

Australian Institute of Engineering

ABN: 13 612 727 143

Registered Training Organisation ID 45356 | CRICOS Provider Code 03685G

60 Belfast Street, Broadmeadows, VIC 3047, Australia

www.auie.edu.au | Tel: +61 3 9302 1296



How to use Australian Institute of Engineering's LMS

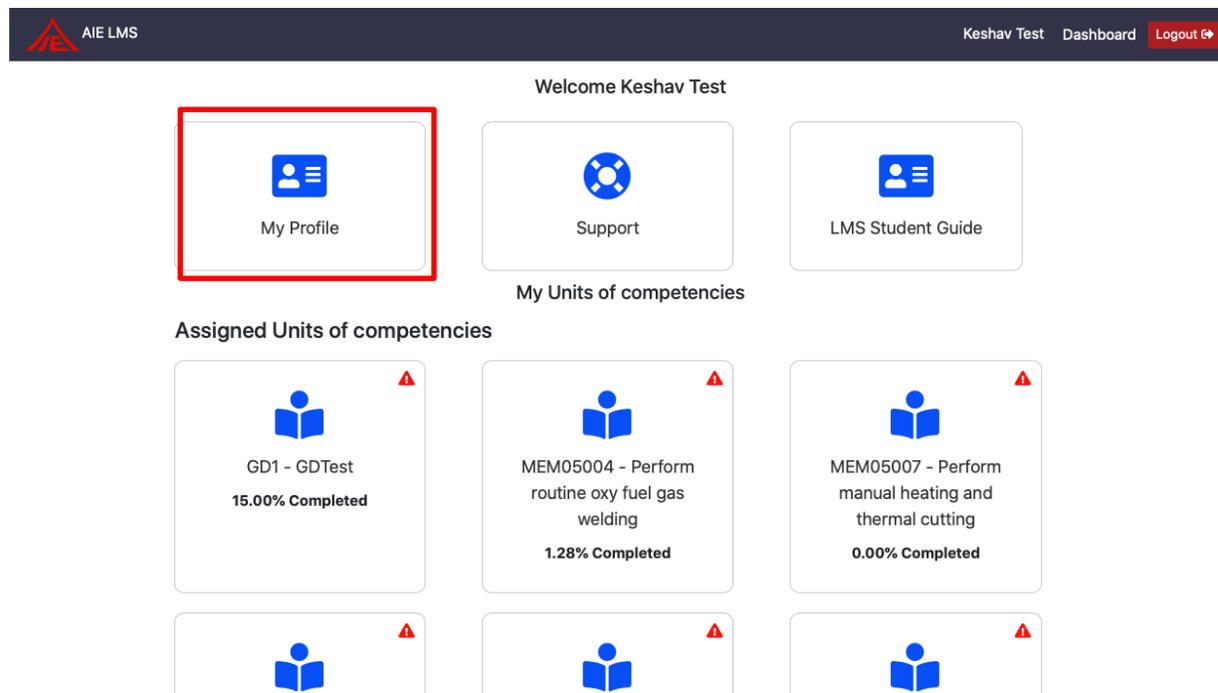
Go to URL: <https://www.auielms.com/>

Enter your username and password

Our support team sends username and password upon completion of the orientation session via email.

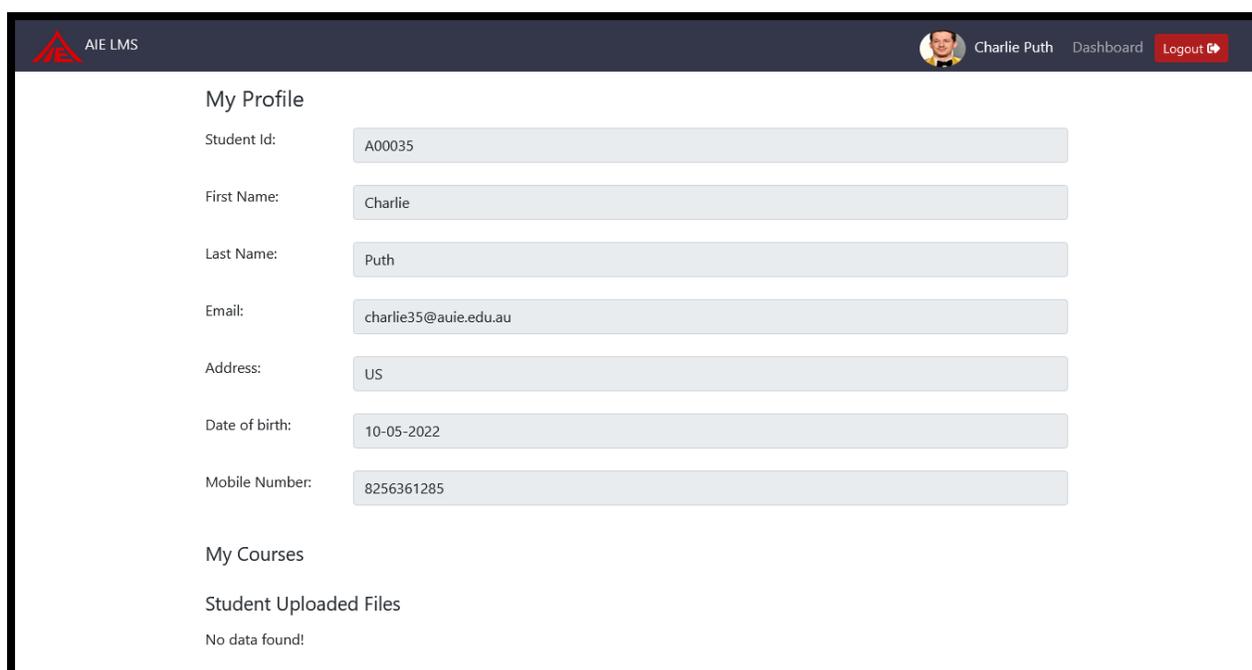
A screenshot of the login page for the Australian Institute of Engineering's LMS. The page features the institute's logo at the top center, which consists of a red triangle containing the letters 'AIE' in a stylized font. Below the logo, the text 'Australian Institute of Engineering' is displayed in a bold, black, sans-serif font, with the tagline 'Engineers bring dreams to reality' underneath. The login form includes two input fields: the first is for the username, with a person icon on the left and the text 'john@auie.edu.au' entered; the second is for the password, with a lock icon on the left and a series of black dots representing the masked password. Below the input fields is a blue button with the text 'Log in' in white.

Kindly Click on **“My Profile”** in order to view your profile.



The screenshot shows the AIE LMS dashboard for user Keshav Test. The dashboard includes a navigation bar with 'AIE LMS', 'Keshav Test', 'Dashboard', and 'Logout'. Below the navigation bar, there is a 'Welcome Keshav Test' message. Three main action buttons are displayed: 'My Profile' (highlighted with a red box), 'Support', and 'LMS Student Guide'. Below these buttons, there are sections for 'My Units of competencies' and 'Assigned Units of competencies'. The 'Assigned Units of competencies' section shows three units with their completion percentages: GD1 - GDTest (15.00% Completed), MEM05004 - Perform routine oxy fuel gas welding (1.28% Completed), and MEM05007 - Perform manual heating and thermal cutting (0.00% Completed). Each unit card also features a red warning triangle icon.

After you have clicked on **“My Profile”**, you can view your information and upload your documents.



The screenshot shows the 'My Profile' page in the AIE LMS system. The page header includes 'AIE LMS', a user profile picture, the name 'Charlie Puth', 'Dashboard', and 'Logout'. The main content area is titled 'My Profile' and contains the following information:

Student Id:	A00035
First Name:	Charlie
Last Name:	Puth
Email:	charlie35@auie.edu.au
Address:	US
Date of birth:	10-05-2022
Mobile Number:	8256361285

Below the profile information, there are sections for 'My Courses' and 'Student Uploaded Files'. The 'Student Uploaded Files' section shows 'No data found!'.

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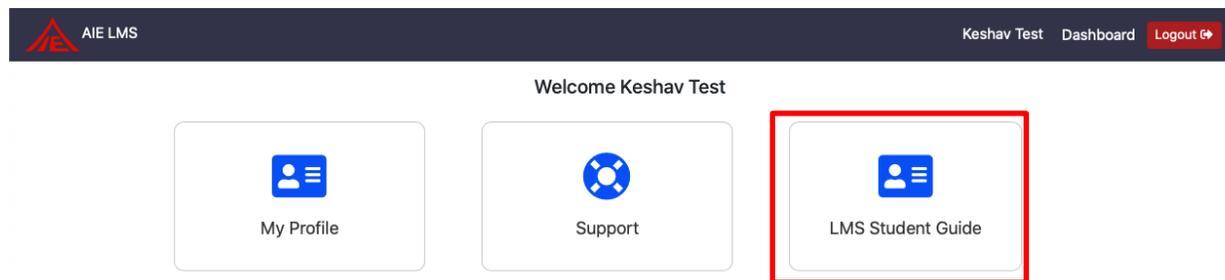
Registered Training Organisation ID 45356 | CRICOS Provider Code 03685G

60 Belfast Street, Broadmeadows, VIC 3047, Australia

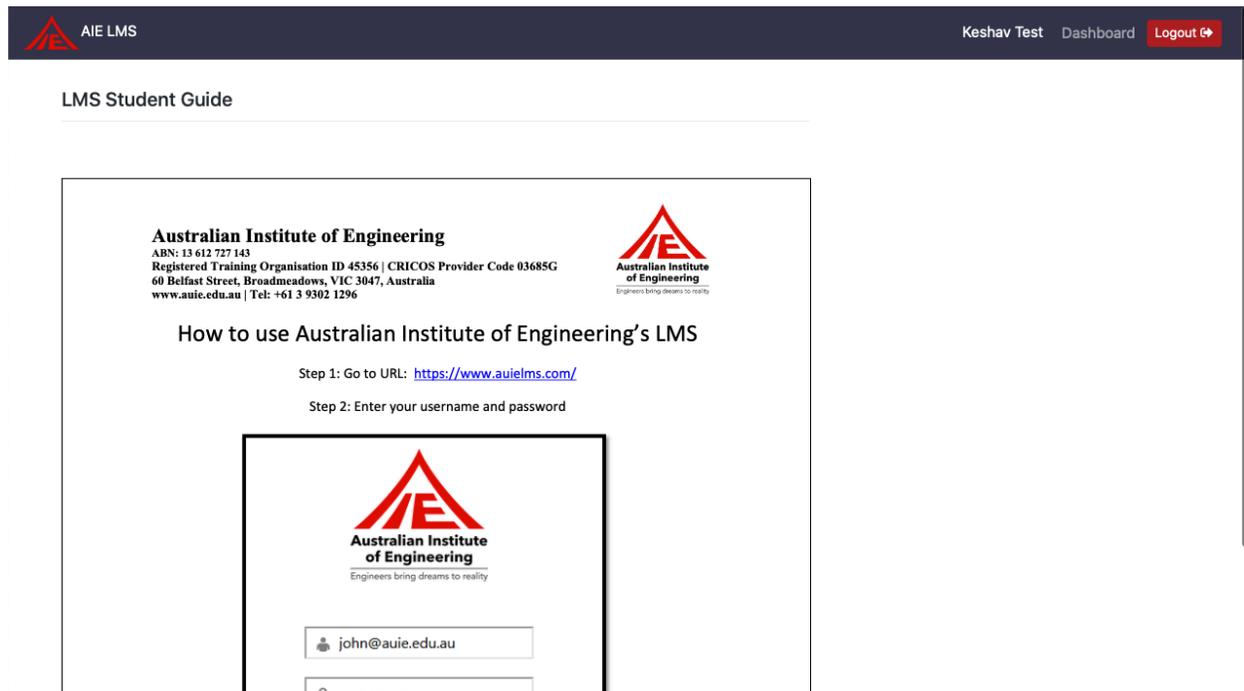
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We have created LMS Student Guide to help students understanding LMS! This comprehensive guide will help you navigate the Learning Management System (LMS) effectively. Whether you're a new student or returning, this guide will walk you through accessing and utilizing the various features of the LMS.



After clicking on the icon highlighted above, you can navigate the **LMS Student Guide**. Please see the screenshot below:



My Units of competencies:

In this part of the LMS, you can view the list of units of competencies which are assigned to you.

You can click on any desired unit in which you wish to start/continue learning.

My Units of competencies

Assigned Units of competencies

 GD1 - GDTest 15.00% Completed	 MEM05004 - Perform routine oxy fuel gas welding 1.32% Completed	 MEM05007 - Perform manual heating and thermal cutting 0.00% Completed
 MEM05018C - Perform advanced welding using gas metal arc welding process 0.00% Completed	 MEM09002 - Interpret technical drawing 0.00% Completed	 MEM12023 - Perform engineering measurements 0.96% Completed

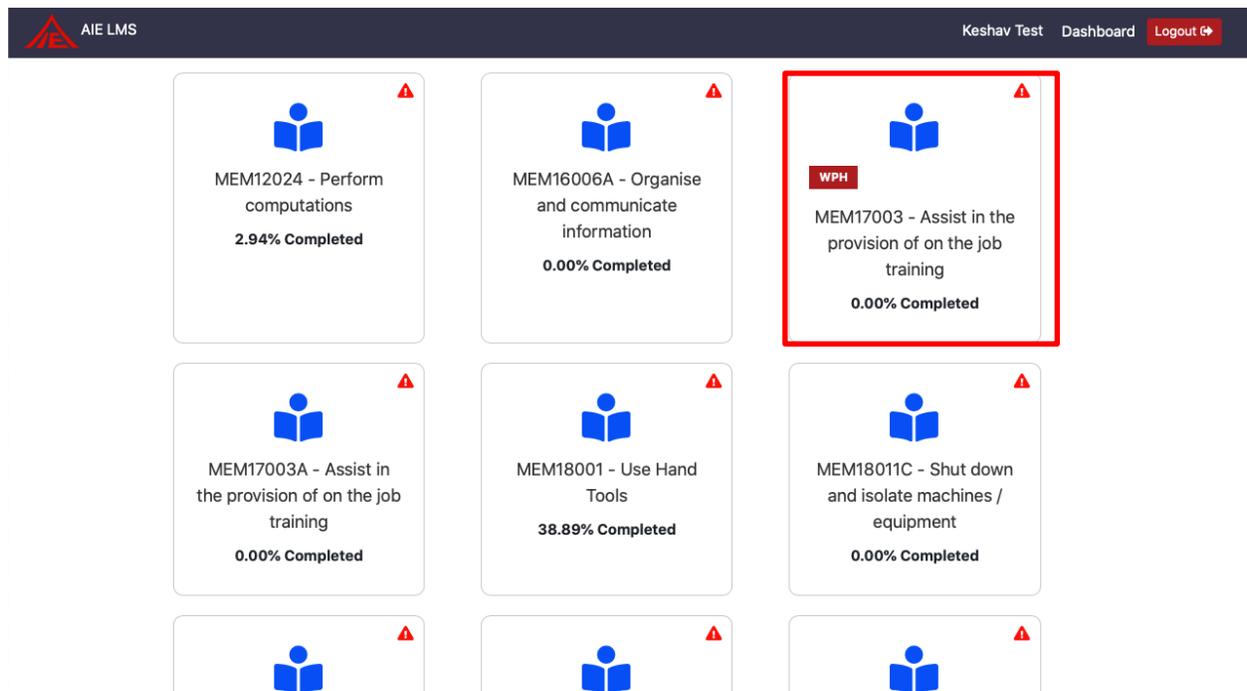
In list of units, you can see “Yellow” or “Red” Triangle Icons.

Yellow icon indicates that unit’s completion deadline is approaching, with 7 or fewer calendar days remaining.

Red icon signifies that the completion date has already passed. It's important to complete this unit as soon as possible. Assistance is available from support staff and trainers if needed.

WPH Units

Students can also see a badge of “WPH” in some units. This indicates that this unit has Work Placement Hours. Work placement hours refer to the supervised practical experience provided to students in a real workplace setting, allowing them to apply the knowledge and skills gained in their training programs in a professional context.

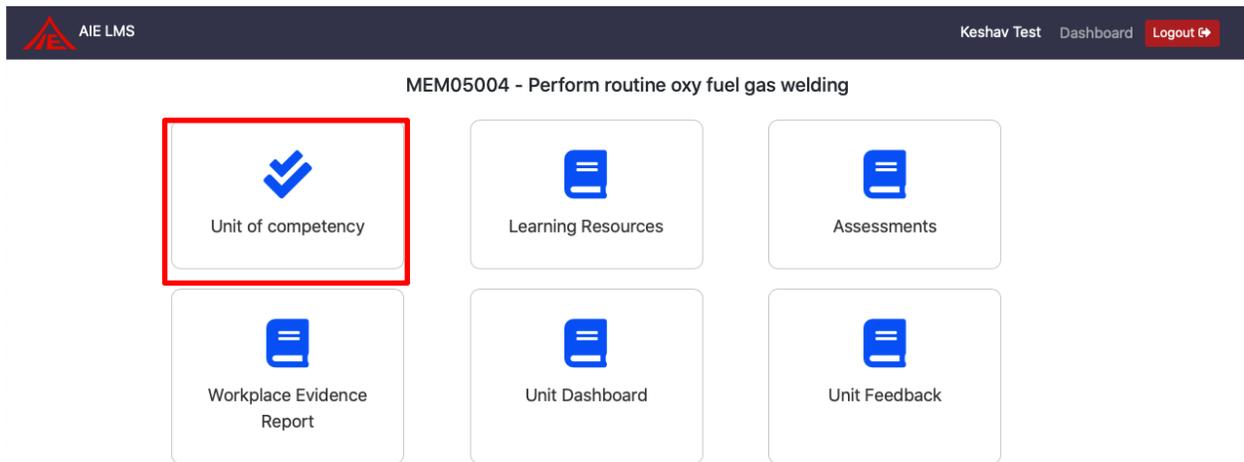


The screenshot shows the AIE LMS dashboard with a dark header containing the AIE logo, 'AIE LMS', 'Keshav Test', 'Dashboard', and 'Logout' buttons. Below the header is a grid of nine unit cards. Each card features a blue book icon, a unit code and title, and a completion percentage. The unit MEM17003 - Assist in the provision of on the job training is highlighted with a red border and a red 'WPH' badge. Other units include MEM12024 (2.94% Completed), MEM16006A (0.00% Completed), MEM17003A (0.00% Completed), MEM18001 (38.89% Completed), and MEM18011C (0.00% Completed). Each card also has a small red triangle icon in the top right corner.

Unit Code	Unit Title	Completion Percentage	WPH
MEM12024	Perform computations	2.94% Completed	No
MEM16006A	Organise and communicate information	0.00% Completed	No
MEM17003	Assist in the provision of on the job training	0.00% Completed	Yes
MEM17003A	Assist in the provision of on the job training	0.00% Completed	No
MEM18001	Use Hand Tools	38.89% Completed	No
MEM18011C	Shut down and isolate machines / equipment	0.00% Completed	No

Unit of Competency

You can click on “**Unit of competency**” in order to view unit of competency details of the specific unit.

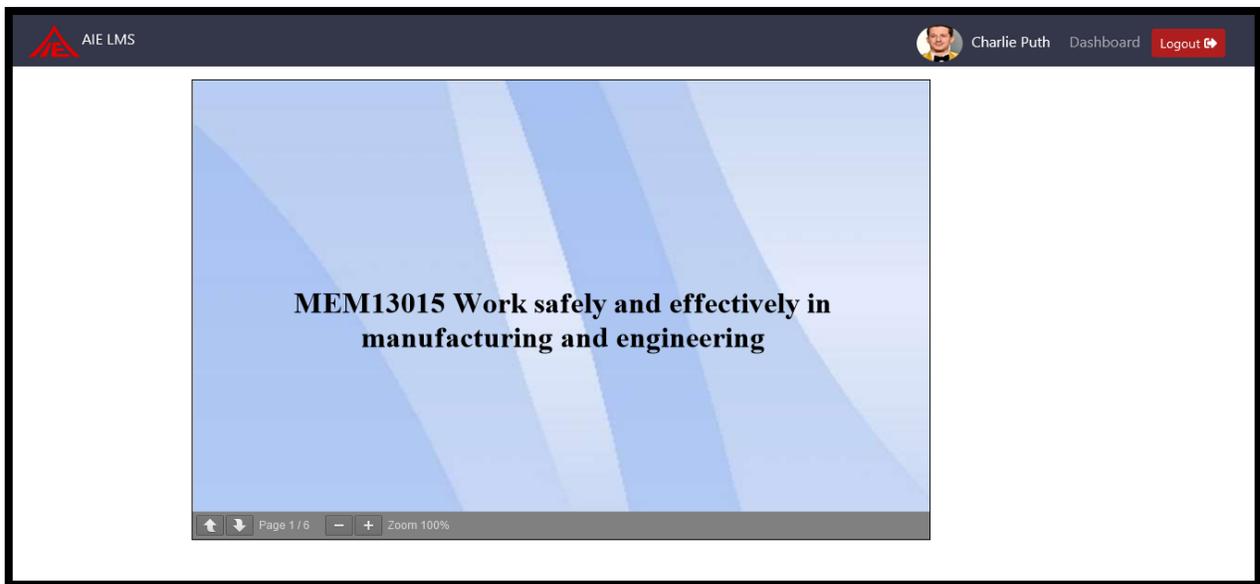


AIE LMS Keshav Test Dashboard Logout

MEM05004 - Perform routine oxy fuel gas welding

- Unit of competency
- Learning Resources
- Assessments
- Workplace Evidence Report
- Unit Dashboard
- Unit Feedback

After clicking on this icon, you can see the Unit of competency part as mentioned below:



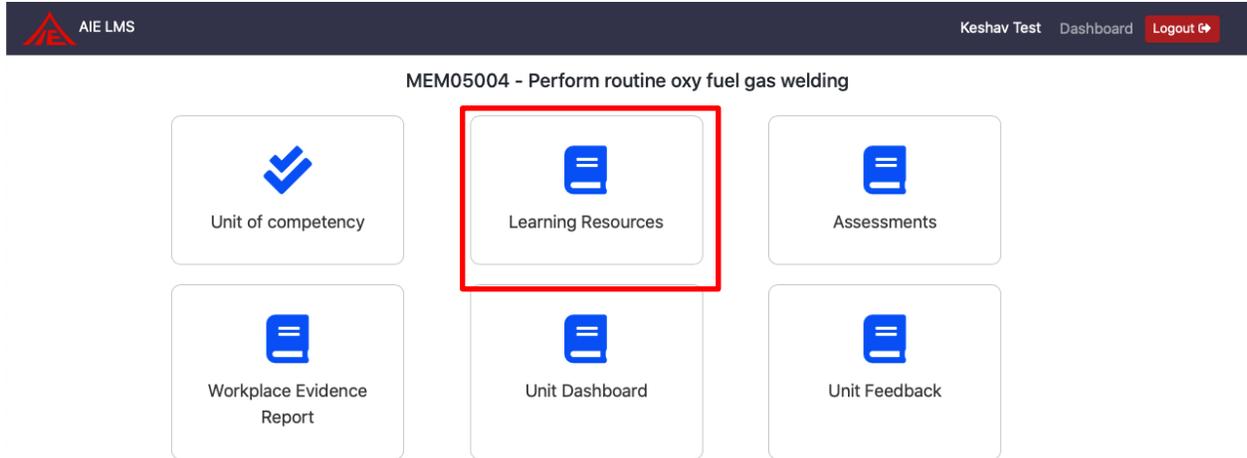
AIE LMS Charlie Puth Dashboard Logout

**MEM13015 Work safely and effectively in
manufacturing and engineering**

Page 1 / 6 Zoom 100%

Upon reading Unit of competency, you can click on browser’s “**Go Back**” button to reach **Units of Competencies Dashboard**.

Click on the “**Learning Resources**” in order to access Learning Resources of the unit.

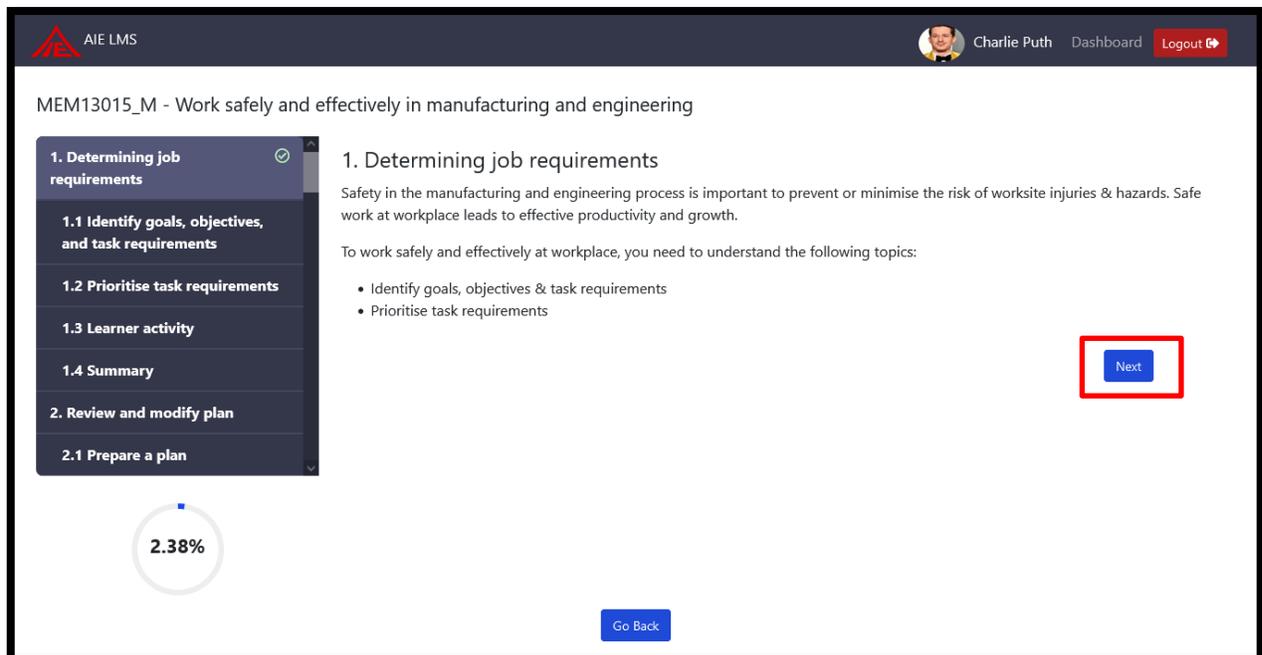


AIE LMS Keshav Test Dashboard Logout

MEM05004 - Perform routine oxy fuel gas welding

- Unit of competency
- Learning Resources**
- Assessments
- Workplace Evidence Report
- Unit Dashboard
- Unit Feedback

You are required to read Learning information of Elements and sub-elements. You are required to click on “**Next**” button upon reading each element to jump to next element/sub-element.



AIE LMS Charlie Puth Dashboard Logout

MEM13015_M - Work safely and effectively in manufacturing and engineering

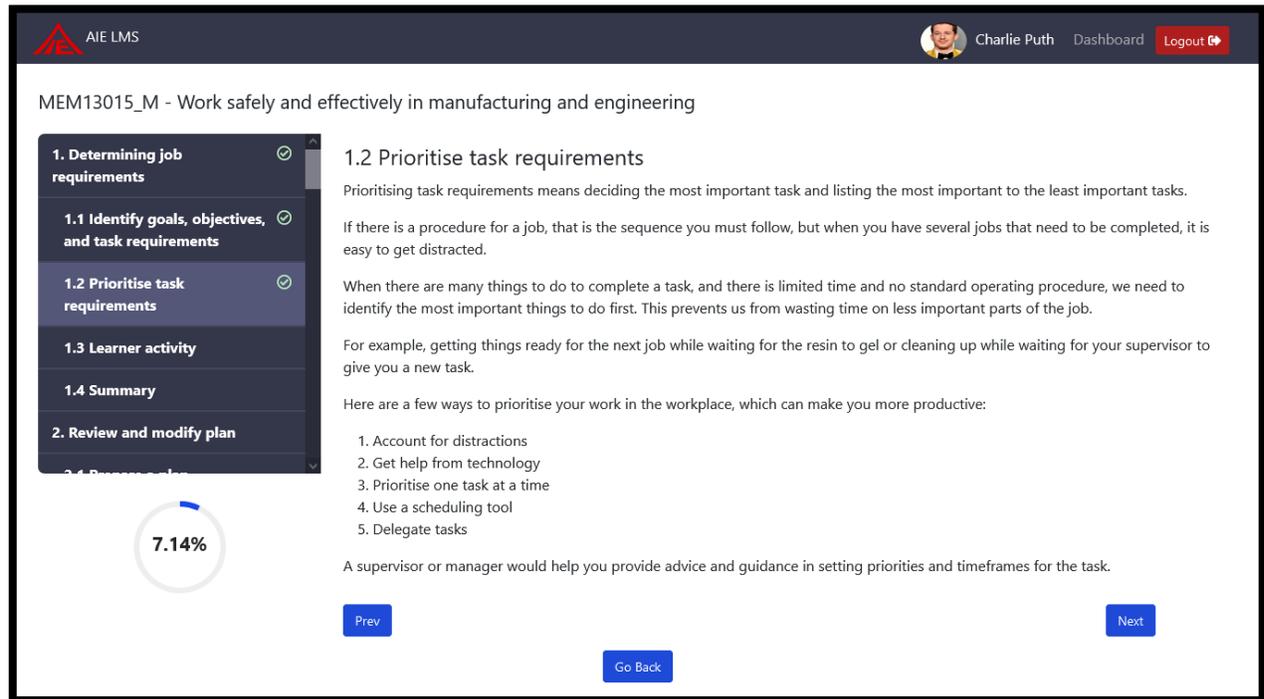
1. Determining job requirements	1. Determining job requirements
1.1 Identify goals, objectives, and task requirements	Safety in the manufacturing and engineering process is important to prevent or minimise the risk of worksite injuries & hazards. Safe work at workplace leads to effective productivity and growth.
1.2 Prioritise task requirements	To work safely and effectively at workplace, you need to understand the following topics:
1.3 Learner activity	<ul style="list-style-type: none">Identify goals, objectives & task requirementsPrioritise task requirements
1.4 Summary	
2. Review and modify plan	
2.1 Prepare a plan	

2.38%

Go Back

Next

You cannot click on other Element/sub-elements unless you have read all information of previous Element/sub-element. You are required to read all Elements/sub-elements one by one.



AIE LMS

Charlie Puth Dashboard Logout

MEM13015_M - Work safely and effectively in manufacturing and engineering

- 1. Determining job requirements
- 1.1 Identify goals, objectives, and task requirements
- 1.2 Prioritise task requirements**
- 1.3 Learner activity
- 1.4 Summary
- 2. Review and modify plan
- 3.1 Determine...

1.2 Prioritise task requirements

Prioritising task requirements means deciding the most important task and listing the most important to the least important tasks.

If there is a procedure for a job, that is the sequence you must follow, but when you have several jobs that need to be completed, it is easy to get distracted.

When there are many things to do to complete a task, and there is limited time and no standard operating procedure, we need to identify the most important things to do first. This prevents us from wasting time on less important parts of the job.

For example, getting things ready for the next job while waiting for the resin to gel or cleaning up while waiting for your supervisor to give you a new task.

Here are a few ways to prioritise your work in the workplace, which can make you more productive:

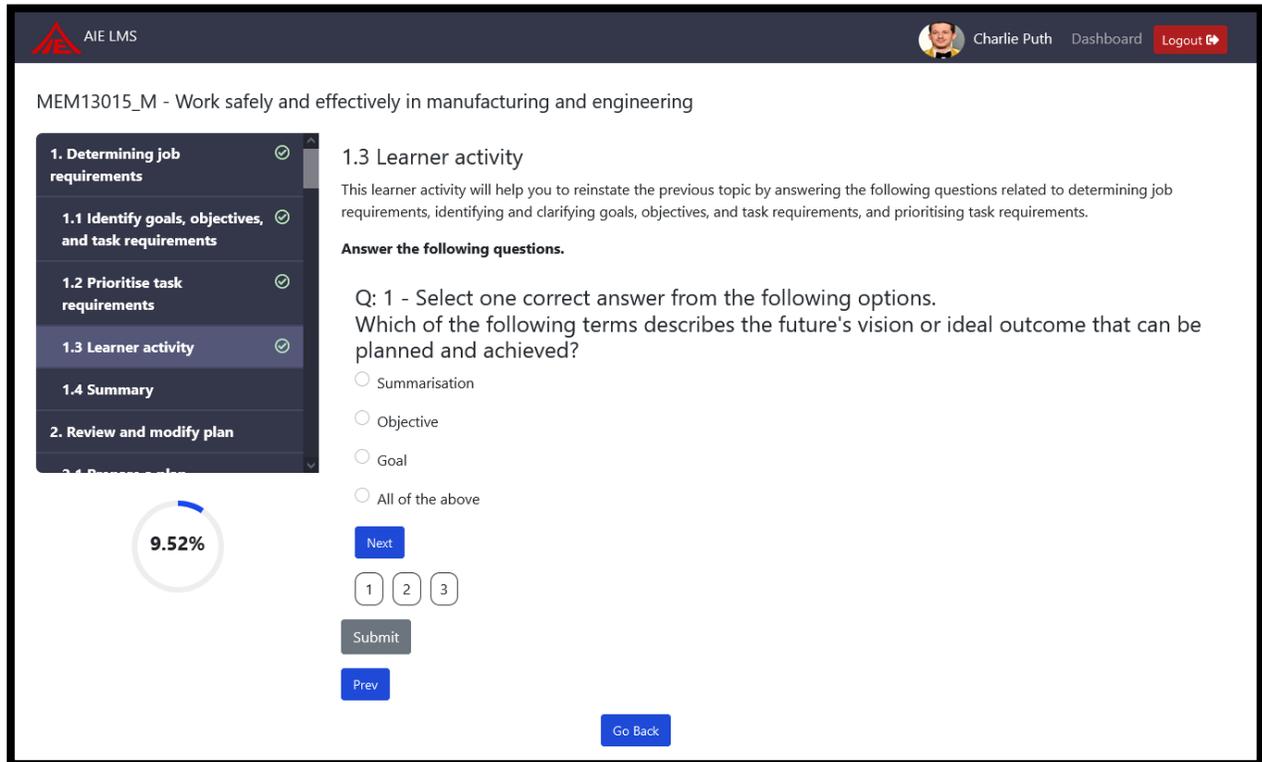
1. Account for distractions
2. Get help from technology
3. Prioritise one task at a time
4. Use a scheduling tool
5. Delegate tasks

A supervisor or manager would help you provide advice and guidance in setting priorities and timeframes for the task.

7.14%

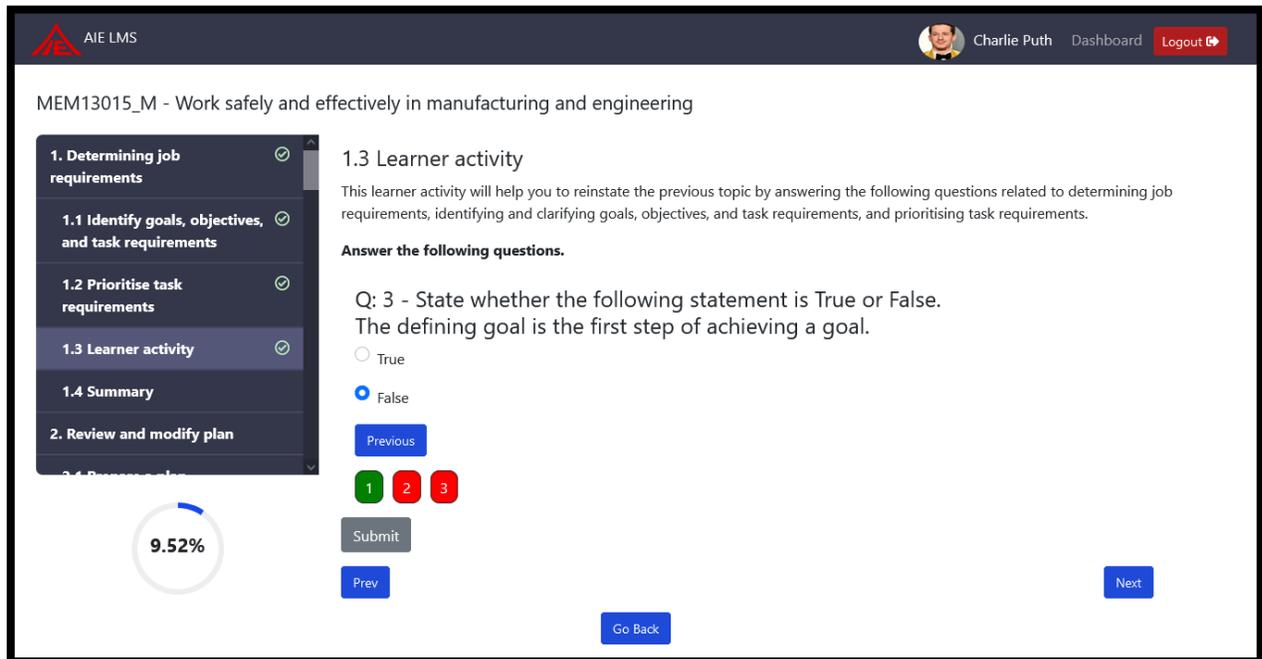
Prev Next Go Back

You are required to complete Learner Activity upon completion of each Element. You cannot jump to next Element unless you have completed Learner Activity.



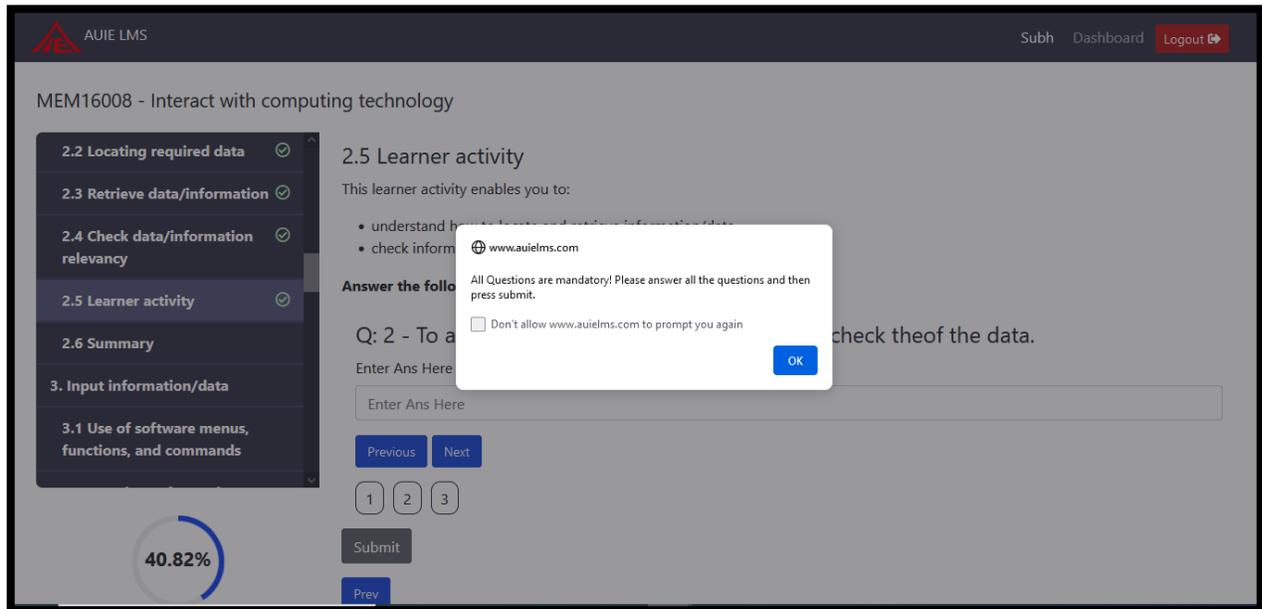
The screenshot displays the AIE LMS interface. At the top, the user is identified as Charlie Puth, with options for Dashboard and Logout. The course title is MEM13015_M - Work safely and effectively in manufacturing and engineering. A sidebar on the left shows a progress list for '1. Determining job requirements', with sub-items 1.1 through 1.4, and 2. Review and modify plan. A circular progress indicator shows 9.52% completion. The main content area is titled '1.3 Learner activity' and includes a description, a question prompt, and a list of radio button options: Summarisation, Objective, Goal, and All of the above. Navigation buttons for Next, Prev, Submit, and Go Back are visible.

Once you have attempted all questions of Learner Activity, you are required to click on **“Submit”** button in order to complete Learner Activity. Once you have clicked on **“Submit”** button you can see which answers you have correctly answered and which are wrongly answered.



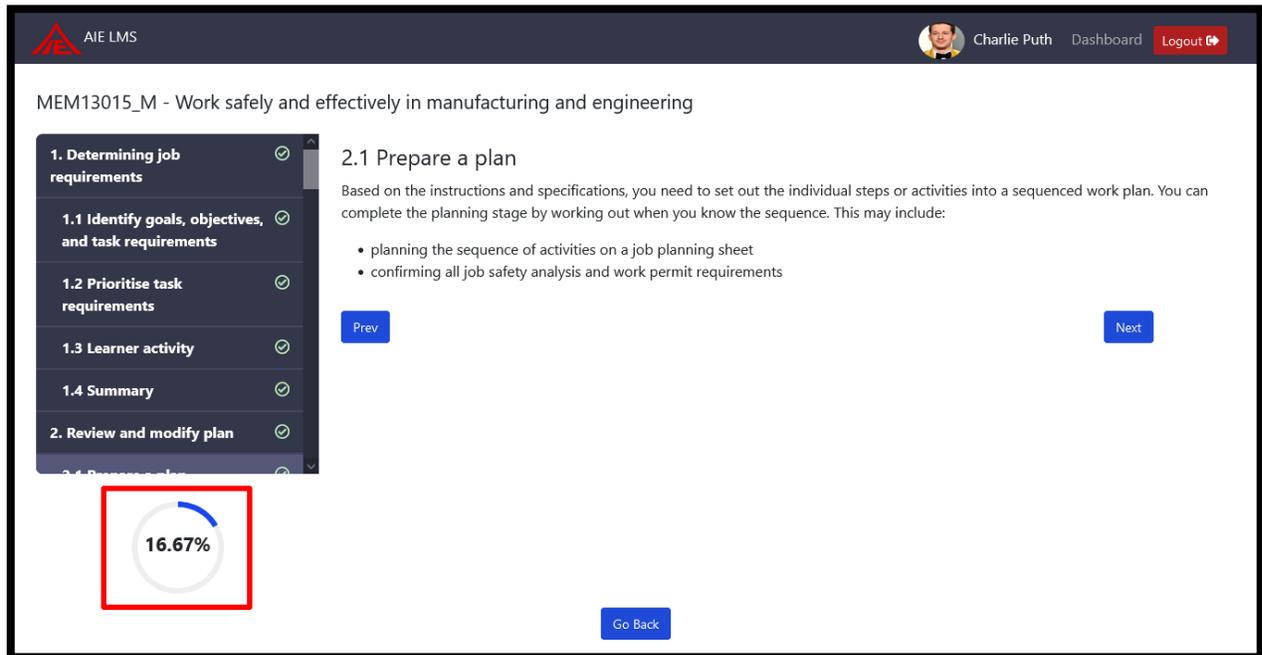
The screenshot displays the AIE LMS interface. At the top, the user is logged in as Charlie Puth, with options for Dashboard and Logout. The course title is MEM13015_M - Work safely and effectively in manufacturing and engineering. A navigation menu on the left shows the current activity (1.3 Learner activity) is selected. The main content area displays the activity title, a description, and a question (Q: 3) asking whether a statement is True or False. The statement is "The defining goal is the first step of achieving a goal." The user has selected "False". There are buttons for Previous, Submit, Prev, Next, and Go Back. A progress indicator shows 9.52% completion. Three question status icons (1, 2, 3) are visible, with 1 and 2 in green and 3 in red.

You must attempt all questions. If you leave any question un-answered then you will receive following error: “All Questions are mandatory! Please answer all the questions and then press submit.”



The screenshot displays the AUIE LMS interface for a course titled "MEM16008 - Interact with computing technology". On the left, a navigation menu lists several activities, with "2.5 Learner activity" selected. The main content area shows "2.5 Learner activity" with a description and a list of bullet points. A question "Q: 2 - To a" is visible, followed by an "Enter Ans Here" input field. A modal dialog box is overlaid on the page, displaying the error message: "All Questions are mandatory! Please answer all the questions and then press submit." Below the message is a checkbox labeled "Don't allow www.auielms.com to prompt you again" and an "OK" button. In the bottom left corner, a progress indicator shows "40.82%".

You can see your **progress** (in percentage) of Learning Resource in a circle provided below an index of Learning Resource. Upon completion of all Elements/Sub-elements/Learner Activities, you are required to click on “Go back” button in order to reach Unit Dashboard.



The screenshot displays the AIE LMS interface. At the top, the user is identified as Charlie Puth, with options for Dashboard and Logout. The main content area is titled "MEM13015_M - Work safely and effectively in manufacturing and engineering". A sidebar on the left lists the course structure, with the following items marked as completed with green checkmarks:

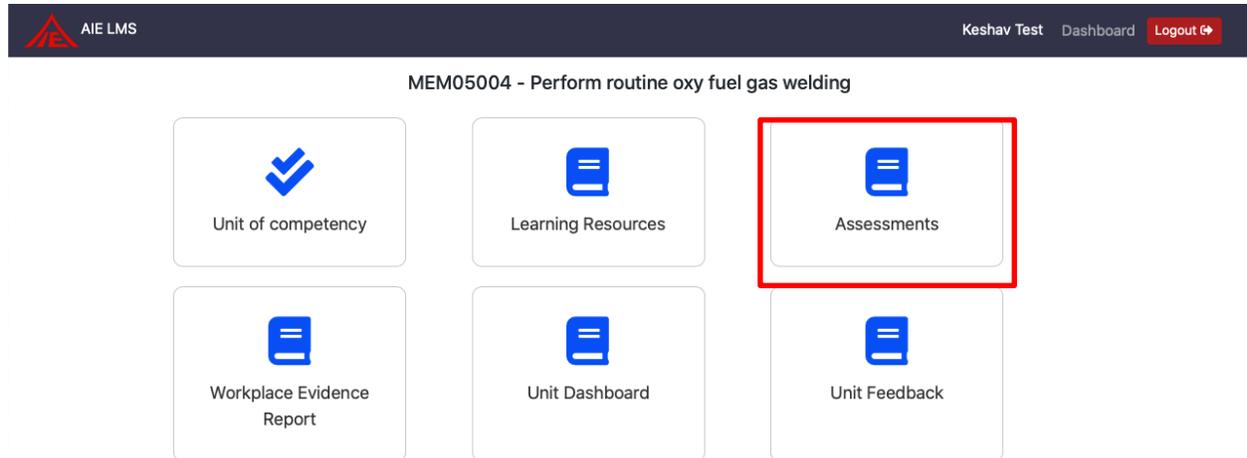
- 1. Determining job requirements
- 1.1 Identify goals, objectives, and task requirements
- 1.2 Prioritise task requirements
- 1.3 Learner activity
- 1.4 Summary
- 2. Review and modify plan

The current view is for "2.1 Prepare a plan". The description states: "Based on the instructions and specifications, you need to set out the individual steps or activities into a sequenced work plan. You can complete the planning stage by working out when you know the sequence. This may include:"

- planning the sequence of activities on a job planning sheet
- confirming all job safety analysis and work permit requirements

Navigation buttons for "Prev" and "Next" are visible. At the bottom, a "Go Back" button is present. A circular progress indicator is highlighted with a red box, showing a progress of 16.67%.

Kindly click on “Assessments” in order to view all Assessments of the unit.



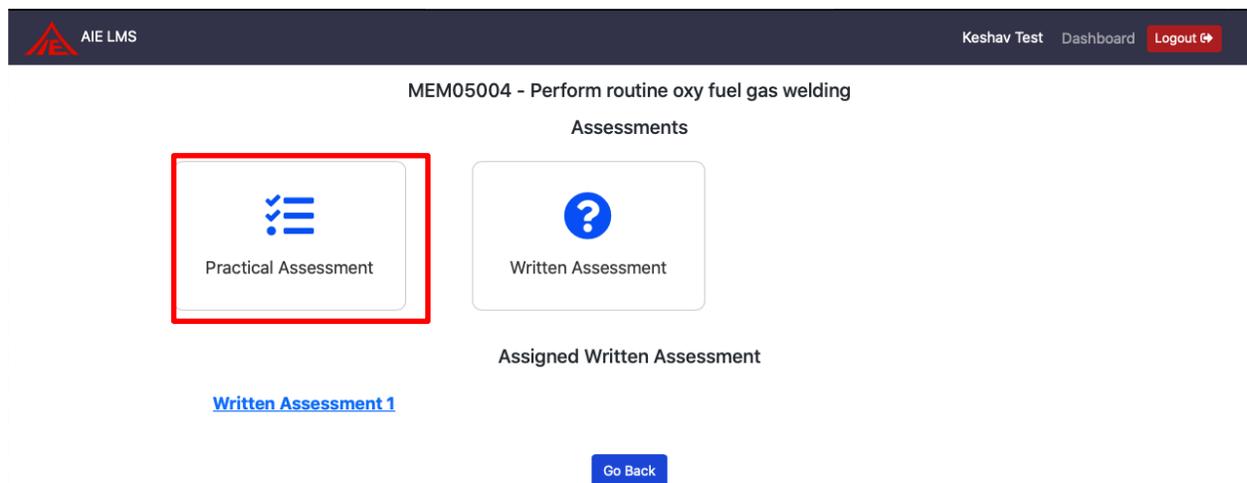
AIE LMS Keshav Test Dashboard Logout

MEM05004 - Perform routine oxy fuel gas welding

Unit of competency Learning Resources **Assessments** Workplace Evidence Report Unit Dashboard Unit Feedback

Assessments are divided into two parts: Practical Assessment, which involve practical applications and projects, and Written Assessments, which consist of essays and exams. Kindly click on “Practical Assessment” in order to view list of all assessment tasks.

Practical Assessment Tasks:



AIE LMS Keshav Test Dashboard Logout

MEM05004 - Perform routine oxy fuel gas welding

Assessments

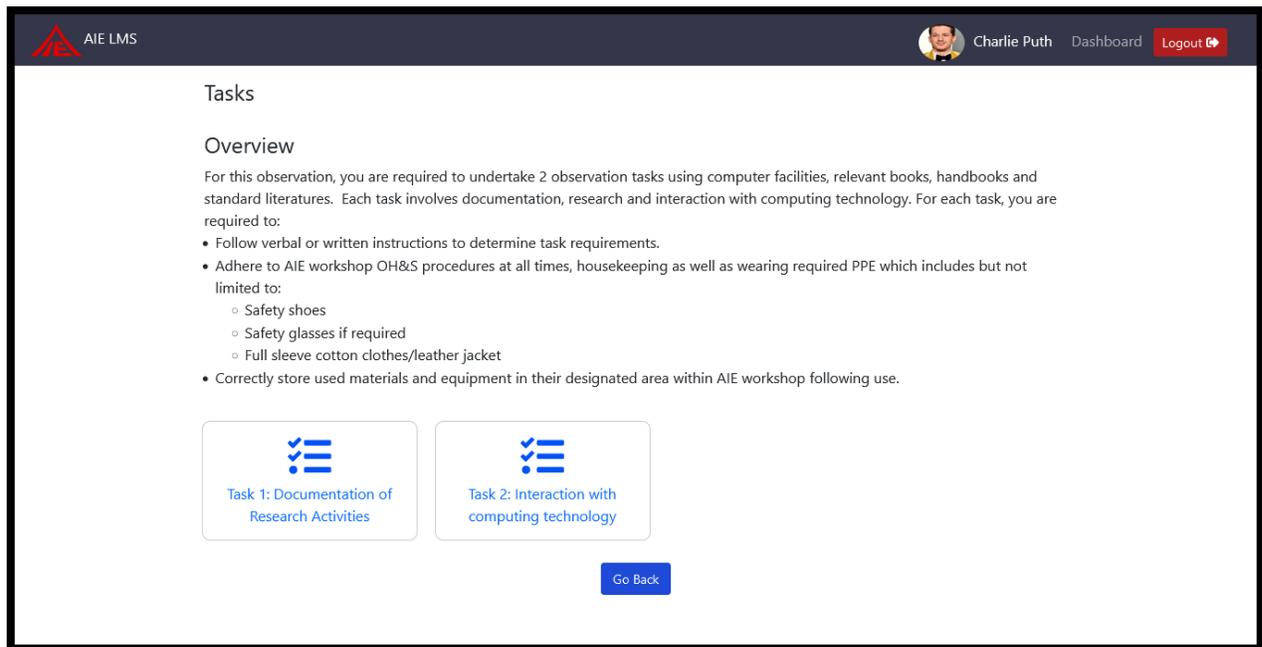
Practical Assessment Written Assessment

Assigned Written Assessment

[Written Assessment 1](#)

Go Back

At first, you will find List of all tasks of unit. You are required to click on each task for task’s details. You can also upload photos/videos which are related to tasks of unit, by clicking on “Upload Files” button.



The screenshot shows the AIE LMS interface. At the top left is the 'AIE LMS' logo. At the top right, there is a user profile for 'Charlie Puth' with a 'Dashboard' link and a 'Logout' button. The main content area is titled 'Tasks' and includes an 'Overview' section. The overview text states: 'For this observation, you are required to undertake 2 observation tasks using computer facilities, relevant books, handbooks and standard literatures. Each task involves documentation, research and interaction with computing technology. For each task, you are required to:'. Below this are two main bullet points: 'Follow verbal or written instructions to determine task requirements.' and 'Adhere to AIE workshop OH&S procedures at all times, housekeeping as well as wearing required PPE which includes but not limited to:'. The PPE list includes 'Safety shoes', 'Safety glasses if required', and 'Full sleeve cotton clothes/leather jacket'. A final bullet point states: 'Correctly store used materials and equipment in their designated area within AIE workshop following use.' Below the text are two task cards: 'Task 1: Documentation of Research Activities' and 'Task 2: Interaction with computing technology'. A 'Go Back' button is located at the bottom center of the task cards area.

Please read the instructions of the task and fill required details. You can upload the PDF/Other media files related to the particular task on this page as mentioned below:

AIE LMS Charlie Puth [Dashboard](#) [Logout](#)

Task 1: Documentation of Research Activities

- You are required to:
 - Provide a description of E7016 electrode including applications, market price, name of manufacturing companies with locations by using any research media and a reference/bibliography for above details.
 - Provide a description of E6013 electrode including applications, market price, name of manufacturing companies with locations by using any research media and a reference/bibliography for above details.
 - Perform literature survey for three welding processes and prepare a brief report (Max. 500 words) of your findings/research including reference/bibliography for the same.
- Send the files to your trainer with file format of PDF for (a & b) and Microsoft word for letter (c)

Instruction for students:

- Identify task requirements and access to job requirements, specifications and instructions
- You can use multimedia room or computer laboratory for your task and research.
- You can refer any approved relevant books, hand books and web portals for your task and research including literature survey
- Use your basic knowledge & skill to work on Microsoft Office for your observation task
- Printing facilities are available for students on campus. All stationary would be provided by the organisation.
- Access the required information from a computer or computing device following worksite procedures, such as logging in, start-up routines and starting up the application, and then navigating to find the required information
- Check the information to ensure it satisfies the requirements of the task (check that the required file with the appropriate information has been accessed)
- Enter, change or remove information as instructed using appropriate software menus, functions and commands as required
- Save the file and produce the required output - i.e. print-out, data transfer, email to appropriate personnel, produce a chart or graph
- Close application, log off and shut down following workplace procedures
- Follow steps to obtain assistance as required, such as contacting appropriate staff for assistance and / or utilising reference manuals and / or online help
- Please follow the working procedures while in campus.
- All OH&S procedures to be followed and maintained at all time.
- Clean and store all materials (used in tasks) in their designated area within AIE workshop following use.
- Clean your work area after use and maintain housekeeping while working in AIE workshop.

Your name

Your student ID

Report writing

[Submit](#)

Declaration:

I declare that:

- No part of this assessment has been copied from another person's work, except where documents or work is listed/ referenced
- No part of this assessment has been written for me by another person

[Upload Files](#) [Go Back](#)

Once you have completed the task, you can click on “tick box” in front of Declaration in order to digitally sign the Declaration. Please click on “Submit” button after ticking Declaration and reading Declaration details. You can go back to Unit Dashboard by clicking on “Go back” button.

Declaration:

I declare that:

- No part of this assessment has been copied from another person's work, except where documents or work is listed/ referenced
- No part of this assessment has been written for me by another person

Submit

Upload Files

Go Back

You are required to click on “Written Assessment” section of Assessments in order to request for Written Assessment or take Written Test of the task.

AIE LMS Keshav Test Dashboard Logout

MEM05004 - Perform routine oxy fuel gas welding

Assessments

Practical Assessment

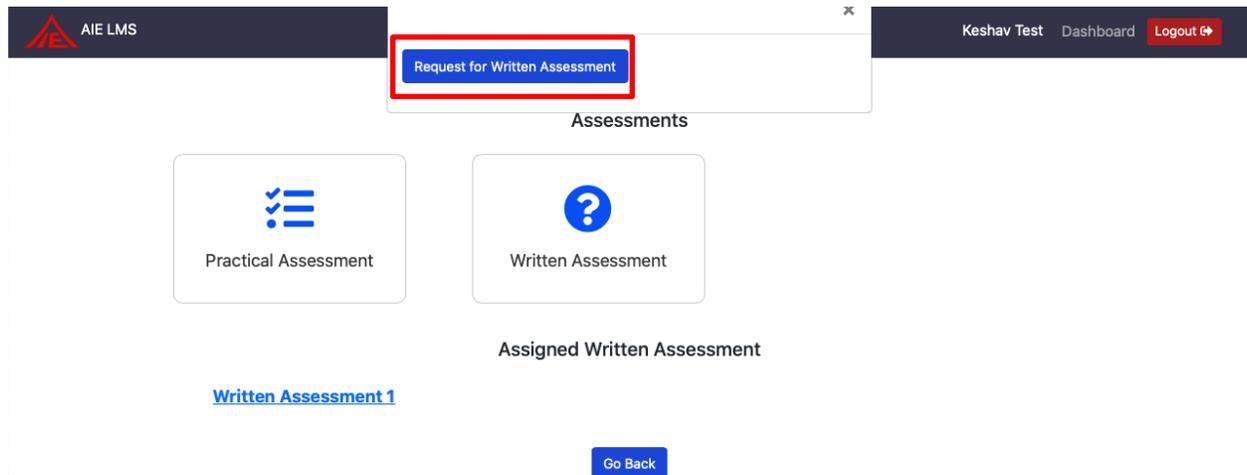
Written Assessment

Assigned Written Assessment

[Written Assessment 1](#)

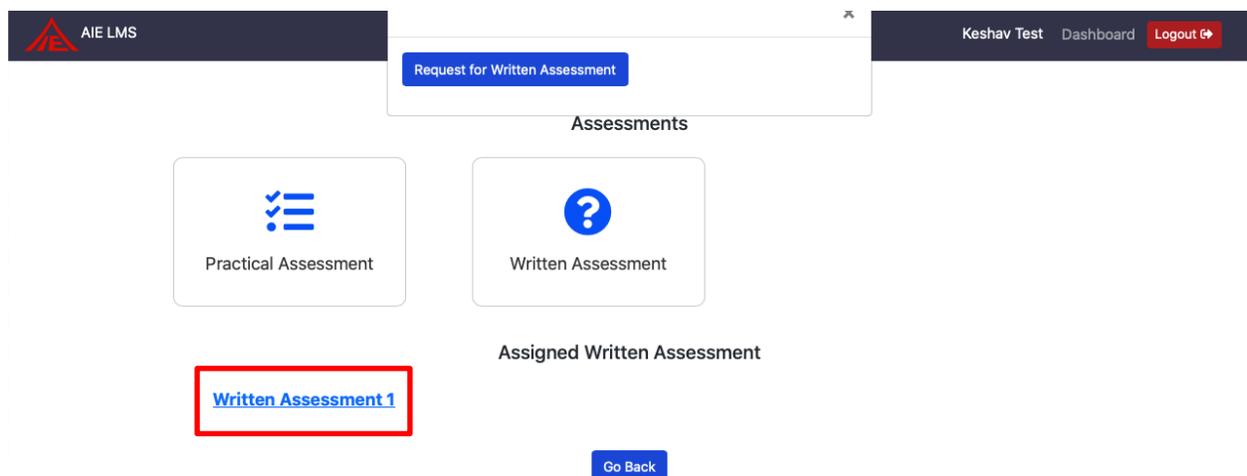
Go Back

You are required to click on **“Request for Written Assessment”** button in order to request for the Written Test of Unit.



The screenshot shows the AIE LMS interface. At the top left is the AIE LMS logo. At the top right, there are links for 'Keshav Test', 'Dashboard', and 'Logout'. In the center, there is a modal window titled 'Assessments' with a close button (x) in the top right corner. Inside this modal, the button 'Request for Written Assessment' is highlighted with a red rectangular box. Below the modal, there are two cards: 'Practical Assessment' with a checklist icon and 'Written Assessment' with a question mark icon. Underneath these is the section 'Assigned Written Assessment' with a link 'Written Assessment 1' and a 'Go Back' button.

Your trainer will approve you request for the **“Written Assessment”** and you can click on link provided in **“Assigned Written Assessment”** section as mentioned below:



This screenshot is identical to the one above, showing the AIE LMS interface. However, in this version, the 'Request for Written Assessment' button in the modal is no longer highlighted. Instead, the link 'Written Assessment 1' in the 'Assigned Written Assessment' section is highlighted with a red rectangular box. The 'Go Back' button remains visible below the link.

You are required to read all Student Instructions in this page and click on “Start Quiz” in order to take Written Test of the unit.

Student Instructions:

For this written assessment task you will be allowed to refer to your learning materials and you will be allocated 30 minutes of class time to complete the task. In the allocated time, you are to answer all of the following questions correctly. Making sure you:

- Answer all questions, any unanswered question will be marked unsatisfactory.
- Contact your assessor if you do not understand a question. Whilst your assessor cannot tell you the answer, he/she may be able to re-word the question for you.
- Do not talk to your classmates. If you are caught talking, you will be asked to leave, and your assessment will be marked unsatisfactorily.
- In order to achieve competency in this part of assessment, all questions MUST be answered correctly.
- After answering all questions, you are required to click on Validate button. Please make sure to click on Validate button only after you have answered all questions.
- Upon validating your answers, you can re-attempt the questions. You can only Validate twice during attempts. After both attempts of Validation you are required to click on submit button to complete test. Result will be shown on your screen.
- If your result is unsatisfactory, you need to contact your trainer.

Start Quiz

You must attempt all the questions within the time-frame mentioned on top right side of the page. Upon answering one question, you can click on “Next” button to attempt next questions. Upon completion of all questions, please click on “Validate” button in order to proceed further.

29:25 Minutes Remaining!

Q: 4 - Choose the correct procedural steps for logging out/shutting down the computer.

- Press Ctrl+Alt+Del → Click switch user → Click shut down
- Press Shift+Alt+Del → Click power button → Click shut down
- Press Ctrl+Alt+Del → Click power button → Click shut down
- Press Tab+Alt+Del → Click power button → Click shut down

Previous

Next

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Validate

Now you will be able to see two color coded numbers. Red color indicates wrong answers, while Green color indicates Right answers. You can click on Red colored numbers in order to attempt question again. You can validate answers up to two times and on third attempt you will have to click on “Submit” button in order to view your score.

27:49 Minutes Remaining!

Q: 20 - Drop down the list of different files application and select it in front of the correct name of the file.

Mill file

Warding file

Round file

[Previous](#)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

[Validate](#)

You have scored 25.00 %

After clicking on “Submit” button you will get your result of the written assessment.

Quiz data saved successfully! You can close this window now

You have scored 25.00 %

Australian Institute of Engineering

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60 Belfast Street, Broadmeadows, VIC 3047, Australia

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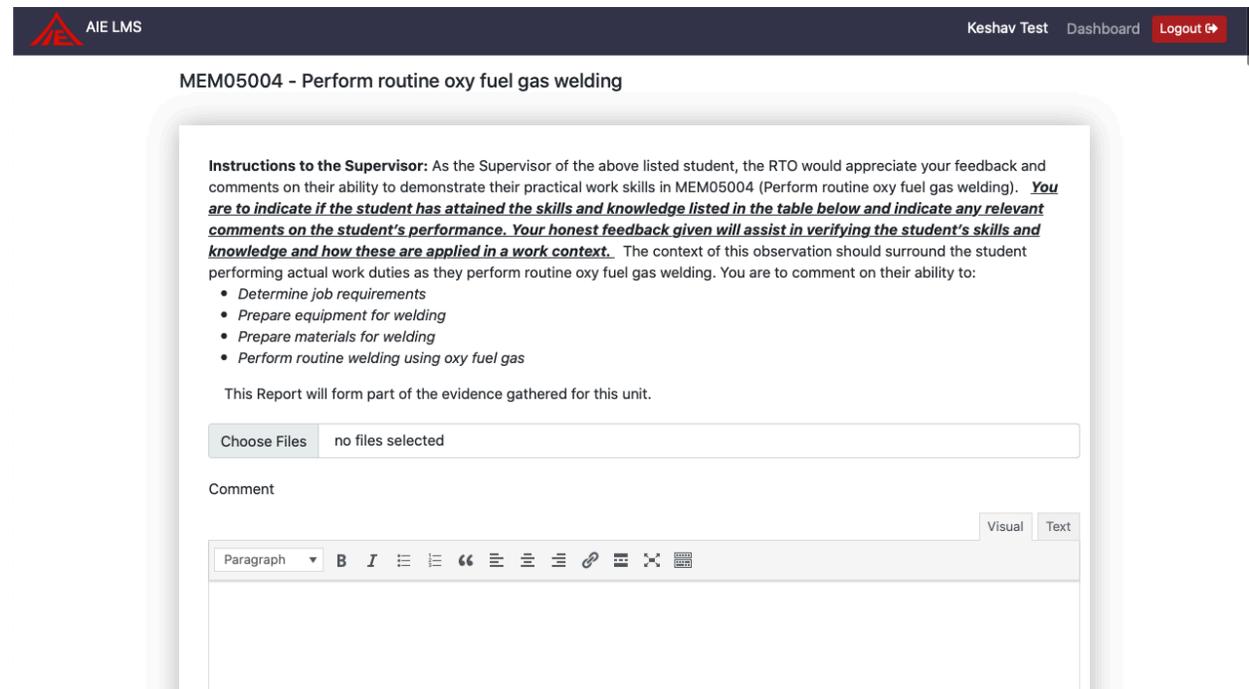


Once you have finished your Written assessment task, you cannot take the test again. It will show below mentioned error. If you have not scored satisfactorily, you are required to contact your Trainer and he will guide you further.

You have already taken the quiz please contact your trainer for the quiz score.

Workplace Evidence Report

A Workplace Evidence Report is a document where students compile and present evidence of their practical skills and knowledge applied in a real-world work environment, showcasing their competency in specific tasks.



The screenshot shows the AIE LMS interface for a Workplace Evidence Report form. The header includes the AIE LMS logo, the user name 'Keshav Test', and navigation links for 'Dashboard' and 'Logout'. The main heading is 'MEM05004 - Perform routine oxy fuel gas welding'. The form contains the following text:

Instructions to the Supervisor: As the Supervisor of the above listed student, the RTO would appreciate your feedback and comments on their ability to demonstrate their practical work skills in MEM05004 (Perform routine oxy fuel gas welding). **You are to indicate if the student has attained the skills and knowledge listed in the table below and indicate any relevant comments on the student's performance. Your honest feedback given will assist in verifying the student's skills and knowledge and how these are applied in a work context.** The context of this observation should surround the student performing actual work duties as they perform routine oxy fuel gas welding. You are to comment on their ability to:

- Determine job requirements
- Prepare equipment for welding
- Prepare materials for welding
- Perform routine welding using oxy fuel gas

This Report will form part of the evidence gathered for this unit.

Choose Files no files selected

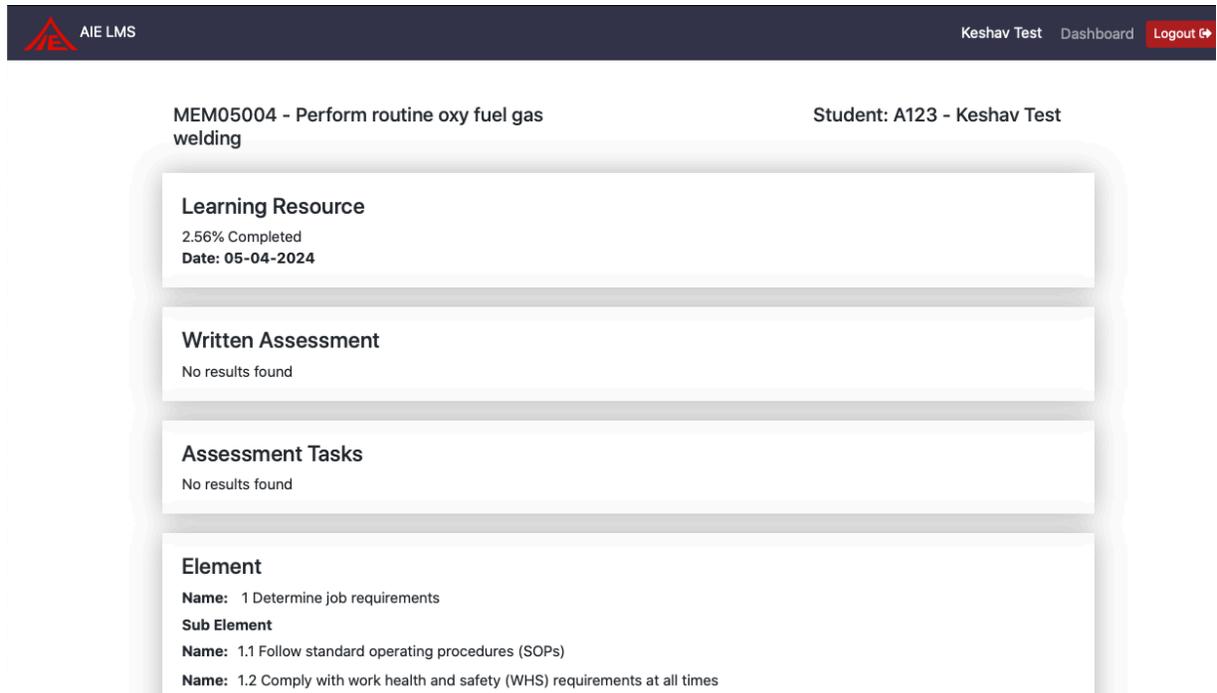
Comment

Visual Text

Paragraph B I [List Bullets] [List Numbered] [Quote] [Link] [Table] [Table of Contents]

Unit Dashboard

The Unit Dashboard provides a comprehensive view of the entire unit of competency, including learning resources, written assessments, assessment tasks, and key elements, organizing all essential components in one accessible location. Please see the screenshot mentioned below:

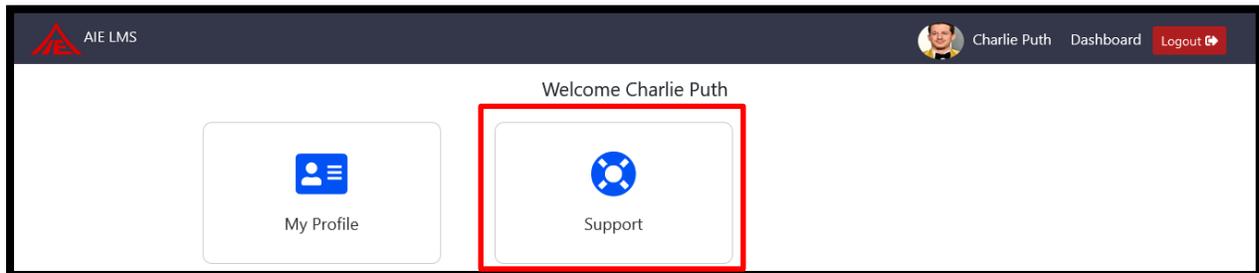


The screenshot shows the LMS interface for a student named Keshav Test. The unit title is MEM05004 - Perform routine oxy fuel gas welding. The dashboard is divided into four sections: Learning Resource (2.56% Completed, Date: 05-04-2024), Written Assessment (No results found), Assessment Tasks (No results found), and Element (1 Determine job requirements, Sub Element 1.1 Follow standard operating procedures (SOPs), 1.2 Comply with work health and safety (WHS) requirements at all times). The top navigation bar includes the AIE LMS logo, the student's name, the Dashboard button, and a Logout button.

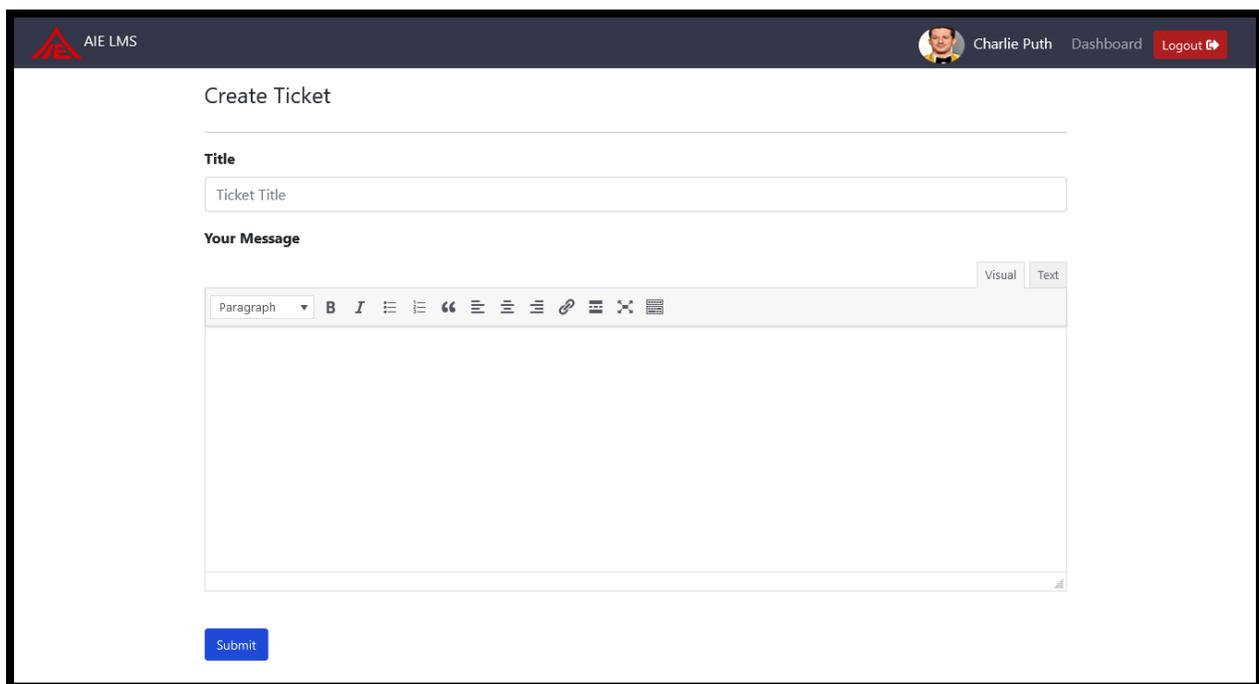
You can click on “**Dashboard**” button which can be found in top bar of the page in order to go to home page.

Support

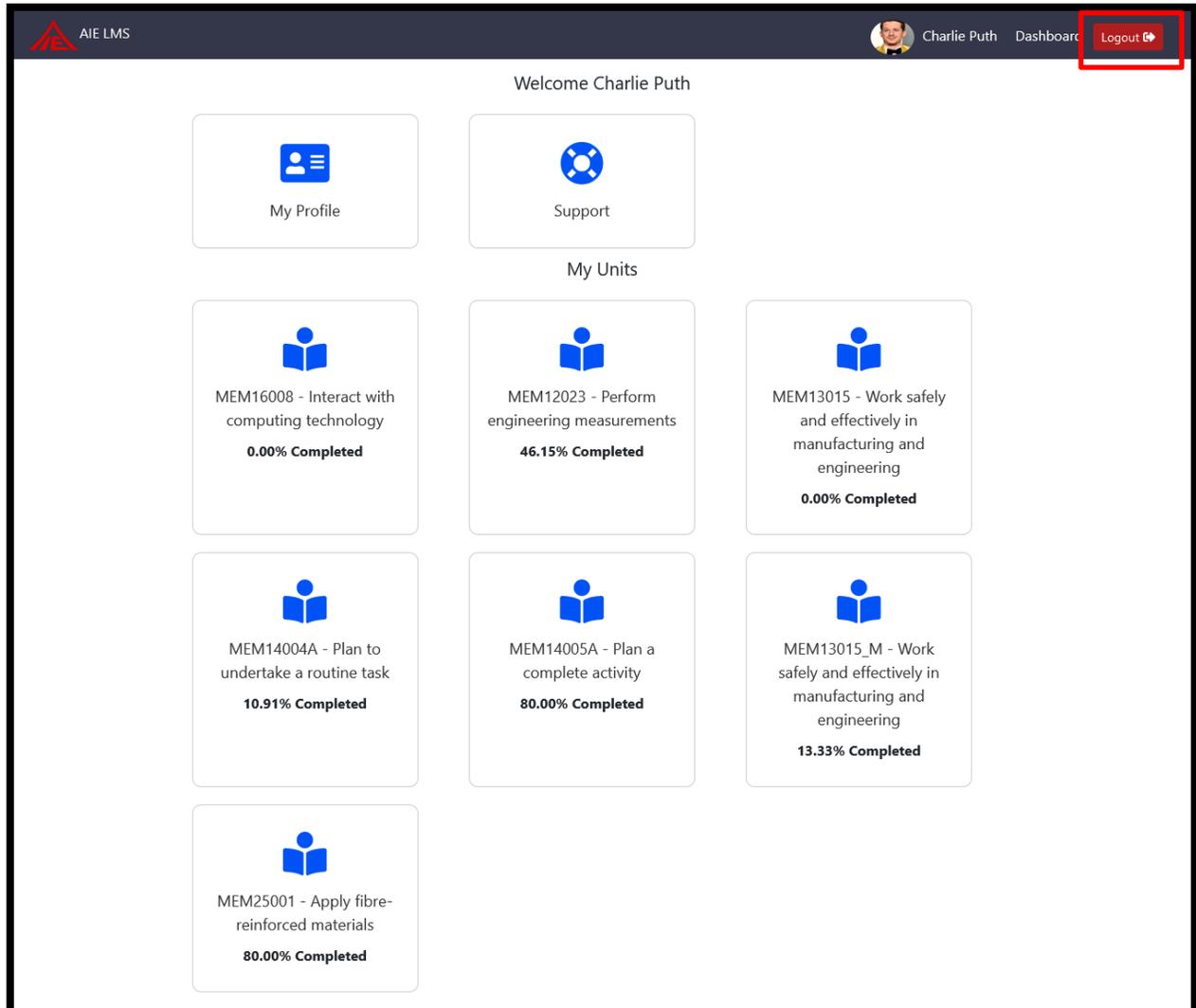
Kindly click on “Support” section if you find any technical issue or need an assistance.



If you have any issues, please create a **support ticket** in **Support section**. You can give Ticket Title in “**Title**” Section and provide detailed information of issue in “**Description**”. Please click on “**Submit**” button in order to raise a ticket.



Please click on “Logout” button located in right side of “Top Bar” in order to exit LMS.



AIE LMS

Charlie Puth Dashboard Logout

Welcome Charlie Puth

My Profile Support

My Units

Unit ID	Unit Description	Completion Percentage
MEM16008	Interact with computing technology	0.00% Completed
MEM12023	Perform engineering measurements	46.15% Completed
MEM13015	Work safely and effectively in manufacturing and engineering	0.00% Completed
MEM14004A	Plan to undertake a routine task	10.91% Completed
MEM14005A	Plan a complete activity	80.00% Completed
MEM13015_M	Work safely and effectively in manufacturing and engineering	13.33% Completed
MEM25001	Apply fibre-reinforced materials	80.00% Completed