GUIDE 2 — LEARNING ON SUPER DEAL MAKER

Who this is for. You have booked, or want to book, a course.

Ten programmes, each with topics to read, a quiz, and a practical piece of work you do in your own business.

BOOKING A SEAT

1 **Look at the programmes and pick one.**

What you will see: What each programme covers and who it is for.

Step 1 of 3

2 **Book a seat on a date that suits you.**

What you will see: The dates with seats left, and the price.

If it goes wrong: If no dates show, none is scheduled yet. Register your interest and we will tell you when one is.

Step 2 of 3

3 **Pay for the seat.**

What you will see: A confirmation, and the course appears on your home page.

If it goes wrong: A seat is only yours once the payment is confirmed. Until then it can be taken.

Step 3 of 3

THE LESSONS

Read at your own pace. The platform remembers where you stopped.

1 **Open your programme and start at topic one.**

What you will see: The topics in order. The one you last opened is marked.

If it goes wrong: If two topics look the same, they are different -- the number is in the heading.

Step 1 of 2

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2 **At the bottom of each lesson is what to do next.**

What you will see: Either the next topic, or the quiz if you have read them all.

Step 2 of 2

THE QUIZ

Twelve questions. You need nine right. You get three attempts.

1 **Take the quiz when you have read the topics.**

What you will see: Twelve questions, one screen at a time.

If it goes wrong: If you run out of signal part way, your answers so far are kept.

Step 1 of 2

2 **If you get fewer than nine, go back to the topics and try again.**

What you will see: You are told which areas you got wrong, not which questions -- so you read rather than guess.

If it goes wrong: After three attempts the quiz locks. Ask us to reset it; a person decides, not a machine.

Step 2 of 2

WHAT THIS DOES NOT DO YET

Two quiz questions mark a right answer wrong, because the answer stored for them is not one of the four choices. We know which two, and a person at RMK is fixing them. If a question seems to have no right answer, it may be one of these: tell us.

THE PRACTICAL PROJECT

You do the work in your own business, and it is assessed.

1 **Open the practical work for your programme.**

What you will see: What to do, and where to put it when it is done.

Step 1 of 2

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2 **Some programmes put you in a small group. Your group is shown here.**

What you will see: Who is in it and how to reach them.

Step 2 of 2

YOUR RESULTS

1 **See what you have passed.**

What you will see: Each programme with its result.

Step 1 of 3

2 **Download your statement of results.**

What you will see: A PDF you can send to an employer.

Step 2 of 3

3 **Certificates appear here once your facilitator issues them, at the end of your facilitated week.**

What you will see: A list with each certificate and its PDF. It is empty until your week ends.

Step 3 of 3

STUCK?

A person at RMK can help with any step on this page. There is a WhatsApp button on every screen and it carries with it which screen you were on, so you do not have to explain where you got to.

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