

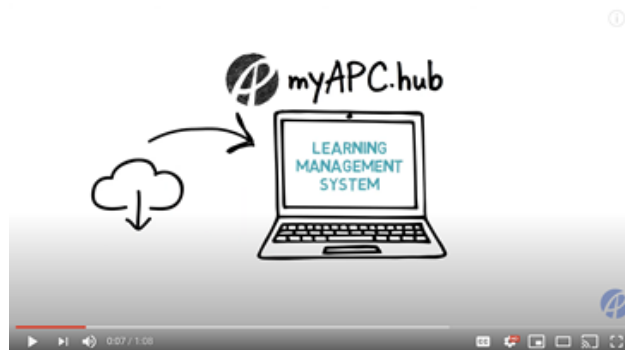


STUDENT GUIDE



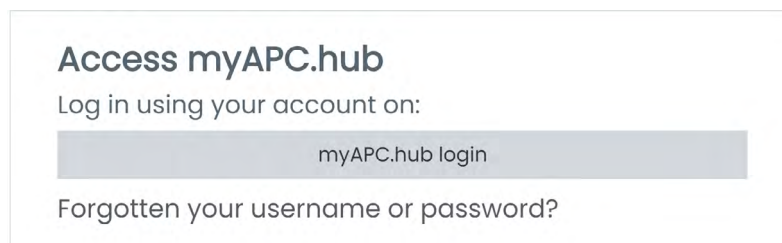
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[Click here](#) to watch the explainer video:

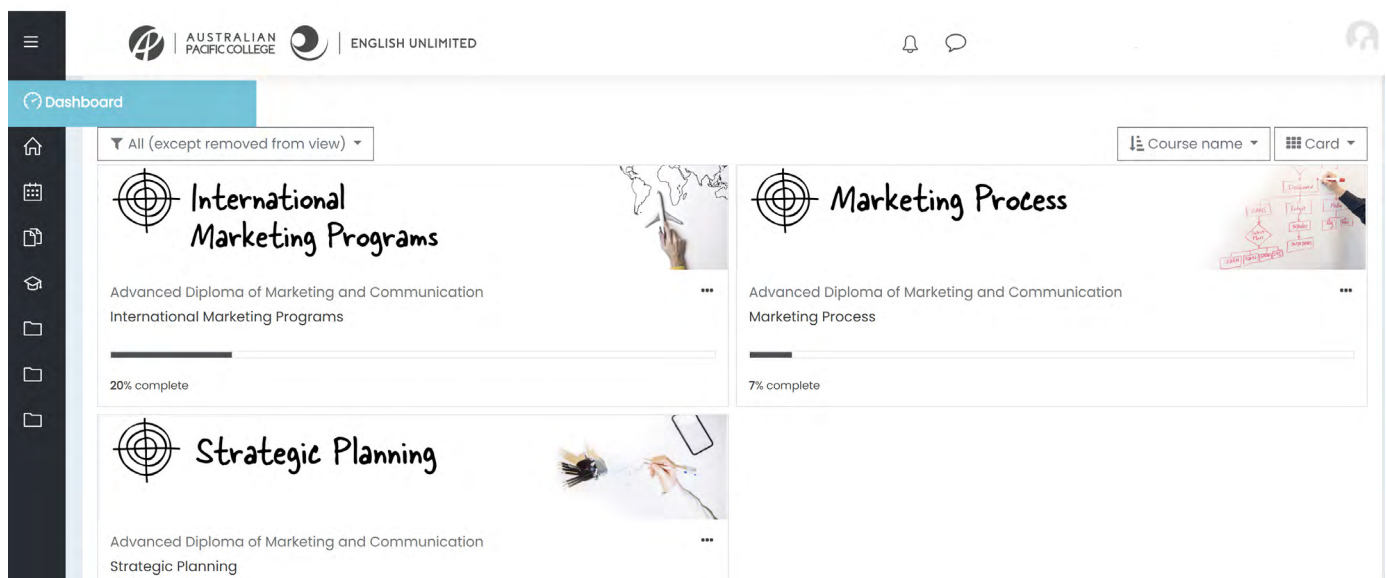


How can I access myAPC.Hub?

To log into myAPC.hub, go to **moodle.apc.edu.au** and click on the myAPC.hub login button.



You will be able to see your subjects as tiles, from 9 am the day after you collect your timetable. Click on the tile to navigate to the subject.



I am in myAPC.hub and I can't see my subject. What should I do?

Please contact Student Care via Live Chat. Live Chat is located on the bottom right-hand corner of the [APC website](#).

I collected my timetable late. Will I still get an invitation to my subjects?

You will be able to see your subjects as tiles, from 9 am the day after you collect your timetable, even if you have collected it late.

Where do I find my workbook and assessments?

Click on the subject tile and scroll down to 'Assessment Documentation'. In this section you will find your assessments, workbook and marking guide.

Your assessments, workbook and marking guide can be downloaded as PDFs.

ASSESSMENT DOCUMENTATION

Here you will find your workbook, as well as assessment outlines.

-  Basic WHS – Assessment 1
-  Basic WHS – Assessment 2
-  Basic WHS – Workbook
-  Marking Guide

I can't edit the assessment file I downloaded.

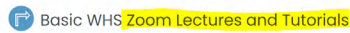
Assessments are downloaded as PDFs. To work on it, copy and paste the questions from the PDF into to a Word document.

How can I join my scheduled class? I can't find my Zoom ID.

To join your lectures and tutorials, click on the subject tile and scroll down to 'Zoom lectures and recordings'.

ZOOM LECTURES AND RECORDINGS

The lectures from each ZOOM session will be available to view here.



Click on 'Zoom Lectures and Tutorials' under this heading and you will be able to see all scheduled classes. Click on 'Join' at the scheduled class time to begin your lecture or tutorial.

Please note: If your scheduled Zoom classes are not in this section yet, don't worry! Please have a look closer to class time as your trainer may load the session schedule closer to the start time.

Basic WHS Zoom Lectures and Tutorials

Your current Time Zone is (GMT+10:00) Brisbane. [📍](#)

Upcoming Meetings

Previous Meetings

Cloud Recordings

[Get Training](#)

Start Time	Topic	Meeting ID	
Thu, Oct 8 (Recurring) 11:00 AM	Basic WHS	924 9851 7762	Join
Thu, Oct 15 (Recurring) 11:00 AM	Basic WHS	924 9851 7762	Join

Where can I find my Zoom recordings for past lectures and tutorials?

Click on 'Cloud Recordings' to see the recordings of your past lectures and tutorials.

Basic WHS Zoom Lectures and Tutorials

Your current Time Zone is (GMT+10:00) Brisbane. [📍](#)

Upcoming Meetings

Previous Meetings

Cloud Recordings

[Get Training](#)

From To

Search By [Search](#)

Topic	ID	Start Time
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[Click here](#) to watch the explainer video:



When are my assessments due?

There are 2 ways you can find your assessment due dates in myAPC.hub.

1. Click on 'Calendar' in the sidebar.

Month: September 2020 | All courses | New event

MON	TUE	WED	THU	FRI	SAT	SUN
			1	2	3	4
5	6	7	8	9	10	11 Assessment 1 ...
12	13	14	15	16	17	18 Assessment 2 ...
19	20	21	22	23	24	25
26	27	28	29	30	31	

2. Go to the 'Submission Section' of your subject and click on your assessment. You will see a summary of the assessment submission status with due dates and time remaining.

SUBMISSION SECTION

Here is where you will submit each of your assessments.

Please follow trainers instruction in regards to submission format, and always remember to submit your work with a cover sheet.

- Assessment 1 Submit here ☐
- Assessment 2 Submit here ☐
- APC cover sheet for assessments ☒

Assessment 1 Submit here

Submission status

This assignment will accept submissions from **Friday, 9 October 2020, 6:00 AM**

Submission status	No attempt
Grading status	Not graded
Due date	Sunday, 11 October 2020, 11:59 PM
Time remaining	4 days 13 hours
Last modified	-

Submission
comments

 [Comments \(0\)](#)

What happens if I submit my assessment late?

A 5% late penalty applies per day for a maximum of 7 days (including weekends and public holidays). If you do not submit within 7 days, you can access PASS and resubmit assessments at your own cost during term. The maximum possible mark for a successful PASS submission is 50%.

How should I name my assessment file?

When saving your assessment the file name must follow the pattern below:

Your Name_Student ID_Subject_Assessment Number
e.g. John Smith_S40077777_Project Risk_Assessment 1

What is PlagiarismSearch?

Plagiarism Search is a new tool APC is using to detect whether the assessment you are submitting is your own work. When you submit your assessment, you will be given the opportunity to view the plagiarism report. The plagiarism report will highlight any areas that need changing. You can review and edit each assessment up to 3 times before confirming your final submission.

If you would like more information please view our [Plagiarism Policy here](#).

Student Name

PlagiarismSearch.com

Uploaded: 11 Sep 2020 at 3:45 am

Plagiarism: 43.65 %

Words: 556

Assessment 2 – Case Study/Practical Your Task 1. Write a strategic plan for HealthFocus which includes: • Objectives • Strategies • Timeframe • Performance indicators • Methods for monitoring the implementation of the plan This case study is referred to throughout the workbook starting on page 14. The template is located under the 'blue banner' Strategic Planning at the top of the page, with a little arrow appearing. Click on the arrow and there is a drop down menu; the required template is located here. (50 marks) You have now completed the draft of the strategic plan and ready to present it to your relevant stakeholders. You don't know how they will respond and decide that some preparation is required. To help you with this, answer the following questions:

1. [coursehero.com](#) - 100.00%
2. [coursehero.com](#) - 100.00%
3. [transtutors.com](#) - 100.00%
4. [assignmenttutorsforyou.com](#) - 100.00%
5. [myassignmenthelp.com](#) - 100.00%
6. [coursehero.com](#) - 100.00%
7. [coursehero.com](#) - 100.00%
8. [coursehero.com](#) - 100.00%
9. [linguee.fr](#) - 100.00%
10. [chegg.com](#) - 50.00%
11. [toppr.com](#) - 50.00%
12. [tripadvisor.com](#) - 50.00%
13. [healthfromwithinca.com](#) - 50.00%
14. [tripadvisor.ca](#) - 50.00%
15. [tripadvisor.com](#) - 50.00%

[Click here](#) to watch the explainer video:



I am not sure if my assessment uploaded correctly. Can you check this?

You will receive an email notification to your APC student email when you submit your assessment. If you don't receive this, please contact student care by Live Chat.

How do I submit an assessment?

SUBMISSION SECTION

Here is where you will submit each of your assessments.

Please follow trainers instruction in regards to submission format, and always remember to submit your work with a cover sheet.

-  Media Plan - Assessment 1 Submit here ☐
-  Media Plan - Assessment 2 Submit here ☐
-  APC cover sheet for assessments ☐

1

Locate the submission section in your subject, and click on the assessment link.

2

Click "add submission" to locate the assessment file to upload

Media Plan - Assessment 1 Submit here

Submission status

Submission status	No attempt				
Grading status	Not graded				
Due date	Wednesday, 16 September 2020, 12:00 AM				
Time remaining	Assignment is overdue by: 13 hours 39 mins				
Grading criteria	<table><tr><td>Assessment 1</td><td>Maximum score 50</td></tr><tr><td>Question 1</td><td>Maximum score 50</td></tr></table>	Assessment 1	Maximum score 50	Question 1	Maximum score 50
Assessment 1	Maximum score 50				
Question 1	Maximum score 50				
Last modified	-				
Submission comments	 Comments (0)				

[Add submission](#)

Media Plan - Assessment 1 Submit here

All files uploaded will be submitted to PlagiarismSearch.com detection service.

File submissions

Maximum file size: 20MB, maximum number of files: 3

Files



Student sub...

Accepted file types:

All file types

[Save changes](#) [Cancel](#)

Locate the file on your computer, select and save changes (Word doc preferred). Make sure your assessment has a cover sheet.

3**4**

You can now see the file you have uploaded, and the plagiarism search report. Click to view the report before submitting your work

File submissions

	Student submission.docx	Plagiarism: 0%	16 September 2020, 1:48 PM
Download pdf report			

Student Name

Uploaded: 11 Sep 2020 at 3:45 am
 Plagiarism: **43.65** %
 Words: **556**

When viewing the plagiarism report, you can see the changes that you need to make before the final submission of your assessment. This gives the opportunity to make corrections. You can review each assessment 3 times.

5

Click on edit submission if you need to make any changes

6

File submissions

[Student submission.docx](#) In progress [Check status](#) 16 September 2020, 1:46 PM

Submission comments

[Comments \(0\)](#)

[Edit submission](#)
[Remove submission](#)

You can still make changes to your submission.

[Submit assignment](#)

Once this assignment is submitted you will not be able to make any more changes.

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Wednesday, 16 September 2020, 12:00 AM
Time remaining	Assignment was submitted 13 hours 50 mins late
Grading criteria	Assessment 1 Maximum score 50 Question 1 Maximum score 50
Last modified	Wednesday, 16 September 2020, 1:50 PM
File submissions	Student submission.docx Plagiarism: 0% 16 September 2020, 1:46 PM Download .pdf report

Click "submit assignment" when you are ready to finalise your work for grading. You will receive confirmation once this is done

7

Lastly, you will also receive an email notification that your assessment has been submitted

8

You have submitted your assignment submission for Media Plan - Assessment 1 Submit here

Do not reply to this email (via myAPC.hub) <noreply-moodle@apc.edu.au> 13:53 (1 minute ago)

[Rob Test Unit -> Assignment -> Media Plan - Assessment 1 Submit here](#)

You have submitted an assignment submission for 'Media Plan - Assessment 1 Submit here'.

You can see the status of your [assignment submission](#)

Where can I check my results?

You will receive an email notifying you that your assessment has been marked.

[Test Unit](#) -> [Assignment](#) -> [Media Plan - Assessment 2 Submit here](#)

Your Trainer has posted some feedback on your assignment submission for 'Media Plan - Assessment 2 Submit here'

You can see it appended to your [assignment submission](#).

Click on the link 'assignment submission' to see feedback from your trainer.

I did not pass my assessment. What should I do?

If you have submitted a genuine attempt you are eligible for a 7-day free resubmission. Your assessment can be resubmitted anytime for up to 7 days from receiving your feedback.

If you did not submit a genuine attempt or you miss the 7-day free resubmission due date, you can access PASS to resubmit your assessments.

I submitted a genuine attempt, should I submit my reassessment in the same place I submitted my assessment?

If you are eligible for a 7-day free resubmission, your trainer will return your assessment to you and set a deadline for resubmission (7 days from receiving your feedback). You will then resubmit your assessment in the same place.

The screenshot shows the 'SUBMISSION SECTION' of a learning management system. On the left is a dark sidebar with a menu containing: 'Course sections', 'Participants', 'Badges', 'Competencies', 'Grades', and 'Dashboard'. The main content area has a header with the APC logo and 'ENGLISH UNLIMITED'. Below the header, it says 'Here is where you will submit each of your assessments.' and 'Please follow trainers instruction in regards to submission format, and always remember to submit your work with a cover sheet.' There is a list of three items, each with a document icon and a checkbox on the right: 'Assessment 1 Submit here' (checkbox is empty), 'Assessment 2 Submit here' (checkbox is empty), and 'APC cover sheet for assessments' (checkbox is checked).

Item	Status
Assessment 1 Submit here	☐
Assessment 2 Submit here	☐
APC cover sheet for assessments	☒

Where can I get extra help for a subject if I need something explained?

If you require assistance with your subjects, please attend your lectures and tutorials where your trainer will be able to help you if you need additional support. Please refer to your timetable for the times of your scheduled classes.

I changed my subject. What happens now?

Staff will email the myAPC.hub administrator who will remove you from the old subject and will add you to the new subject.

I don't understand some of the materials in myAPC.hub

If you need help with course content or materials, please attend your tutorials and ask your trainer for assistance.

How can I contact my trainer in myAPC.hub?

Choose the relevant subject tile then click on 'Participants' in the sidebar. You will see a list of your classmates and trainers. Click on your trainer's name to go to their profile where you can message them.

Basic WHS

Dashboard

My courses

Certificate II in Business

Basic WHS

Participants

Natasha Bransby

**Trainer name**

Message

Add to contacts

User details**Country**

Australia

City/town

Brisbane

Miscellaneous

Full profile

View all blog entries

Forum posts

Forum discussions

I don't know what my APC student email is.

Your student email is your **student number@student.apc.edu.au**.

e.g. S400123456@student.apc.edu.au

Your password is the same as the password for Student Portal.

Make sure your contact information is up to date in Student Portal, so you receive important APC communications.

I've forgotten my password.

If you have forgotten your password click on the 'forgotten password' link.

My APC email doesn't work.

Please contact Student Care immediately by Live Chat.