



Weblærning

User Manual for instructor

Rev. 22.10.2021



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Start-up and use of Weblærling

Log in

- www.weblarling.no
- Username: your email address
- Password: you must request a new password

NB! Your requested password is a one-time-only. Once you are logged in, you have to change it. You can change your password in “My profile”. See p.5.

Mark: The pictures in this manual may vary from your screen.

How to change language

The standard language is Norwegian. To change language, click the button in the top right corner marked with a flag. The program will switch to English, see the red arrow.

Dashboard

Oppstartsrapporter

Du har ingen oppstartsrapporter å signere

Halvårsvurderinger

| LÆRLING | DATO |
|----------------------|------------------|
| Johan Wiese Matheson | 30.10.2020 00:00 |

Gå til halvårssamtale

Kompetansemål som venter på vurdering

Ingen kompetansemål må vurderes

Maritime Training

How to change password

Once you are logged in after requesting a new password, you must change it. Click on the arrow to the right of your name.



Dashboard

Startup reports

You don't have any startup reports to sign

Evaluation meetings

| APPRENTICE | DATE |
|----------------------|------------------|
| Johan Wiese Matheson | 30.10.2020 00:00 |

Go to evaluation meeting >

Competence objectives that are waiting for evaluation

No competence objectives needs an evaluation

The following page will appear. Click on “My profile”. See below.

Dashboard

Startup reports

You don't have any startup reports to sign

Evaluation meetings

| APPRENTICE | DATE |
|----------------------|------------------|
| Johan Wiese Matheson | 30.10.2020 00:00 |

Go to evaluation meeting >

Profile menu

- My profile
- Sign out

The window below will appear. Change your password here. Remember to press “Save” as shown by the green arrow.

My profile

Fagligleder Johan

Carrier: MKS rederi

Last login 01.07.2020 09:16

Personals Notes Integration

Change password

New password

Repeat new password

Save

Here you can also change your contact information.



About Weblærling

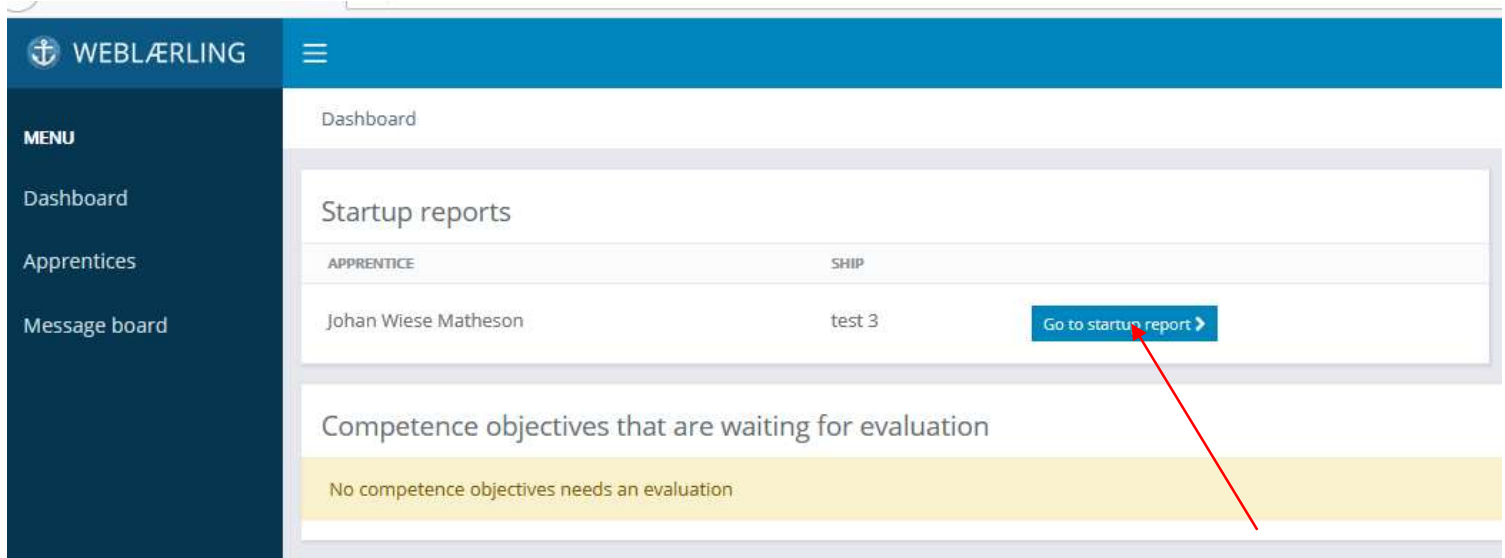
Dashboard – different functions

Whenever you log in, you will enter the dashboard. On the dashboard you will find an overview of the apprentices whose startup report has been created, half-year assessments to be completed and competence goals to be evaluated.

IMPORTANT INFORMATION ABOUT START-UP REPORT:

Before the apprentice can start to evaluate their training, they need access to the digital training book. They must complete a start-up report within the **first 14 days** after he/she came on board. In the start-up report the apprentice must confirm that he/she has received information about IOP when he/she came on board. Note that the apprentice is responsible for creating the report, but to be fully completed it must be signed by both the apprentice and instructor by the end of these two weeks.

When a start-up report is created it will appear under “start-up reports”. Click on “Go to start-up report” as the red arrow shows.



The screenshot shows the Weblærling dashboard interface. On the left is a dark blue sidebar with the logo and menu items: 'MENU', 'Dashboard', 'Apprentices', and 'Message board'. The main content area has a blue header with 'WEBLÆRLING' and a hamburger menu icon. Below the header, the page title is 'Dashboard'. The main content is divided into sections. The first section is 'Startup reports', which contains a table with two columns: 'APPRENTICE' and 'SHIP'. The table has one row with the values 'Johan Wiese Matheson' and 'test 3'. To the right of this row is a blue button with the text 'Go to startup report' and a right-pointing arrow. A red arrow points from the text in the paragraph above to this button. Below the table is a section titled 'Competence objectives that are waiting for evaluation', which contains a yellow box with the text 'No competence objectives needs an evaluation'.

The report will show the part to be confirmed by the apprentice, and the part for you as instructor. Check the box and push “Sign”.

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I confirm that the apprentice has completed individual subject curriculum on test 3 according to the requirements.

Sign

NB! IOP is the internal safety familiarization that the apprentice receives when enlisting the first time. This is not to be confused for the training in Weblærling.

The screenshot shows the Weblærling dashboard. The top navigation bar includes the logo, a hamburger menu, and the user name 'Fagligleder Johan'. The left sidebar menu has 'Apprentices' highlighted with a red arrow. The main content area shows 'Startup reports' (no reports), 'Evaluation meetings' (one meeting for Johan Wiese Matheson on 30.10.2020), and 'Competence objectives that are waiting for evaluation' (none).

To see your apprentices, click on the «Apprentices» in the menu on the left side. See example below.

If you want to find information related to the apprenticeship, click on “Message board” in the same menu on the Dashboard.

My apprentices

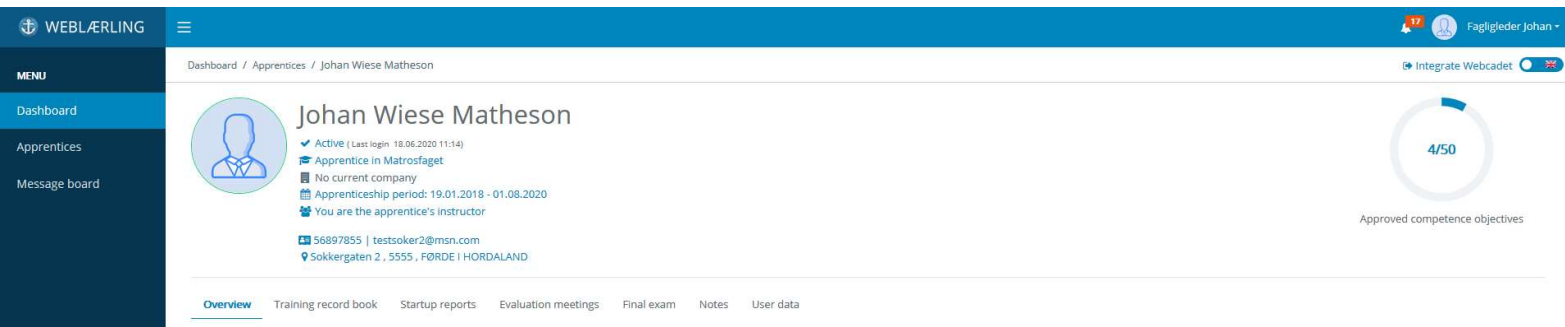
The screenshot shows the 'My apprentices' page. The breadcrumb is 'Dashboard / Apprentices'. The page title is 'Apprentices 1'. There is a search bar. Below is a table with one entry for Johan Wiese Matheson, who is an instructor starting on 01.04.2020 and ending on 01.08.2020. A red arrow points to the name in the table. At the bottom, there is a dropdown menu set to '50' and buttons for 'Text message', 'Email', and 'Print'.

| NAME | RELATION | START | END |
|-----------------------|------------|------------|------------|
| Matheson, Johan Wiese | instructor | 01.04.2020 | 01.08.2020 |

Click on the apprentice you want to see, and you will enter the profile of the apprentice.

The apprentices profile

On the profile of the apprentice, you will see a row of tabs. Here is an explanation of the different tabs and their content:



The screenshot shows the WEBLÆRLING interface. The top navigation bar includes the logo, a menu icon, and the user name 'Fagligleder Johan'. The main content area displays the profile for 'Johan Wiese Matheson'. The profile includes a circular profile picture, a status indicator 'Active (Last login: 18.06.2020 11:14)', and several key details: 'Apprentice in Matrosfaget', 'No current company', 'Apprenticeship period: 19.01.2018 - 01.08.2020', and 'You are the apprentice's instructor'. Contact information is provided as '56897855 | testsoker2@msn.com' and 'Sokkergaten 2, 5555, FØRDE | HORDALAND'. On the right, a circular progress indicator shows '4/50' and 'Approved competence objectives'. Below the profile, a row of tabs is visible: 'Overview', 'Training record book', 'Startup reports', 'Evaluation meetings', 'Final exam', 'Notes', and 'User data'.

Overview

Current ship:

Here you can see the ship connected to your apprentice.

Relations

All the relations of the apprentice. i.e. instructor, co-instructor, HR-manager and main consultant at the training office.

Training record book

The competence aims that the apprentice will work with during the time of the apprenticeship. We will come back to the training record book later.

Startup reports

When you get a new relation to an apprentice, you will also have access to the startup report. The report is generated by the apprentice. You sign the report electronic (in the program) and the apprentice sign the report. Once the report is signed by both of you, the apprentice will have access to the training record book.

Halfyear assessment/Evaluation meetings

During the apprenticeship and according to the Regulation to the Education Act, four half year assessments must be completed. It is the responsibility of the instructor to make sure that this is completed. You will find an overview of the different deadlines on the «Message board.

Final exam

Here you will find information about the date for the final examination.

Notes

Here you can find any notes on the apprentice, such as reports from ship visits, logged meetings with the apprentice and the training office etc.

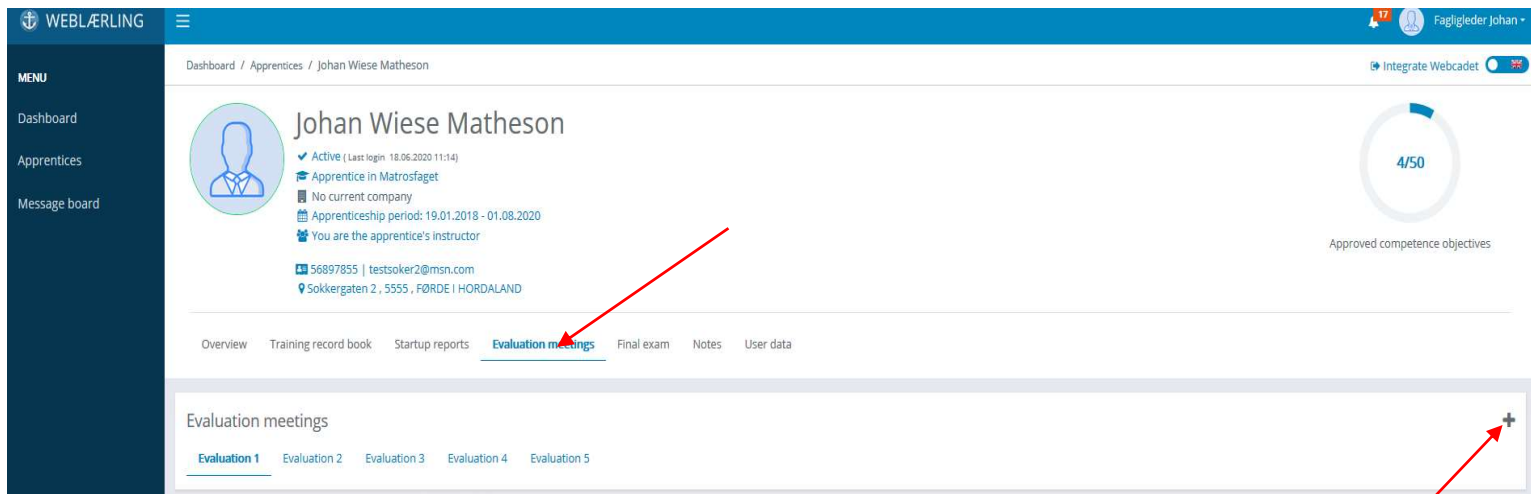
User data

All personal information can be found under “User data”. If the apprentice changes phone number or address, he/she must update the information himself/herself.

How to create a half-year assessment

In order to create a half-year assessment/evaluation meeting, do the following:

- Click on the Half-year assessment/evaluation meetings, as shown by the arrow in the picture.



- Click on the cross on the right-hand side
- Enter meeting date (save)

Evaluation meetings

Evaluation 1 Evaluation 2 Evaluation 3 Evaluation 4 Evaluation 5

Evaluation 6

To create an evaluation meeting you must select a date. The system will suggest a date based on last meeting. 30.04.2021 Cancel Save

- The number of participants is based on the previous meeting. To add more participants, click on the pull-down menu and select the next participant. If you cannot do any changes, contact the training office.
- The report is now created, and the meeting can start. Please remember that you as the instructor is supposed to fill out the form, also where the feedback from the apprentice is required. Remember to click save!
- Once the meeting is over, the apprentice shall sign the report. When signed, an automatic notification is sent to the main consultant at the training office. The apprentice will sign the report when logged in his or her own user.

How to work in Weblærling

Training record book

The training record book contains of all the competence aims of the subject curriculum, in which the apprentice will complete the training, before his or her final examination. For the apprentice to have the training approved, all the competence aims must be completed and confirmed. The training record book must be completed within the 1st of March the same year as the apprentice will have the final examination.

Most of the competence aims shall be completed by practical work. The apprentice will have to evaluate and be evaluated based on competency. Click on the text, and the competence aim will open. You can now see the evaluation criteria and what the apprentice must manage in order to have the competence aim approved.

Written competence aims are marked by a pen/pencil, see picture on p.11. When you open the competence aim, you will enter writing mode. Here the apprentice will answer in written form and add possibly attachments. Once the aim is completed in written form, the pencil will change to a notebook.

Evaluation of the apprentice

You can see two columns to the right on your screen picture. The first column gives an indication on the apprentice's evaluation, and second column gives an indication of evaluation from the instructor.

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Each competence aim contains four categories of evaluation criteria.

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

If the apprentice is considered to category 1 or 2, the circle will turn orange/yellow. This means that the competence is not approved and the apprentice will have to work on with the competence aim and ask for a new evaluation. If the apprentice is evaluated to category 3 or 4, the circle will turn green and the competence aim is approved.

The same marking will occur when the apprentice performs self-evaluation on the competence aim. The apprentice must always do the self-evaluation before the instructor can evaluate. Once the evaluation of a competence aim has been done, the instructor will be notified through the program by a small red bell to right in the screen. To enter the evaluated competence aim, click on the red bell and then click on the competence aim. Once the instructor has evaluated the apprentice, a notification will be sent to the apprentice. If the competence aim is not approved by the instructor, the apprentice will have to ask for a new evaluation.

It is fairly easy to see which aims that has been approved or not, see picture below.

The screenshot shows the 'Matrosfaget' interface. On the left is a dark blue sidebar menu with 'MENU', 'Dashboard', 'Apprentices', and 'Message board'. The main content area has a white header with 'Matrosfaget' and a trash icon. Below the header is a table of competence aims. The table has columns for the aim description, 'Assignment type', 'A' (Apprentice's evaluation), and 'I' (Instructor's evaluation). A legend indicates that 'A' is the apprentice's evaluation and 'I' is the instructor's evaluation. The table lists 9 aims, with their evaluation status shown as green (approved) or yellow (not approved) circles.

| 1. Safety Familiarization | | Assignment type | A | I |
|---|-----------|-----------------|---|---|
| 1.1 Perform work and functions according to health, environment and safety. Work aloft. Work over the side. | practical | | ○ | ○ |
| 1.2 Perform work and functions according to health, environment and safety. Work in enclosed spaces | practical | | ○ | ○ |
| 1.3 Perform work and functions according to health, environment and safety. Line handling | practical | | ○ | ○ |
| 1.4 Perform work and functions according to health, environment and safety. Electrical safety | practical | | ○ | ○ |
| 1.5 Perform work and functions according to health, environment and safety. Mechanical safety | practical | | ○ | ○ |
| 1.6 Perform work and functions according to health, environment and safety. Chemical and biohazard safety. Understand the manufacturer's safety guidelines and shipboard instructions | practical | | ○ | ○ |
| 1.7 Perform work and functions according to health, environment and safety. Personal safety equipment | practical | | ○ | ○ |
| 1.8 Explain how the ISM Code affects the daily operations | written | | ○ | ○ |
| 1.9 Describe his/her emergency situation responsibilities / Operate emergency equipment, apply emergency procedures, and give account of his/her emergency duties | practical | | ○ | ○ |

How to evaluate the competence of the apprentice?

As shown above, two competence aims are not evaluated and approved. To approve the competence aim, you must evaluate how well the apprentice know this. Click on the competence aim, as shown on the next page, and scroll down until you reach the evaluation column. You can always see the evaluation criteria and what you will evaluate.

| | | | | |
|---|-----------|--|--|--|
| ● 1.8 Explain how the ISM Code affects the daily operations | written | | | |
| ● 1.9 Describe his/her emergency situation responsibilities / Operate emergency equipment, apply emergency procedures, and give account of his/her emergency duties | practical | | | |

MENU
 Dashboard
 Apprentices
 Message board

STCW reference:
Knowledge of emergency duties and alarm signals

Assignment type : practical

Goal for the training

| Level | Beginner | Under development | Competent | Outstanding |
|-------------------------|---|---|--|--|
| | Has knowledge of his/her emergency situation responsibilities | Is aware of their role and duties in an emergency situation | Knows his/her function and its purpose Can act according to the ship's emergency procedures Knows the ship's alarm signals Communications are clear and concise at all times and orders are acknowledged in a seamanlike manner | Knows his/her function and its purpose Can act according to the ship's emergency procedures Knows the ship's alarm signals Can perform the responsibilities assigned to other roles when necessary Knows the structure of the emergency instructions Communications are clear and concise at all times and orders are acknowledged in a seamanlike manner |
| Apprentice's evaluation | | | Evaluated as competent By Johan Wase Matheson, 15/04/2020 | |
| Instructor's evaluation | Evaluate as beginner | Evaluate as under development | Evaluate as competent | Evaluate as outstanding |

Comment

B I U

Write your comment

Once you have evaluated the competence, you either approve it or set it on a lower level (as indicated by the red and green arrow). Lower level of evaluation than competent means that the competence aim is not approved. The aim will turn yellow.

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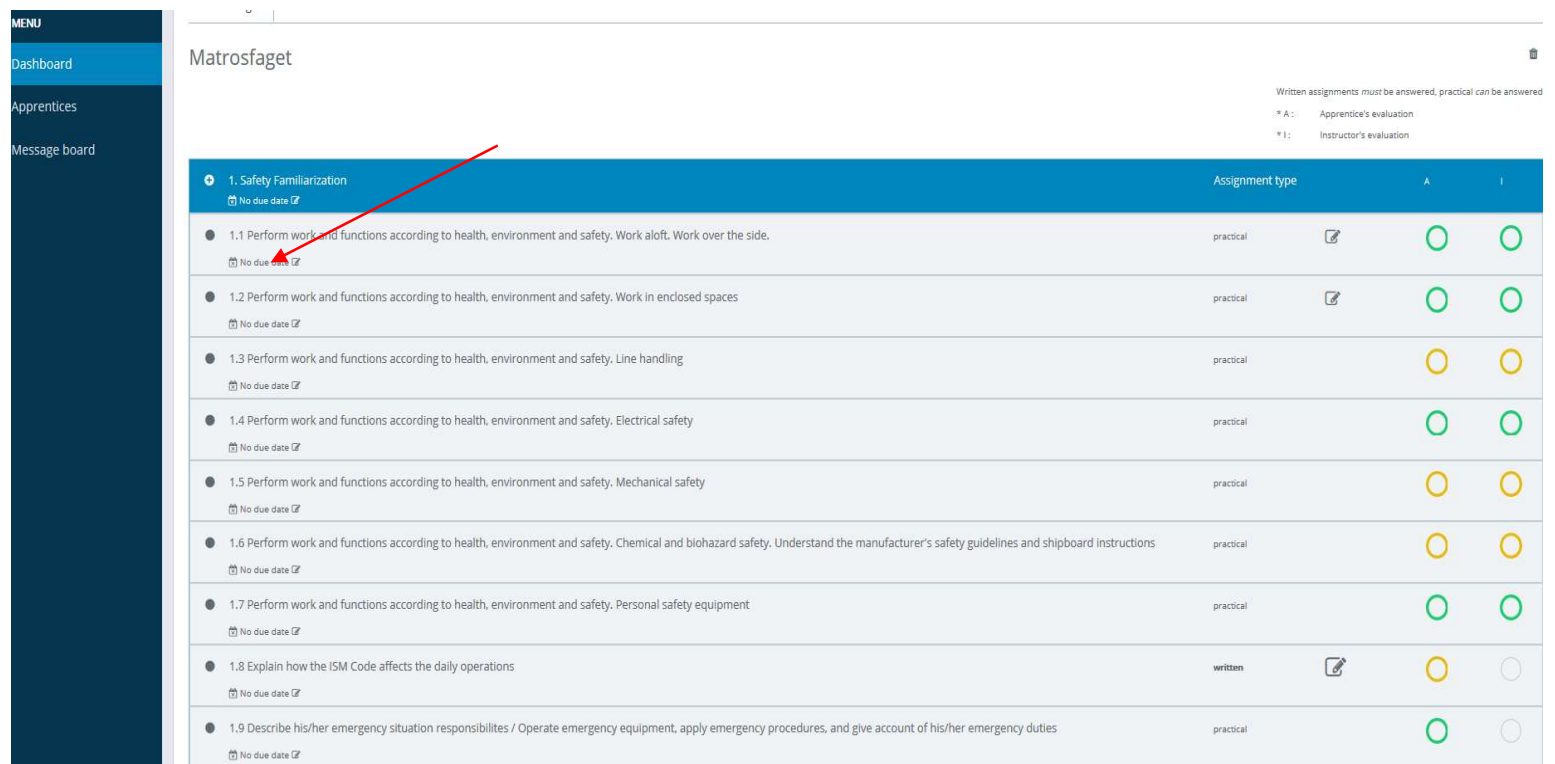
The apprentice can add attachments or notes to all the practical assignments. In order to read the attachments or the notes, click on the competence aim and see answer or attachment.

You should leave a comment if the competence aim is not approved, to let apprentice know what to work on for the goal to be approved. When you click on the evaluation column, the comment section will appear. Remember to press save once you have completed the evaluation (black arrow).

If you do not agree with the evaluation of the apprentice, you can ask for a more detailed answer, even though it is not a written competence aim.

Deadlines

You can also add deadlines to the assignments. Click on the little icon right below the competence aim, “No due date”. Set a date and press save.

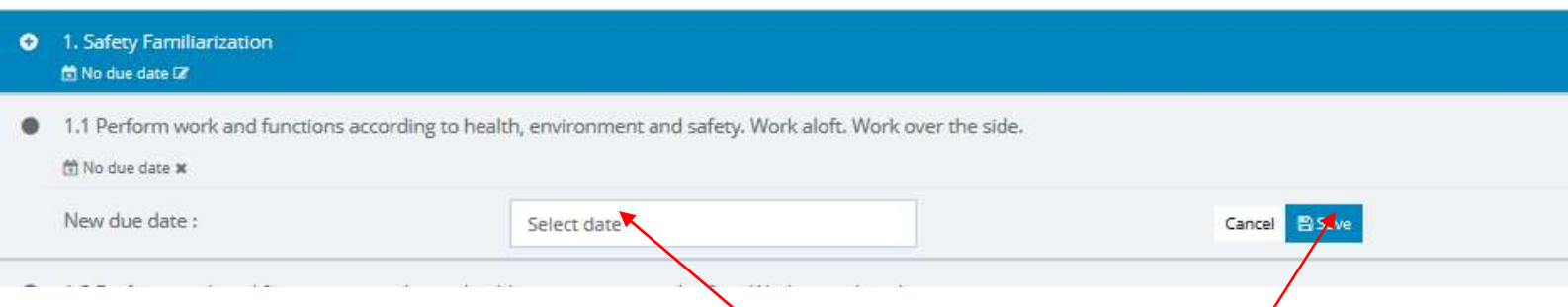


MENÜ
Dashboard
Apprentices
Message board

Matrosfaget

Written assignments must be answered, practical can be answered
* A : Apprentice's evaluation
* I : Instructor's evaluation

| 1. Safety Familiarization | | Assignment type | A | I |
|---|-----------|-----------------|---|---|
| 1.1 Perform work and functions according to health, environment and safety. Work aloft. Work over the side. | practical | | ○ | ○ |
| 1.2 Perform work and functions according to health, environment and safety. Work in enclosed spaces | practical | | ○ | ○ |
| 1.3 Perform work and functions according to health, environment and safety. Line handling | practical | | ○ | ○ |
| 1.4 Perform work and functions according to health, environment and safety. Electrical safety | practical | | ○ | ○ |
| 1.5 Perform work and functions according to health, environment and safety. Mechanical safety | practical | | ○ | ○ |
| 1.6 Perform work and functions according to health, environment and safety. Chemical and biohazard safety. Understand the manufacturer's safety guidelines and shipboard instructions | practical | | ○ | ○ |
| 1.7 Perform work and functions according to health, environment and safety. Personal safety equipment | practical | | ○ | ○ |
| 1.8 Explain how the ISM Code affects the daily operations | written | | ○ | ○ |
| 1.9 Describe his/her emergency situation responsibilities / Operate emergency equipment, apply emergency procedures, and give account of his/her emergency duties | practical | | ○ | ○ |



1. Safety Familiarization
No due date

1.1 Perform work and functions according to health, environment and safety. Work aloft. Work over the side.
No due date

New due date :

Cancel Save

NB: Remember that the competence aim must be evaluated by the apprentice before you can evaluate it.



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