



ForestFit™

TRAINING PARTICIPANT GUIDE FOR BUSINESS OWNERS AND LEADERS

Participant Guide Contents

Your step by step guide through the training process.

This interactive guide will provide participants with an understanding of the ForestFit Training process and how to access support while they work to complete the training.

Click on each icon to visit that section of the document.



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What is ForestFit Training?

Training for forest contracting businesses



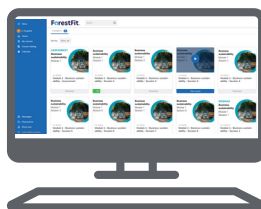
Training Application

How to apply for ForestFit Training



Talent LMS

Understanding the learning management system



Course Content

Self paced training contextualised for the forest industry



Webinar Sessions

Pre-recorded sessions delivered by subject matter experts



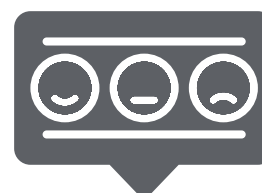
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Supporting Documents

Guidance, factsheets and templates



Communication

How to provide feedback, or lodge a complaint



Contact Us

If you have any questions or require more support

What is ForestFit Training?

Training designed by industry to increase business viability and success.



Training modules

The training comprises four modules:

- Business sustainability
- People practices and leadership
- Safety leadership
- Environmental systems and practices.

Each module has multiple topics that are delivered via webinar with facilitation by subject matter experts. The online webinars offer convenience, flexibility, and personalised learning experiences.

Targeted for leaders

Forest contracting businesses have had to adapt to more complex and demanding business process changes, reporting and compliance requirements.

Ranging from small to large operations, including many multi-generational family successions and influences, forest contracting businesses have an important role in sustaining a viable forest industry.

The training has been designed for owners, leaders and emerging leaders of forest contracting businesses who:

- Are able to implement changes as required.
- Have a base understanding of the legislative and regulatory requirements for their business.

The training provides practical guidance, both strategic and operational, supported by a leading practice resource centre contextualised to the forest industry.

Training outcomes

At the completion of this program you will be able to:

- Strategically enhance business efficiency, lower risk and increase profitability.
- Harness individual performance and retain and grow organisational talent.
- Create a safety leadership culture for the ongoing monitoring of health, safety and environment.
- Implement and monitor environmentally sustainable work practices and resource efficiency.

Certification support

ForestFit Training is responsive to current industry needs to further enhance participant skills and knowledge.

The training materials have been aligned to the ForestFit Certification Standards to provide the necessary support for businesses to successfully complete certification.

What is ForestFit Training?

Delivery

Self paced training designed to fit the busy schedule of business leaders and emerging leaders.

Duration:

- 12-15 weeks (all modules)
- Average 4-6 training hours per week, which may include:
 - Webinar sessions
 - Pre reading
 - Session review questions
 - Assignments
- Maximum 1 year to complete the course.

To maintain engagement, the webinar sessions will be between 30 and 90 minutes. A course extension can be requested by contacting the training coordinator.

Methodology

You will self-select the module(s) relevant to your learning needs. Each module has multiple topic areas supported by learner guide(s) and webinar sessions.

Webinar sessions are pre-recorded and facilitated by subject matter experts. These will be uploaded to the ForestFit Training library enabling you to review them at your own pace.

Learning outcomes will be evaluated through:

- Session review questions
- Case study(s)
- Assignment(s).

All assessments are business related with practical application (eg) development of a strategic plan for your business.

Technology

Online learning will be supported by a learning management system (LMS).

You will self register by signing up directly through the LMS. Registration requests will be reviewed and approved by ForestFit prior to account activation.

Gamification will be used to promote continuous learning.

To maximise training efficiency, your progress will be evaluated through LMS reporting and learning analytics.

Support services

A wide range of support services will be available to help you get the most out of the Training program.

Support services will provide assistance in the following areas:

- Enrolment information
- Course or module information
- LMS
- Review questions or assignments
- Fees and finance
- Results and certificates
- Course extension.

Training Application

Online form collecting information related to your training needs.



Training program eligibility criteria

The ForestFit Training has specific eligibility criteria in place to ensure participants can benefit from the program and effectively apply the knowledge and skills they acquire. The eligibility criteria include the following:

Owners, Leaders, and Emerging Leaders

The training is specifically designed for individuals who hold positions as owners, leaders or emerging leaders of forest contracting businesses. This includes individuals who are responsible for making decisions and implementing changes within their businesses.

Ability to implement changes

Participants should have the ability and authority to implement changes within their business as required by the training program. This ensures that the knowledge and skills acquired during the training can be effectively applied in the workplace.

Base understanding of legislative and regulatory requirements

Participants should have a foundational understanding of the legislative and regulatory requirements that apply to their forest contracting business. This prior knowledge will help participants better grasp and apply the training material within their specific industry context.

How to sign up for ForestFit Training?

To sign up for the ForestFit Training, please follow these steps:

- Visit the ForestFit TalentLMS website at <https://forestfit.talentlms.com/>
- Complete the sign up form by providing:
 - First and last name
 - Email address
 - A username and password
 - Business ABN, name and address
 - Your role in the business
 - Modules for enrollment
 - Enter your FOLS ID (if applicable).
- Click on the "Create Account" button to finalise your registration.

Once your registration is submitted, the administrator will be notified and will manually activate your account after you have made the necessary payment.

Once payment is made and your account is activated, you will receive an email from ForestFit notifying you that your account is ready. In the email, you will find a link that you can click to access TalentLMS. Use your credentials to log in to TalentLMS and gain access to the course(s) and training materials you have selected

During your first login, you will be prompted to accept the terms of service. Once accepted, you can choose to take a guided tour of TalentLMS or explore the platform on your own.

Training Application

Pricing per module

The modules are designed to work together as one package however they can be individually completed.

To support businesses in achieving Certification, businesses that have paid for one of their leaders to undertake the Training will have the cost deducted from the Initial Certification fee. Contact the ForestFit team to discuss.

The pricing plan for each module is \$600.

Pricing discount for all 4 modules

A discount is available if you choose to complete all four modules together, resulting in a total price of \$1800.

The discounted package allows you to save on the overall cost of the training program. To support businesses in achieving Certification, businesses that have paid for one of their leaders to undertake the Training will have the cost deducted from the Initial Certification fee. Contact the ForestFit team to discuss.

When do I pay the training fees?

Once your registration is submitted, the administrator will be notified and will prepare a quote for payment.

You are required to pay the training fees within 14 calendar days of receiving the quote. All fees must be paid before your courses are assigned to you. After you make the payment, you will receive a tax invoice and payment receipt as confirmation. If you do not pay the fees within the specified timeframe your course assignment may be delayed.

How to change your password

To change your password in TalentLMS:

- Sign into your TalentLMS account.
- Click on your profile picture located at the top right corner of the screen.
- Select the "Profile" option and click the "Edit profile" button.
- Scroll down to "Change Password".
- Enter your current password in the "Current password" field.
- In the "New password" field, enter your desired new password. Re-enter your new password in the "Confirm new password" field.
- Click "Save changes".

What happens if I forgot my password?

To reset your password in TalentLMS:

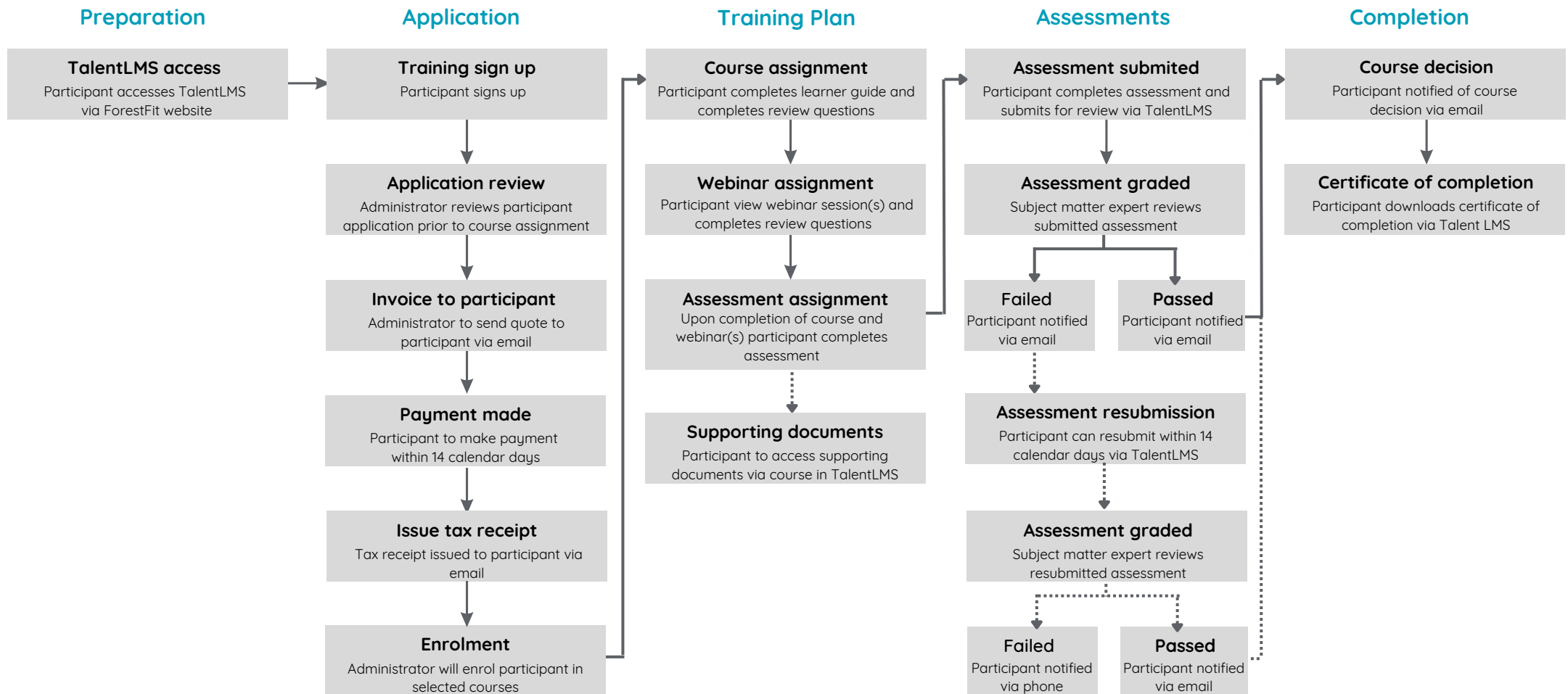
- Go to the TalentLMS login page and click on the "Forgot password?" link.
- Enter the email address associated with your TalentLMS account.
- Click on the "Reset password" button.
- You will receive an email with instructions on how to reset your password. Follow the instructions in the email to reset your password.
- Once your password is successfully reset, you can log in to TalentLMS using your new password.

Withdrawal from training program

You can voluntarily withdraw from the training program at any stage. However, please note that all fees are non-refundable, and if you withdraw from the program after paying the fees, you will not be provided a refund.

To initiate the withdrawal process, you must formally notify ForestFit by sending an email to the designated contact. The contact details can be found on the "contact us" page of this document and our website.

Training Application



TalentLMS

Dedicated to supporting your training needs and ensuring a successful experience.



What is TalentLMS?

TalentLMS is a cloud-based learning management system (LMS) that supports the administration and delivery of the ForestFit Training. It offers a user-friendly interface and a range of features designed to facilitate the creation, delivery, and tracking of training courses.

The platform offers features for engagement and collaboration, such as:

- Discussion forums
- Social learning
- Gamification elements.

It also provides a centralised hub for you to access course materials, interact with instructors and peers, and track your own progress.

Loss of connection

You have the flexibility to abandon and resume a course at any point. Simply return to the course and click on the "Resume" button, and you will be able to continue from the last unit you accessed. If you were in the middle of a test, you will be able to resume from the last pending question.

In the event of a loss of connection, TalentLMS is designed to automatically save your progress as you proceed through the course. Once you regain internet connectivity and access the course again, you can pick up from where you left off.

Discussion boards

TalentLMS lets you and your users communicate with each other through Discussions, a forum-like communication tool.

Initiate a new discussion:

- Access your TalentLMS account.
- Click on "Discussions" in the right-hand panel.
- Select "Create your first discussion"
- Enter a relevant title in the Topic field.
- Provide a detailed description in the Message text area. Attach external files if necessary.
- Choose the intended audience for the discussion
- Click "Post" to publish the discussion topic.

If at any point you wish to delete a discussion, click on the trash icon associated with the particular discussion.

Sending messages

TalentLMS lets you communicate with people across the portal through its messaging platform.

- Navigate to the top navigation bar and locate the "Messages" option.
- On the drop-down list, click "Send message".
- In the "Recipients" field, select the individuals who will receive your message.
- Provide a "Subject" for your message.
- In the "Body" area, compose your message. You can include images or external files, if necessary.
- Once your message is ready, click "Send message" to deliver it to the intended recipients.

Course Content

Designed for owners, leaders and emerging leaders of forest contracting businesses.



Course assignment

In TalentLMS, courses are assigned by the program administrator. Once enrolled and assigned to specific courses you can access course materials through your TalentLMS account.

We have implemented prerequisites in our courses to ensure you have the required knowledge and skills before advancing to the next session.

Email notifications in TalentLMS keep you informed about important updates and activities. You will receive notifications for account related actions, course enrollment, reminders, discussions, assessments and course completion.

Completing a course

How to complete a course in TalentLMS:

- Sign in to your TalentLMS account.
- Navigate to the "Courses" section of dashboard.
- Locate the course you want to complete and click on it to access the content.
- Start working through the course
- Study the materials, which include presentations, webinars and quizzes.
- Complete assessments assigned within the course.

Once you have completed all the assigned sessions, webinars and course assessments, this window will provide you with a prompt to download your certificate of completion.

Tracking progress

To access your course progress on TalentLMS:

- Sign in to your TalentLMS account.
- Click on "Progress" on the right-hand panel.

This progress feature provides:

- Overview - your training progress
- Courses - statistics about your progress in each course you are enrolled in
- Certificates - all the certifications you have received, and the option to download them
- Timeline - a detailed log of all the actions related to your profile

Promote via LinkedIn

To enhance your professional profile, TalentLMS offers the ability for you to easily share your certificates on your LinkedIn profile.

Following course completion, a "Share certificate" button will be displayed. Click this button once and it will transition it into a "LinkedIn Add to profile" button.

By clicking the "LinkedIn Add to profile" button, you can log into your LinkedIn account and add the details of your certificate.

Course Content

Developing stronger leaders and businesses

Ensure your business future with training contextualised for the forest industry

Business sustainability

Challenge you to consider how planning for the future and implementing best practices can improve your daily operations and ongoing success.

Sessions include:

- Strategic planning
- Operational planning
- Risk management
- Stakeholder management
- Quality management and assurance
- Internal auditing
- Principles of contract law
- Sales and tendering
- Negotiation
- Business structures
- Finance
- Insurance
- Communications

People practices and leadership

Structured for small and medium-sized business leaders operating and managing the people practices and leadership process within their business.

Sessions include:

- Employment law
- Fair and just culture
- Employee lifecycle
- Effective leadership and team management

Safety leadership

Create an understanding of what is required to monitor workplace health and safety (WHS), adhering to defined policies and procedures to ensure own safety and that of others.

Sessions include:

- WHS legal framework
- WHS management systems
- Leadership and safety culture
- Stakeholder management
- WHS Hazard and risk management
- Emergency preparedness and response
- Communication and consultation
- Training and operational controls
- Rehabilitation and compensation
- Document and record control

Environmental systems and practices

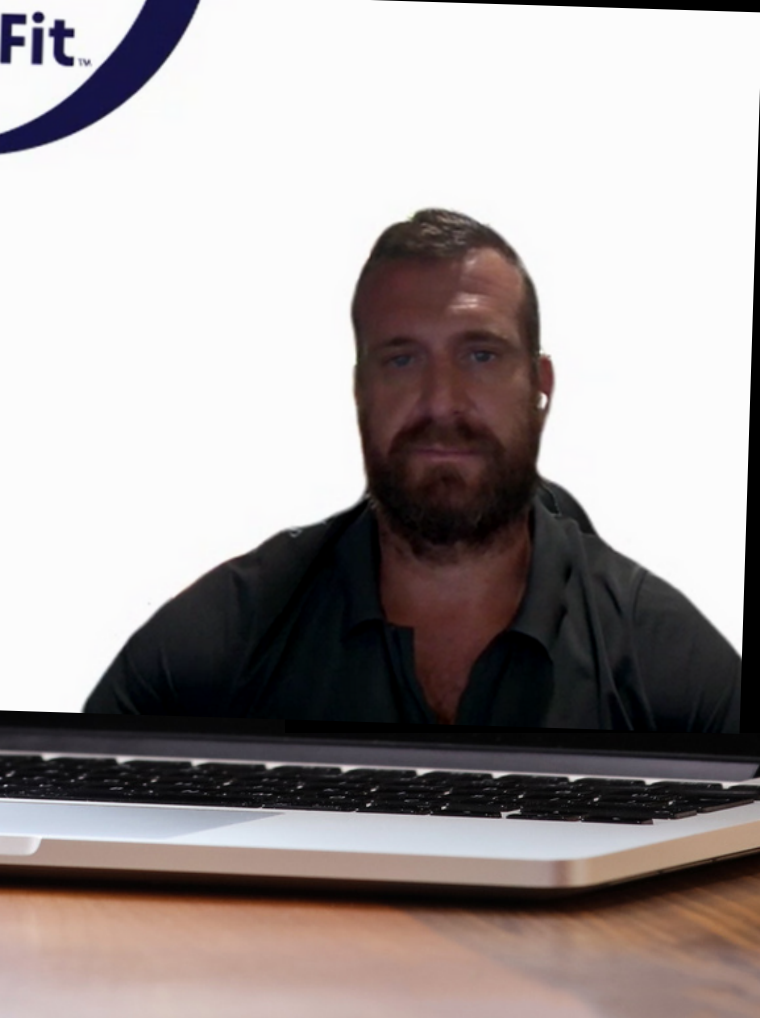
Explore the requirements for a sustainable future that protects the environment including state forests, private native forests and plantation harvesting.

Sessions include:

- Environmental legal framework
- Environmental management systems
- Sector Information
- Environmental hazard and risk management
- Environmental management plan
- Emergency preparedness and response
- Training and operational controls
- Monitoring environmental efficiency performance
- Document and record control

Webinar Sessions

Learn from subject matter experts to gain valuable insights.



Course assignment

The ForestFit course structure is designed to provide you with a comprehensive learning experience. Each module consists of pre-recorded webinar sessions delivered by subject matter experts. These sessions are carefully curated and assigned by the administrator to ensure you receive valuable content contextualised to the forest industry.

To maintain a structured learning path, a prerequisite system has been implemented. This means that before you can access and complete the webinar session, you are required to first complete the corresponding theoretical session. By doing so, you are given the foundational knowledge and understanding necessary to fully engage with and benefit from the webinar session.

Delivered by subject matter experts

Each module has multiple topics delivered via webinar with facilitation by subject matter experts. The online webinars offer convenience, flexibility, and personalised learning experiences.

You can access the recorded content at your own pace and convenience, accommodating different schedules. You will also have the freedom to revisit and review the sessions as needed.

Completing a course

How to complete a webinar course in TalentLMS:

- Sign in to your TalentLMS account.
- Navigate to the "Courses" section of dashboard.
- Locate the webinar course you want to complete and click on it to access the content.
- Start working through the course
- Study the materials, which include presentations, videos and quizzes.
- Check statistics about your progress in each webinar course you are enrolled in

Once you have completed all the assigned sessions, webinars and course assessments, this window will provide you with a prompt to download your certificate of completion.

Webinar sessions in progress

We are in the process of finalising some webinar sessions and anticipate their completion in the coming months.

We are working to ensure these sessions meet high-quality standards and provide valuable content. Please contact the forestFit team if you have any questions or concerns.

Training Assessments

Assessments are designed to focus on practical application within a business context.

Requirements

The assessment for each module consists of two tasks:

- Task One: Develop a practical application for your business - apply the knowledge and skills gained from the module to develop practical applications specific to your own business.
- Task Two: Post-assessment learnings - reflect on the assessment process and document the key learnings acquired throughout the module.

The feedback received from the assessments will help you apply your knowledge to your business and continuously improve your skills and practices.

Deadline

Each assessment is expected to require a time commitment of approximately 2-3 weeks for completion.

If you require an extension for the assessment, please submit a formal request specifying the reason and proposed new deadline.

Evaluation

Assessments are evaluated using competency-based principles, where the following grading system is used:

- S: Satisfactory
- NS: Not Satisfactory

Submission

Once you complete each module, you will be assigned the relevant assessment for that module. The assessment will be made available on TalentLMS and you will need to upload your completed assessment through the platform.

When you access the course you will find a description of the assessment. To submit your answer, you will upload a file from your local disk by clicking "Upload your reply." Additionally, you have the option to record a video, record audio, or record your screen as a response. Choose the appropriate option and click "Send your reply."

Once you submit your answer, the unit will be automatically labeled as "Pending reply from the instructor." You can then click "Check your answer" to review your submission or click "Modify it" to make any necessary edits to your answer. After the instructor replies, you can click "Check instructor reply" to view your grade and any feedback provided.

After you have submitted your document for grading, you can proceed to the test component of the assessment which is designed to evaluate your post-assessment learnings. The test consists of 10 free text questions that demonstrate your knowledge and comprehension of the subject matter.

Once you have completed and passed the assigned assessment, you will be prompted to download your certificate of completion.

Training Assessments

Training for leaders

Increasing business performance and outcomes

Business sustainability

Competency

This assessment requires you to create a strategic plan tailored specifically to your forest contracting business.

Benefit

By leveraging your business's unique strengths and identifying market opportunities, you can differentiate yourself from competitors and capitalise on your strengths. This positions your business as a leader in the forest industry and fosters growth and sustainability.

Template

See "Files" menu entry on the top bar.

Duration

It is expected that this assessment will take up to 2 weeks to complete.

People practices and leadership

Competency

This assessment requires you to create an induction program tailored specifically to a role that you could be potentially hiring for.

Benefit

Develop and implement a best practice induction program within your business to ensure a smooth and effective onboarding process for new employees.

Template

No template is available for this assessment.

Duration

It is expected that this assessment will take up to 2 weeks to complete.

Safety leadership

Competency

This assessment requires you to create a safety management plan tailored specifically to your forest contracting business.

Benefit

The plan should help your business manage health and safety in the workplace and minimise the risk of injury and illness from workplace operations.

Template

See "Files" menu entry on the top bar.

Duration

It is expected that this assessment will take up to 3 weeks to complete.

Environmental systems and practices

Competency

This assessment requires you to develop an environmental management plan for your business.

Benefit

The plan should help your business manage environmental systems and practices in the workplace and minimise the risk of injury and breaches from workplace operations.

Template

See "Files" menu entry on the top bar.

Duration

It is expected that this assessment will take up to 3 weeks to complete.

Supporting Documents

Guidance, factsheets and templates to support you.

Here to support you

The ForestFit supporting documents offer valuable resources such as guidance, factsheets, and templates to assist you in successfully completing the training. Whenever a document is referenced in the learner guide, you can easily access it through the files menu entry.

Where practicable guidance, templates documents and evidence have been developed to support you to complete your training. These have been categorised by modules:

- Business Sustainability,
- People practices and leadership
- Safety leadership
- Environmental systems and practices.

How to search for supporting documents

When you access a course that includes shared files, you will notice a "Files" menu entry on the top bar. By simply pointing to this entry, a drop-down list of available files will appear, allowing you to choose and download the desired file.

This user-friendly feature enables easy access and retrieval of shared files, providing you with quick and convenient access to the course materials.

Have a contribution, suggestion or edit

We are striving to ensure the resources meet the needs of individuals completing the training.

By working together to share resources that we know meet business needs we are creating a safer more sustainable industry.

If you have a contribution, suggestion or edit please contact the ForestFit team.

Communication

Providing feedback or lodging an appeal or complaint.



ForestFit Review

The Technical Advisory Panel (TAP) is the primary technical and governance body to ensure ForestFit meets its objectives, is fit for purpose and remains contemporary. The TAP is responsible for providing advice in relation to training, managing certain complaints and reviewing ForestFit.

A Review Committee will be established by the TAP for the review of ForestFit two years after inception and every five years thereafter, unless there are significant changes to legislation, standards, codes of practice or industry context requiring an earlier review.

The review will confirm the validity of ForestFit and identify areas requiring improvement, taking into account feedback from stakeholders. The review will include an examination of:

- Industry advancements
- Legislative updates
- Innovations in technology
- Course analytics
- Evaluation data.

Review Committee representatives will comprise:

- AFCA and the TAP
- Certification bodies and JAS-ANZ
- ForestFit participants and industry
- Others as determined by the TAP.

Feedback

You can provide us with any feedback at anytime that will contribute to the improvement or refinement of the training process or any part of the ForestFit Training.

Complaints

To lodge a complaint with the ForestFit team, you can initiate the process by contacting us directly.

Ensure your complaint is well-supported with clear descriptions, relevant details, and any evidence related to the issue. This may include documentation, photographs, or any other supporting material that helps to substantiate your complaint.

Throughout the complaint process, the ForestFit team will keep you informed, providing updates on the progress and any actions taken. Once the investigation is complete, the final outcome of the complaint will be communicated to you in writing.

Please note that anonymous complaints will not be addressed. It is important to provide your contact information and identify yourself when lodging a complaint to ensure proper follow-up and resolution. The ForestFit team values transparency and accountability in addressing complaints and aims to provide a fair and satisfactory resolution for all parties involved.

Contact Us

We are here to help if you have any questions or require support.

ForestFit Team

The ForestFit team are here to provide support and assistance to ensure your successful completion of the training. The ForestFit team are based in Victoria.

Call us +61 417 786 179

Sometimes it is quicker and easier to speak with someone. During business hours if you have a question or for any assistance please call us.

forestfit@afca.asn.au

Think of something outside of business hours or would like to confirm something in writing, email us at any time.

ForestFit address

Australian Forest Contractors Association
PO Box 231
Kedron QLD 4031



ForestFit™

AFCA
Australian Forest Contractors Association