

## External Online Learning Platform

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Various

**Classification**

### Purpose

Assist external partners including subcontractors, contingent workers, casual workers and Alliance or Joint Venture workers globally to access and effectively complete their mandatory Lendlease training on the Lendlease Online Learning platform.

### Overview

The Lendlease External Online Learning platform provides people who do not have a Lendlease Workday Learning account access to mandatory training.

The same training is provided on Workday Learning for employees who have access. Individuals are not required to complete on the external online system if they have access to Workday Learning.

Individuals are to register once, when completing their first module and are to use the same credentials when completing other modules.

The platform is externally hosted and requires a separate link to each of the modules to be undertaken as outlined in Table 1.

## External Online Learning Platform

**Table 1 – English Links**

Training Module	Target Audience	When to complete	Link
Orientation Part A (Services)	All Lendlease wages and casual operational workers JV and Alliance employees	Before commencement on site (Link to be sent on engagement)	<a href="#">Orientation Part A – Services</a>
Lendlease GMR Passport Stream 5	All Lendlease wages employees Subcontractor leading hand and above	Before commencement on site (Link to be sent on engagement)	<a href="#">GMR Passport Stream 5</a>

**Table 2 – Alternate Language Links**

Training Module	Target Audience	When to complete	Link
Lendlease GMR Passport Stream 5	All Lendlease wages employees Subcontractor leading hand and above	Before commencement on site (Link to be sent on engagement)	<a href="#">Italian</a> <a href="#">Chinese</a> <a href="#">Japanese</a>

## External Online Learning Platform

### Instructions and Trouble shooting

#### Software and Hardware

- Your computer must have a Browser Type listed below and **Adobe Flash 13**. The minimum bandwidth for the modules to perform relatively well is 360 kilobits per sec (kbs). The software requirements for running the GMR Passport are listed below.

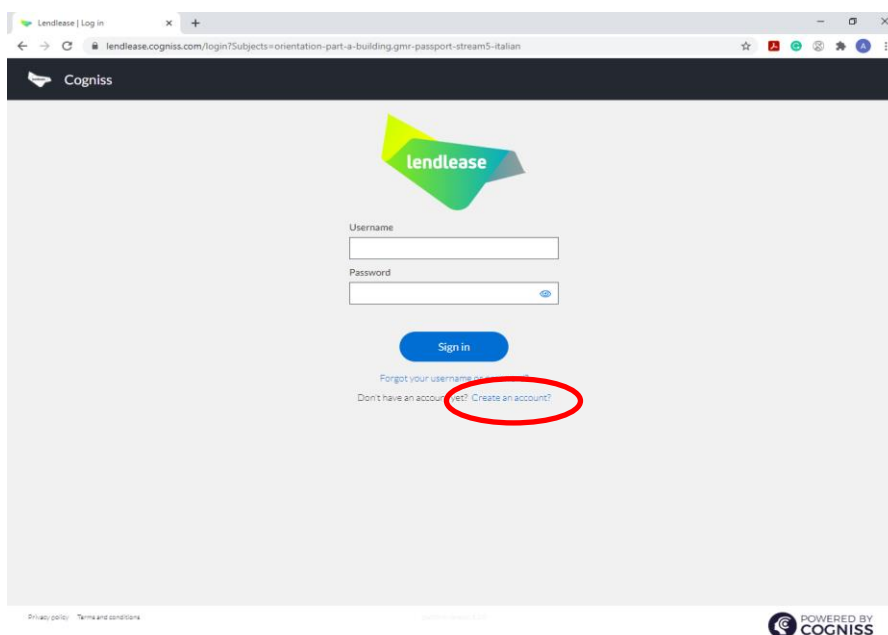
Hardware / Software	Minimum requirement
Windows Settings	Windows XP or later
Mac OS X	Lion 10.7 or later
Browser Type and Version	Microsoft Edge Chrome Safari
Screen size	1024 x 768 pixels or larger
Sound	Computer speakers, ear-phones or headset

#### Registration Process

##### Step 1

Example used is Stream 5 passport. Process is similar for all modules

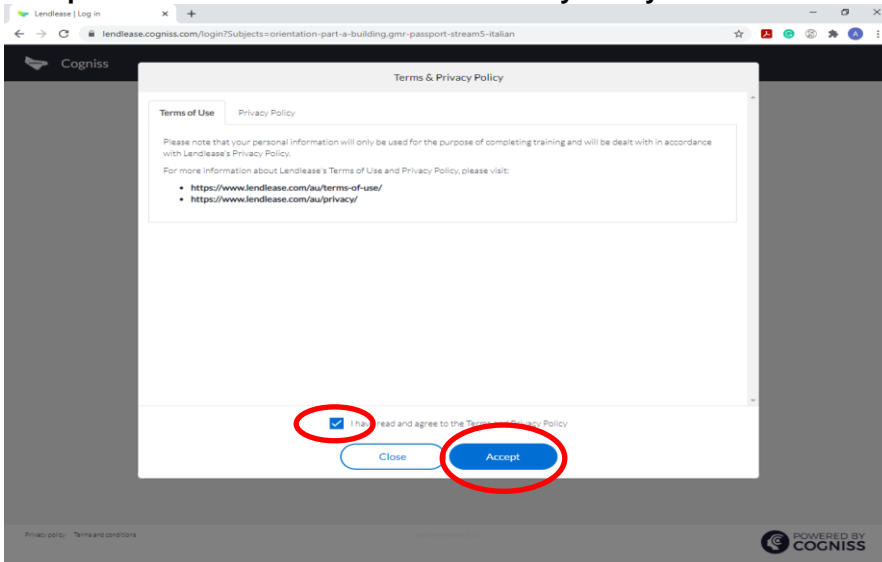
Click on “Create an account”



## External Online Learning Platform

### Step 2

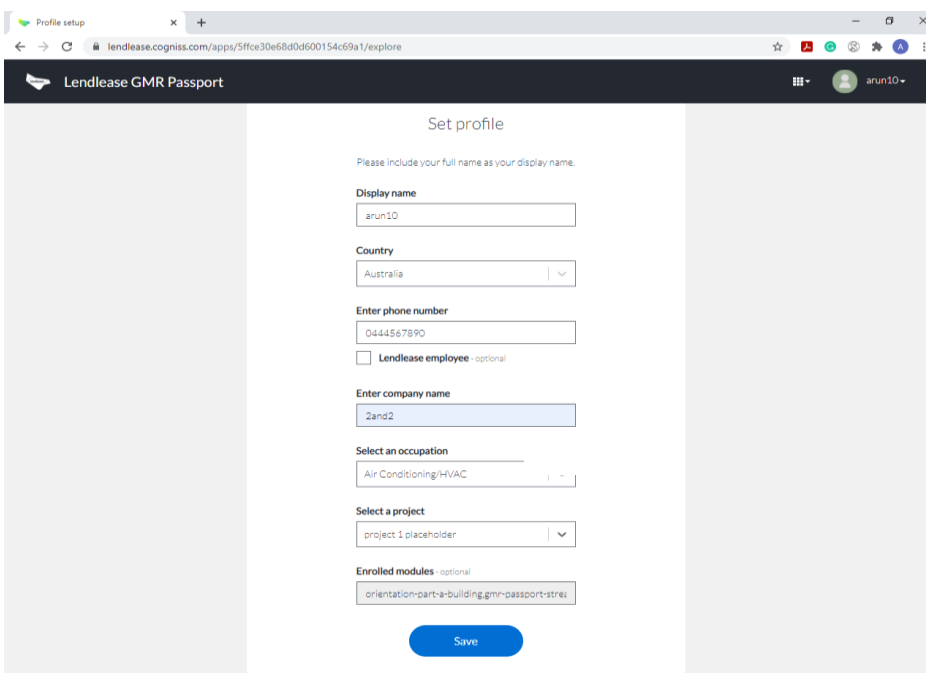
#### Accept the terms and conditions and Privacy Policy screen



### Step 3

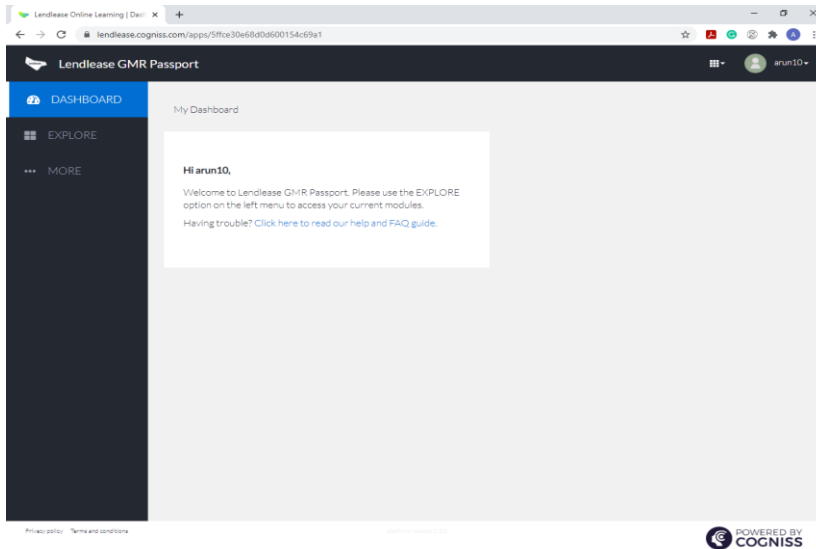
Complete your profile.

The Project name is the one you are working on currently.



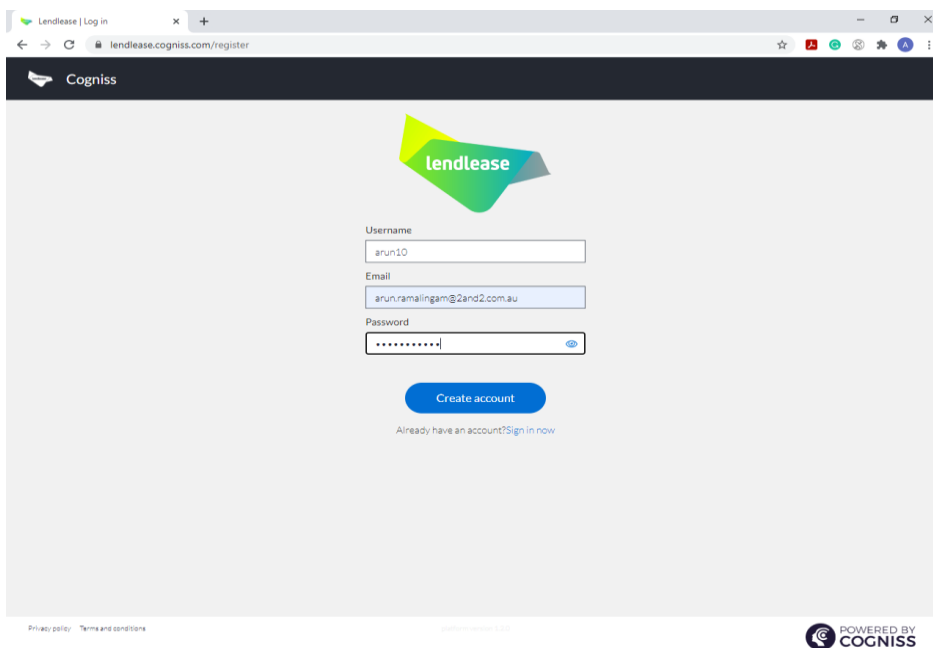
## External Online Learning Platform

### Receive confirmation



### Step 4

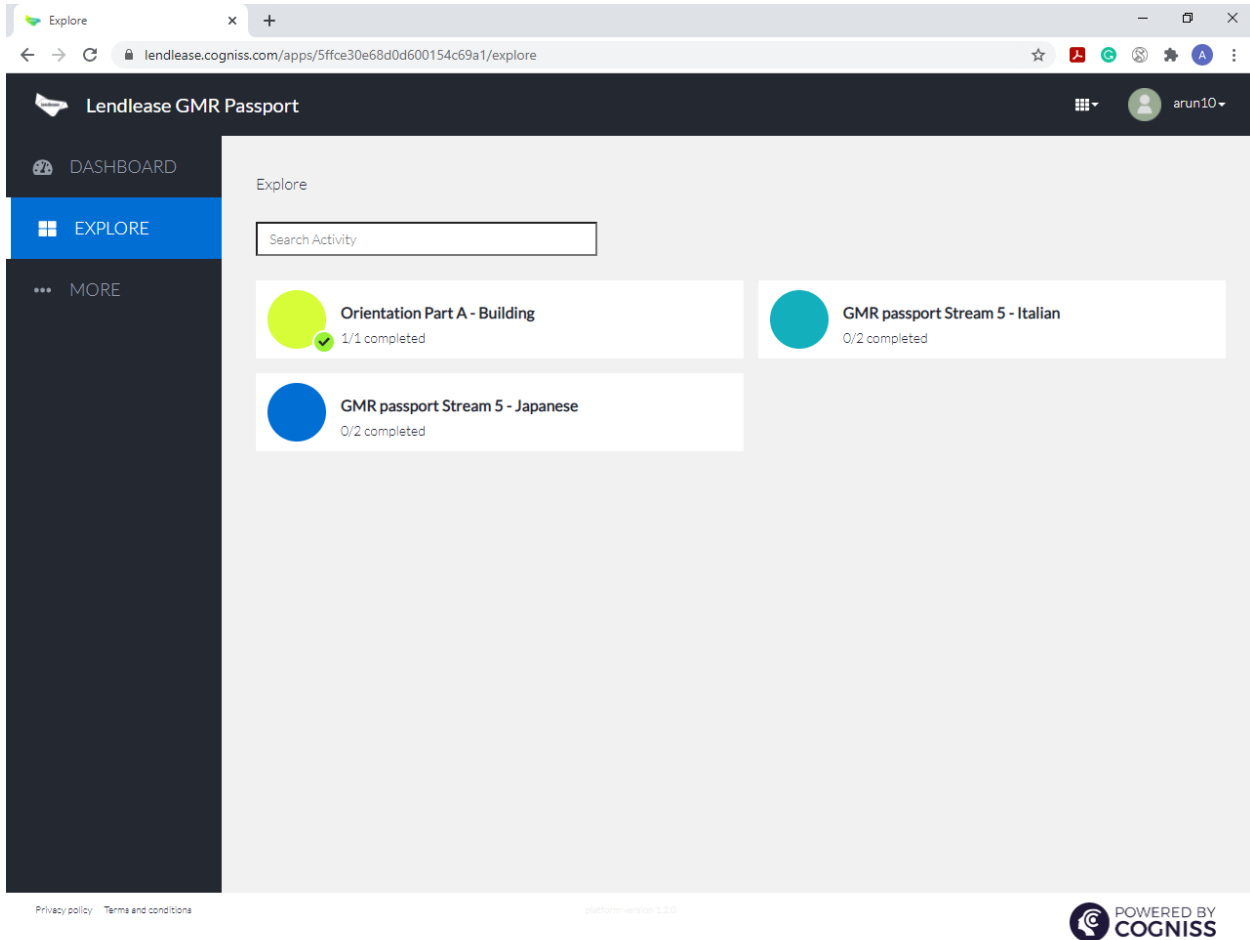
If you have already created an account previously on this platform, use the email and password you used for your first course to log in



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### Step 5

Click on 'Explore' on the left side panel to see your courses



The screenshot shows a web browser window with the URL [lendlease.cogniss.com/apps/5ffce30e68d0d600154c69a1/explore](https://lendlease.cogniss.com/apps/5ffce30e68d0d600154c69a1/explore). The page title is "Lendlease GMR Passport". The left sidebar has a menu with "DASHBOARD", "EXPLORE" (highlighted in blue), and "MORE". The main content area is titled "Explore" and contains a search bar labeled "Search Activity". Below the search bar are three course cards:

- Orientation Part A - Building**: 1/1 completed (indicated by a green checkmark)
- GMR passport Stream 5 - Italian**: 0/2 completed
- GMR passport Stream 5 - Japanese**: 0/2 completed

At the bottom of the page, there are links for "Privacy policy" and "Terms and conditions", a "platform version 1.2.0" label, and a "POWERED BY COGNISS" logo.

### Step 6

Click on the course assigned which may have more than one section. You need to complete both to receive your completion confirmation.

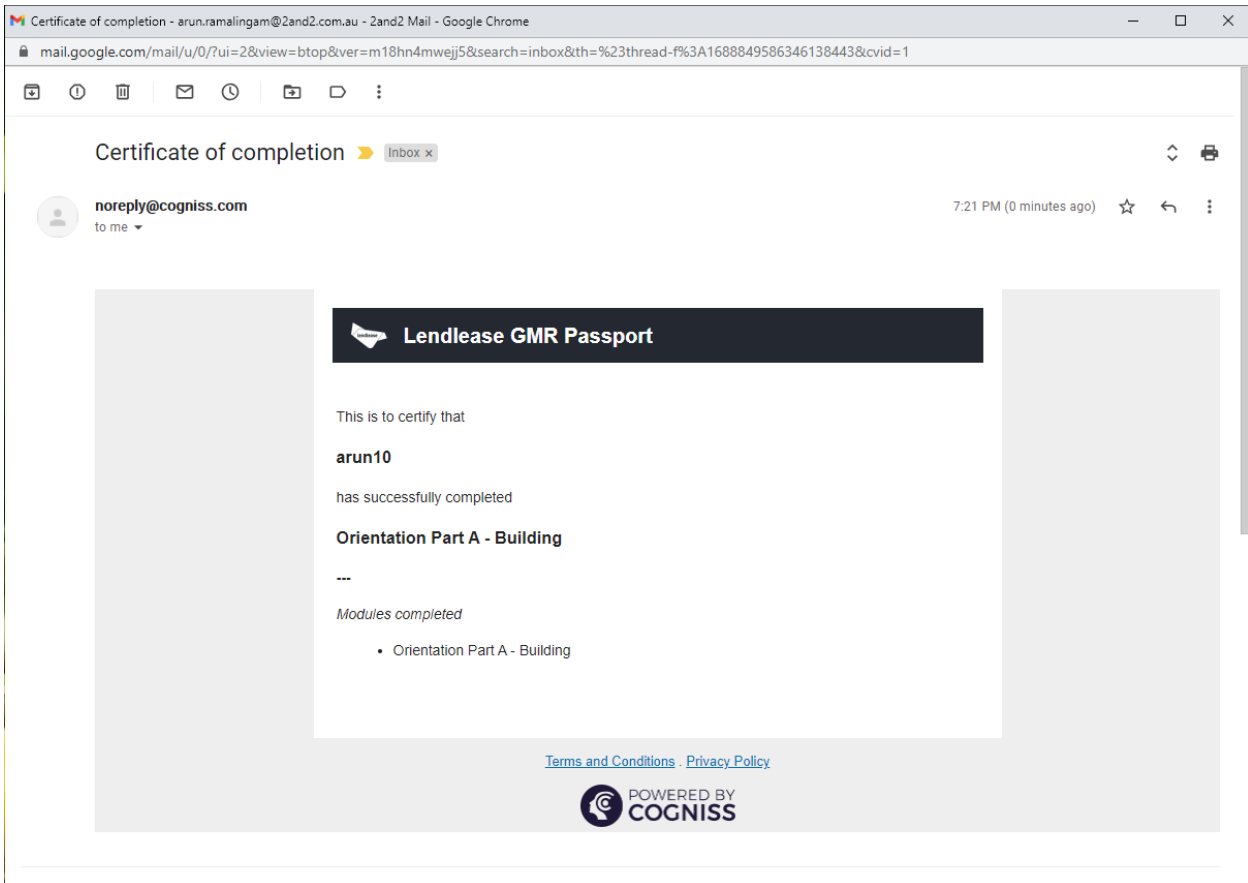
**Note – All modules contain audio - you will require headphones**

### Step 7

After completing each of the assigned modules, you will see a certificate displayed that you can screenshot and save to your phone.

You'll also receive an email confirmation of completion.

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### Workflow

