

How to access the PSD training sessions on iLearn

This handout provides information about how participants can access and complete the Professional Standards training via ALC's iLearn platform.

Please note that to participate in this training, there is a two-stage process:

1. The first stage is to create an account within the training system: iLearn (Stage 1)
2. The second stage is to use the provided code(s) to enrol in the training sessions (Stage 2).

Stage 1

(Note: if you have already registered through iLearn before and have a username and password then skip straight to Stage 2)

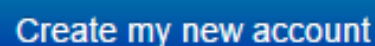
Step 1: Visit the iLearn website (<https://ilearn.alc.edu.au/login/index.php>)

Step 2: At the bottom of the page, click on the button that looks like this. →



Step 3: Complete the fields initially revealed in the registration form, then expand the category titled 'Professional Standards' to fill in the additional required fields.

Step 4: Once all details have been entered in Step 3, click on the 'Create my new account' button that looks like this. →



Step 5: An email will be sent to confirm your account confirmation. Look for an email from 'iLearn Support' <ilearnsupport@alc.edu.au> Subject: iLearn – Australian Lutheran College: account confirmation

Note: If you can't see it in your inbox, check your junk or spam folder. Please note that delivery times vary and it may take from a few minutes to a few hours to receive this confirmation email. Click on the **confirmation link** contained in the email.

Step 6: After you click the confirmation link in the email, iLearn opens to confirm your registration. You will now be able to log in to iLearn with your email address and password.

Stage 2

Step 7: Once you have registered OR if you have registered previously with 'iLearn', login to 'iLearn' entering your username and password <https://ilearn.alc.edu.au>

Step 8: Select your Professional Standards training sessions:

S1 – Standards of Ethical Behaviour <https://ilearn.alc.edu.au/course/view.php?id=246>

S2 – Introduction to Safety Management <https://ilearn.alc.edu.au/course/view.php?id=247>

S3 – Safeguarding Children & Vulnerable Adults <https://ilearn.alc.edu.au/course/view.php?id=248>

Step 9: Enter the Enrolment Key provided **from your Professional Standards email confirmation**. (Note: Each session has a different code to enter. If an 'enrolment key' field is not visible then click on the name of the training session under enrolment options or click on 'ALC iLearn' in the top left-hand corner of the screen to go to your home page, and select PSD from the options in the welcome blurb)

Step 10: Commence the training by following the online prompts. Once the training is completed, the Professional Standards Department will be notified, and they will contact you with your completion certificate and any other additional information regarding your training.

If you require any help during this process, please email ilearnsupport@alc.edu.au