

TEAM MEMBER GUIDES

CONTENTS

- Team Member Instructions
- Onboarding Learning Path Flow
- Accessing Training
- Completing a Course in a Learning Path
- Completing a Learning Path
- Signing Off on a Evaluation Checklist (OJT)



TEAM MEMBER INSTRUCTIONS

WELCOME

At Westgate Resorts we want all of our Team Members to be successful and safe in their roles. The Engineer's Edge was designed specifically to enhance skills and educate Engineering Team Members in workplace best practices. Completion of the Onboarding portion is the first step in this educational program to launch you on your career path in Engineering.

INSTRUCTIONS

The Onboarding program has been assigned to you in Westgate Learn and will appear in the Training in Progress section found on your learner home page. Review the instructions below and the rest of the Team Member Guide materials to ensure successful completion of all parts of The Engineer's Edge Onboarding program:

- A list of all the required learning paths, courses and checklists is included in the Onboarding Flow as part of this guide.
- Complete the Engineering Department Safety Training Learning Path **first**, before attempting any other learning paths. The remaining five learning paths may be completed in any order.
- To complete a learning path and receive a certificate, the Team Member must complete all the courses and **one** evaluation checklist, if included. They should select the evaluation checklist based on their role.
- All course videos and Final Knowledge Checks must be completed to receive a course completion in Westgate Learn.
- Evaluation checklists must be completed in the presence of a CFT (or manager).
 - The CFT or manager must also sign off on each task for the checklist and related learning path to show as complete.
- Evaluation checklists must be completed in Westgate Learn for proper documentation. Paper copies of checklists from this Onboarding Guide are not permitted.
- Training is best completed on a desktop computer. However, Team Members may complete some training on a mobile device using the new Schoox app.
- Complete all required learning paths, courses, and on-the-job training checklists **within 60 days**.

QUESTIONS?

- Refer to the Team Member Guides and Checklists in the Resources section of Westgate Learn.
- Contact your CFT, manager or Operations Trainer for additional support.



ONBOARDING FLOW

**Engineering
Department Safety
Training Learning Path**



**Plumbing Basics
Onboarding Learning
Path**



**Electrical Basics
Onboarding Learning
Path**



**HVAC Basics
Onboarding Learning
Path**



**Appliance Basics
Onboarding Learning
Path**



**Safety Basics
Onboarding Learning
Path**

Courses:

- Back Safety & Injury Prevention
- Ladder Safety
- Lockout/Tagout Awareness

:

- Personal Protective Equipment
- Hand & Power Tool Safety

Courses:

- Plumbing Safety
- How Does Plumbing Work
- Plumbing Fixtures Overview
- Basic Plumbing Tools

Checklists:

- Plumbing Basics Checklist - Engineering Techs and Projects OR
- Plumbing Basics Checklist - Trades

Courses:

- Electrical Safety
- Electrical Tools
- Introduction to Electrical Circuits
- Electrical Panels - Components and Safety

Checklists:

- Electrical Basics Checklist - Engineering Techs and Projects OR
- Electrical Basics Checklist - Trades

Courses:

- What is HVAC
- HVAC Safety Basics
- HVAC Systems
- HVAC System Parts

Checklists:

- HVAC Basics Checklist - Engineering Techs and Projects OR
- HVAC Basics Checklist - Trades

Courses:

- Microwave Overview
- Refrigerator Overview
- Ranges Overview
- Dishwasher Overview
- Kitchen Ventilation Overview

Checklists:

- Appliance Basics Checklist - Engineering Techs and Projects OR
- Appliance Basics Checklist - Trades

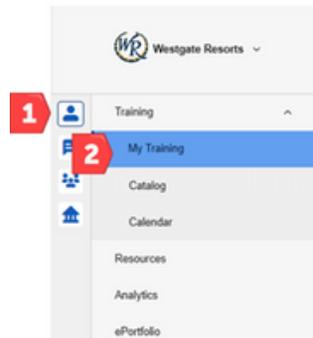
Courses:

- Heat Stress Recognition and Prevention
- Hot Work
- Confined Space Awareness

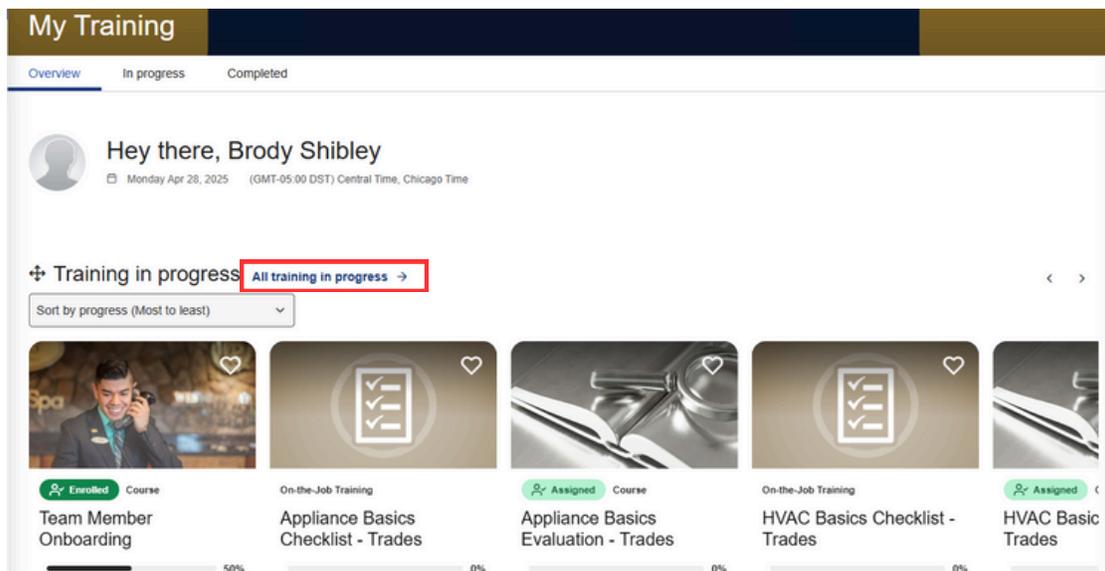


ACCESSING TRAINING

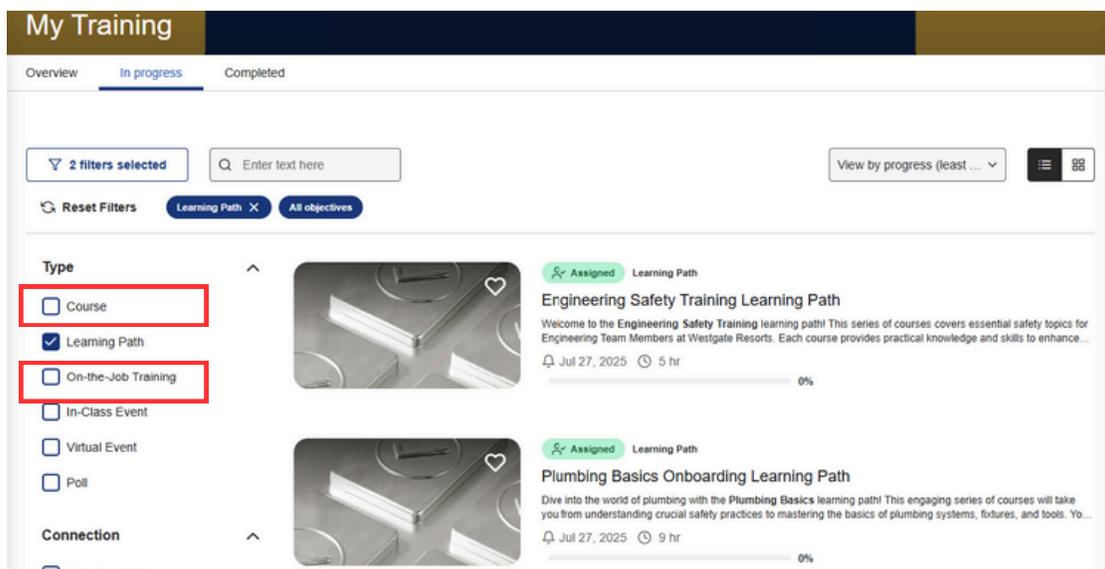
- Login to Westgate Learn.
- Confirm you are in the **Learner Workspace** by click on the person icon and My Training.



- On your training Overview page, click **All training progress** next to Training in Progress.



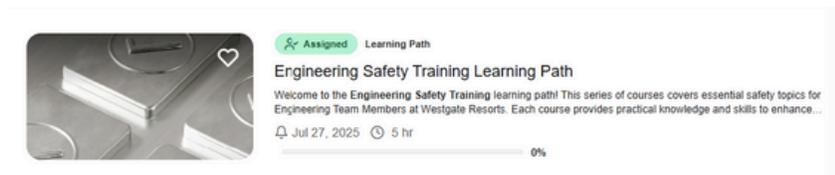
- De-select the Course and On-The-Job Training Filters so only **Learning Paths** are visible.
 - Click on the Learning Path you want to take to begin your training.



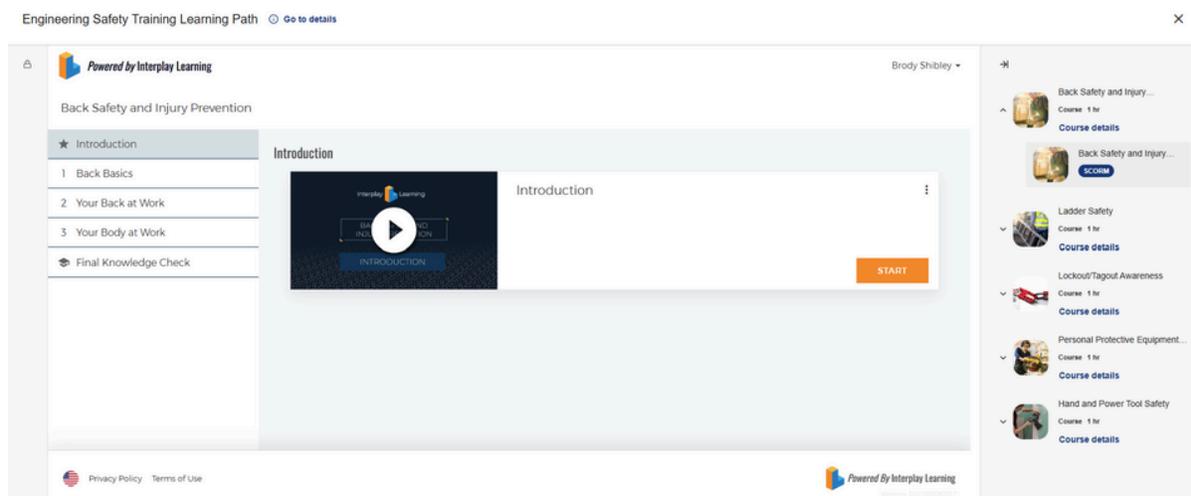


COMPLETING A COURSE IN A LEARNING PATH

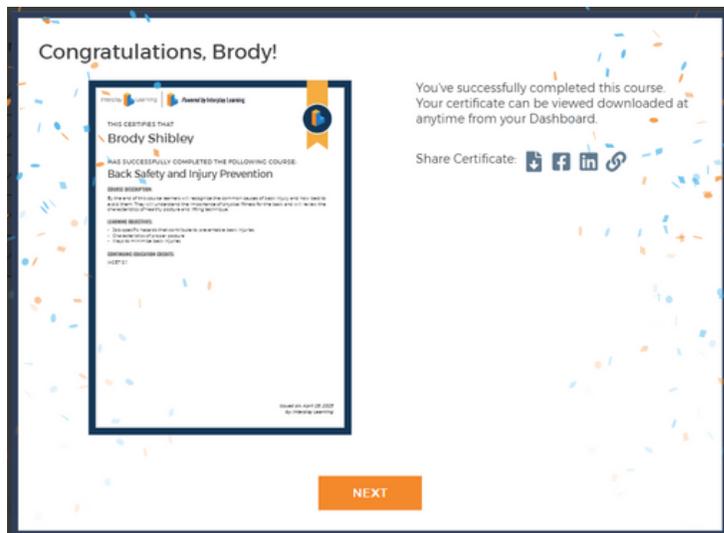
- Click on a Learning Path in your In Progress Learning Path list.



- You will jump to the first course of the Learning Path.
 - Click the play button to begin and to start each section.
 - Click and complete each section of the course.
 - You may pause or close the course at any time. The course will remember the section you need to complete.
 - Pass the Final Knowledge Check with a score of 80% or better.



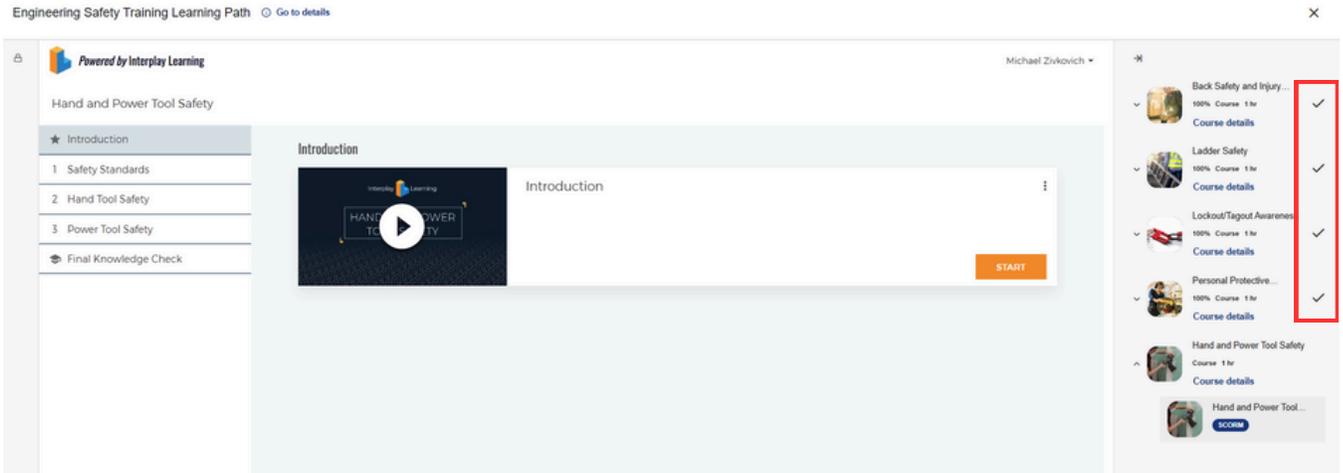
- You have successfully completed the course when a certificate displays.
 - You do not need to download the certificate.
- Click Next and Close to close the certificate.
- You may close the course by clicking the “X” in the top right corner of the screen or continue to the next course in the Learning Path.



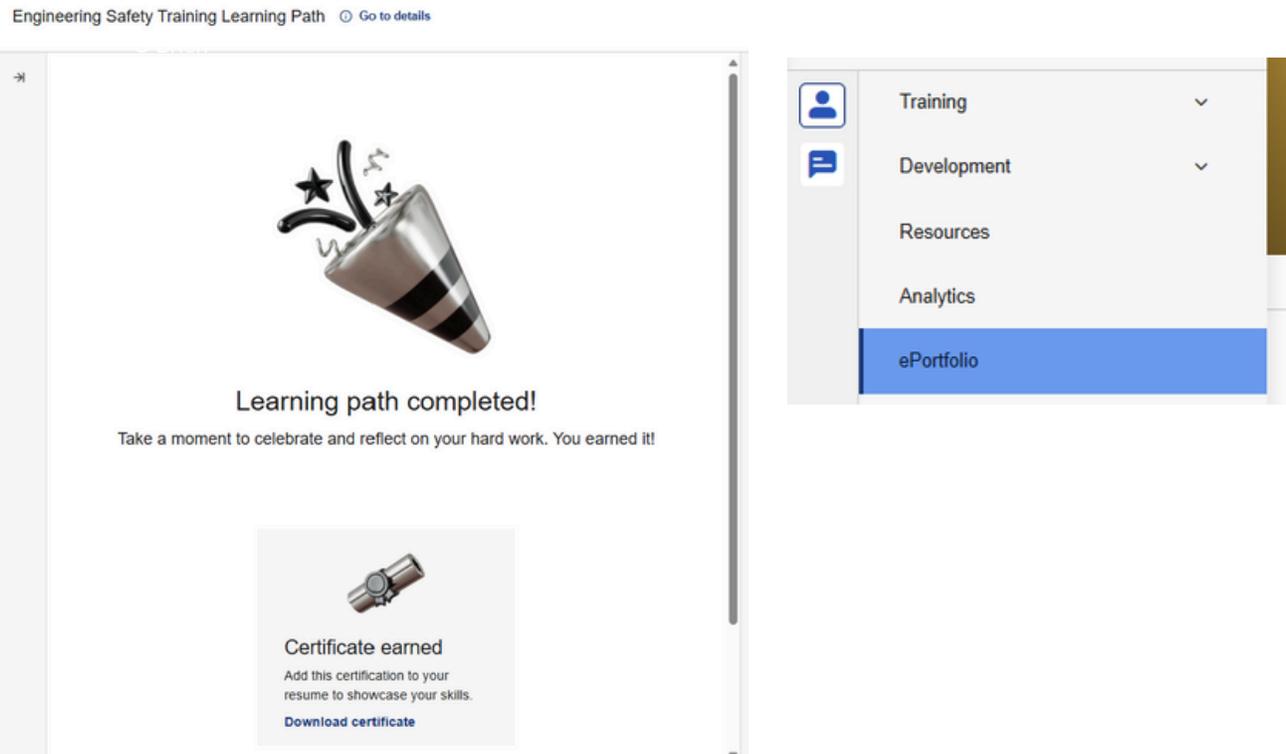


COMPLETING A LEARNING PATH

- Complete a learning path by completing all the component Courses, On-the-Job Training Checklists or any other material listed.



- When all materials are finished, a completion message will display.
- For each completed learning path, Team Members will earn a certificate.
 - The certificates can be found in your ePortfolio, in the **Certificate** section

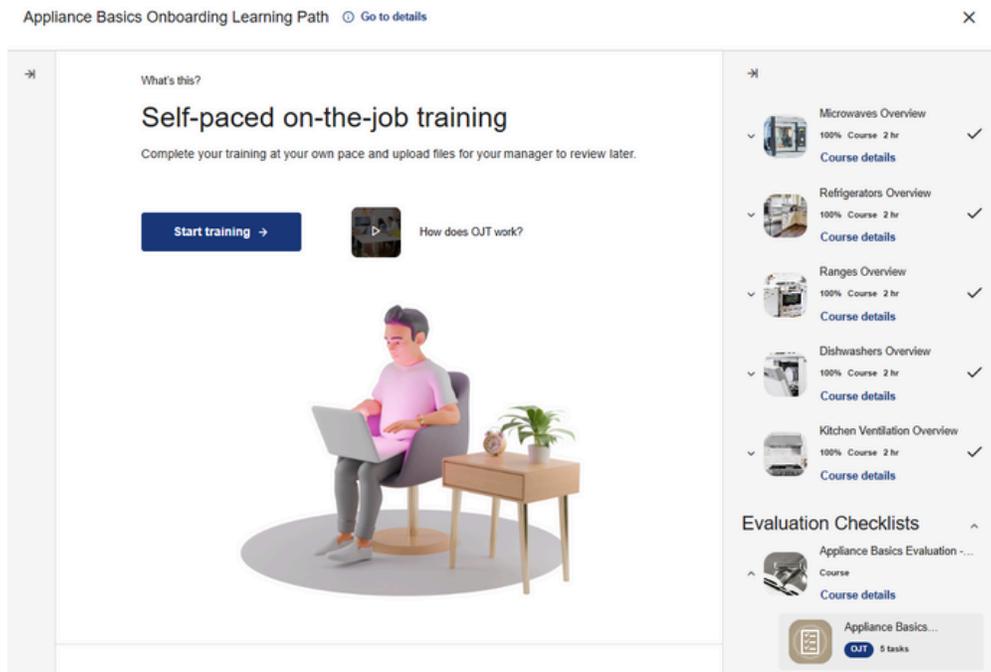




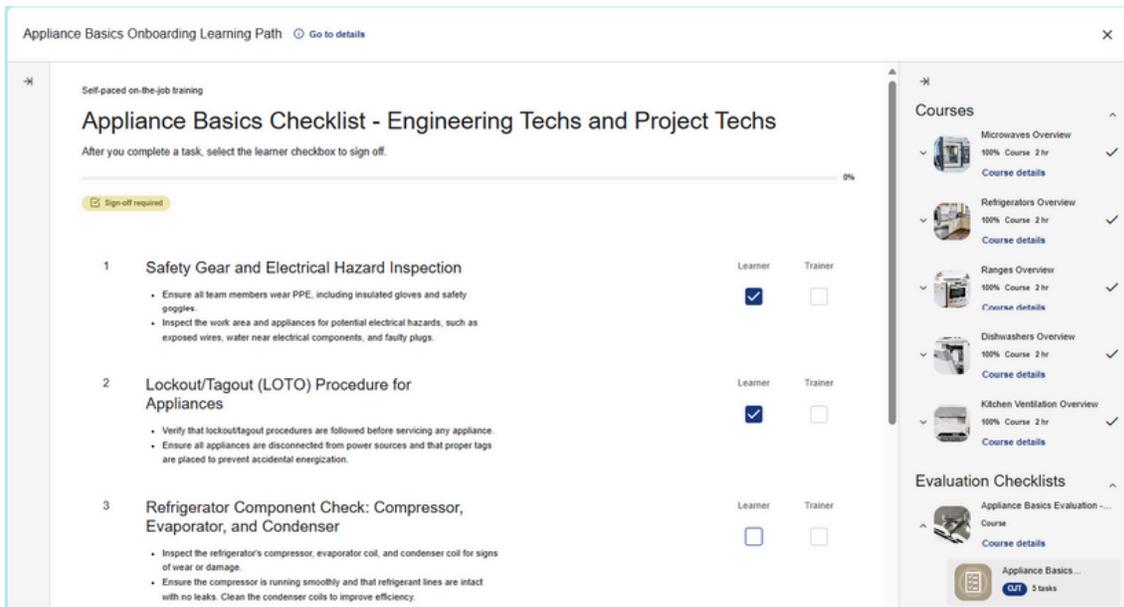
SIGNING OFF ON AN EVALUATION CHECKLIST (OJT) - TEAM MEMBER

NOTE: All courses in the Learning Path must be completed before scheduling a checklist evaluation. Review the checklists in the Guide to ensure you are prepared for all tasks. Checklists or On-the-Job (OJT) Training must be signed off by both the Team Member and a CFT (or Manager) to be considered complete.

- After completing the courses in the Learning Path, click on the Evaluation Checklist and **Start Training**.



- Complete each task in the presence of the trainer and click the Learner sign-off box.





- When all tasks are signed off, a completion message will display.
 - Click View OJT to clear the message.
 - Close the checklist using the “X” in the top right corner of the screen.

