



## How to access and complete resources

**Step 1** – Click on the qualification tab you want to access the resources for.

**Step 2** – Click on the Resources widget.



Download Course Material you will need to undertake the course.



All resources will be displayed.

Materials for the all units	Description	Size	Date last viewed	Status	Completed	Date Completed	Resource Type	Suggested GLH	Learner Feedback
English level 1		949.10KB		Not Opened			Essential support material	1 hour and 0 minutes	
Level 1 Reading Resource.doc		34.50KB		Not Opened			N/A	30 hours and 0 minutes	
Level 1 Writing Resource.doc		34.00KB		Not Opened			N/A	30 hours and 0 minutes	
Team Work		0B		Not Opened			Essential support material	2 hours and 0 minutes	
Speaking, Listening & Communication.doc		30.50KB		Not Opened			N/A	1 hour and 30 minutes	
I am an assignment in Health and safety.docx	ghghghgh	9.68KB	22/04/2016 09:45:14	Completed		22/04/2016 09:46:11	N/A	2 hours and 0 minutes	Louise testing
sa		0B		Not Opened			N/A	0 minutes	
BWM		0B		Not Opened			Essential support material	1 hour and 0 minutes	
ilan Dash.docx	This is to support you with knowledge and understanding.	2.33MB		Not Opened			Essential support material	1 hour and 30 minutes	

**Step 3** – Click the resource name to open it.

ilan Dash.docx	This is to support you with knowledge and understanding.	2.33MB	22/04/2016 11:18:33	Opened	Click to Complete		Essential support material	1 hour and 30 minutes	
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I have completed this resource and it has taken me a minimum of 1 hour and 30 minutes

What you have learnt from this resource:

Testing feedback and information for the user guides.

Submit Cancel/Close

**Step 4** – Once you have opened and used the resource, select the click to complete button and confirm you have done it by ticking the confirmation statement and giving details of what you have learnt.

Click submit.