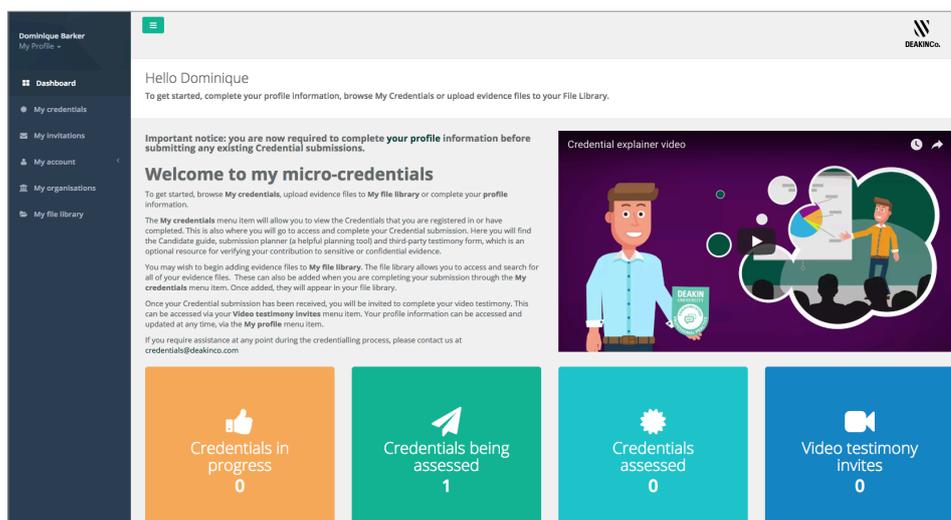




Using the 'My Micro-credentials' platform

1

Once you've registered in a credential, you'll get access to 'My Micro-credentials', this is our online portal where you will upload your evidence, your reflective testimony, and record your video testimony for assessment. You can do this anytime, and from anywhere.



2

How to upload your evidence documents

Once you start collecting your evidence documents, you upload them to your **file library**. You can then **access** all of your evidence documents in one place. Later, you can allocate them to each of the criteria without having to upload the document again.

When uploading your evidence documents you will need to provide the following details:

- **Title:** Name of document
- **File description:** short but specific description
- **Evidence creation date:** the date the document was created (i.e. not the date you are uploading the file).
- **Tags:** to help you locate the file e.g. "project plan" (*optional*)
- **Organisation(s):** the organisation where the file was created e.g. Westpac (*optional*)

Add New File ✕

Title * :

File Description * :
Max length of characters 100

File Creation Date * :

Tag(s) :

Organization(s) :
Insert name of organisation where this file was produced.

File * :

You may upload files up to 500MB of the following types: PDF (pdf), Microsoft Word (doc, docx), Excel (xls,xlsx) or PowerPoint (ppt, pptx), Audio (mp3) and Video (mp4) files. It is recommended that you convert your office documents or other non-standard files to PDF (.pdf) format before uploading it to your library.
Large files will take time to upload



3

File size and format

Files of up to 500MB can be uploaded. They should be in the following formats:

- Adobe Reader .PDF
- Microsoft Word
- Excel
- PowerPoint
- .txt files
- image files including .PNG .JPEG
- voice and video files such as .MP3 and .MP4

It is recommended that you convert your office documents or other non-standard files to PDF (.pdf) format before uploading it to your library. Please allow plenty of time if you are uploading larger documents such as audio and video files or larger PDF documents.

4

How to submit your evidence and reflective testimony

Go to the **My credentials** menu item on the left-hand side or click on 'Credentials in Progress' from the dashboard page to access your credential. To complete your credential submission click **Manage Credential**.

Select the criteria - You will need to select the criteria combination. There is only one criteria combination as all criteria is mandatory.

Your Credential Submission must address the relevant Criteria. All Criteria are mandatory.

Choose Combination

Digital literacy Masters-aligned combination 1

Save Combination

5

Add your evidence to each of the criteria

Select one of the criteria and click **Add Evidence for Criteria**

Creative marketing Masters-aligned criterion 1 ^

You provide creative inspiration and direction for the business. Add Evidence for Criteria

File Name	File Description	Action
No data available		

Save Evidence

You can select a document you have already uploaded to 'Your Library' by clicking **Choose from the library**, or you can upload a document directly to the criteria by clicking **Upload new evidence**.

Add evidence for criterion ×

Access files you have already uploaded from your file library. You can upload evidence files here, which will also be added to your file library. The same piece of evidence may be added to multiple Criteria.

Upload new evidence
Choose from the library

If you upload a document from here, it will be saved to your **file library**.

Once you have added your evidence document(s) to the selected criteria, make sure you click **Save Evidence**.

Repeat this for each criterion.

Once you have attached all your evidence documents to the criteria, you will need to upload your reflective testimony. You will need to have at least one piece of evidence attached and saved to each criterion before you can move onto the next step.



6

How to upload your reflective testimony

Your reflective testimony file should be a word document or PDF and can be uploaded by selecting **Upload my testimony**.

Your reflective testimony will also be saved in your file library.

Once you have uploaded your testimony document select **Save and Continue**.

7

Review your submission

On the **summary page** you can review your credential submission. Once you are satisfied and are ready to submit, click **Proceed to declaration**.

Complete the declaration by ticking the boxes and then select **submit**.

You will receive an email from the credential helpdesk confirming your submission has been received.

8

Video testimony

Once you have submitted your reflective testimony and evidence documents, you'll be required to complete your video testimony. The Video Testimony consists of a series of questions relating to your Credential and level.

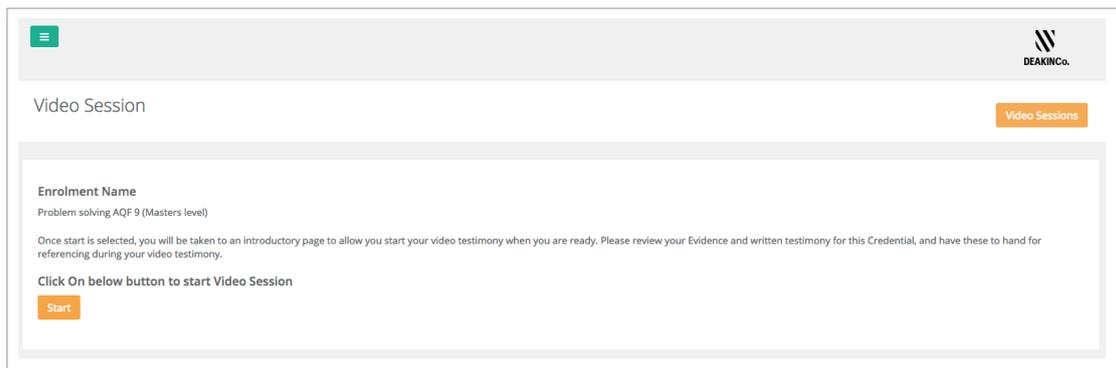
Accessing your Video Testimony

You will need to ensure that you are on a desktop device using either **Chrome** or **Firefox** as your browser, or, alternatively an **android tablet**. You will also need a working camera and microphone on your device.

You can access your video testimony in two ways:

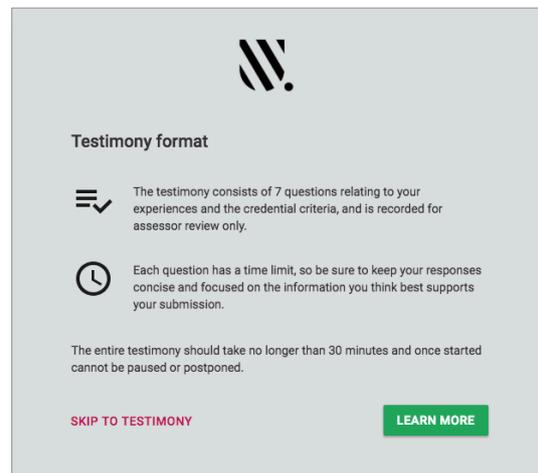
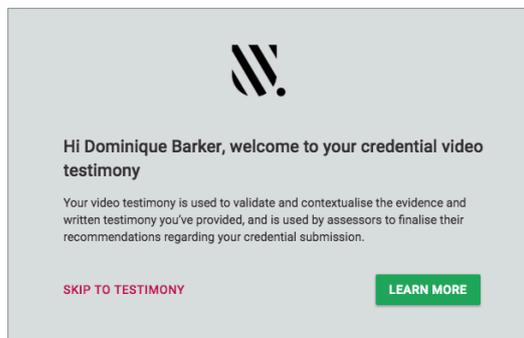
- Via a link in the email sent directly to your inbox
- By logging in to mymicrocredentials.com

Both options will bring you to the following page:



Begin by selecting the start button.

Here, you will be taken to an intro page where you can begin the testimony straight away or select “learn more” to view instructions.



You can read all instruction pages or “skip to testimony” if you have completed a video testimony before.

From this page, you can also complete a practice testimony to familiarise yourself with the process prior to commencing your video testimony.

Describe your most recent holiday and something unexpected that happened. Where did you go and what was your favourite place?

Recording Practise

03:42 remaining

FINISH RECORDING AND CONTINUE

You can repeat the practice recording as many times as necessary. Once you are ready to begin, select continue.

At this point, you will be asked to confirm your details.

CONFIRM YOUR DETAILS

Review this information to ensure your name, email and credential are all correct.

If your details are correct and you're ready to start your video testimony, select CONFIRM AND START TESTIMONY.

If any of the information is incorrect, select REPORT ERROR to lodge a support request.

If you would prefer to start your testimony at a later date, select START LATER.

Dominique Barker

dominique.barker@deakindigital.com

Problem solving AQF 9 (Masters level)

I consent to my recorded testimony being viewed for the purpose of assessing this credential.

CONFIRM AND START TESTIMONY

START LATER REPORT ERROR

If you have not done so already, you may also be asked to enable your microphone and/or camera. Do this in your browser address bar by clicking the camera icon (or equivalent pop-up blocker) and select the “allow camera and microphone” option and select “Done.”

Camera and microphone allowed

This page is accessing your camera and microphone.

Continue allowing <https://videosubmission.duoscar.com> to access your camera and microphone

Always block camera and microphone access

Microphone: Built-in Microphone

Camera: FaceTime HD Camera (05ac:8...)

This page may need to be reloaded before the new settings take effect.

Manage Done

Select "Confirm and start testimony." Once this is selected you will not be able to go back. You will be allowed five minutes to review your Video Testimony questions.

Your testimony has started - review your allocated questions before we begin recording

- 1 Why is Problem Solving important in a professional context?
- 2 Can you provide an example from your evidence where you have applied problem solving techniques?
- 3 What would you share with others regarding your approach to solving complex business problems?

Review your questions

04:49
remaining

PREPARE FOR FIRST QUESTION

In the same way you have completed the practice question, you will need to individually respond to the questions onscreen, within the time allowed.

Why is Problem Solving important in a professional context?



Recording Response

04:51
remaining

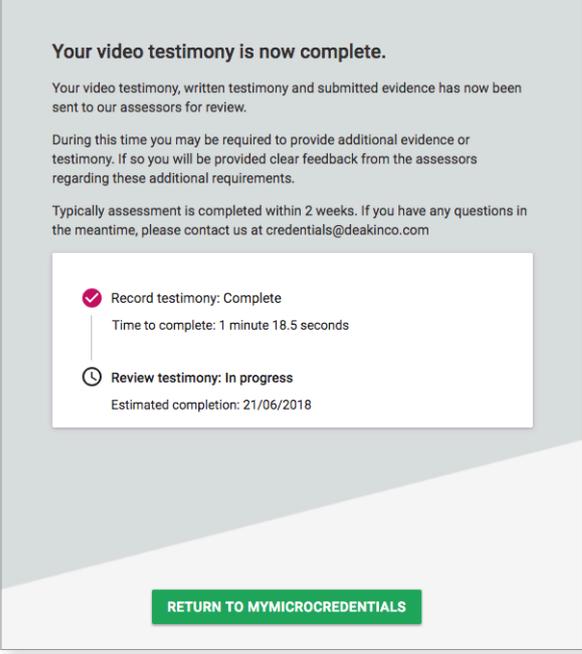
FINISH RECORDING AND CONTINUE

You will receive a warning when there is 30 seconds response time remaining.

Between questions, there will be a short break, or you can opt to go straight to the next question immediately.

Repeat this for each question.

Once complete, you will see the following confirmation screen:



Your video testimony is now complete.

Your video testimony, written testimony and submitted evidence has now been sent to our assessors for review.

During this time you may be required to provide additional evidence or testimony. If so you will be provided clear feedback from the assessors regarding these additional requirements.

Typically assessment is completed within 2 weeks. If you have any questions in the meantime, please contact us at credentials@deakinco.com

- ✓ Record testimony: Complete
Time to complete: 1 minute 18.5 seconds
- 🕒 Review testimony: In progress
Estimated completion: 21/06/2018

[RETURN TO MYMICROCREDENTIALS](#)

You will also receive an email notifying you of the next steps.

If you need any help during this process please contact credentials@deakinco.com

