PROFESSIONAL

RISK SERVICES   AVIATION SECURITY   TRAINING   AIRCRAFT SALES

35 YEARS

2017

Professional Aviation Services On-Line Training

e-Learning Guide

ON-LINE TRAINING

Welcome to the On-line Training Programme.

The training programme consists of several courses, that have specifically been designed to provide personnel with the information that they need in order to fulfill their job functions.

This guide has been designed to guide users through the process of gaining access to and navigating the Proftrain site.

This guide has been compiled by Professional Aviation Services.

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INTRODUCTION TO ON-LINE TRAINING

Welcome to the On-line Training Programme.

Each personnel member who is registered for on-line training will complete a training programme consisting of one or more courses.

The On-line Training is presented by Professional Aviation Services.

The training portal is hosted on the following website:

www.proftrain.co.za

Each User will be allocated a Unique User name and Password.

Courses can be completed when the user has time.

All information contained in the course can be accessed by the User after the course has been completed.

This means that the courses will be always be available for reference purposes.

PURPOSE OF THE GUIDE

This guide has been designed to assist Managers, Supervisors and Users in completing the online training courses as well as to use the website effectively.

NAVIGATING THE E-LEARNING PLATFORM

On-line Training is provided through the following website:

www.proftrain.co.za

This website is the home for the Professional Training Academy, the on-line training platform for Professional Aviation Services.

LOGGING IN TO THE SITE

In order to access the on-line Training, a User needs to do the following:
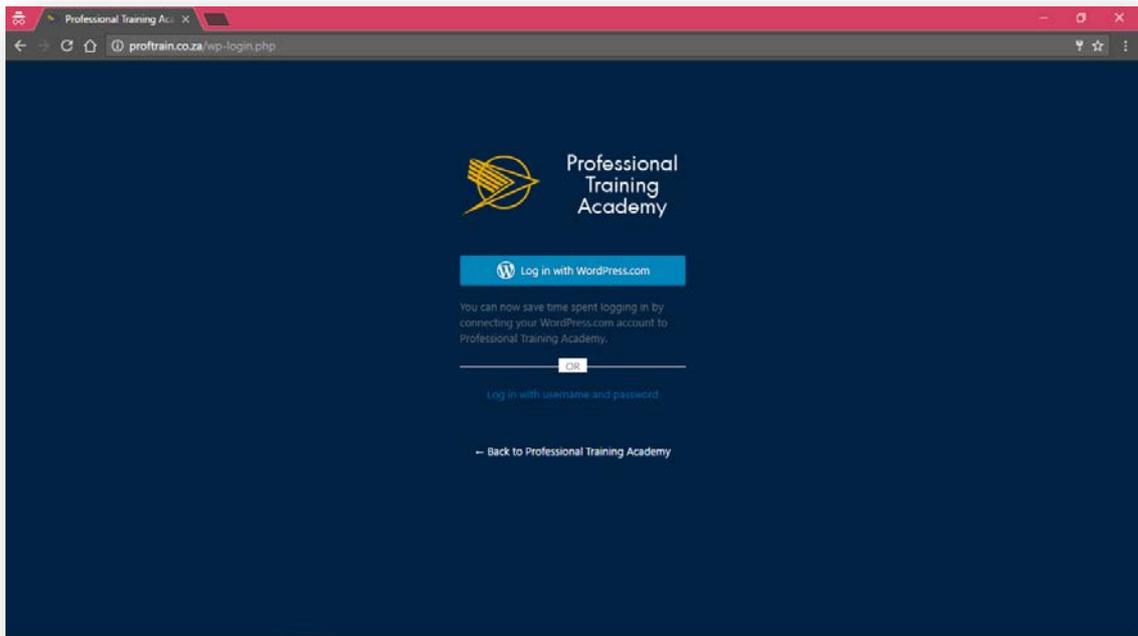
1. Use a computer with access to the Internet.
2. Open a web browser e.g. Google Chrome, Microsoft Edge, Mozilla Firefox
3. Type in the website address: www.proftrain.co.za
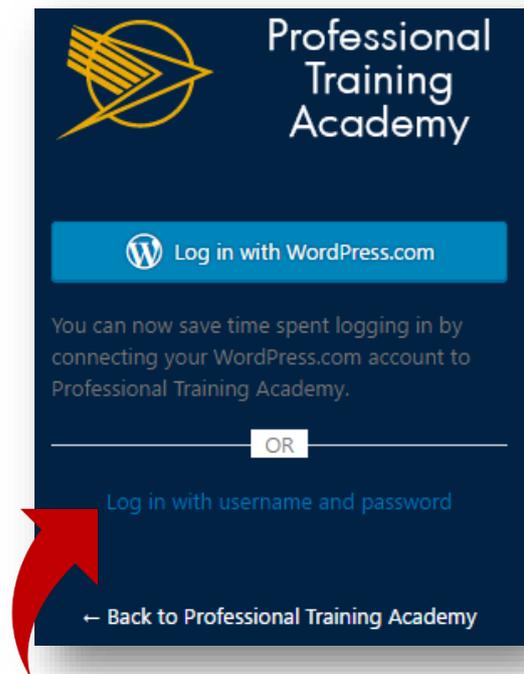4. You will then see the following page:
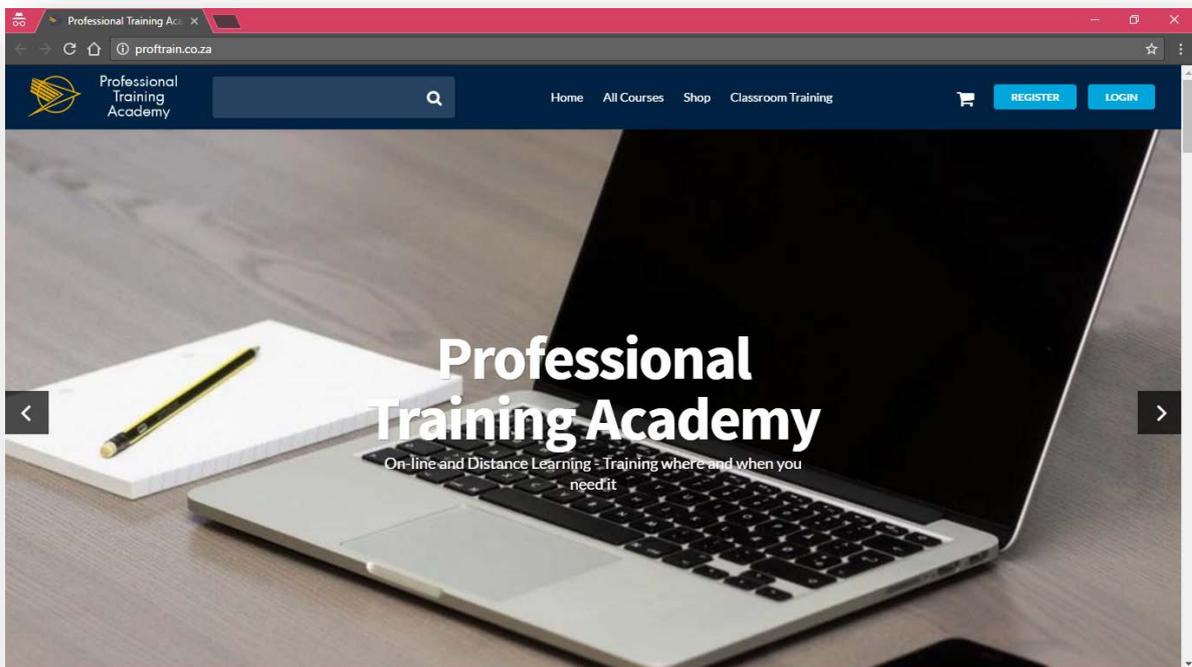
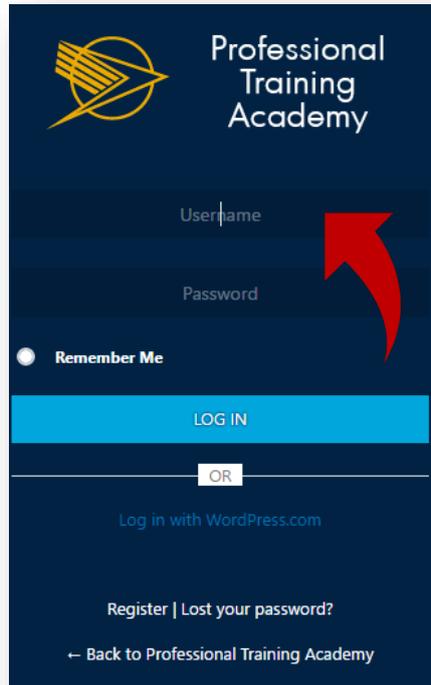5. On the top right hand side of the screen, there is a blue login button. Click on the login button.
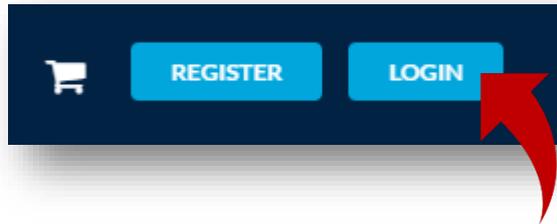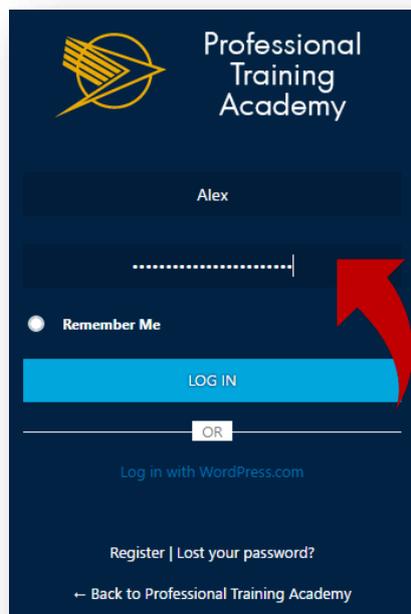

6. This will take you to the next screen.

7. Click on the second option – **"Log in with username and password"**
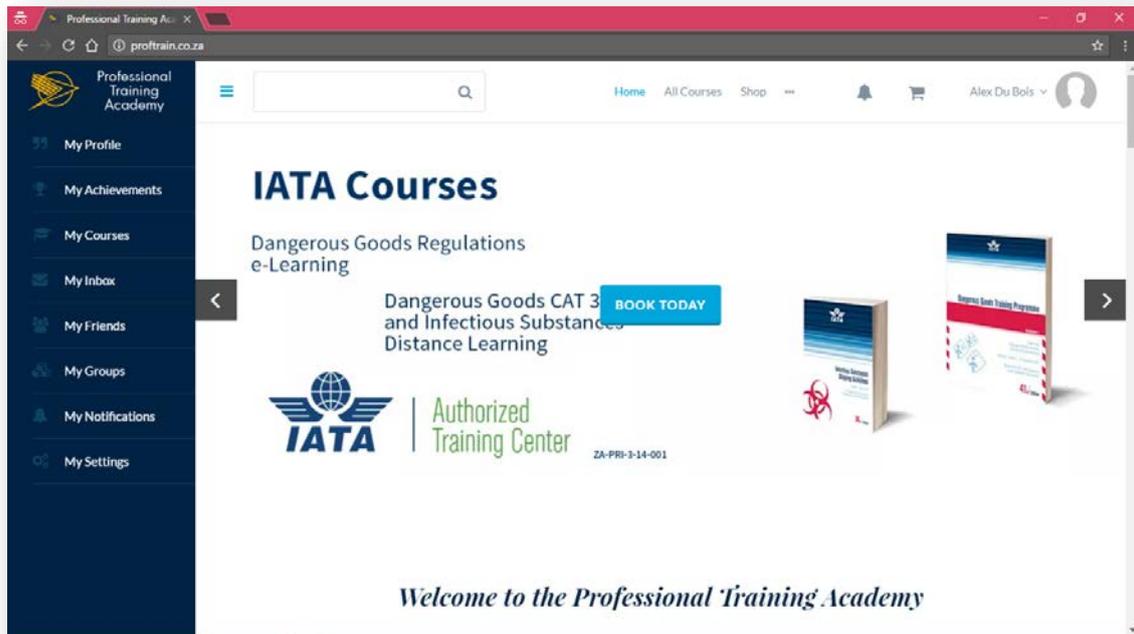
8. This will take you to another login screen.

9. Type in your Username and Password. This will have been provided to you by your Manager/Supervisor. Then click the Login button.

10. Once you have logged in, you will see the following screen:


11. This is your home page. As an online learner, you have your own permanent profile for the Training Academy. On the left-hand side of the screen, you will see a blue menu bar. This menu bar will enable you to find all the information that you need to complete your courses.

12. To find out which courses you are enrolled in, click on the **"My courses"** option.
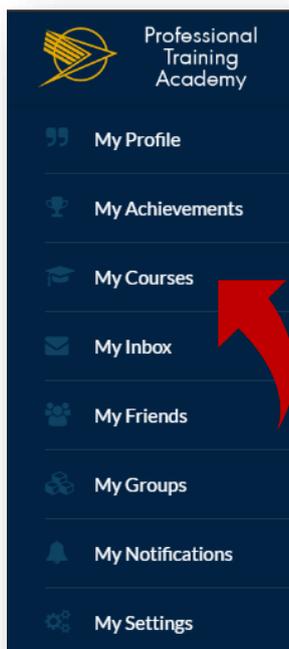
13. This will take you to the following screen:
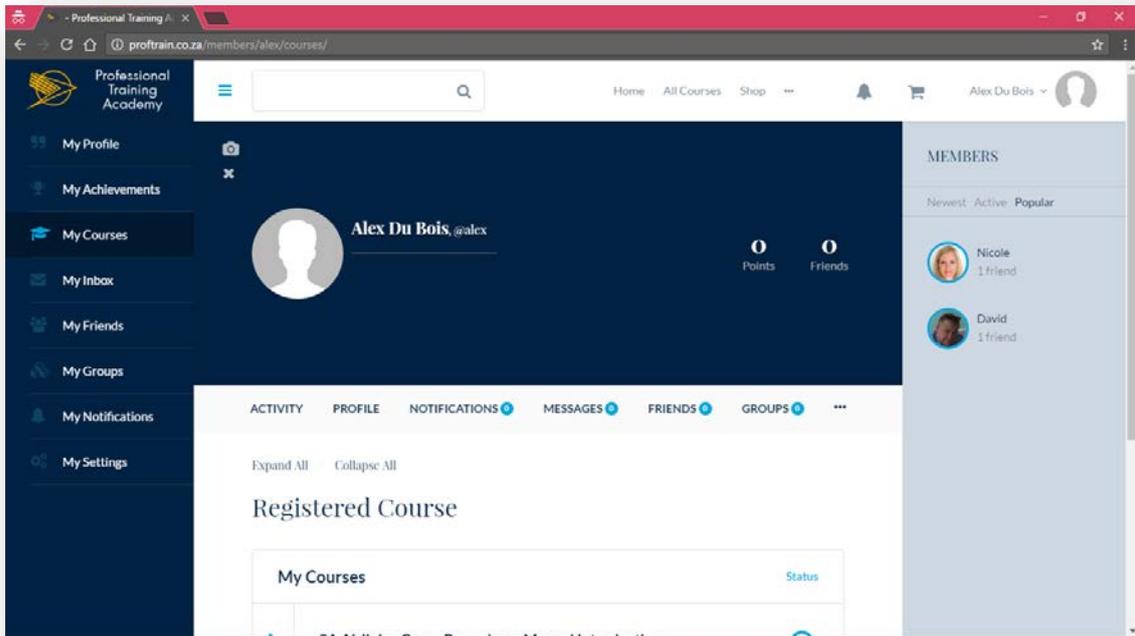
14. On this page, you will see all the courses that you are registered for. Scroll down on the right-hand side of the page to see all your courses.

15. Click on the course that you would like to do. If you see a tick mark, this means that the course is completed.
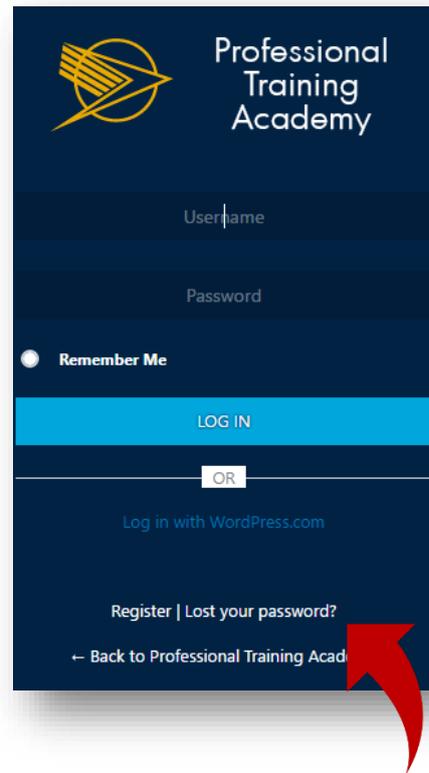
16. If you click on the course name, it will take you to the course. You will then see a start screen. You will need to scroll down to read all the information.
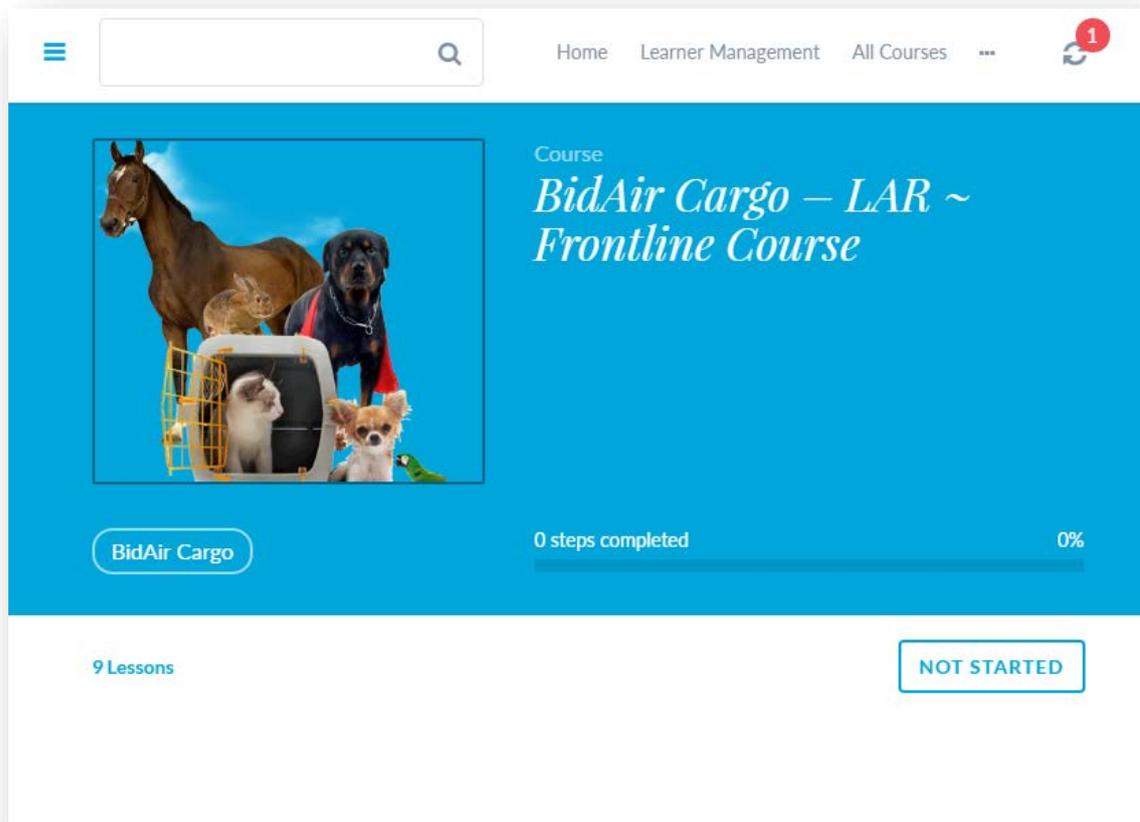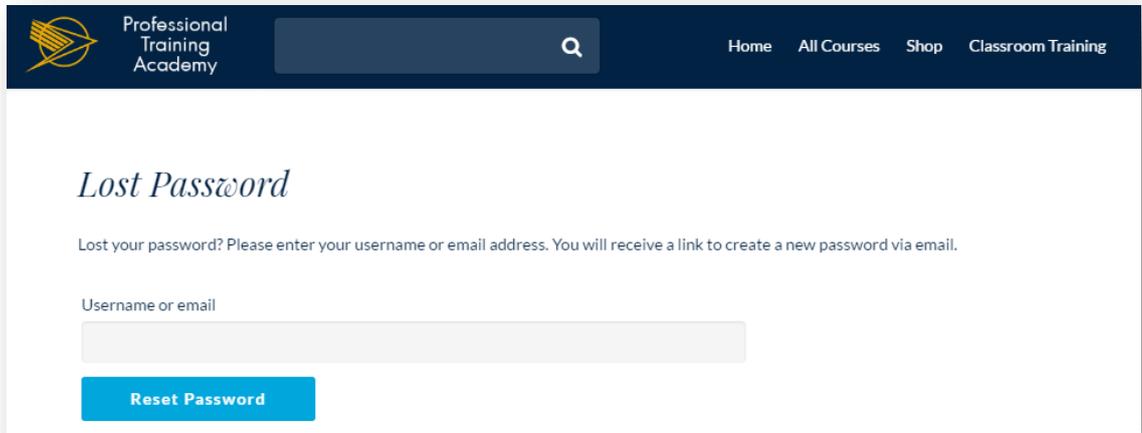
RESETTING YOUR PASSWORD

1. If you need to reset your password, click on the following link, **"Lost your password?"**:

2. Once you have clicked on the link, it will give you the option to enter your user name or email address.

3. A link will be sent to the email address that was used to register your user name on the system. If this was the manager's email address, you will need to contact your manager to assist you in setting up your new password.

4. Follow the instructions on the email to set up your new password.

HOW A COURSE IS STRUCTURED

BASIC COURSE STRUCTURE

Each course consists of several modules and quizzes that need to be completed before you will be issued a certificate.

Some courses are fully on-line, in other words, all the information that you need is on the system. Other courses have a supplementary book that you will need to have access to, to be able to complete the course.

The basic flow of a course is the following:

- Introduction
- Module 1
- Quiz 1
- Module 2
- Quiz 2
- Repeat till course is completed. **Course can be completed in stages and does not have to be completed in one sitting.**
- Certificate is generated and can be printed by the student

MODULES

Modules consist of different elements. In some courses, there may be videos that need to be watched. There will be text blocks and information that needs to be read by the learner.

TIME LIMITS

There is a minimum time limit of 10 min per module that a learner needs to spend on each module.

However, there is no maximum time limit and a learner can take as long as they need to complete a module.

PROGRESSION

The courses are progressive. You must complete each module and the accompanying quiz before you can move on to the next module.

QUIZZES

Each quiz has a pass mark of 80%.

If a learner achieves between 70 – 79%, the learner must redo the quiz.

If a learner achieves less than 70%, the learner must redo the whole module.

CERTIFICATE

Once the learner has successfully completed all the quizzes, a certificate will be generated.

The certificate can then be printed out. All certificates are certificates of completion. Certificates will always be available and can be reprinted.

MODULES AVAILABLE AFTER COURSE IS COMPLETED

The modules will be available after the course is completed.

To navigate to the information, click on the course title, and then scroll down to the bottom of the page. You will find the modules at the bottom of the page. You can then look up any information that you require.

SUPPORT

Various support services for the courses and the e-learning platform are described below:

SUPPORT FOR COURSES

1. You can contact the course teacher through the website.
2. You can post a question on the forum of the course. A forum is a place where you can discuss the course as well as ask questions. You need to subscribe to the forum to see the questions and replies.

E-LEARNING PLATFORM

If you are experiencing problems with the site, you can send an email with your query to the following address/es: salome@professional.za.com / nicole@professional.za.com .