

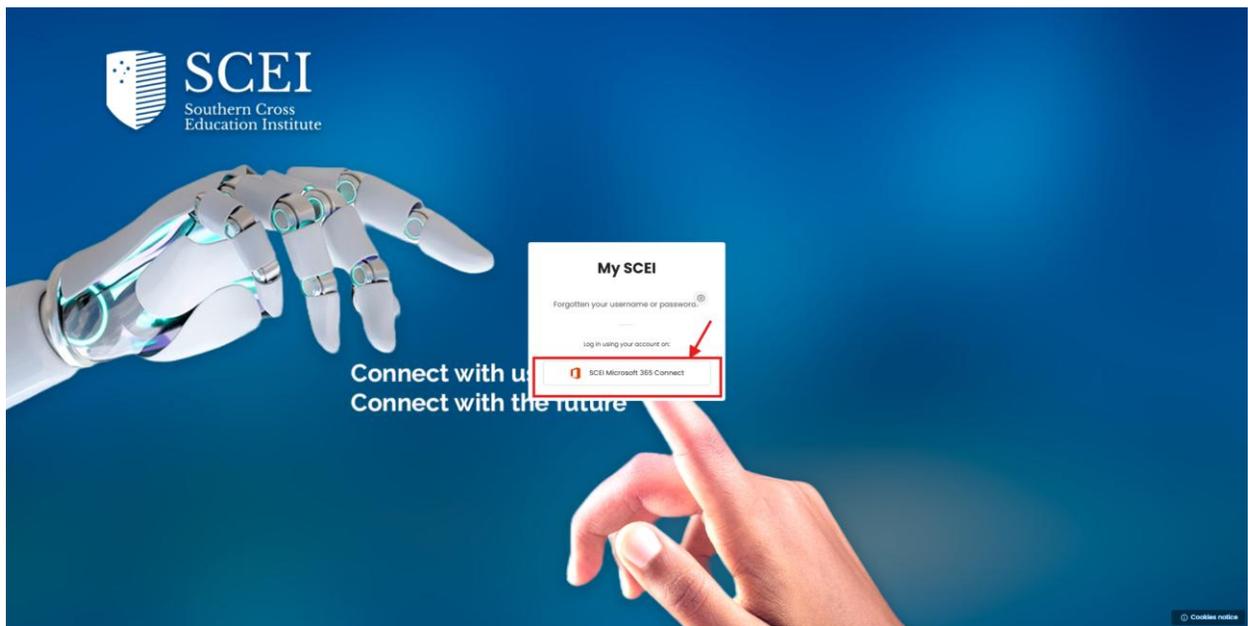
Moodle User Guide (Updated Version)

Welcome to the updated version of Moodle! This guide is designed to help you navigate and make the most of the new features and functionalities. Whether you're an instructor or a student, this guide will provide you with step-by-step instructions for common tasks.

1. Getting Started

Logging In

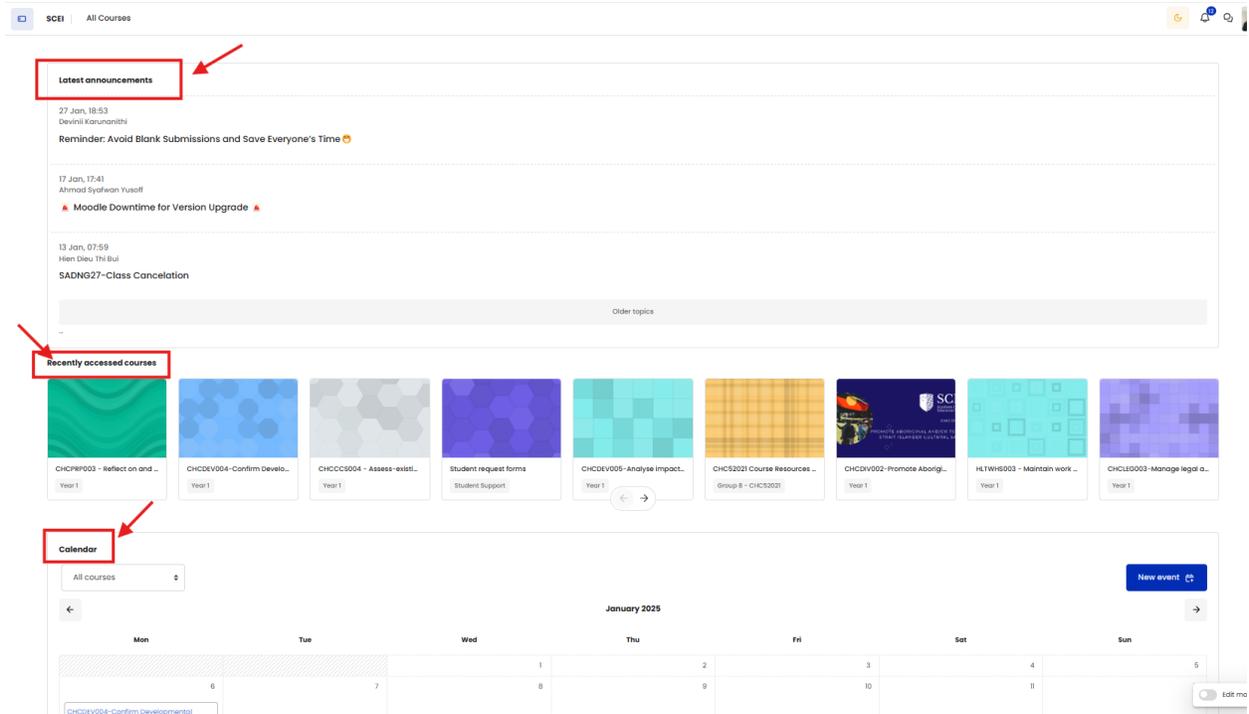
1. Visit SCEI Moodle site.
2. Click on **SCEI Microsoft 365 Connect**



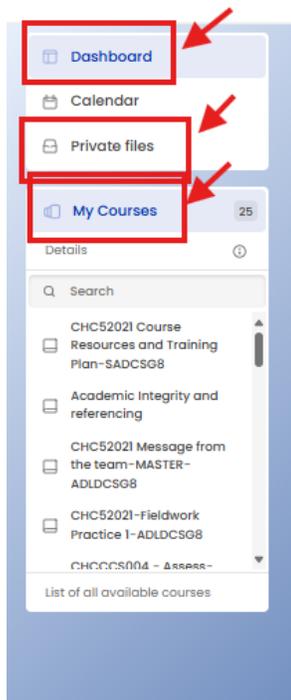
Dashboard Overview

- The **Dashboard** displays a summary of your courses, upcoming deadlines, and notifications.
- Key components include:
 - **Latest Announcements:** Displays important updates and reminders.

- **Recently Accessed Courses:** Quick access to courses you've recently visited.
- **Calendar:** View upcoming deadlines and events.

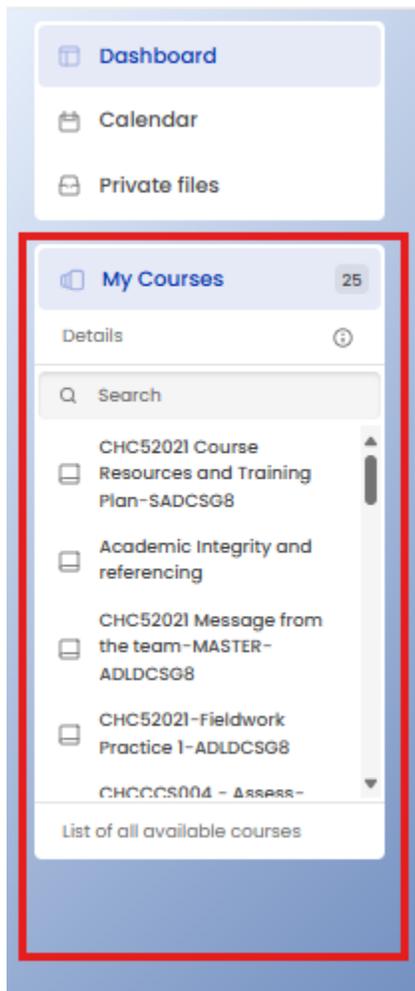


- Use the **Navigation Drawer** on the left to access different sections like My Courses and Private Files.



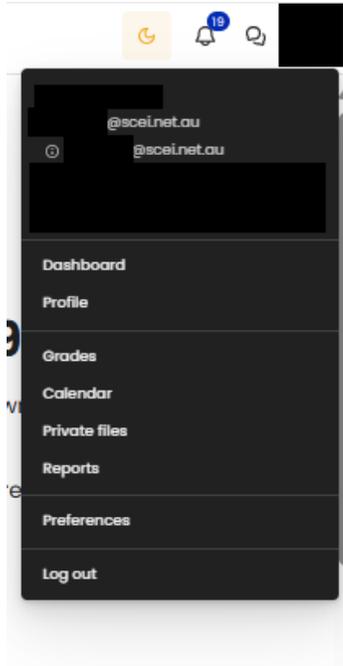
My Courses Panel

- Located in the left navigation drawer, this panel provides:
 - A search bar to quickly find courses.
 - A list of all enrolled courses.
 - Quick links to course details and sections.



User Menu

- Click your profile picture in the top-right corner to access account settings, grades, and messages.



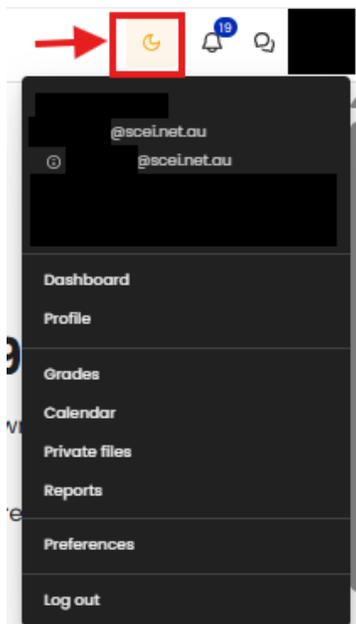
Enabling Dark Mode

1. Enable Dark Mode:

- Toggle the **Dark Mode** switch to enable it.

2. Save Changes:

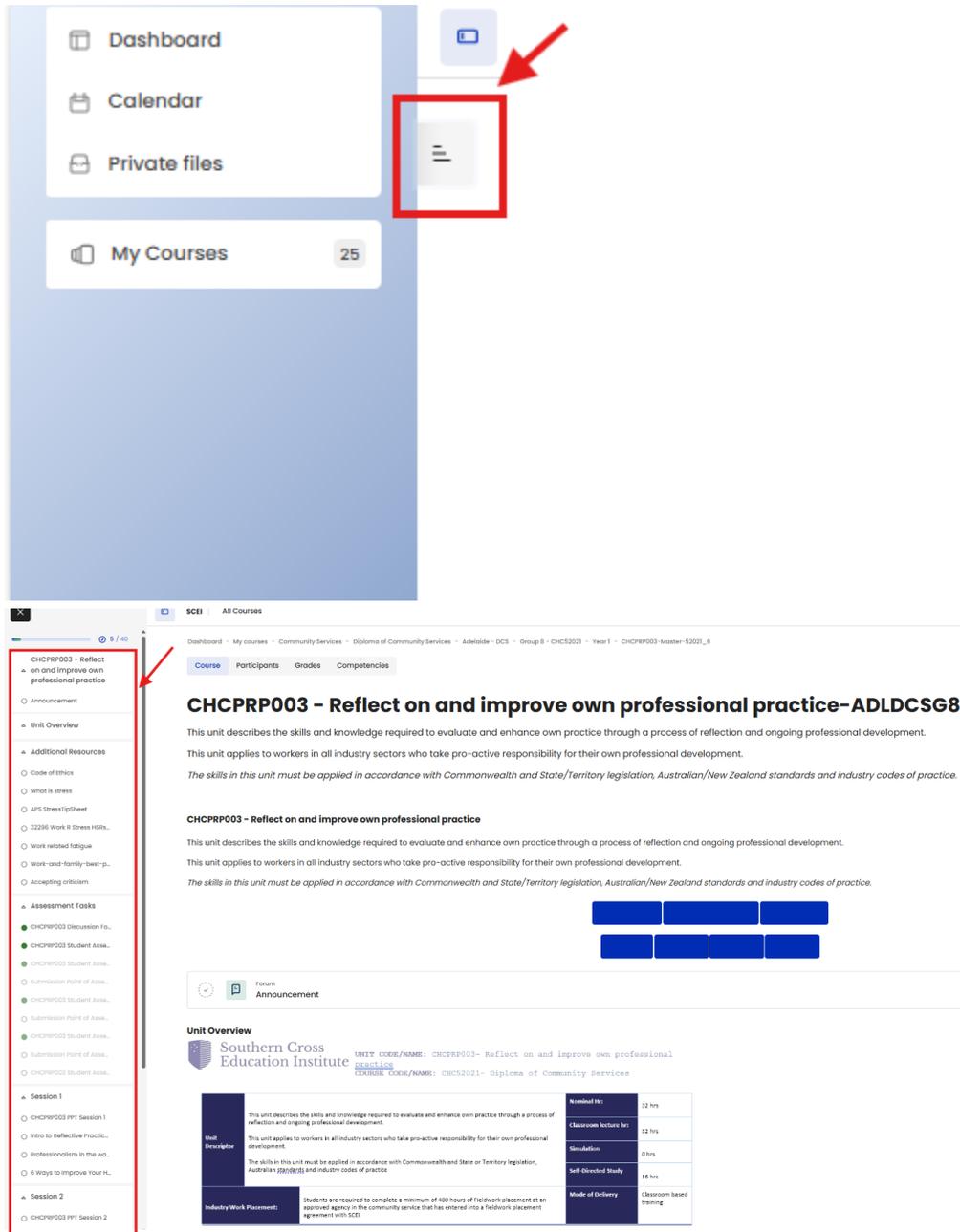
- The interface will now switch to dark mode, providing a visually comfortable experience, especially in low-light environments.



2. Course Navigation

Course Navigation

- Once you enter a course, use the **left-hand menu** to access resources, activities, and grades.



The screenshot displays the LMS interface. On the left, a sidebar menu contains 'Dashboard', 'Calendar', 'Private files', and 'My Courses' (with a '25' badge). A red box highlights the 'My Courses' menu item, and a red arrow points to the 'CHCPRP003 - Reflect on and improve own professional practice' item in the left-hand menu.

The main content area shows the course details for 'CHCPRP003 - Reflect on and improve own professional practice-ADLDCSG8'. The page includes a breadcrumb trail, navigation tabs (Course, Participants, Grades, Competencies), and a detailed description of the unit. A 'Forum Announcement' section is visible below the unit overview.

CHCPRP003 - Reflect on and improve own professional practice-ADLDCSG8

This unit describes the skills and knowledge required to evaluate and enhance own practice through a process of reflection and ongoing professional development. This unit applies to workers in all industry sectors who take pro-active responsibility for their own professional development.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

CHCPRP003 - Reflect on and improve own professional practice

This unit describes the skills and knowledge required to evaluate and enhance own practice through a process of reflection and ongoing professional development. This unit applies to workers in all industry sectors who take pro-active responsibility for their own professional development.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Unit Overview

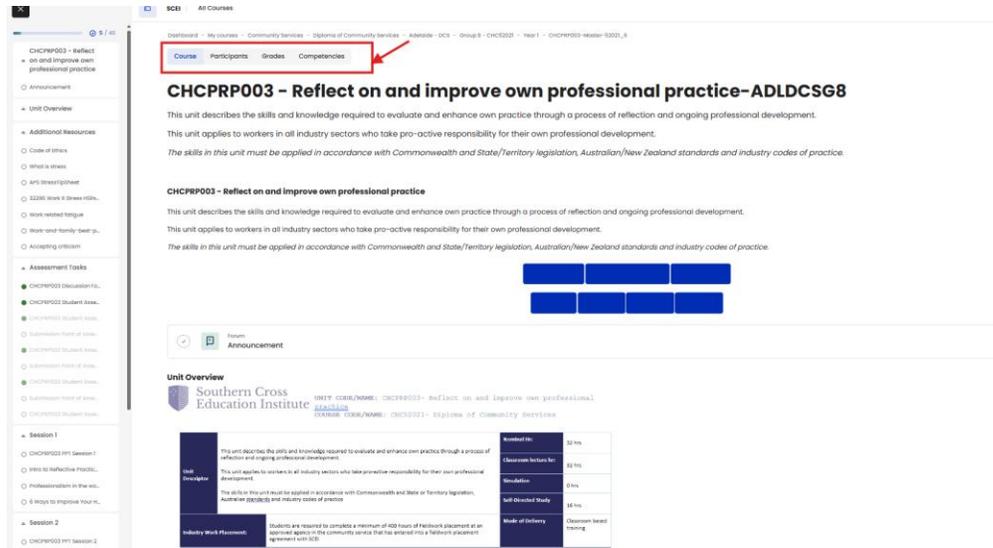
Southern Cross Education Institute

UNIT CODE/NAMES: CHCPRP003- Reflect on and improve own professional practice
 COURSE CODE/NAMES: CHC52021- Diploma of Community Services

Unit Descriptor	Estimated Effort
This unit describes the skills and knowledge required to evaluate and enhance own practice through a process of reflection and ongoing professional development.	32 hrs
This unit applies to workers in all industry sectors who take pro-active responsibility for their own professional development.	32 hrs
The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.	3 hrs
	16 hrs
	Classroom based training

Industry Work Placement: Students are required to complete a minimum of 400 hours of fieldwork placement at an approved agency in the community service that has entered into a fieldwork placement agreement with SCS.

- The **top navigation bar** includes tabs like **Course**, **Participants**, **Grades**, and **Competencies** for quick access to course-related information.



The screenshot shows the LMS interface for the course 'CHCPRP003 - Reflect on and improve own professional practice-ADLDCSG8'. The top navigation bar includes tabs for 'Course', 'Participants', 'Grades', and 'Competencies', with 'Course' selected. The main content area displays the course title and a table with course details.

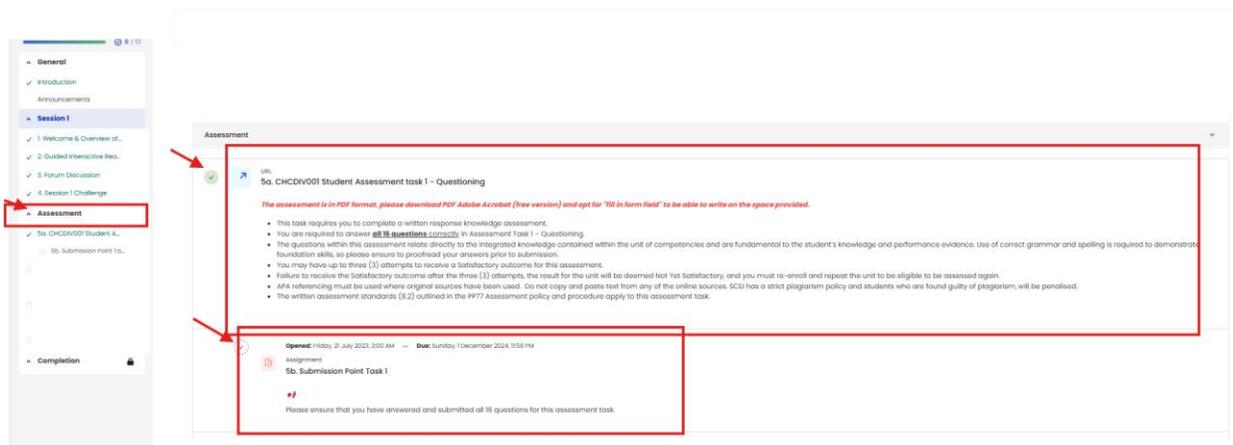
Unit Overview	UNIT CODE/NAME	CHCPRP003- reflect on and improve own professional practice
Industry Work Placement	COURSE CODE/NAME	CHC50031- Diploma of Community Services
Unit Overview	Unit Code/Name	CHCPRP003- reflect on and improve own professional practice
This unit describes the skills and knowledge required to evaluate and enhance own practice through a process of reflection and ongoing professional development.	Unit Description	This unit describes the skills and knowledge required to evaluate and enhance own practice through a process of reflection and ongoing professional development.
This unit applies to workers in all industry sectors who take pro-active responsibility for their own professional development.	Prerequisites	This unit applies to workers in all industry sectors who take pro-active responsibility for their own professional development.
<i>The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.</i>	Industry Work Placement	Subjects are required to complete a minimum of 400 hours of placement at an approved agency. The Community service that has entered into a 'placement' agreement with SCI.
CHCPRP003 - Reflect on and improve own professional practice	Assessment	
This unit describes the skills and knowledge required to evaluate and enhance own practice through a process of reflection and ongoing professional development.	Assessment 1	
This unit applies to workers in all industry sectors who take pro-active responsibility for their own professional development.	Assessment 2	
<i>The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.</i>	Assessment 3	
	Assessment 4	
	Assessment 5	
	Assessment 6	
	Assessment 7	
	Assessment 8	
	Assessment 9	
	Assessment 10	
	Assessment 11	
	Assessment 12	
	Assessment 13	
	Assessment 14	
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	Assessment 100	

4. Assignments and Submissions

Submitting an Assignment

1. Access the Assignment:

- Go to the course and click on the assignment



The screenshot shows the LMS interface for the assignment '5a. CHCDIV001 Student Assessment task 1 - Questioning'. The left sidebar shows the 'Assessment' tab selected. The main content area displays the assignment details, including the title, description, and submission information.

Assessment

5a. CHCDIV001 Student Assessment task 1 - Questioning

The assessment is in PDF format, please download PDF Adobe Acrobat (free version) and opt for 'Fill in form field' to be able to write on the space provided.

- This task requires you to complete a written response knowledge assessment.
- You are required to answer **all 18 questions correctly** in Assessment Task 1 - Questioning.
- The questions within this assessment relate directly to the integrated knowledge contained within the unit of competencies and are fundamental to the student's knowledge and performance evidence. Use of correct grammar and spelling is required to demonstrate foundation skills, so please ensure to proofread your answers prior to submission.
- You may have up to three (3) attempts to receive a Satisfactory outcome for this assessment.
- Failure to receive the Satisfactory outcome after the three (3) attempts, the result for the unit will be deemed not 'Yes Satisfactory' and you must re-enrol and repeat the unit to be eligible to be assessed again.
- APA referencing must be used where original sources have been used. Do not copy and paste text from any of the online sources. SCI has a strict plagiarism policy and students who are found guilty of plagiarism, will be penalised.
- The written assessment standards (B.2) outlined in the PF77 Assessment policy and procedure apply to this assessment task.

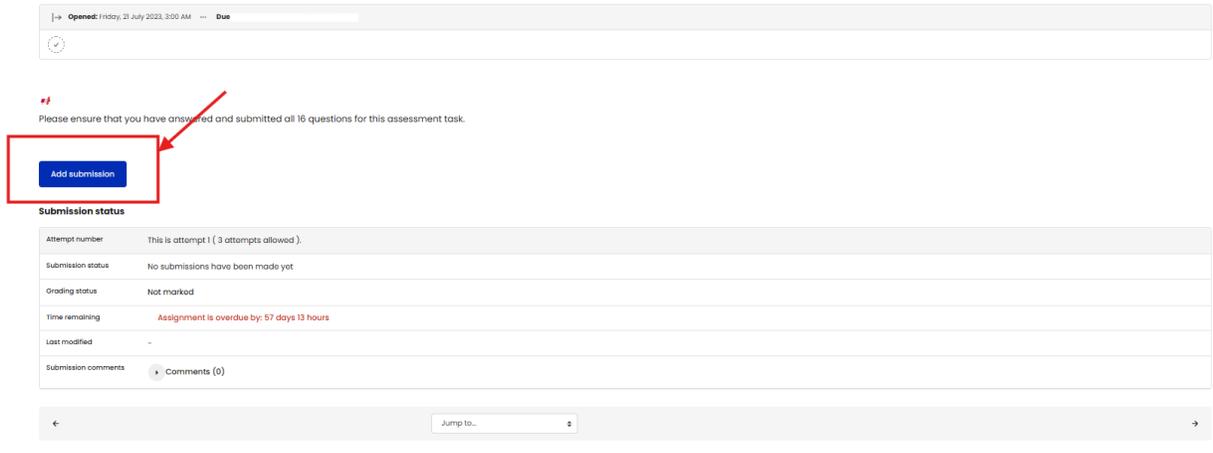
Open: Friday, 21 July 2023, 3:00 AM — **Due:** Sunday, 1 December 2024, 10:58 PM

Assignment
5a. Submission Point Task 1

Please ensure that you have answered and submitted all 18 questions for this assessment task.

2. Submit Your Work:

- **Click Add Submission**



Opened: Friday, 21 July 2023, 3:00 AM — Due

Please ensure that you have answered and submitted all 16 questions for this assessment task.

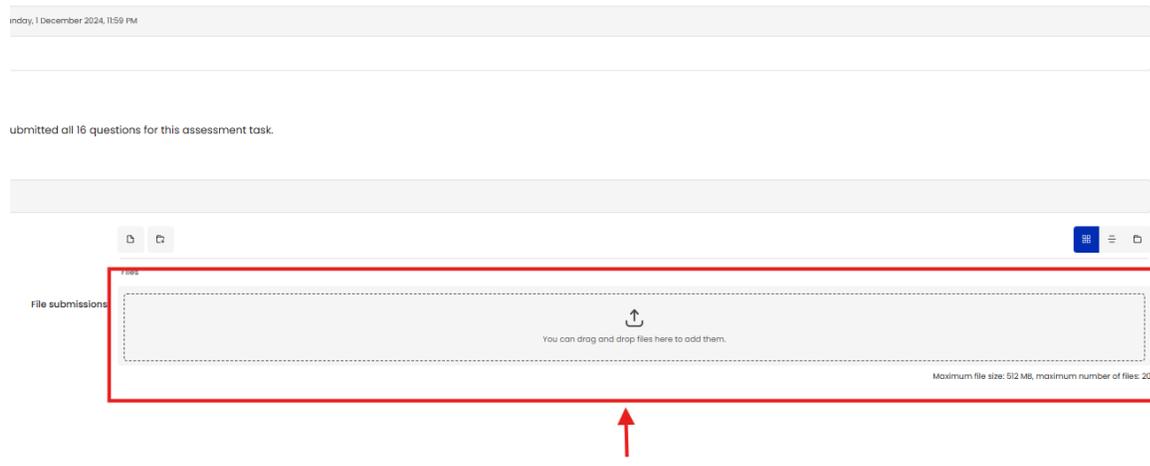
Add submission

Submission status

Attempt number	This is attempt 1 (3 attempts allowed).
Submission status	No submissions have been made yet
Grading status	Not marked
Time remaining	Assignment is overdue by: 57 days 13 hours
Last modified	-
Submission comments	Comments (0)

Jump to...

- **Upload your file**



Today, 1 December 2024, 11:58 PM

Submitted all 16 questions for this assessment task.

File submissions

You can drag and drop files here to add them.

Maximum file size: 512 MB, maximum number of files: 20

3. Finalize Submission:

- **Once satisfied, click Save Changes or Submit Assignment.**



Save changes Cancel

!!
Please ensure that you have answered and submitted all 16 questions for this assessment task.

Submit assignment Edit submission Remove submission

Submission status

Attempt number	This is attempt 1 (3 attempts allowed).
Submission status	Draft (not submitted)
Grading status	Not marked
Time remaining	Assignment is overdue by: 57 days 13 hours
Last modified	Tuesday, 28 January 2025, 1:11 PM
File submissions	 Screenshot 2025-01-22 07:31:17.png 28 January 2025, 1:11 PM
Submission comments	 Comments (0)

← Jump to... →

○ **Confirm submission if prompted.**

!!
Please ensure that you have answered and submitted all 16 questions for this assessment task.

Confirm submission

I certify that

- > I have read and understood the Southern Cross Education Institute's PP77 Assessment and submission policy and procedures.
- > This assessment is all my own work, and no part of this assessment has been copied from another person.
- > I have not allowed my work to be copied by another person.
- > I have a copy of this work and will be able to reproduce within 24 hours if requested.

Note: All assignments should be submitted in PDF format only

I give my consent for Southern Cross Education Institute to examine my work electronically by relevant plagiarism software programs.

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

Continue Cancel

Required