Locally Facilitated, small group training online

Step 1: Click on this link to add 2 - 10 people to a course and generate an invoice
https://form.jotform.co/91821477273866

Step 2: Fill in the online form with your church's details
- Yes, I want to raise an invoice
- No, I don't have a purchase number

1. a Church name

1. b Church address

1. c Name of contact person who is organising the training and will be responsible for receiving the invoice and organising payment.

1. d Email address of contact person who is organising the training and will be responsible for receiving the invoice and organising payment.

2. a Course details

- Course name *Safe Ministry eTraining Anglican Refresher*

- Course URL *https://www.openlearning.com/courses/smr-anglican-safe-ministry-refresher/homepage/?cl=1*

- Cost *$15*

2. b Participants to enrol

- First name

- Last name

- Email address (the participant's email address. They must sign into Open Learning with this same email address).

Enter the message, and hit "Submit"

Step 3: The person who will handle the invoice payment for the organisation (added at 1c in the form) will receive a confirmation email that Open Learning have received the completed form.

Step 4: Open Learning will generate an invoice and email it to the person nominated at 1c in the form for payment.

Step 5: Once Open Learning has received payment, all participants will be enrolled in the nominated courses by the OpenLearning team.

Step 6: Open Learning will email the person nominated at 1c in the form and the course provider, to let them know the participants have been successfully enrolled in the nominated courses.

On the day of training:

- You will need sign into the online course before the session starts.

- Make sure the activities aren't completed before the group is assembled as the answers cannot be undone.

- You will need access to a large screen. You may require a second person to manage and control the screen at the front of the room.

- It will be useful to have a couple of tables for people to write on if they need to take notes.

- The training will take approximately 3 hours for the Refresher. Plan for a break between each module.

- Be willing to use several voices in the group. There is significant reading from the large screen

- Those undergoing the training will have varied experience and current understanding of child abuse and its impacts. Some follow up pastoral care may be needed.

Follow up after the training:

- The person who will handle the invoice payment for the organisation (added at 1c in the form) will receive an email to confirm all those that attended the training on the day.

- Once the participants have been confirmed, certificates will be generated and emailed to the participant's address provided in the registration.

Please call the Creating Safer Communities team for assistance. Freecall 1800 070 511 (Monday to Friday 9am to 5pm AEST)