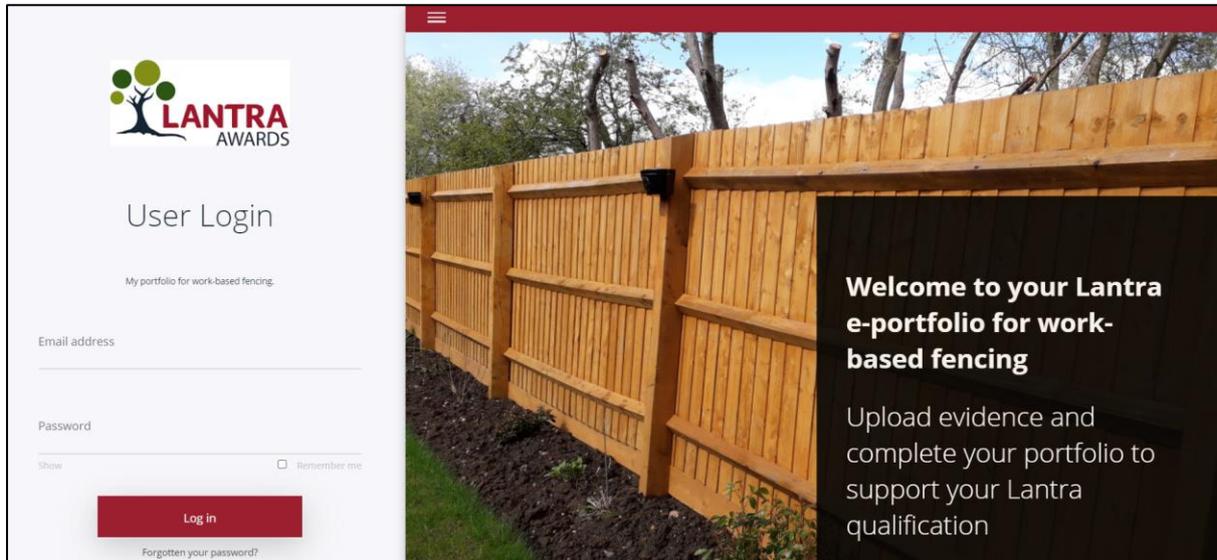
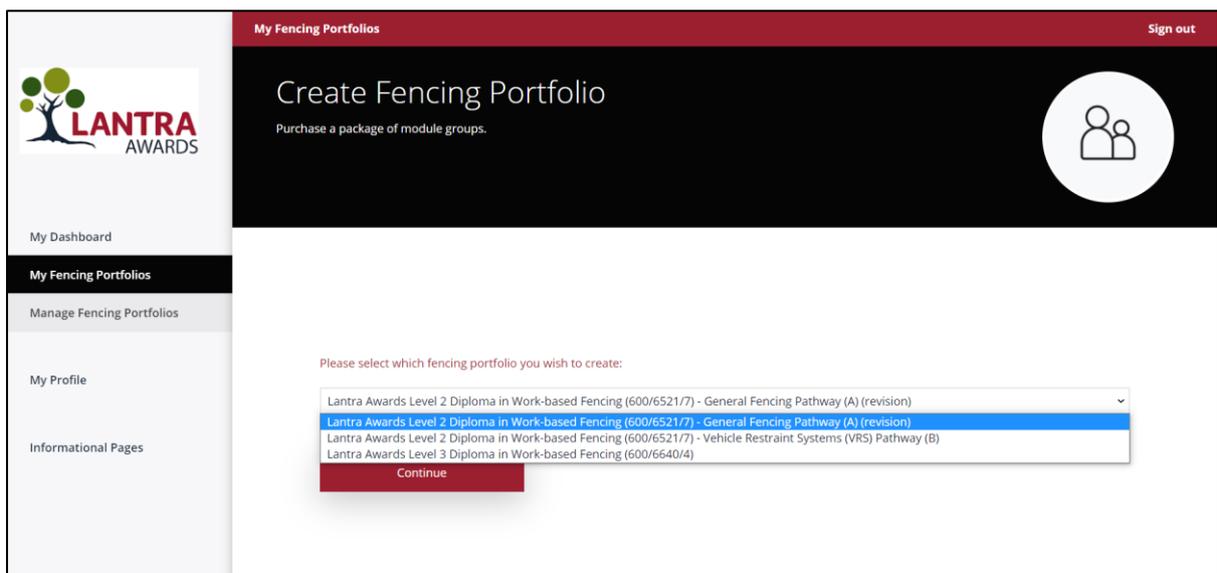


# How to use Lantra Skills+ Students and Learners

Welcome to this short guide on how to use our Skills+ platform.



Depending on your scheme, you will have a log in page like this image. Enter your email address and password which your administrator has sent you or you have already created. Click **Log In** to continue.



Depending on your scheme, you maybe asked to select which portfolio(s) you wish to create. Select the portfolio you want to create and click **Continue**.

The screenshot shows the 'My Fencing Portfolios' interface. At the top, there is a dark red header with 'My Fencing Portfolios' on the left and 'Sign out' on the right. Below the header, the main title 'My Fencing Portfolios' is displayed in white on a dark background, with a 'Manage Fencing Portfolios' button below it. On the right side of this dark area is a circular profile icon. The main content area is white and features a 'Fencing Portfolio' section. The portfolio title is 'Lantra Awards Level 2 Diploma in Work-based Fencing (600/6521/7) - General Fencing Pathway (A)' with a status of 'active'. To the right of this title, a red-bordered box contains the text: 'Complete 183 more unit(s) and then submit for assessment.' Below the portfolio title, there are two buttons: 'Lantra Awards Level 2 Diploma in Work-based Fencing (600/6521/7) - General Fencing Pathway (A)' and 'Reviews'. At the bottom, there is a dropdown menu with the text 'Please Select Unit from List'.

The image above shows the portfolio for the qualification. On the right-hand side, the information tells you how many units there are to complete and send for assessment.

This screenshot shows the same 'My Fencing Portfolios' interface as the first image, but with the dropdown menu open. The dropdown menu is titled 'Please Select Unit from List' and contains the following list of units: 'Locate and identify services', 'Monitoring and Maintaining Health and Safety', 'Establish lines and levels on-site', 'Receive handle and store fencing materials on-site', 'Prepare and operate hand held power tools and attachments', 'Reinstate defective fencing', 'Prepare and form foundations for fencing', 'Place and Fix Fence Posts', and 'Place and Fix Fencing Components'. The dropdown menu is highlighted with a blue border. The rest of the interface, including the portfolio title and the 'Complete 183 more unit(s) and then submit for assessment.' notification, remains visible in the background.

A portfolio is made up from a series of modules. Each module contains several units all of which need to be completed. Select each module from the drop-down list menu.

Locate and identify services			
unknown			
Be able to work safely in line with legislation and codes of practice			View status and Endorsements
Unit title	Date	Location	Evidence
Carry out work in accordance with relevant health and safety legislation	-		+
Carry out work in a manner which causes minimal disturbance to the surrounding area	-		+
Be able to locate and identify services			View status and Endorsements
Unit title	Date	Location	Evidence
Identify services using appropriate techniques	-		+
Establish clear and comprehensive warnings to identify the presence of services	-		+
Know the relevant legislation and codes of practice			View status and Endorsements

Each module contains several units. You can complete units and modules in any order you like. Once you have selected the unit you want to add evidence to, click the green + on the right-hand side of the unit.

« back
My Dashboard
Sign out

## Locate and identify services

Carry out work in accordance with relevant health and safety legislation

Complete the form below and attach files to submit evidence for endorsement.

Date

Location

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\* Please provide evidence demonstrating your competence and attach any supporting files as necessary

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Add files...

Now add in the information. In the example fill in the date completed, location, notes to support or explain your evidence and **add files** to support your notes. Files can be MS word,

excel, PowerPoint. You can also add pdf's digital photographs or short video clips to support your evidence. Any field with a red \* is mandatory.

Complete the form below and attach files to submit evidence for endorsement.

Date

06 05 2021 [x]

Location

Stoneleigh Park, Warwickshire

\* Please provide evidence demonstrating your competence and attach any supporting files as necessary

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Attached is a certificate of attendance for this element....

Add files...

[delete] Certificate-of-Attendance.docx

Click 'Save as draft' if you would like to add more evidence at a later date.

Save as draft

Click 'Save as complete' if you are ready to submit for endorsement.

Save as complete

Once you have populated the unit, from the bottom of the page either **Save as draft** or **Save as Complete**. You can come back to re-edit a draft but not a completed unit.

Submit Assessor

When you have completed all the units within the portfolio, the panel with the number of units to complete will go and be replaced by this **Submit Assessor** button. Please ensure you are happy with everything you are submitting. Once the submission is sent, you cannot change anything.



**Fencing Portfolio**

Lantra Awards Level 2 Diploma in Work-based Fencing (600/6521/7)  
- General Fencing Pathway (A)

Status: active

Lantra Awards Level 2 Diploma in Work-based Fencing (600/6521/7) - General Fencing Pathway (A)

Reviews

Step	Reviewer	Passed	Comment
Assessment	Assigned		
IQA	Assigned		
EQA	Assigned		

Once you have submitted your evidence, it will go through a process of assessment and verification. In this scheme there are 3 levels your portfolio will go through before final sign off. You can view progress of your portfolio through this view.