



ACES e-Learning Portal & Courses

The ACES e-Learning Portal is available to all ACES Members. Through this Portal delegates can access various e-learning courses, which form part of a growing training resource offered by ACES.

Access to the Portal is included within your membership fee and all members are automatically registered onto the Portal.

Available courses can be assigned to any member for a small charge and following a request and payment from a member the chosen course(s) will be made available through the respective members Portal login, as mentioned below.

Client system requirements

The system requirements for playback for the Portal and courses are a PC with the following minimum specification:

- Intel Pentium processor or higher
- Microsoft Windows XP or later
- Internet browser (IE7 or higher, Chrome or Firefox etc.)
- 32 MB RAM
- Broadband internet connection
- Speakers or Headsets for some courses



These should be seen as the minimum specifications and increased performance and smoother playback will be observed with higher specifications.

Please view the instructions below, which refer to accessing the Portal.

Registration and payment for the course(s)

ACES members can register for the course(s) by completing and submitting the 'e-Learning Course Enrolment Form' available from the ACES web site.

Once the enrolment form and payment are received by ACES, the chosen course(s) will be made available and the respective member notified by email.

Please note that the password used for the e-Learning portal will be the same as the member's current ACES web site password (please see page 4 below for more information on this).

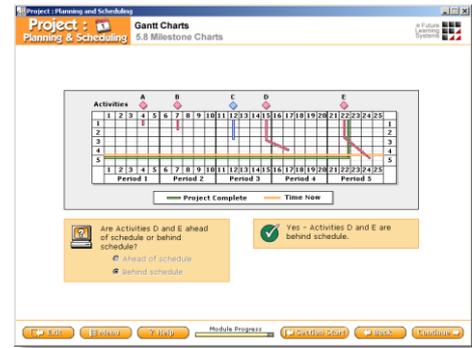
Available courses

(1) Cost Estimating & Project Control Curriculum; this suite of courses covers the planning and control techniques of project management and will teach students how to manage projects of varied sizes effectively.

This curriculum consists of five modules: Planning & Scheduling, Estimating, Cost Planning & Control, Risk Analysis & Management and Resource Management.

Duration: Approximately 18 hours (entire curriculum).

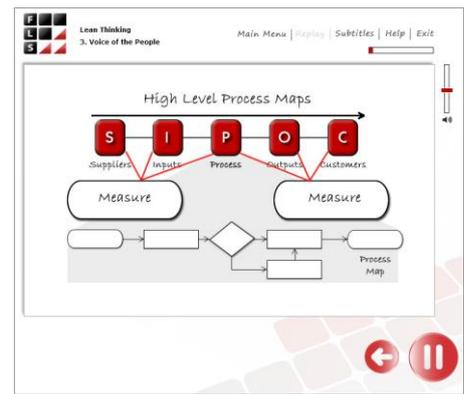
12 CPD points have been allocated for completion of this entire e-learning curriculum.



(2) Lean Thinking Practitioner Course; this programme is designed to take students from no knowledge up to Lean Practitioner level and comes complete with audio, animations, exercises, case studies and a test. It is relevant for individuals that are looking to implement a Lean culture in order to drive out waste, drastically improve business processes and customer satisfaction.

Duration: Approximately 14 hours.

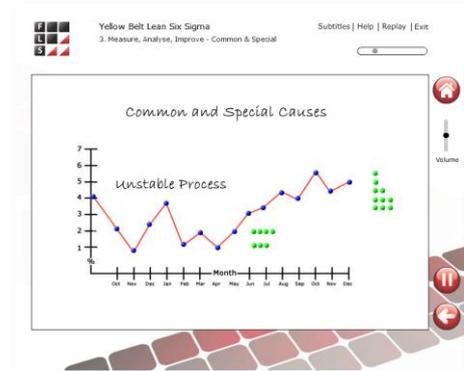
10 CPD points have been allocated for completion of this e-learning course.



(3) Lean Six Sigma Yellow Belt Course; this programme is aimed at aspiring Green and Black Belts, together with anyone who requires a clear overview of the aims of Lean Six Sigma and a good understanding of the process improvement tools and techniques without the clutter of overly technical language. It comes complete with audio, animations, exercises, case studies and lesson assessments.

Duration: Approximately 10 hours.

8 CPD points have been allocated for completion of this e-learning course.

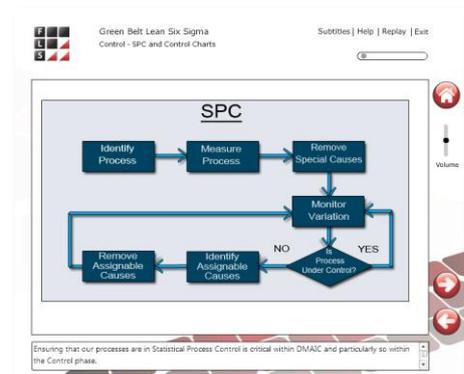


(4) Lean Six Sigma Green Belt Course; this programme comes complete with audio, animations, exercises, case studies and lesson assessments. All students that successfully complete the programme will be certified to Green Belt level. The course brings together Lean with Six Sigma to form a complete process improvement training solution and students completing this programme will be able to actively work on Lean Six Sigma projects.

Duration: Approximately 10 hours.

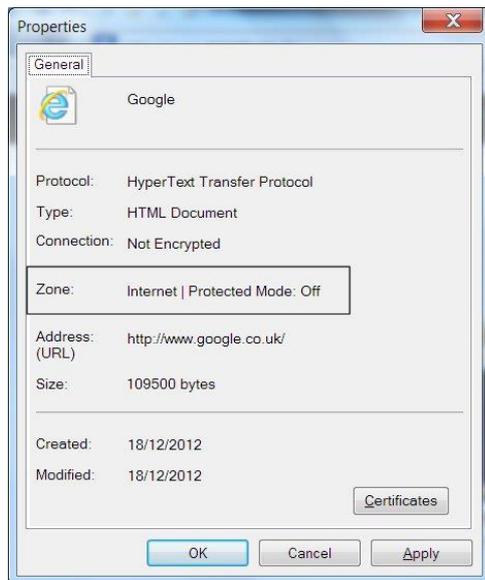
Pre-requisite: Yellow Belt course or equivalent knowledge.

8 CPD points have been allocated for completion of this e-learning course.



Using Internet Explorer 7 or higher – Trusted Sites

The security within Internet Explorer (IE) will usually mean that you need to set the Portal as a Trusted site, configuring IE to automatically switch off Protected Mode each time it accesses one of your Trusted sites is recommended and below is the procedure for doing this.



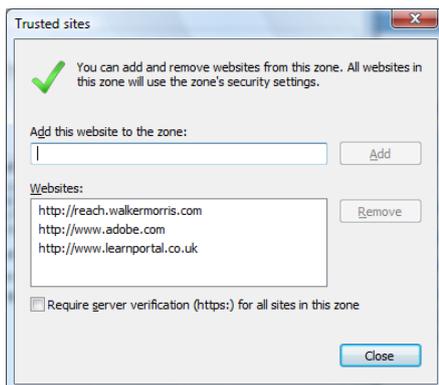
On the Portal login screen or whilst in the Portal, if you right click on the screen you will see a pop up menu, where you need to select 'Properties'.

This will then bring up the screen as shown here.

Please note the text within the boxed area, it should state the information showing here.

If it states 'Protected Mode On' then you need to close this Properties box do the following:

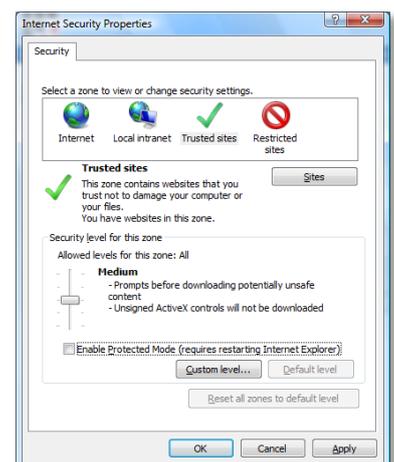
- Click on 'Tools' and then 'Internet options'.
- Click on the 'Security' tab and then the 'Trusted sites' tick symbol.
- Then click on the 'Sites' button.



- **Please ensure** that "Requires server verification (https:)" for all sites in this zone" is un-ticked. Then type in... <http://www.fls-portal.co.uk/aceswa> into the field 'Add this website to the zone:' then click the 'Add' button.
- Please also repeat the process and type in <http://www.aceswa.net> into the field 'Add this website to the zone:' then click the 'Add' button.

- If you have the tick box "Enable Protected Mode (requires restarting Internet Explorer)", please un-tick it. As this allows Trusted sites to switch off Protected Mode automatically.
- Apply and close all boxes and restart IE.

When you re-launch IE and go to the Portal you should check that Protected Mode Off is showing by checking the Properties section again on a Portal screen.



The ACES e-Learning Portal login screen

To enter the Portal please select the link listed here, or within the ACES web site (under e-Learning): <http://www.aceswa.net>

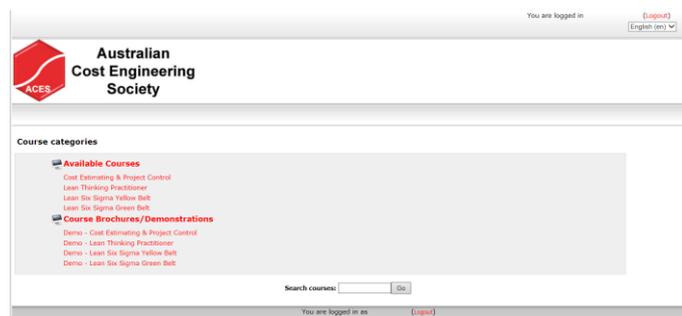
You will then be presented with the Portal login screen, here you need to insert your member user name and password.

Click on Login and you will be taken directly to your personal main menu screen.



As the Portal and Members area are separate environments, should you alter your membership password at any time, then this will be different to the e-Learning Portal password. You can alter your e-Learning Portal password by entering the Portal and selecting your login name (top right of the screen in red), this will give you the option to change your password via a button on the centre bottom of the screen.

On your main menu you will be presented with available resources, which include the following:

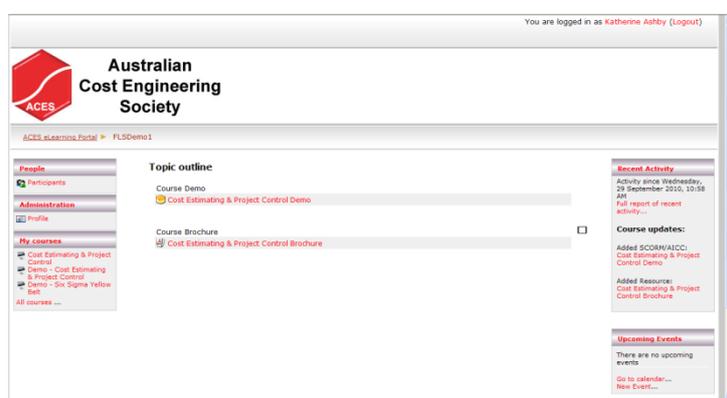


1. **Course Brochures/Demonstrations** - showing course brochures and in some cases small clips of the courseware.

2. **Available Courses** - the courses that you have requested can be accessed from here.

Until you are enrolled onto a course, it will not be accessible.

1. Course Brochures/Demonstrations



In order to assess some of the available course content, course brochures containing some screen shots and a synopsis of the content will be available to all members and can be located from your main menu.

Demo versions for each course are being created and will be available soon.

2. Available Courses (Assigned to a member following a request)

When a member requests a course curriculum they will be enrolled onto the programme and it will become accessible through the 'Available Courses'.

Selecting the course curriculum will bring up all of the available resources, including:

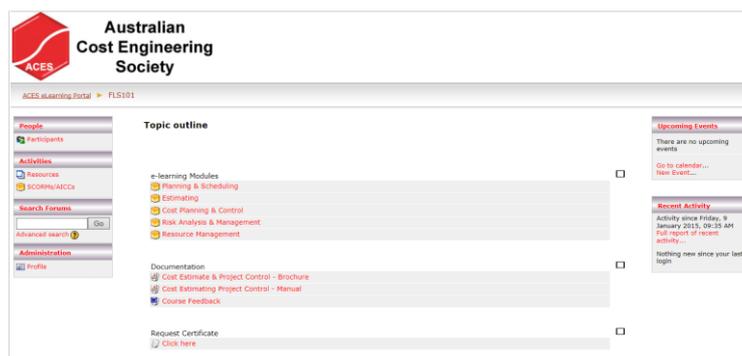
e-Learning Modules – the actual available courses within the curriculum.

Course Brochure – course overview.

Course Manual – comprehensive summary of curriculum content.

Course Feedback – feedback form to help us improve the service.

Request Certificate – application for requesting the curriculum certificate following completion of the given training programme.



Requesting a Certificate and CPD points

Once you have completed your chosen e-learning programme and scored more than 70% overall in the in-built tests, you can request a certificate from ACES by entering the 'Request Certificate' category shown above.

A programme will run, automatically picking up your scores. You may need to click send to launch the email system on your PC and send again within your newly composed email to forward your request to ACES.

If you do not have any email system configured on your PC, you may need to copy the details and forward them onto ACES via other means.

The certificate awarded by ACES will contain your allocated CPD points, in line with the course programme you have taken.

This concludes the advice note, thank you for taking the time to read this document. If you have any further questions please contact ACES:

Address: Australian Cost Engineering Society, PO Box 7531, Cloisters Square, WA 6850.

Email: info@costengineer.org.au

Fax: (08) 9467 6261

e-Learning Support: support@futurelearningsystems.co.uk