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 in RED below or go to the blue link below where you can complete our web-based form.

https://forms.office.com/Pages/ResponsePage.aspx?id=DQSIkWdsW0yxEjajBLZtrQAAAAAAAAAAAO__bNCL4JUME
ZKQ1pMVlBGSTJIUTdWVTJZSzRLVDNOWC4u

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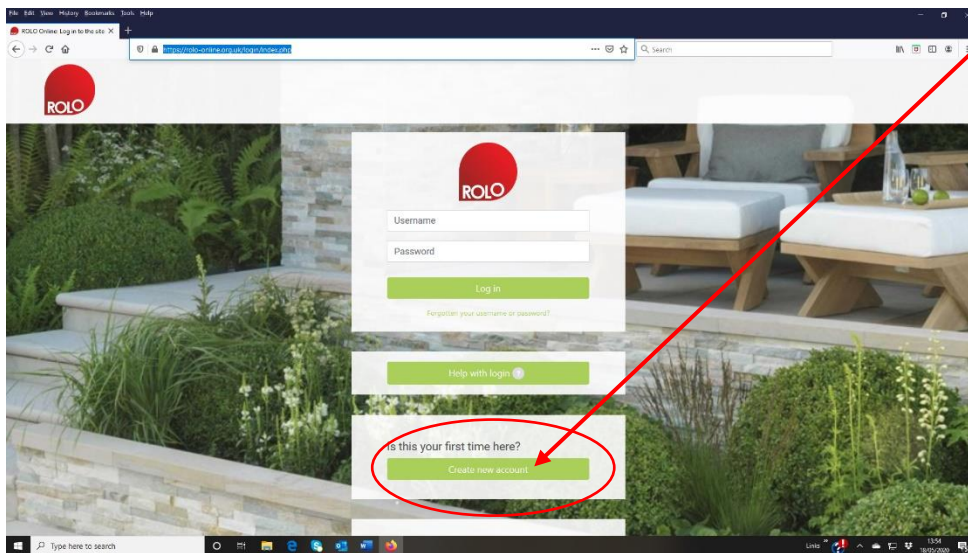
You must access the course via a laptop, desktop (with enabled webcam) or tablet. The use of a mobile phone device is not acceptable.

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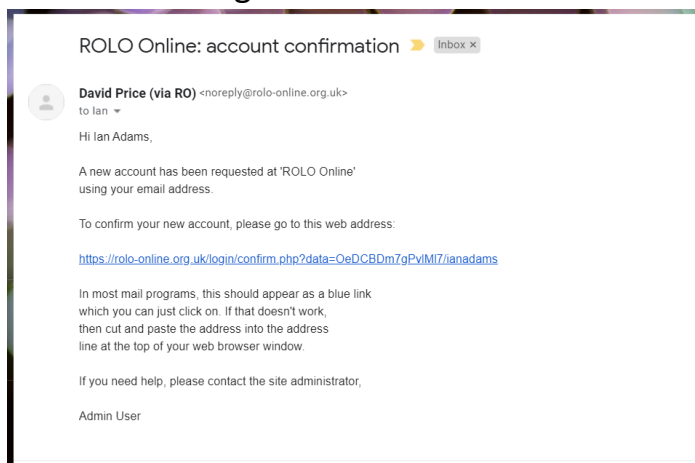
Assessment THE MOST IMPORTANT BIT

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.
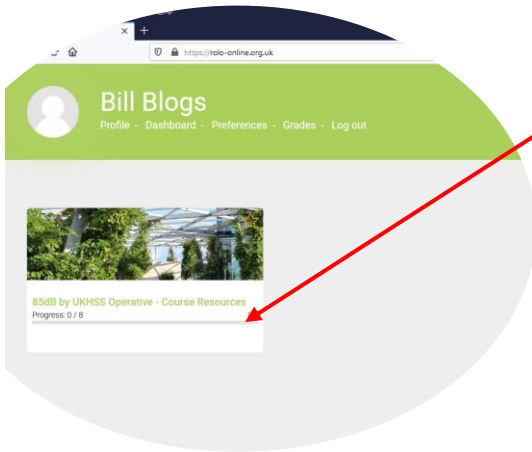

- At this point you will enter you details and submit them.
- You will receive an email from BALI (David Price via RO) confirming your request. You **MUST** reply to or confirm that email to be live on their system. It is the hyperlink in blue in the image below.

- When you have completed the registration, you MUST email us to let us know that you are registered fully on the system.
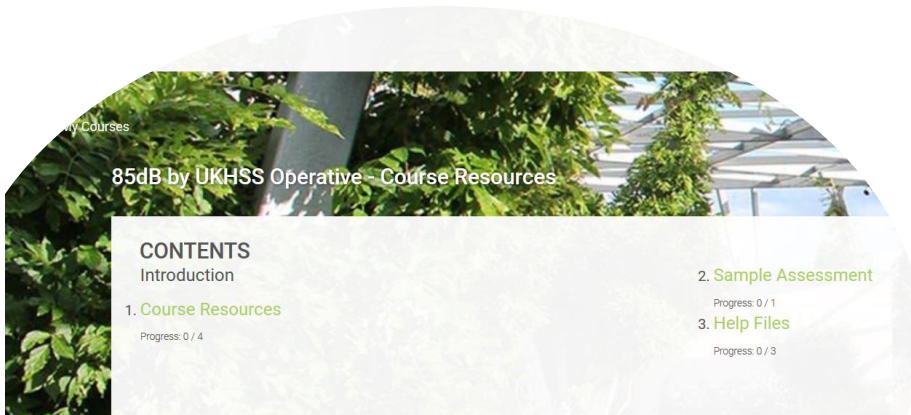
When registered fully, we can make you live in the system and you **CAN** access your dashboard by logging in to the ROLO site with your username and password. There you have 2 pages, the first for the final assessment and the other is Course Resources.

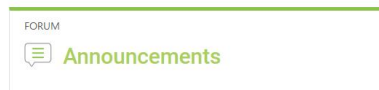Once in you site you can click on your course resources.

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

You can look at this before the course and attempt the simple SAMPLE ASSESSMET. This should give you confidence on the day for the real assessment. You will also see your "workbook" which will be used through the training session. It is under the dropdown when you click on resources. The best one to use is the editable pdf. **It is important that you have been able to access this prior to joining the course.**

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 and reply to the email.

Let us know that you have registered.

Access and look through your resources and perhaps complete the sample test. You must be able access this prior to the course.

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