



# Online ROLO Training Instructions

## Personal Details

We need some basic information to process your certification and to register you on your ROLO course. On the first day of teaching, you will need to show you online tutor a form of ID (shown via your webcam to the tutor). This must show you full name as detailed below.

Please can you either reply to our email with the following details or go to the link below where you can complete our web-based form.

[https://forms.office.com/Pages/ResponsePage.aspx?id=DQSIkWdsW0yxEajBLZtrQAAAAAABAAAAO\\_bNCL4JUMUNHMzNJRFhHQkg4SzBHSzJST09NRllVNC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=DQSIkWdsW0yxEajBLZtrQAAAAAABAAAAO_bNCL4JUMUNHMzNJRFhHQkg4SzBHSzJST09NRllVNC4u)

First Name

Surname

Date of Birth

Contact Telephone

Employer Name

Employer Address and Postcode

If you are self-employed – Your home address and postcode.

This will ensure that your certificates will be posted to the correct address.

If you have a need for additional support, that could be because you are dyslexic or English is not your first language, please let us know in advance. We will be able to make Reasonable Adjustment for your assessment. Our web-based form enables you to check this box if applicable. Your tutor will contact you in advance to discuss.

## Attendance

You must be available for the 2 sessions as agreed and participate in the course.

The second session is extended after a break to complete the online assessment. This is under exam conditions and will be completed online under supervision of the tutor.

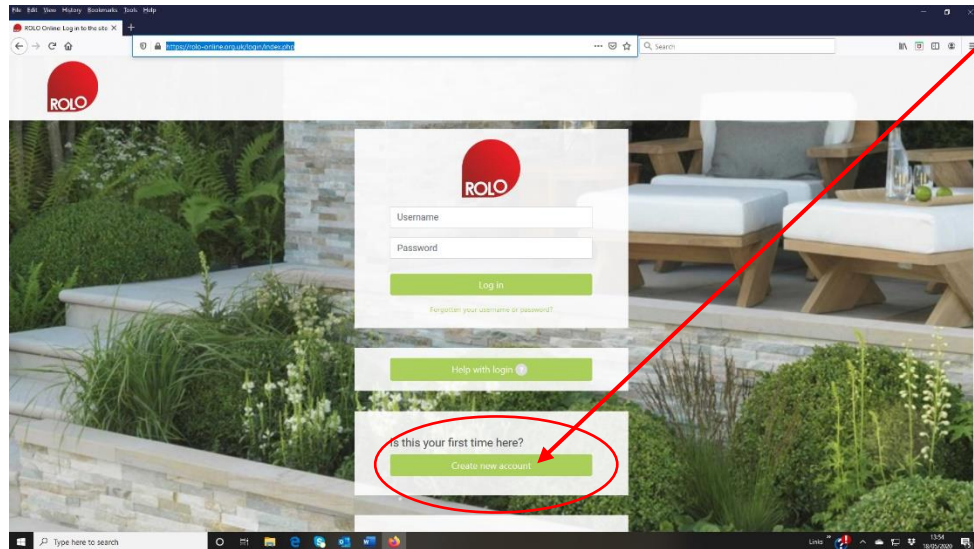
You must access the course via a laptop, desktop (with enabled webcam) or tablet. The use of a mobile phone device is not acceptable.

Your tutor will liaise with you prior to the course to make sure that all is working before the formal session.

## Assessment

The ROLO assessment is now hosted on the BALI ROLO platform. You will need to register before the course to enable you to sit the course and complete the on-line assessment.

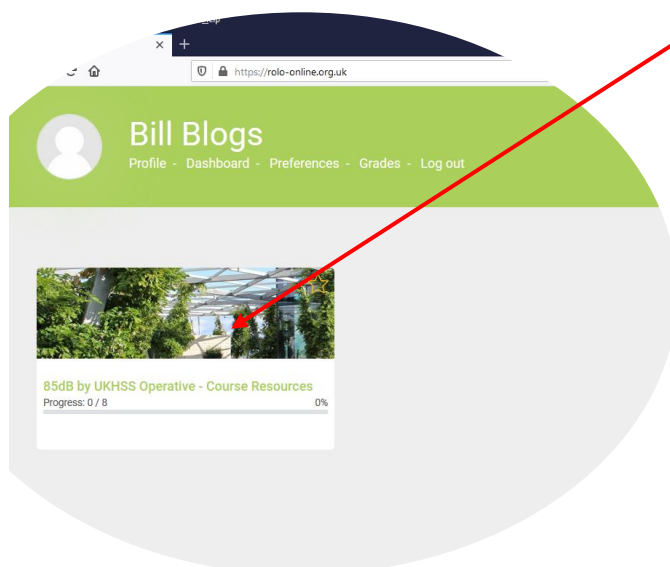
- Go to the ROLO website here <https://rolo-online.org.uk/login/index.php> to access the ROLO login and registration page. You will need to create a new account.



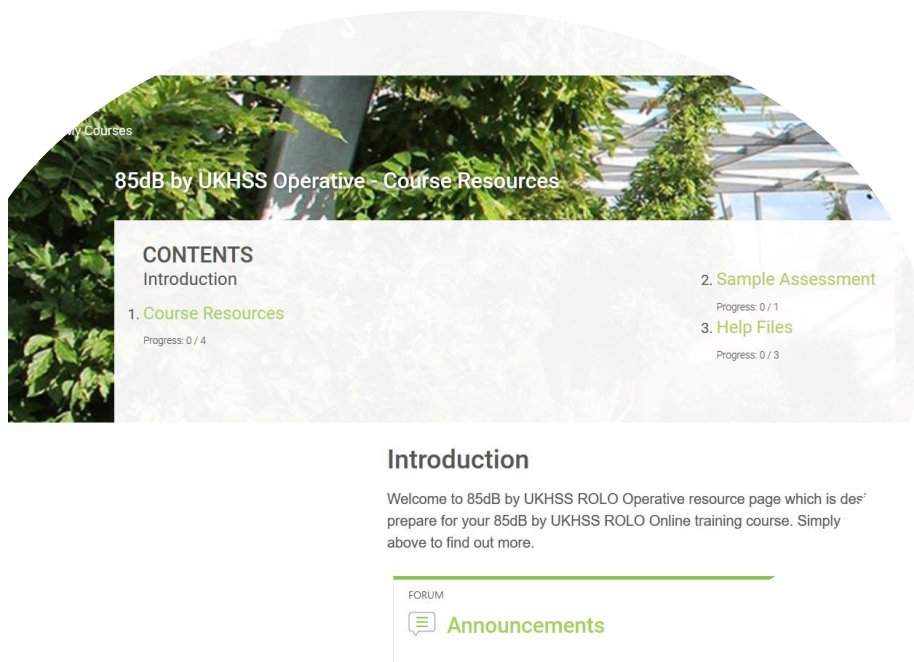
- At this point you will enter your details and submit them.
- You will receive an email from BALI confirming your request. You MUST reply to that email to be live on their system
- When you have completed the registration, you MUST email us to let us know that you are live on the system.

When you are live you can access your dashboard by logging in to the ROLO site with your username and password. There you have some resources that you can look at before the course and attempt a simple PRACTISE ASSESSMET. This should give you confidence on the day for the real assessment.

Once in your site you can click on your course resources.



Here you will see your resources and the sample test. The sample test password is **Test**



On the day of the assessment you will be given a new password to complete the test. You get 30 minutes to complete the 35 questions and 45 minutes if you require Reasonable adjustment.

## Checklist

So please provide personal details either by replying to the email or our online form.

Register with ROLO Online.

Let us know that you have registered.

Look through your resources and perhaps complete the sample test.

*Your data is held under current GDPR policies and will be deleted once your registration and certificates have been finalised.*