

Completing an on-demand course

Here's how to access and complete an on-demand course at the TAL Risk Academy

TAL RISK ACADEMY QUICK REFERENCE GUIDE

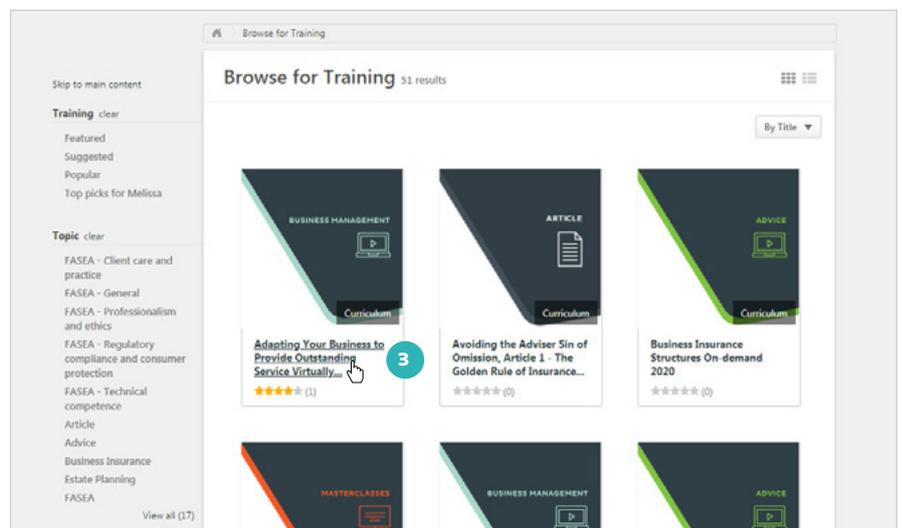
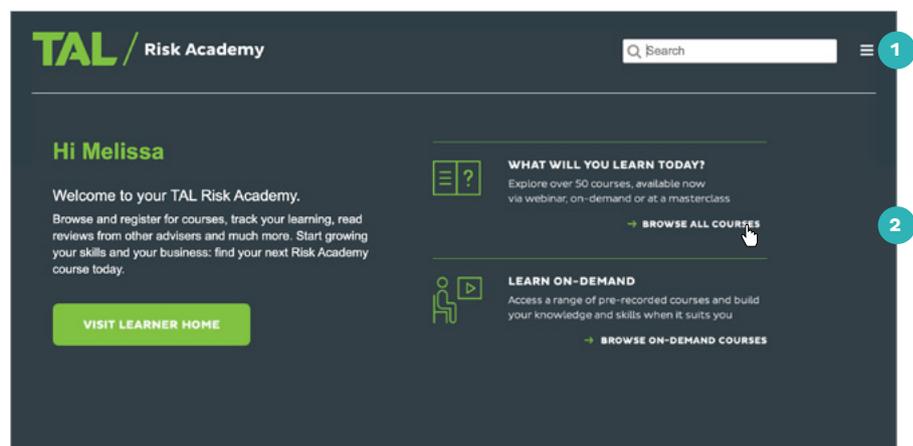
Find your course

Get started by logging in to the TAL Risk Academy at riskacademy.tal.com.au.

Once you've logged in, you can either:

- 1 Search for a specific course through the search bar at the top of the home page
- 2 Or browse all the available courses
- 3 Click on the course name to launch the course page and view more information.

Quick tip: you can also click on links in the TAL Risk Academy prospectus or our email invitations to launch individual course pages.



Find out more about an on-demand course

Each on-demand course page includes the following details to help you understand what's covered and decide if the course is right for you:

- 4 Course synopsis
- 5 Accreditation information, including the FASEA area and CPD hours (click 'Show more' to view these details)
- 6 What's included in the course
- 7 Reviews from other advisers about the course.

Enrol for an on-demand course

- 8 Click 'Open curriculum': the course will launch and you can start your training straight away

- 9 If you need to pause your training, just close the window and use Your Training Record to re-launch the course whenever you're ready.

The screenshot shows the course page for 'Adapting Your Business to Provide Outstanding Service Virtually On-Demand' on the TAL Risk Academy platform. The page includes a curriculum overview, a 'Details' section with a synopsis, a 'Contents' section listing training courses, and a 'Ratings and reviews' section showing a 4.0 average rating from one review. A 'Show more' button is visible in the ratings section. On the right side, there is a 'Business Management' card with an 'Open curriculum' button. Numbered callouts 4 through 8 point to the course title, accreditation details, contents, ratings, and the 'Open curriculum' button respectively.

The screenshot shows the 'Training Record: Melissa Girgis' page, which allows users to manage their active training. It features a search bar and filters for 'Active', 'By date added', and 'All Types'. A list of six training courses is displayed, each with a 'Due' date, 'Status', and an action button. The first course, 'Adapting Your Business to Provide Outstanding Service Virtually On-Demand', has an 'Open curriculum' button. The other courses have 'Launch Test' or 'Launch' buttons. A numbered callout 9 points to the 'Open curriculum' button.

Course Title	Due	Status	Action
Adapting Your Business to Provide Outstanding Service Virtually On-Demand	No Due Date	Started	Open curriculum
Future of Income Protection Webinar 2020	12/03/2020	Registered / overdue	Launch Test
Future of Income Protection Webinar Presentation 2020	No Due Date	Registered	Launch
Tailoring your Advice for the right claims outcome - Presentation	No Due Date	Registered	Launch
Tailoring your advice for the right claims outcome Webinar	20/05/2019	Registered / overdue	Launch Test

View course materials and launch the course

- 10 You can view and download course materials before starting by using the left-hand navigation or clicking 'View Details'
- 11 To get back to the course video and test, click the course name in the left-hand navigation
- 12 Click 'Launch' to watch the course video

Adapting Your Business to Provide Outstanding Service Virtually On-Demand

0% CURRICULUM PROGRESS

Adapting Your Business to Provide Outstanding Service Virtually On-Demand

100% COURSE PRESENTATION

Adapting Your Business to Provide Outstanding Service Virtually On-Demand

Adapting your business to provide outstanding service virtually - Marshall Ross
Status: Registered Due: No Due Date

Adviser Case Study – Jason Poole | Adapting your business
Status: Registered Due: No Due Date

Adapting your Business to Provide Outstanding Service Virtually - 2020 On-demand
Status: Registered Due: No Due Date
This CPD test will become available to you after you mark the video as complete. If you are successful, you can download a certificate immediately...

100% Course Presentation Completed: 0 Min. required: 0 Total courses: 1

Options

Launch

Launch

Launch Test

View Details

Adapting Your Business to Provide Outstanding Service Virtually On-Demand

0% CURRICULUM PROGRESS

Adapting Your Business to Provide Outstanding Service Virtually On-Demand

100% COURSE PRESENTATION

100% Course Presentation Completed: 0 Min. required: 0 Total courses: 1

Adapting your Business to Provide Outstanding Service Virtually Presentation 2020
Status: Not Activated Due: No Due Date

Options

Activate

- 13 Once the video's finished, click 'Mark as Complete'.

Adapting Your Business to Provide Outstanding Service Virtually On-Demand

0% CURRICULUM PROGRESS

Adapting Your Business to Provide Outstanding Service Virtually On-Demand

100% COURSE PRESENTATION

Adapting your business to provide outstanding service virtually - Marshall Ross
Status: Started Due: No Due Date

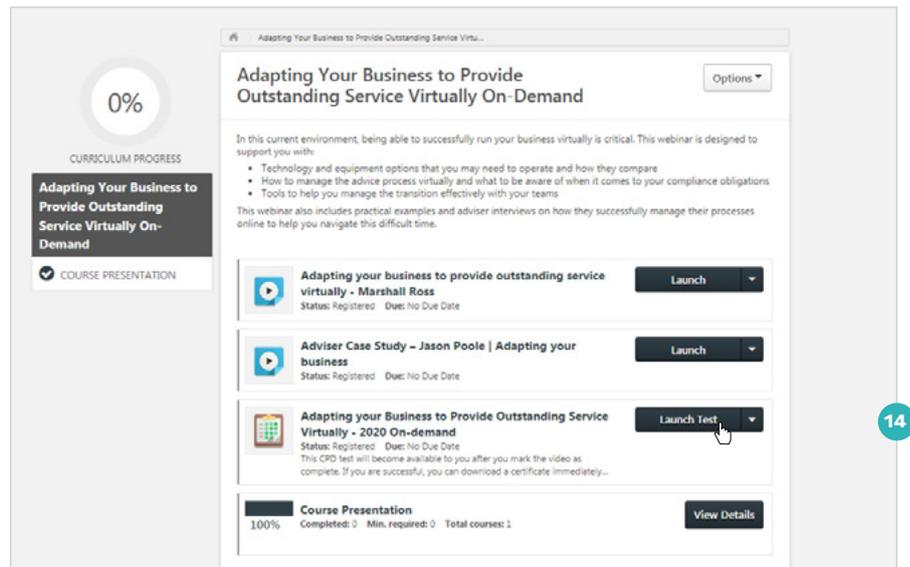
Options

Close

Mark as complete

Complete the test

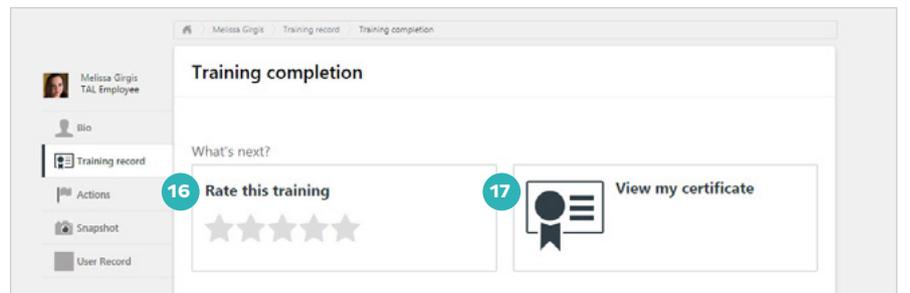
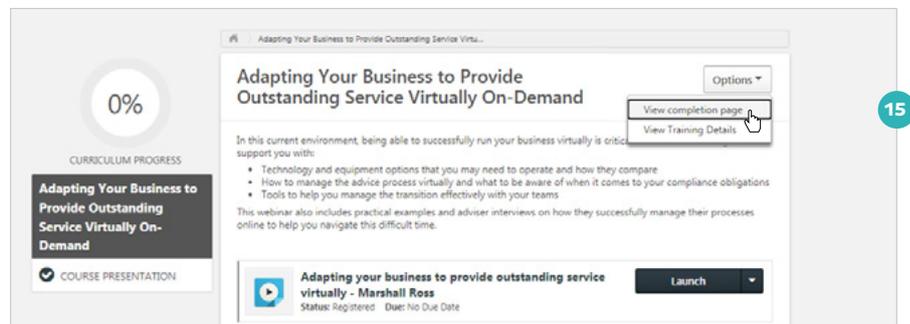
- 14 You'll be redirected to the course page. Click 'Launch Test' to complete the course assessment and earn your CPD points.



Download your course certificate

Once you've successfully taken the course test, you can access your course certificate:

- 15 Select the 'Options' menu, then click 'View completion page'
- 16 On the Training Completion page, you can rate the course
- 17 And download a PDF of your course certificate.



If you need a hand, contact the Risk Academy team on **1800 748 682** or via email at riskacademy@tal.com.au

riskacademy.tal.com.au