

## 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 via ALC's iLearn platform.

Please note that gaining access to online Safe Church training is a two-stage process:

1. Create an iLearn account
2. Use the provided enrolment key(s) to enrol in your training sessions

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### Stage 1

*(Note: if you have previously created an iLearn account and have an existing username and password, please skip to Stage 2.)*

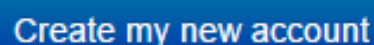
**Step 1:** Visit the iLearn website (<https://ilearn.alc.edu.au/login/index.php>)

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



**Step 3:** Complete the fields initially revealed in the registration form, then expand the category titled 'Safe Church Training (SCT)' to fill in the additional required field.

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



**Step 5:** An email will be sent to confirm your account. Look for an email from 'iLearn Support' <[ilearnsupport@alc.edu.au](mailto:ilearnsupport@alc.edu.au)> Subject: iLearn – Australian Lutheran College: account confirmation. Click on the **confirmation link** contained in the email.

*(Note: If you can't see it in your inbox, **check your junk or spam folder**. Delivery times vary; it may take between a few minutes and a few hours to receive this confirmation 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 into your iLearn account with your email address and password.

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### Stage 2

**Step 7:** Once you have created your iLearn account (OR if you have a pre-existing iLearn account), login to iLearn using your username and password <https://ilearn.alc.edu.au>

**Step 8:** Select your Safe Church training session(s):

**S1 – Standards of Ethical Behaviour**

<https://ilearn.alc.edu.au/course/view.php?id=400>

**S2 – Safety Management Introduction**

<https://ilearn.alc.edu.au/course/view.php?id=401>

**S3 – Safeguarding Children & Vulnerable Adults**

<https://ilearn.alc.edu.au/course/view.php?id=402>

**SCT Level 1 Refresher**

<https://ilearn.alc.edu.au/course/view.php?id=366>

**SCT Level 2**

<https://ilearn.alc.edu.au/course/view.php?id=403>

**Step 9:** Enter the Enrolment Key code provided **in your Professional Standards confirmation email**.

*(Note: Each session has a different Enrolment Key code. 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 LCA Safe Church Training (SCT) from the icons in the welcome blurb.)*

**Step 10:** Commence the training by following the online prompts. Once the training is completed, you will be asked to submit a final feedback form, which will notify the Professional Standards Department that you have completed your training. You will then be able to download your completion certificate.

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If you require any help during this process, please email [ilearnsupport@alc.edu.au](mailto:ilearnsupport@alc.edu.au)