LENDLEASE ORIENTATION – PART A

Toolkit for Online Learners

February 2017

lendlease

Contents

Overview

What is the Part A Orientation?

- Our onbaording process contains 2 orientation elements – Part A (containing core information common to all operations) and Part B (containing site specific elements). Part A is delivered in this electronic format.

Why is the Orientation important?
- Prior to commencing work on any Lendlease operation, you need to have an understanding of basic information relating to how we work at Lendlease.
- It is important that everyone who works on a Lendlease Operation is set up for success – understanding the information contained in our Orientations will do just that.

How many Inductions or Orientations will I be required to complete?
- Orientation Part A may be completed prior to arrival at site. Orientation Part B will be delivered by the team when you arrive at the Operation.

Is the Part A Orientation compulsory?
- Yes. All persons coming to work on a Lendlease Building or Lendlease Services site will be required to complete the Part A Orientation.

I have queries regarding the content of the Part A Orientation. Who should I ask?
- Please direct all content queries to your business representative, who will direct your enquiry to the relevant team.

Modules

What modules are contained in the Part A Orientation?
- There are a number of core modules contained in all Part A Orientations. These include
  - Safety
  - Care
  - Prioritising People
  - Leaving a Legacy
- Your business may have a requirement for you to complete additional modules.

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How long will it take?
- Each module will take 2 - 5 minutes to complete. You don't need to complete all modules in one sitting - our Orientation has been designed so you can complete the online modules at a convenient to you.

How long will I have to complete the Orientation?
- If you are new to Lendlease, you will be required to complete the Part A Orientation prior to commencing work on our operation.

Is there an assessment component I need to complete?
- We will check in with you at the end of weach module to ensure that we have clearly communicated the information to you.
- The questions and responses are available as audio bytes – click on the speaker icon next to the question.

Do I need to complete the Orientation modules in any particular order?
- Yes. The system will automatically guide you through the Orientation.

Access

What is Online Learning?
- Online Learning is Lendlease's new external online learning platform for you to access all your Lendlease required learning.

How can I access the Orientation?
- The Lendlease business that you are undertaking work for will forward you a link to their Paret A Orientation.

How will Lendlease know if I have completed the Orientation?
- Lendlease will receive regular reports around completion of the Orientation. This data will be recorded by user name, company name, country and/or by region.
- In addition to these reports, users will be able to print a certificate after having completed the final module in the learning stream. Please ensure that you print the certificate (or save as a PDF).

How do I register for access to Online Learning?
- Click on the link provided by the Lendlease business. This will automatically direct you to the Log In page. New users will be required to 'Register'. Existing users can access the learning by using their existing username and password.

Can I use an email address for my Username?
- No, Lendlease requests that your username is your actual name. Using alternate names will make it difficult to determine that you have completed the learning requirements.
- You will need to enter your email address in the email field so that you receive any email notifications or reminders generated by the system.
- It is possible to link multiple people to a single company email address.

What about passwords?
- Lendlease does not recommend specific password formats for use. The password you enter should be easy for you to remember - a minimum of 8 characters long (including a combination of letters / numbers or symbols).

What if I forget my password?
- If you can't remember your password, you can click the password reset link on the login page, then enter your username and click the Send Password button. A link will be emailed to the email address you entered when you created your profile. After you click on the link you will be asked to choose a new password. You can use this password to login.

Do I need to select Country?
- Yes. To help Lendlease businesses identify and report on learning completions, please select the Country you are working in.

Do I need to select the name of the business I am undertaking work for?
- Yes. This will assist the Lendlease business to report on learning completions.

Can I access the Orientation using my old Learnit profile details?
- No. We have a new online learning platform in place - profiles and training history from the previous Learnit system has not been migrated. The first time you access the new learning system, you must register for a new account.

How do I create a new account?
- The link forwarded to you by Lendlease will take you directly to the login page – you will be required to complete all registration details on the displayed page.

Can I access the Orientation on my iOS (iPad) or Android device?
- Your Part A Orientation can be completed on an ipad or android tablet, and of course PC or a laptop with the latest version of Chrome, Internet Explorer or Microsoft Edge.

What happens once I complete all the modules?

- Upon completion of all assigned modules, a certificate of completion will be emailed through to the email address that you nominated in the registration process.

What do I do with my certificate?

- Your certificate is your verification that you have completed the Lendlease Orientation. You may be required to present this to your Lendlease business representative.

What are the minimum software requirements for running the Courses?

- Your computer must have a Browser Type listed below and **Adobe Flash 13**. The minimum bandwidth for the modules to perform relatively well is 360 kilobits per sec (kbs). The software requirements for running the Orientation are listed below.

Hardware / Software	Minimum requirement
Windows Settings	Windows XP or later
Mac OS X	Lion 10.7 or later
Browser Type and Version	Chrome Version 22.0.1229.94 m Internet Explorer 9.0 Firefox 16.0.2 Safari 6.0.2
Screen size	1024 x 768 pixels or larger
Sound	Computer speakers, ear phones or headset

Registration Process

Step 1

Select the link to the relevant business:

Lendlease Services
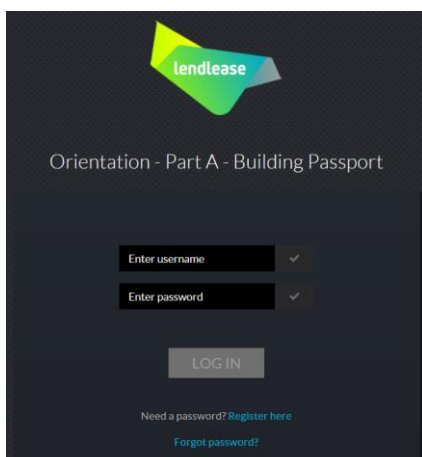
http://onlinelearning.lendlease.com/services_orientation_part_A

Lendlease Building

http://onlinelearning.lendlease.com/building_orientation_part_A

Step 2

Click on 'Register Here'.

Step 3

Complete all fields:

Note –Lendlease Employees are required to check the "Lendlease Employee" box – the requested information will vary.

You will receive an email confirming your username and password.

Step 4

Click on 'Login' at the bottom of the screen.

Note – if you do not wish to access Online Learning immediately, you can access it using the link provided in the confirmation email.

Step 5

Click on 'Login' at the bottom of the screen.
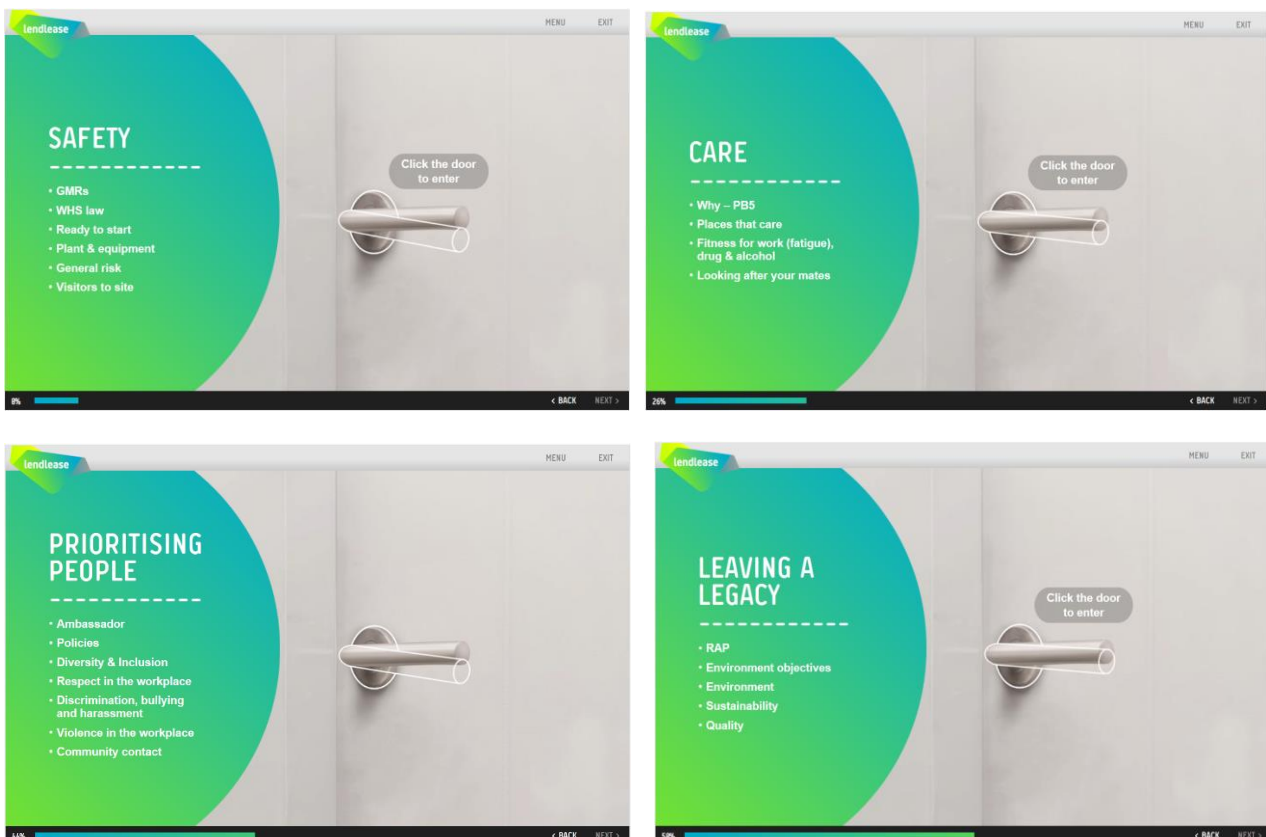
Note – if you do not wish to access the Orientation Part A immediately, you can access it using the link provided in the confirmation email.
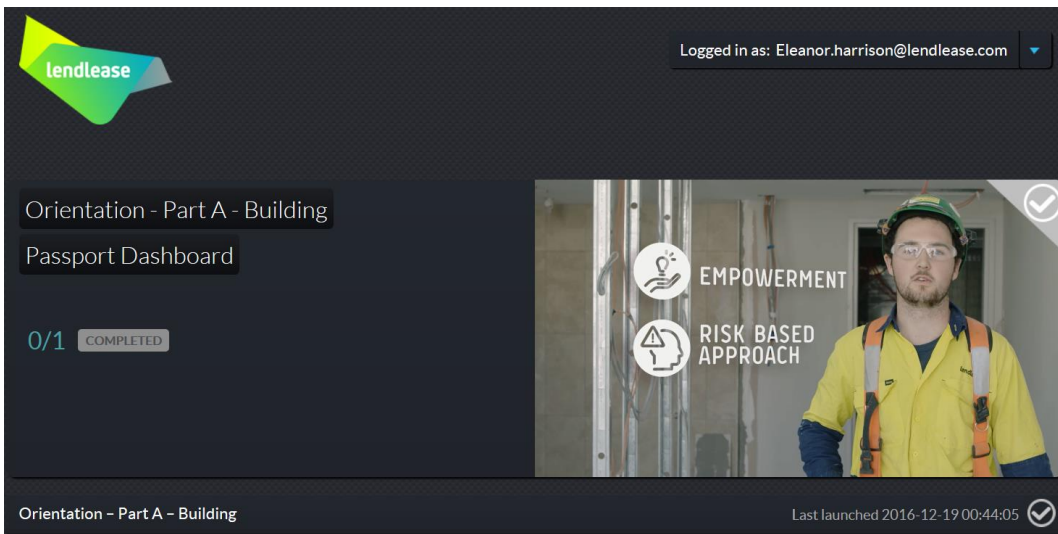
Step 6

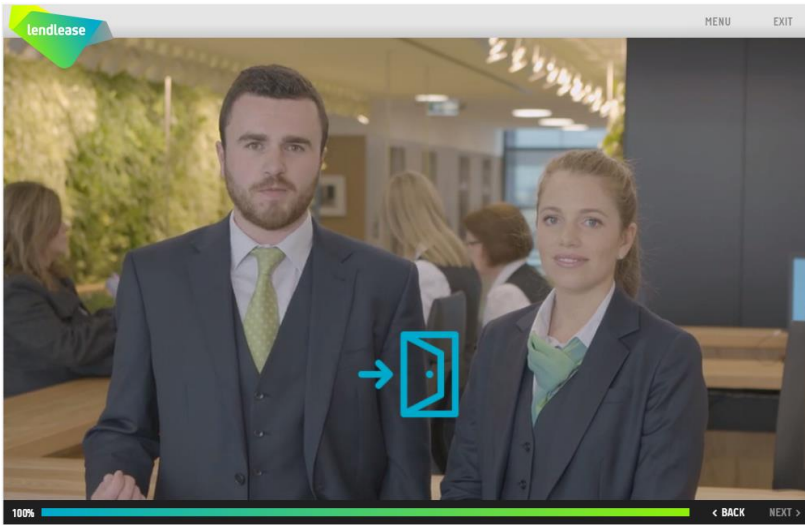Complete all modules (including the related classroom activities).

Note – All modules contain audio - you will require speakers / headphones.

Step 7

After completing each of the assigned modules, click on the icon. This will ensure that your completion status is registered.

Note – Prior to completion, you can opt to leave and return to the module at any point in time.

Completion and Lendlease Orientation Certification

After completing the final module, a certificate will be sent through to the nominated email address.
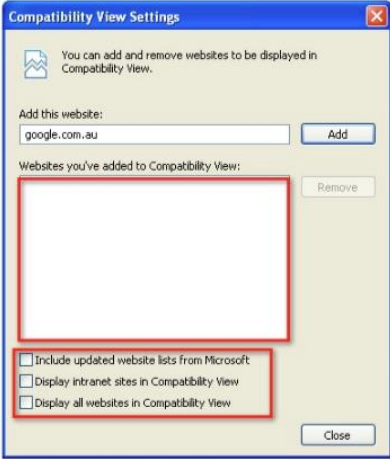
Troubleshooting

Issue	Solution
Internet explorer closes	Users logging on from a Lendlease PC or Laptop receiving this error should ensure that the compatibility settings have been set correctly - IE Explorer – Tools – Compatibility View Settings Ensure that there are no entries at all in the 'Websites you've added to Compatibility View' field and that none of the checkboxes at the bottom are selected.
Internet Explorer Compatibility	Users experiencing Internet Explorer compatibility issues should attempt to log in using Chrome Version 22.0.1229.94 m. Google Chrome is a free product available from Google: https://www.google.com/intl/en/chrome/browser/desktop/index.html
Browser Type not compatible	Users experiencing compatibility issues relating to their browser type should note the following browser options: Chrome Version 22.0.1229.94 m Internet Explorer 11.0 (Upgrade to v11 is free) Firefox 16.0.2 Safari 6.0.2 Microsoft Edge
Sound not working	Ensure that volume controls on your device are not on mute and that the volume control is turned up.