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SOCIAL SECURITY IN PACIFIC ISLAND COUNTRIES

www.itcilo.org/ssp

Participant's Guide

Discovering the platform step-by-step:

To access the Home page of the course, you have to insert the address: www.itcilo.org/ssp, on the Internet Browser. This is the 'Welcome on board' page. Here you can read that the 3 main components of the Web site are: the **Project**, the **Training Course** and the **Virtual classroom** (of the course).



The information related to the resources and services available in the platform is detailed in its pages.



The platform is composed of a:

- PUBLIC SIDE, where you can navigate without codes and a
- PRIVATE SIDE, where you do need codes to navigate.



To navigate in the platform use the buttons of the platform only.

The PUBLIC SIDE:

1. In the Public side you find 3 major areas (to access them, you should click on the corresponding buttons on the top toolbar) plus a button to access the

Virtual Classroom:

Project


Training

Contacts

2. Each area is composed of several sub-areas or spaces, (to access them, you should click on the corresponding buttons on the menu on the left), where you can find information on the characteristics of the major areas:

Home	Project	Training	Contacts	Virtual Classroom
	Information	Background	Project	Registration Form (👉 You already have you login and password codes, so you do not have to fill in the Registration form. <u>This is for new participants only</u>)
	Strategy	Objectives	ILO	Log in (👉 <u>Insert here your login and password codes</u> to access the Virtual Classroom. If you do not have them, write to Monica, learning adviser of the course: m.lisa@itcilo.org)
	Partners	Participants (👉 Here is where you can verify if your data are correct. If they are not, you can modify them from the 'Documentation Centre' - 'Participants assignments', in the Virtual Classroom. See next paragraph to learn how to do it).	ITCILO	
	Reports <ul style="list-style-type: none"> • Fiji • Kiribati • Samoa • Solomon Islands • Vanuatu 	Strategy <ul style="list-style-type: none"> • Face-to-Face Phase • Distance Learning Phase 	University of the South Pacific	

The PRIVATE SIDE: The VIRTUAL CLASSROOM

 In the Private side you can still see the 3 major areas of the Public side:
 a. Project b. Training c. Contacts

1. In the Private side you can find 5 major areas (to access them, you should click on the corresponding buttons on the menu on the left) :

Mailbox


Support Service





Learning contents



Documentation Centre

Forum

In each area you can find sub-areas or spaces:

Mailbox	<p><u>Inbox</u> (Here is where all the messages you have received are stored: an icon tells you what type of message it is. Click on 'Subject' to visualize the message in the space where the message was sent from.)</p> <p><u>Outbox</u> (Here is where all the messages you have sent are stored: an icon tells you what type of message it is. Click on 'Subject' to visualize the message in the space where the message was sent from)</p>
Support Service	<p><u>Contact your tutor</u> (Here you can select the tutor you want to write to - Lynn or Jim or Richard - and contact him/her when you need help with the learning contents.)</p> <p><u>Contact your adviser</u> (Here you can write to your adviser - Monica - when you need help with the learning methodology or the platform.)</p>
Learning Contents	<p>A. <u>Social Security Principles and Financing</u></p> <p>(Here you find 2 modules in electronic format. For each module you have: an Introduction and a set of Learning units. Click on the links - in red and underlined - to open and download each file of each module.)</p> <p> The first assignment you have to undertake is the one you find in the module: <u>'Principles of financing and financial systems'</u> in the 'Introduction' under the paragraph 'Final assessment' (page 8). Your tutor for this assignment will be Lynn Villacorta.</p>

	<p>B. <u>Gender and Social Security</u></p> <p>(Here you find 2 modules in electronic format. For each module you have a set of documents. Click on the links - in red and underlined - to open and download each file of each module)</p> <p> <u>The assignment for this component is optional.</u> If you want to undertake it, you should select it from one of the modules proposed (the files where you find the assignments are: 'Learning activities' and 'Final assignment') or write to the learning adviser for further information.</p> <p>C. <u>Risk and Information Management</u></p> <p>(Here you find 2 assignments related to Risk Management and Management Information Systems in electronic format. Click on the links - in red and underlined - to open and download them.)</p> <p> The second and third assignments you have to undertake are the ones related to Risk Management and Management Information Systems. Your tutor for these assignments will be Jim McMaster and Richard Fiu, respectively.</p>
<p>Documentation Centre</p>	<p><u>Reference Material</u></p> <p>(Here you find material which can be useful for completing the assignments and for your daily work)</p> <p> In particularly, you can find here:</p> <ul style="list-style-type: none"> • the documents distributed during the face-to-face training course, • the results of the group works undertaken during the face-to-face training course, • additional material. <p> The material is organized in several categories, according to the subject matter it is related to:</p> <ul style="list-style-type: none"> - Principles of Social Security - Financing - Risk Management - Management Information Systems - Gender - General - Legal Tools (Conventions and Recommendations) - Distance learning

	<p><u>Participants' Assignments</u></p> <p> When you have completed an assignment and you have the green light from your tutor, you should come to this space, click on the red button 'Add Assignment' next to your name and <u>upload your assignment</u>, so that other participants can visualize your product.</p> <p> In this space, you can also <u>modify your data</u>, which are visible in the Participants' list (in the Public page, 'Training' - 'Participants'). Click on the little icon next to your name (a small pen) and modify your data in the form that opens. This is particularly important for your email address. If you change it, come to this space to modify it, so that you can still receive the notification messages in your personal mailbox when you receive a message in the platform.</p>
Forum	<p>(Here is where you can discuss with all the other participants and tutors. Come to this space to post a new message or to reply to a message posted from somebody else.</p> <p>When you come to this space, you see a <u>list of messages</u>. Click on the title of the one you want to open and then on 'Reply' to reply to it or on 'New message' to insert a new one. Click on 'Topic list' if you want go back on the list of topics that have been posted and on 'Back' you want to visualize the previous page.</p>


Final assessment

To successfully complete the course and obtain the final certificate you will have to:

A. Complete the following assignments by 12 December 2005:


1. an assignment on 'Principles of financing and financial systems'. You find it at page 8 of the 'Introduction' of the corresponding module; under 'Learning contents' in the 'Virtual Classroom'.
This assignment can be undertaken on a country basis (in pairs or in a group) and may imply 3 to 4 hours of work, within 1 week.
Your tutor will be Lynn Villacorta.
2. an assignment on 'Risk Management'. You find it under 'Learning contents' in the 'Virtual Classroom'.
This assignment can be undertaken on a country basis (in pairs or in a group) and should imply 1 hour of work per week over the 5-week period.
Your tutor will be Jim McMaster.
3. an assignment on 'Information Management'. You find it under 'Learning contents' in the 'Virtual Classroom'.

This assignment can be undertaken on a country basis (in pairs or in a group) and should imply 5 to 6 hours of work, within 2 weeks.
Your tutor will be Richard Fiu.

 **Time:** although, you can work on the 3 assignments simultaneously (the 3 tutors - Lynn, Jim and Richard - will be available and reachable during the 5 weeks of the course), we suggest you to:

- complete an assignment at a time;
- organize your time and establish dates for completion. Please note that you should dedicate:
 - 1 week to the assignment on Financing
 - 2 weeks to the assignment on Risk Management
 - 2 weeks on Management Information Systems

Once you have decided 'when' you are going to complete each assignment, tell Monica your dates by writing to her in the Virtual Classroom, 'Support Service', 'Contact your learning advisor'.

 **Publication of assignments:** it is very important that you publish your assignments. After the completion of each of them and having had the permit of your tutor, go to the 'Documentation Centre' of the Virtual Classroom, click on 'Participants' Assignment' and then click on the red button next to your name to upload the file.

B. Post a message in the Forum (in the Virtual Classroom) to start a debate or answer to a message posted by Jim or Richard.

Support Service

Tutoring

The 3 tutors - Lynn, Jim and Richard - will be available during the 5 weeks of the course. You should contact a tutor for support, according to the assignment you are undertaking.

When you go to 'Support Service' in the Virtual Classroom and you click on 'Contact your tutors', a page opens with the button 'Select the tutor'. Select the tutor you need to talk to by clicking on his/her name and click on the button 'Contact this tutor' to open the message window. Write your message, attach a document if necessary and click on the button 'Send'.

Advisory Service

Monica will be your advisor during the 5 weeks of the course. You can contact her whenever you need help with the platform or the learning methodology.

Important reminder

- You will receive a message in your personal mailbox anytime somebody posts a message in the Forum. To access the message, you have to:
 - click on the link you find on the mail you receive, and
 - go in the Virtual Classroom and then click on Forum or in your Inbox (in the Mailbox).
- You will receive a message in your personal mailbox anytime your tutor or the learning adviser send you a message. To access the message, you have to:
 - click on the link you find on the mail you receive, and
 - go in the Virtual Classroom and then click on Support Service - Contact your tutor (or Contact your learning adviser) or in your Inbox (in the Mailbox).
- If you change your email address you should:
 - communicate it to your learning adviser or
 - modify it, by going on the 'Virtual Classroom' and then on 'Participants' assignment' and click on the icon next to your name.

Good luck with your work!

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Frequently Asked Questions

1. What happens the 7 November?

The first day of the online course I have to:

- Go to Virtual Classroom
- Go to 'Forum' (the last button on the Menu on the left)
- Read the message Monica has posted
- Reply to her message

2. Which buttons do I use to navigate the platform?

- I use the ones of the platforms, only. The ones on the top to go surf the Public side and the ones on the left when I am inside the Virtual Classroom to surf the Virtual Classroom

3. What do I do before to start to study?

- I tell Monica which assignment I will undertake first, in the space 'Contact your learning adviser' in the Virtual Classroom

4. Do I have to study online?

- No, I use the printed documents distributed in the workshop and I go to Virtual Classroom only to communicate to my tutors, the adviser and the other participants or to find material and information that I need for my study.

5. What do I do if I have questions related to the learning contents and the assignments?

- I go to 'Support Service'
- I click on 'Contact your tutors'
- I click on 'Select the tutor'
- I select one of the tutors by clicking on this/her name
- I write the message and I insert the 'Subject' of the message
- I attach a document, if necessary
- I click on 'Send'

6. What do I do if I have problems with the platform or the methodology of the course?

- I go to 'Support Service'
- I click on 'Contact your learning adviser'
- I write to Monica

7. What do I do if I need a document or a Presentation that was distributed in the workshop?
 - I go to 'Documentation Centre'
 - I click on 'Reference Material'
 - I click on the category to which the Presentation I am looking for is related (e. g. Risk Management)
 - I find the Presentation and I click on the little icon on the left of the title to open it
 - I save it into my computer (by clicking on 'Save as')

8. What do I do when I have completed an assignment and my tutor says that it has reached the level required?
 - I tell Monica (on 'Contact your learning adviser')
 - I go to 'Documentation Centre'
 - I click on 'Participants' Assignments'
 - I click on the red button next to my name which says 'Add Assignment'
 - I write on the window that opens and I upload my assignment to the platform, by clicking on 'Browse'
 - I open and download the assignments of the other participants, if I want

9. What do I do if I change my mail address or any other data?
 - I go to 'Documentation Centre'
 - I click on 'Participants' Assignments'
 - I click on the small icon next to my name (with the small pen) and I modify my data in the form that opens
 - I click on 'Save' at the bottom of the form

10. What do I do if I can not enter the platform (e.g. I have lost my codes) and I am desperate?)
 - I contact Monica on her personal mail: m.lisa@itcilo.org ☺!