WACS GLOBAL CULINARY CERTIFICATION SCHEME

JOINING INSTRUCTIONS TO FAST TRACK ‘GOLD’ APPLICATIONS

WACS CERTIFIED PROFESSIONAL COOK (COMMIS CHEF)
Hello and a very warm welcome

Thank you for your interest in the WACS certification scheme.

This document provides you with joining instructions to get you started on your journey through Learning Assistant, the electronic portal used for the WACS culinary certification programme.

It shows you how to start using Learning Assistant so that you can access the documents which you will need to complete your fast track application.

What will happen next?

Here is a summary of the WACS fast track application process. You will need to use the joining instructions (this document) once you have passed step 1.

1. Enrol on the WACS certification website and pay the application fee (already done).
2. Refer to the ‘Joining instructions to fast track ‘gold’ applications’ document.
3. Log into your Learning Assistant account (your log-in details have been sent by email).
4. Download the ‘Candidate guide to fast track ‘gold’ applications’.
5. Read the instructions in the ‘Candidate guide to fast track ‘gold’ applications’.
6. Download the fast track application form in Learning Assistant.
7. Complete your fast track application form.
8. Upload your completed application form and a copy of the certificate you have achieved from the WACS recognised culinary programme (and which qualifies you for the fast track application). These two documents are referred to as your ‘evidence’.
9. Submit your evidence in Learning Assistant (first (original) submission).
10. Wait for feedback from your WACS assessor.
11. If your application is complete and no information is missing, no further action required.

   If you are asked to provide further information and/or clarification, you need to do so in Learning Assistant (second (final) submission).
12. Follow instructions in the section 3 of this guide to provide additional/missing information required by the WACS assessor.
13. Submit the additional information/evidence in Learning Assistant.
14. Wait for a final feedback and decision from WACS.
15. Once your application has been evaluated, and assuming all your documentation is in order, access to your electronic certificate will be sent to you by email.
Logging into Learning Assistant

**Important note:** Part 1 of the Candidate guide is to be used by applicants going through the standard application process. Candidates who are eligible for fast track applications (silver or gold) are required to follow instructions included in this document.

Once you have enrolled onto the WACS certification scheme, you will receive an email from Learning Assistant with your log-in details (your user name and password).

Go to the WACS Learning Assistant homepage [https://system.learningassistant.com/WACS/](https://system.learningassistant.com/WACS/).

Type in your username and password into the relevant boxes. Click ENTER.
You will receive a message shown below, with the Terms and Conditions for the use of Learning Assistant. Read it. Once you have read it, click I ACCEPT (this can be found at the bottom of the screen).

You will only be able to continue if you click I ACCEPT. If you have any questions about the terms and conditions, please contact WACS certification@worldchefs.org.
Once you have accepted the terms and conditions, you will be prompted to change your password. We strongly recommend that you change your password. You can do so by clicking on CHANGE PASSWORD.

You will then be prompted to enter your old password and your new password (twice). If you need some help or tips on what to change your password to, you can click on SUGGESTIONS.

Once you have changed your password, click UPDATE. You will receive an email from Learning Assistant to confirm that your password has been changed.
Well done! You have now arrived at your Learning Assistant Welcome page.

Here you will find a welcome message which is mainly aimed at those who go through the standard (not fast track) application process.

When you are using Learning Assistant for a fast track application, you will be asked to download and upload different documents. In order to make it easy for you to manage these files, we suggest that you create a dedicated folder on your computer where you can store all the documents related to your WACS application.

You may want to call this folder WACS and include the title you are applying for in the folder title (for example 'WACS_prof cook_commis chef' as shown in the example below).
Once you have created the folder where you will store your documents, return to your Learning Assistant home page.

Go to RESOURCES which can be found at the bottom of your screen. You will need to scroll down.
Click RESOURCES tab.

Here you will find a list of folders. You will need to scroll down to access the folder which is relevant to your application: FAST TRACK_GOLD APPLICATIONS.
Click on the FAST TRACK_GOLD APPLICATIONS folder.

Here you will find two documents:

**Fast track ‘gold’ application form:** which you will need to complete and upload back into Learning Assistant as part of your application.

**Candidate guide to fast track ‘gold’ applications:** the guide to your fast track application.

Download the candidate guide and follow the instructions

This is the end of the joining instructions.