

Notice of Migration of Defence Academy Acquisition elearning to the Defence Learning Environment (DLE)

Background

1. The Acquisition On-Line portal (AOL), also known as 'DA-CMT Acquisition on-line', will be taken out of service on 1 Mar 19. AOL makes available a range of elearning courses provided by the Business Skills College of the Defence Academy and these courses will be migrated from AOL to the Defence Learning Environment (DLE). This notice outlines the major milestones in that transfer and the steps users of AOL should take to ensure they have time to complete their courses and have obtained any required certificates of course completion from AOL before the close down.

Key dates

2. The following deadlines should be noted:
 - No new enrolments will be possible on AOL after **9 Dec 18**.
 - If users require proof of course completion they should download certificates before **2359 hrs on 1 Mar 19**.
 - Migrated courses will be available on the DLE from **10 Dec 18**.

Actions required prior to the closure of AOL

3. **Last date to enrol on an AOL course.** It will not be possible to enrol on a course on AOL after 9 Dec 18. Users who have already enrolled on a course on AOL prior to 10 Dec 18 will continue to have access in order to complete the course until 2359 hrs on 1 Mar 19.
4. **Completion of enrolled AOL courses.** Users are to ensure that they have completed their enrolled AOL courses by 1 Mar 19. **It should be noted that records of partially completed AOL courses will not be transferred to the DLE.** Therefore in order to avoid having to repeat the same learning on the DLE, all users should complete their enrolled AOL courses by 1 Mar 19 and retain proof of completion.
5. If you plan to enrol on an AOL course prior to 9 Dec 18 and are not sure you will have time to complete it before 1 Mar 19 then you should consider waiting until 10 Dec 18 and instead enrol on the DLE version of the course. **No** learning progress will be transferred from AOL to the DLE and if you do not complete a course on the AOL you will need to start again on the DLE from the beginning.
6. **Proof of course completion.** Users are automatically sent a confirmation email along with a certificate when they have successfully completed a course on the AOL. A copy of this certificate is also available from their 'My Courses' list on the AOL portal. If users wish to retain proof of course completion they should retain their confirmation email or download a copy of the certificate before **2359 hrs on 1 Mar 19**. There will be no access on the DLE to records of courses completed on the AOL as learner record will not be transferred.

Access to support

7. **AOL Learner support.** Users accessing courses on the AOL until 1st Mar 19 who have a technical or content query should continue to use the existing routes to contact the

Defence Academy customer service team.

8. **DLE Learner support.** Users who have a query about the **content** of courses on the DLE should contact the course Point of Contact shown on the relevant DLE course page.
9. For support on any other aspect of the DLE, other than course content queries, users should in the first instance contact SPOC. The DLE team will not be able to respond to an incident unless it has been raised through SPOC. Full details are on the DLE.

Accessing courses on the DLE

10. **To access the DLE.** The DLE can be accessed from <http://www.dle.mod.uk/> via the Defence Gateway (DGW) or by logging on to the DGW at www.defencegateway.mod.uk and clicking on the DLE link. The DGW has an automatic feed from JPA and HRMS that enables all Service and MOD Civilian staff to apply for an account online; the process only takes a few minutes. Visit www.defencegateway.mod.uk and click 'register' to get started. Please note your DLE account is created the first time you log into the DLE. If you have never logged in to the DLE before then your account will not be recognised; therefore, please ensure you have logged in and logged out of the DLE at least once to ensure the system has registered your account before seeking further assistance.
11. **To find a course.** Details of all the courses offered by the Defence Academy can be found on its web site at www.da.mod.uk which includes all the courses migrated from AOL to the DLE. Once you have identified a DLE hosted course you are interested in then the easiest way to access it is to use the DLE search facility. Further details of how to find courses are given on the DLE.