Online Safe Ministry Training
Instructions for Individual Enrolment

Bendigo Anglican

There are two courses available:

Safe Ministry Induction $35

Click on the link below, or type the following address into your web browser:
https://www.openlearning.com/courses/smr-training-anglican

Safe Ministry Refresher $20

Click on the link below, or type the following address into your web browser:
https://www.openlearning.com/courses/smr-anglican-safe-ministry-refresher

Signing up to OpenLearning.com

Once you enter the course URL into your browser you will be directed to the JOIN NOW page.

1. Click the **JOIN NOW** button.

2. **Sign up** as a learner with Openlearning.com
(Remember to record your password somewhere!)
Click '**Get started**'

3. Select your class.

    It is the '**open class**'.

4. Click **Join**.

Paying for each course

(Repeat, this step for each course)

Once you have joined the class, you will be directed to the **Complete Your Purchase** page. Complete the form on the purchase page.

The system will email you a receipt and take you to the screen below.

Click '**Start your course**'.

Complete the Enrolment Information

The system will now ask you to enter some additional enrolment information.

This information is important for communication with the Diocese.

Enrolment Information

Thanks for your interest in ADOM Safe Ministry Essentials Level 1! We just need a few extra details from you before you can join...

* Indicates a required field

Name of Parish* [   ]

Suburb/Township* [   ]

Once you have filled in all fields, click the '**Join** 'button.

Permission request*

☐ By checking this box, you agree to share your email address with Creating Safer Communities.

Why is this needed?

Join ADOM Safe Ministry Essentials Level 1 »

Navigating the Course

1. Homepage

The menu tabs on the left side allow you to switch between the sections of the course.

The 'Your Progress' bar tracks your progress through the course. When 100% complete, you can download your certificate.

2. Automatic saving & tracking of progress

You are able to exit the course, and re-enter as many times as you like, using your email address and password. When you exit, your progress will be saved, so that you can pick up where you left off.

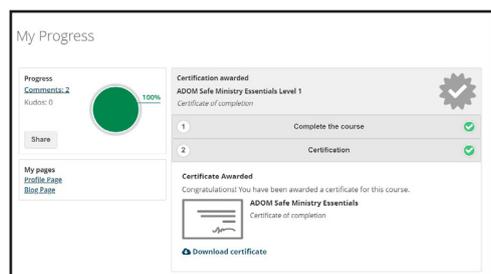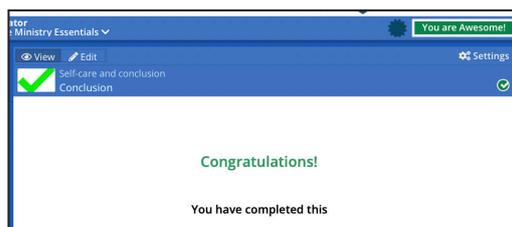## 3. Modules and Activities

Now you are ready to begin.

Use the 'Modules and Activities' tab on the left hand side of the screen to navigate your way through the course. To complete the course, please watch all the videos and complete all the activities.

4. Completion

Once completed, double click on 'You are Awesome!' in the progress bar to open your progress page.

Click on 'download' to get your certificate. The certificate is also emailed to you.

If you require any assistance email etraining@safercommunities.net.au