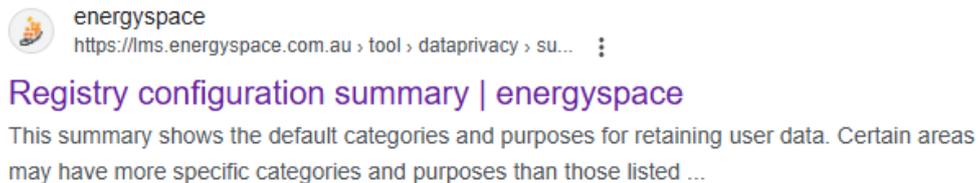


# Energy Space Instructions

## CREATING A LOGIN:

1. Type into Google 'Energy Space'
2. Click on the first option that comes up in the results:



3. You will be directed the Energy Space LMS home page – click on 'Log In' on the top, righthand side:



4. Create a Username and Password. Usernames can be done in a uniform way, such as first name and last name combined in one - e.g. 'johnsmith'

A screenshot of the Energy Space LMS login form. The form is titled 'energy space | online resources'. It contains two input fields: 'Username' and 'Password'. Below the fields is a red 'LOG IN' button. At the bottom of the form, there is a link for 'Lost password?'.

Scroll down to click on 'Create Account' – a picture verification will be required to complete.

**PLEASE NOTE EMAILS MAY BE SENT TO JUNK INBOX**

For any login issues, please call 02 6100 2147

[Create new account](#)

When complete, an email will be sent to the nominated email address for account confirmation click on the link provided to do this.

## NAVIGATING SAMPLE QUESTIONS & PRACTICE ASSESSMENT:

1. Log in with Username and Password
2. Click on 'My Courses'

energy space | online resources Home Dashboard **My courses**

Hi, Regina! 🖐️

CALENDAR

3. Click on 'Readiness Assessment'

energy space | online resources Home Dashboard My courses

### My courses

All ▾

Sort by conclusion date ▾

Search courses or programs



**Readiness Assessment**

0% completed

4. Under the 'Readiness Assessment for Electrical Apprenticeship' heading, scroll down to use either 'Sample Questions' or 'Practice Readiness Assessment'



Sample questions

Mark as done



Practice Readiness Assessment

Mark as done

**NOTE: Sample Questions are suggested to be tried first before a Practice Readiness Assessment. It is a sample of approx.6 questions.**

**NOTE: If further practice is needed, a Practice Readiness Assessment can be purchased for \$20.00 – PayPal being the only pay method for this.**

## ENROLLING INTO A READINESS ASSESSMENT SESSION:

**This step is to be taken on the day of the Readiness Assessment**

1. Log in with Username and Password
2. Click on 'My Courses'

energy space | online resources Home Dashboard **My courses**

**Hi, Regina!** 🙌

CALENDAR

3. Click on 'Readiness Assessment'

energy space | online resources Home Dashboard **My courses**

### My courses

All ▾

Sort by conclusion date ▾

Search courses or programs



**Readiness Assessment**

0% completed

4. Under the 'Sitting the Readiness Assessment', click on 'Select Session/Location Here'



**SELECT SESSION\LOCATION HERE**

5. Choose the correct session – WA dates are usually towards the bottom of the log list

**THE SESSION INFORMATION WILL BE SHARED WITH THE  
COORDINATOR/TRAINER IN THE SAME EMAIL AS THE DAILY PASSWORD TO  
ACCESS THE ASSESSMENT ON THE DAY.**

## COMPLETE READINESS ASSESSMENT SESSION:

This step is to be taken on the day of the Readiness Assessment

1. Log in with Username and Password
2. Click on 'My Courses'

energy space | online resources Home Dashboard **My courses**

Hi, Regina! 🙌

CALENDAR

3. Click on 'Readiness Assessment'

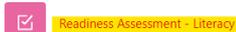
energy space | online resources Home Dashboard **My courses**

### My courses

All ▾ Sort by conclusion date ▾ Search courses or programs

 **Readiness Assessment**  
0% completed

4. Click on 'Readiness Assessment – Literacy'

 **Readiness Assessment - Literacy** **To do:** Receive a grade

 **Readiness Assessment - Numeracy** **To do:** Receive a grade

5. Check that the correct session has been accessed with the detail **highlighted in yellow:**

Readiness Assessment / Readiness Assessment - Literacy

#### **Readiness Assessment - Literacy**

**To do:** Receive a grade

**Opens:** Wednesday, 4 December 2024, 5:00 AM  
**Closes:** Thursday, 5 December 2024, 5:00 AM

You have 15 minutes to complete this section from the time you click the "Attempt quiz now" button below.

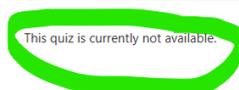
If you are having trouble with a question, leave it and come back to it later if you have time. To return to a previous question move to the "Quiz navigation" area at top corner of the screen and click on the question number.

Once you have completed Part 1 make sure you click the "Submit all and finish" button. Once you have clicked this button you will no longer be able to change any answers for Part 1.

Then return to the Readiness Assessment by clicking the "Back to the course" button to complete Part 2 - Numeracy.

Individual question weightings are indicated on the far left of the screen.

**The quiz is still available but can only be accessed at your nominated Readiness Assessment session.**

 This quiz is currently not available.

[Back to the course](#)

Please have students read the instructions in the grey box before commencing.

Where there is the **green circle**, is where the students will click on to begin the assessment – there will be a button when the session available.

Once the literacy section is complete, please repeat the above process for the Numeracy section.

### **COMPLETED READINESS ASSESSMENT & DIGITAL CERTIFICATES:**

1. Once students complete and submit their work, they will get an immediate result of passed or not. If they have passed, they **SHOULD** be able to print/receive via email a digital certificate – *however, this process has been known on occasion to take from a few days up to three weeks.*

CET can also provide a copy of the class results via email for reference upon request.