PRUExpert   PRU AGENT ACADEMY

ROOKIE ONBOARDING PROGRAM

QUICK GUIDE

Part One

1 **GO TO THE SELF SIGN UP LINK**

https://prulifeuk.litmos.com.au/self-signup
> type **ROP1** for the code
> go to your registered email and click the link to complete the registration process

2 **LOG IN TO YOUR PRUEXPERT ACCOUNT**

https://prulifeuk.litmos.com.au

100%

3 **COMPLETE THE FIRST 8 DIGITAL COURSES**

PRE-ILT

4 **REGISTER TO YOUR PREFERRED AVAILABLE ILT SESSION**

- ILT schedules are plotted in advance so recruits can manage his or her time

5 **ATTEND & COMPLETE THE ILT SESSIONS**

- ROP ILT is a two half day or 1 whole Saturday sessions facilitated by an HO trainor

- Instructions to properly complete ROP1 will also be covered in the ILT sessions

6 **RETURN TO PRUEXPERT ROP1 LEARNING PATH AND COMPLETE THE FF:**

- **REMAINING 4 DIGITAL COURSES**
- **TRAINING EVALUATION FORM**
- **EXAMS**
- **ASSIGNMENT**
- **ATTACH A VALID GOVERNMENT ISSUED I.D.**

POST-ILT

ROP1 is a learning path exclusively available in PRUExpert. Once all requirements are complete, recruit will see a **100%** Completion on the Learning Path

for technical concerns, contact:
PruExpertLMS.helpdesk@prulifeuk.com.ph

QUICK GUIDE **BEFORE ATTENDING**
ROOKIE ONBOARDING PROGRAM
PART ONE ILT SESSIONS

Are you ready to register and attend the ILT sessions? Here are **4 EASY STEPS** to help you become ILT ready!

1 GO TO THE LEARNING PATH

Go to the Rookie Onboarding Program Part One Learning Path via PRUExpert LMS via this link: bit.ly/ROP1LP

2 COMPLETE THE FIRST 8 DIGITAL COURSES

the remaining digital courses will be taken after the ILT Sessions 1 & 2

3 CHECK IF ALL 8 DIGITAL COURSES ARE MARKED 100%

4 DOWNLOAD & REVIEW ALL PRE-WORK DOCUMENTS

- go to bit.ly/ROP1DOC to download all pre-work documents
- for mobile, tablet, and ipad, put device on "landscape view" for downloadable file to appear

- after ILTs are tagged as complete, recruit should complete remaining digital courses and other training requirements

Completion of ROP1 is a coding requirement. ROP1 is a learning path exclusively available via PRUExpert LMS.

for technical concerns, contact:
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PRUExpert

DO's & DON'Ts WHEN CREATING YOUR
PRUExpert LMS Account

Here are some simple Do's and Don'ts you should
remember when setting up your PRUExpert LMS account
to avoid database errors affecting your course
attendance and completion and other processing delays.

DO's	DON'Ts
Given Name	
✅ Registered name in your PRUExpert should be the same as your Gov't Issued ID	❌ Refrain from registering using your nickname and avoid mispelling your name
Branch Name	
✅ Make sure to input your complete branch name (ex. Kryptonite Life Insurance Agency)	❌ Avoid using abbreviations (ex. Kryptonite LIA)
UM's Name and Agent Code	
✅ Do not forget to input your managers complete name and agent code	❌ Refrain from using your manager's nickname and ficticious agent codes when registering to PRUExpert LMS

Accurate and Complete information allows us to tag your attendance
accurately and provide your leaders your training history. To make sure all
your PRUExpert LMS information are correct you may visit your LMS
Account by clicking 'My Profile & Settings' on the menu tab and double
check if all your given information are accurate.

for any inquiries please email our Official Helpdesk at
PRUExpertLMS.helpdesk@prulifeuk.com.ph

ROP PART ONE REQUIREMENTS EXPLAINED

Refer to these guidelines in completing program requirements for
Rookie Onboarding Program (ROP) Part One:

1

ROP Part One in PRUExpert LMS will only be marked as 100% COMPLETE upon completion of three (3) training components listed below:

1. Digital Training
2. Instructor-Led Training (ILT)
3. Validation Exams and Requirements

2

Completion of the 8 Digital Courses is a pre-requisite for ILT Sessions 1 and 2 registration. The Digital Courses include Sales Advisory Process and Products.

The remaining 4 Digital Courses will be taken after the ILT Session 1 & 2

3

After ILT Sessions 1 and 2, learners must finish the following post-ILT requirements in the ROP Part One Learning Path in PRUExpert LMS:

- PRUMillionaire & Riders, PRUOne & Vulnerable Customer Videos
- Training Evaluation Form
- Product, Compliance and Underwriting Exam
- ROP Part One Assignment (using the prescribed ROP Part One assignment template with Unit Manager's signature/e-signature)
- Government Issued-ID

ROP PART ONE ASSIGNMENT EXPLAINED

There are 3 parts in your Assignment for ROP 1:
PROSPECT 30, AGAPE, and PARTNERING AGREEMENT

PROSPECT 30

Using the template provided, list down names of 30 HOT (highly qualified) prospects.

AGAPE

Request for help from your manager and accomplish the Annual Goals and Plans Towards Excellence (AGAPE).

PARTNERING AGREEMENT

Complete the partnering agreement with your manager. Make sure both of you are able to affix your signature or e-signature.

NOTE: Only COMPLETE ASSIGNMENTS and submissions using the PRESCRIBED TEMPLATE will be marked as COMPLETE.