

How to Access the Safe Church Training modules on iLearn

This handout provides information about how participants can access and complete the Safe Church Training (SCT) via ALC's iLearn platform.

Please note that to access this training, there are two stages:

Stage 1: Create an account within the training system: iLearn

Stage 2: Use the provided code(s) to enrol in the SCT training sessions.

Stage 1 – Creating an iLearn account

(Note: if you already have an account in iLearn or signed up for the Safe Church Training via your LCA email address, skip 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 'create new account' button.



Step 3: Complete the fields initially revealed on the sign-up screen, then expand the category titled 'Safe Church Training (SCT)' to fill in the additional required information.

Step 4: Once all details have been entered (Step 3), click on the 'Create my new account' button.



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

(Note: If you can't see a confirmation email in your inbox, check your junk or spam folder. Delivery times can vary, and it may take a few minutes to a few hours to receive this confirmation email.)

Step 6: Click on the **confirmation link** contained in the email. You will then be directed to the log in page of iLearn.

Stage 2 – Accessing Safe Church Training in iLearn

Step 7: To log into iLearn (<https://ilearn.alc.edu.au>), enter your email address or username and password. (Note: If you registered for the Safe Church Training via your LCA email address, use your LCA email address and password to access iLearn)

Step 8: Select 'Safe Church Training (SCT)' from the menu option on the iLearn dashboard, or select your training session(s) below to access it directly:

S1 – Standards of Ethical Behaviour	https://ilearn.alc.edu.au/course/view.php?id=246
S2 – Safety Management Introduction	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
SCT Level 1 Refresher	https://ilearn.alc.edu.au/course/view.php?id=262
SCT Level 2	https://ilearn.alc.edu.au/course/view.php?id=274

Step 9: Enter the Enrolment Key provided **within the Professional Standards registration email**.

(Note: Each session has a unique code to obtain access to the training)

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