIP	
Robert Mandal	Billy 2	Go to startup report
Jarl Auestad	M/S Haugesund	Go to startup report
Jarl Auestad	M/S Haugesund	Go to startup report

Evaluation meetings

TRAINEE	DATE	
Lise Lærling	17.07.2018 00:00	Go to evaluation meeting
Lise Lærling	21.12.2018 00:00	Go to evaluation meeting
Lise Lærling	09.01.2019 00:00	Go to evaluation meeting

Competence objectives that are waiting for evaluation

No competence objectives needs an evaluation

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To get an overview of your apprentices, click apprentices in the menu on the left.

(In your version, you will find the word apprentice in the MENY and not Trainee)

WEBLÆRLING Lise Fagligleder

Dashboard / Trainees

Trainees 5

NAME	RELATION	START	END
 Auestad, Jarl	Instructor	18.04.2018	18.01.2020
 Auestad, Jarl	Instructor	18.04.2018	18.01.2020
 Lærling, Lise	Instructor	20.03.2018	30.01.2020
 Lærling, Tester	Instructor	19.06.2018	31.07.2020
 Mandal, Robert	Instructor	14.06.2018	24.06.2020

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Then click on the apprentice you want to look closer at.

In the apprentice's profile you will see a series of tabs. Here is an explanation of what the different tabs contain:

WEBLÆRLING Lise Fagligleder

Dashboard / Trainees / Lise Lærling



Lise Lærling

- ✔ Active
-  Trainee in Servitørfaget
-  Current carrier: Color Line
-  01.02.2018 - 30.01.2020
-  You are the trainees instructor
-  Last login 05.07.2018 13:33
-  Send email  Send SMS

Overview
Training record book
Startup reports
Evaluation meetings
Final exam
Notes
User data

Overview

Current ship:

Here you will be able to see which ship the apprentice is affiliated with.

Affiliations:

Here you will be able to see all relationships the apprentices have. For example instructor, co-instructor etc.

Training book:

On each line there is a competence goal, to open, click on the competence goal to open it and read the text.

There are two columns to the right of the picture. The first column gives you an indication of the apprentice's self-assessment and column two gives you an indication of the instructor's assessment.

Each competence goal contains four categories of assessment criteria.

1. Beginner
2. Under development
3. Competent
4. Outstanding

If an apprentice has considered himself to be in category 3 and you do not agree, and consider the apprentice to be in category 1 or 2, then the circle belonging to the competency goal will be marked orange. This means that the competence goal is not approved.

In this case you must give the apprentice a feedback either through the system or verbally. A feedback through the system is preferable, and you must give a reason for your decision.

If you agree with the apprentice's self-assessment and consider the apprentice as category 3 or 4, the circle turns green and the competence goal is approved.

How do you know when an apprentice has done a self-assessment?

Once the apprentice has logged in to assess an assignment, an instructor will be notified by webapprentice that the apprentice has made an assessment and requests assessment by the instructor. Click on the warning bell at the top right and you will get into the competence objective the apprentice has submitted for assessment. When the instructor has rated the apprentice, the apprentice will receive a notification. If the competence goal is not approved by the instructor, the apprentice must ask for a new assessment.

It is easy to see whether goals are approved or not.

Servitørfaget

* T: Trainees evaluation

* I: Instructors evaluation

1. Drikke, mat og servering		T	I
●	1.1 Bruke mise en place til oppdekking ved servering No due date	<input type="radio"/>	<input type="radio"/>
●	1.2 Bruke mise en place til bararbeid No due date	<input type="radio"/>	<input type="radio"/>
●	1.3 Sette opp ulike bordoppsett og klargjøre lokaler No due date	<input type="radio"/>	<input type="radio"/>
●	1.4 Dekke og dekorere bord til ulike temaer og anledninger No due date	<input type="radio"/>	<input type="radio"/>
●	1.5 Gjøre rede for kvalitet og bruksområder for øl No due date	<input type="radio"/>	<input type="radio"/>
●	1.6 Gjøre rede for kvalitet og bruksområder for vin. Beskriv vinloven for disse landene: Frankrike, Tyskland, Italia, Portugal, Østerrike og Spania No due date	<input type="radio"/>	<input type="radio"/>
●	1.7 Gjøre rede for kvalitet og bruksområder for vin. Beskriv druesortene fra "The New World": USA, Chile, Argentina, Sør-Afrika og Australia No due date	<input type="radio"/>	<input type="radio"/>
●	1.8 Gjøre rede for kvalitet og bruksområder for vin. Forklar hvordan vinen lages/produseres i disse landene: Frankrike, Tyskland, Italia, Portugal, Østerrike, Spania og "The New World" No due date	<input type="radio"/>	<input type="radio"/>
●	1.9 Gjøre rede for kvalitet og bruksområder for vin. Hvordan lages/produseres portvin, sherry og madeira? No due date	<input type="radio"/>	<input type="radio"/>

As mentioned in the text above you can / should leave a comment if the apprentice does not get the approved goal, to tell the apprentice what he / she has to work on for the goal to be approved. When you click on one of the rating boxes, the comment field will appear. Remember to click «save» when you finish the review.

WEBLÆRLING Johan Wiese Matheson

MENU

- Dashboard
- Trainees
- Carriers
- Employees
- Curricula
- Applications
- Message board
- Activities
- Due date management

Trainees evaluation	Evaluate as beginner	Evaluate as under development	Evaluate as competent	Evaluate as outstanding
Instructors evaluation	Evaluate as beginner	Evaluate as under development	Evaluate as competent	Evaluate as outstanding

Show comments from previous evaluations ▼

- 2.9 Anvende rutiner for sikker bruk av elektrisk utstyr. Sikkerhetsforholdsregler før arbeid eller reparasjoner påbegynnes. Kjennskap til årsakene til elektrisk støt og forholdsregler som skal tas for å hindre støt ○ ○
📅 No due date
- 2.10 Anvende rutiner for sikker bruk av elektrisk utstyr. Isoleringsprosedyrer og nødprosedyrer. ○ ○
📅 No due date
- 2.11 Anvende rutiner for sikker bruk av elektrisk utstyr. Forskjellige spenninger om bord ○ ○
📅 No due date
- 2.12 Bruke skipets interne sambandsutstyr i arbeidet og i nødsituasjoner ○ ○
📅 No due date
- 2.13 Utføre og dokumentere drift og vedlikeholdsarbeid etter ordrer og prosedyrer. Ventilert og pumper. ○ ○
📅 No due date

As an instructor you can also set deadlines for when a task is to be completed.

Click on the the icon right under the competence goal, labled "No time limit". Enter a date for when the goal must be completed and then save.

Motormannfaget

* T : Trainees evaluation
 * I : Instructors evaluation

1. Sikkerhetsfamiliarisering		T	I
● 1.1 Utføre arbeid og funksjoner i tråd med regler for helse, miljø og sikkerhet. Elektrisk sikkerhet <small>📅 No due date</small>	○		○
● 1.2 Utføre arbeid og funksjoner i tråd med regler for helse, miljø og sikkerhet. Sperring/merking <small>📅 No due date</small>	○		○
● 1.3 Utføre arbeid og funksjoner i tråd med regler for helse, miljø og sikkerhet. Mekanisk sikkerhet <small>📅 No due date</small>	○		○
● 1.4 Utføre arbeid og funksjoner i tråd med regler for helse, miljø og sikkerhet. Arbeide i høyden <small>📅 No due date</small>	○		○
● 1.5 Utføre arbeid og funksjoner i tråd med regler for helse, miljø og sikkerhet. Arbeide i lukkede rom <small>📅 No due date</small>	○		○
● 1.6 Utføre arbeid og funksjoner i tråd med regler for helse, miljø og sikkerhet/ Finne fram og bruke produkt- og HMS-datablader og beskrive retningslinjer for oppbevaring og merking av kjemikalier og helseskadelige stoffer. <small>📅 No due date</small>	○		○

Startup Report

When you are assigned a new apprentice, you will also be able to access the startup report. It must be signed (electronically in the program) by both you, as an instructor and by the apprentice. Only when the report is signed by both parties will the apprentice be able to access the training book.

The interim evaluation

You are required to have a meeting with the apprentice every 6 months, as stated in the Education Act.

To create a report, do the following:

- Go to half year ratings
- Click on the cross to the right of the field
- Enter the date of when the meeting is to take place (save)
- If you want other persons than you and the apprentice to attend the meeting, you can invite them by adding more names under Participants (save)
- Now you have created the report and the meeting can start. It is important to keep in mind that it is you as the instructor who should complete all the fields, including those that the apprentice gives feedback on. Remember to save!
- When the meeting has taken place, the apprentice must go to the half year assesment and sign the report. Once the apprentice has signed, the report is approved.

Examination

Here you will find information about the date of the exa.

Notes

Under notes you will find notes that have been made for the apprentice. It may be a record of ship visits, logged meetings the training office has had with apprentices, etc.

User Data

All personal information is under the "User data" tab. The apprentice has to make changes personally if he / she changes address, telephone or mail.