



Safe Ministry eTraining Anglican Refresher

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. Who is the paying organisation?
This section refers to the organisation who will pay the invoice.

a. Organisation's Name: *

b. Organisation's Address: *

Street Address
Street Address Line 2
City State / Province
Postal / Zip Code

Note: When this form is submitted, THE person nominated at 1.c. below will receive a confirmation email AND they will be sent the invoice to be paid.

c. Name of the person who will handle the payment: *

First Name Last Name

d. Email of the person who will handle the payment: *

name@example.com
Please make sure you enter this email address correctly.

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.

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Request to Pay for Course Enrolment via Invoice

Use this form to if you'd like to enrol **MULTIPLE PEOPLE IN ONE OR MORE COURSES** on OpenLearning, using the **INVOICE** payment method.

Please confirm that you would like to RAISE an invoice to be paid by your organisation: *

Yes I want to raise an invoice

No

Do you have a Purchase Order number? *

Yes
 No

Purchase Order number:

Add your PO number here

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).

2. About the courses to enrol participants in
This section refers to the courses participants need to be enrolled in.

a. Course 1 Details: *

Course Name: * **Course URL:** * **Cost:** * **Currency:** *

Course Name Course URL Cost Currency

b. Participants to Enrol: *

First Name: * **Last Name:** * **Email Address:** *

[+ Add more participants to enrol](#)

Add another course?
 [Click here](#)

If you have a discount code, please enter it here.

The discounted cost will be reflected on the invoice.

Enter the message as it's shown: *

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)