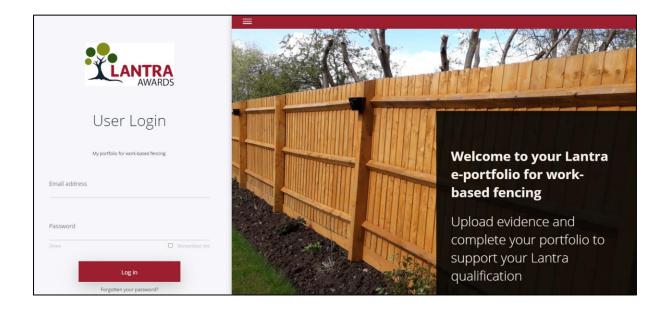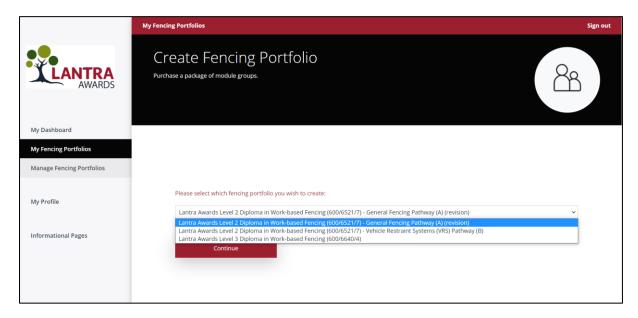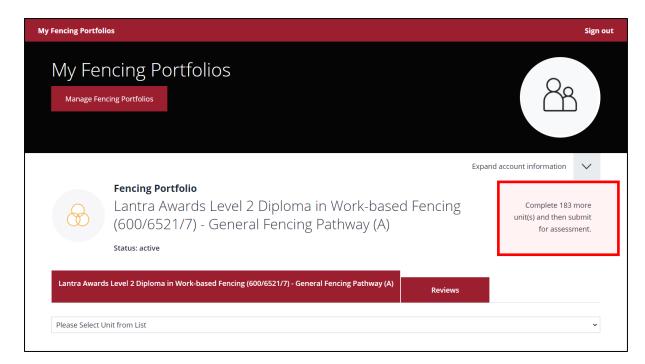# How to use Lantra Skills+ Students and Learners

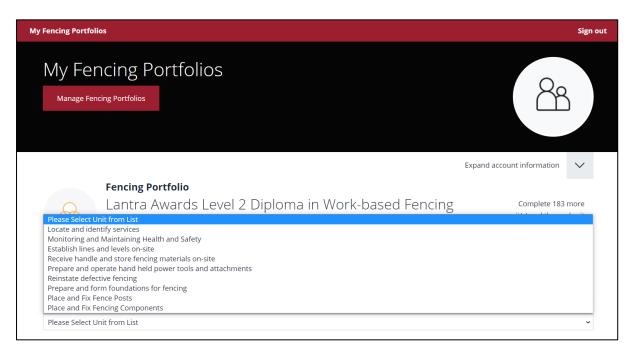Welcome to this short guide on how to use our Skills+ platform.

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 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.

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

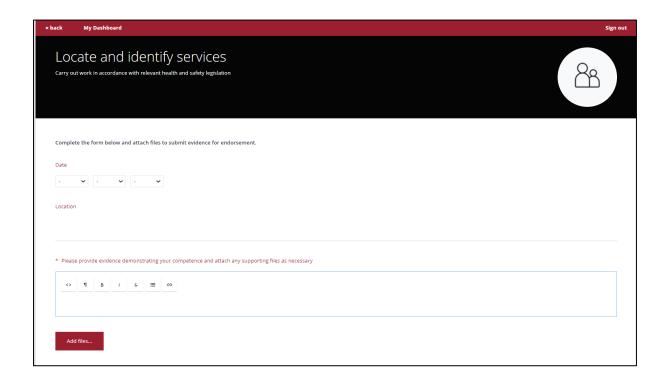| ⓘ Be able to work safely in line with legislation and codes of practice				View status and Endorsements ⌄
Unit title	**Date**	**Location**	**Evidence**	
Carry out work in accordance with relevant health and safety legislation	-			✚
Carry out work in a manner which causes minimal disturbance to the 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

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

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.
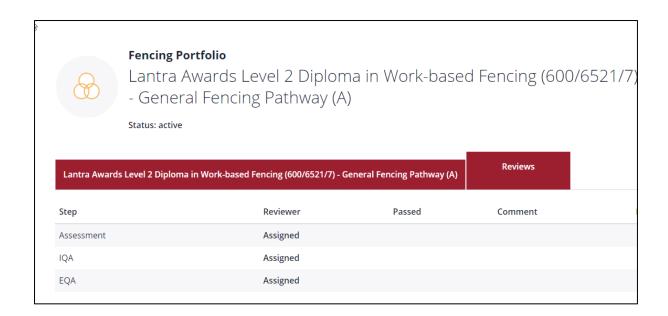

Once you have populated the unit, from the bottom of the page either Save as draft or Save as Complete. You can come back to re-edit a draft but not a completed unit.

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.