

Accessing and Overview of Learning

Once you have logged in to your account you will see extra options on the top blue ribbon for Learning (fig 1).

To access your profile, please follow the below steps:

1. Please click on the **Learning** Option (fig 1) located on the top blue ribbon.
2. You will be asked to enter your email address under the Sign in to your account menu. (fig 2)
3. Enter your Password and press Next. (fig 2)

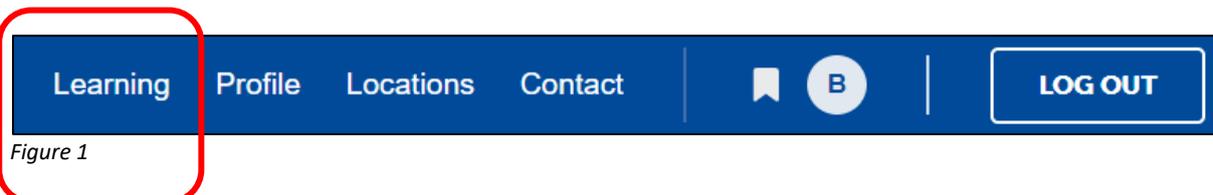


Figure 1

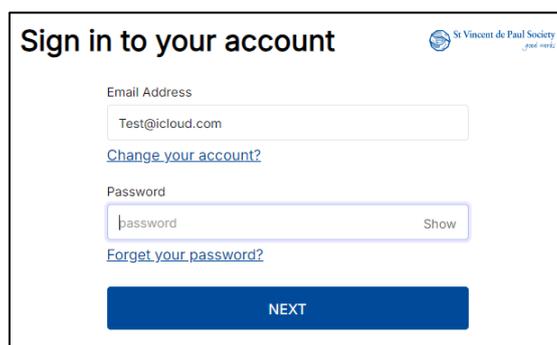
A screenshot of the 'Sign in to your account' form. The form is titled 'Sign in to your account' and includes the St Vincent de Paul Society logo. It contains two input fields: 'Email Address' with the value 'Test@icloud.com' and 'Password' with the value 'password'. There are links for 'Change your account?' and 'Forget your password?'. A blue 'NEXT' button is at the bottom.

Figure 2

Once you are on your Learning page you will be able to see the learning courses assigned to you. You should see a list of compliance courses and Optional learning courses. The courses you need to do will show Status as **Incomplete** or **Expired**. Click on the 'Start' button next to the training module you wish to do. (fig 3)

NOTE: We advise that when you are completing a course to complete it in full as there is no save function to come back to the same part of the course, where you left it.

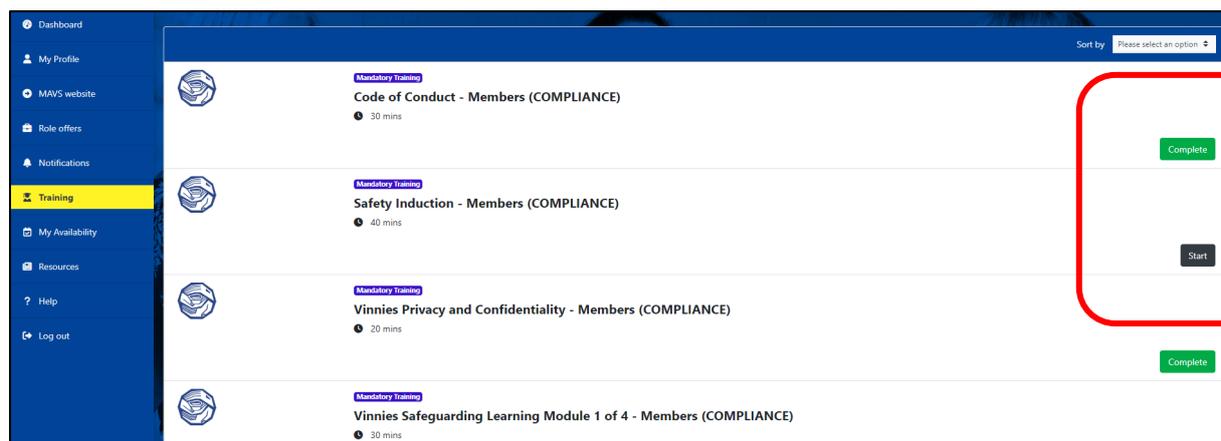
A screenshot of the Learning page. The page shows a list of training modules. The 'Training' menu item in the left sidebar is highlighted. The list includes: 'Code of Conduct - Members (COMPLIANCE)' (30 mins), 'Safety Induction - Members (COMPLIANCE)' (40 mins), 'Vinnies Privacy and Confidentiality - Members (COMPLIANCE)' (20 mins), and 'Vinnies Safeguarding Learning Module 1 of 4 - Members (COMPLIANCE)' (30 mins). The 'Start' button for the 'Safety Induction' module is highlighted with a red rectangular box.

Figure 3

NOTE: If you have no compliance learning assigned to your account, it might be that you have created your account with an incorrect or a new email address. Please contact us at mavs.support@vinnies.org.au if this is the case so we can assist with amending your email address and making sure the correct training is assigned.

Compliance and Optional Learning

Some **Compliance** courses include:

- Vinnies Code of Conduct
- Vinnies Safety Induction
- Vinnies Safeguarding Learning Module
- Vinnies Privacy and Confidentiality

Some **Optional** courses include:

- Djurali Part 1 – First Nations Cultural Awareness
- Djurali Part 2 – An Ongoing Journey
- Modern Slavery
- Disability Awareness

An example of start to finish of a Learning Module

In the below example, we have chosen our Code of Conduct. These instructions may vary depending on the module.



Figure 4

Continue until the module is complete. As you complete each module contained within the course, each of the circles next to each module will fill in to complete the circle until you reach the end. (fig 5).

You may need to download the relevant policy to read and acknowledge you have read and agree. Please do this by clicking on the link, which will download a copy to your computer. Once you have completed this you will need to go back to the module to tick the box. (this is you signing off electronically)

Continue to scroll down until you see the phrase, **'You can now exit this module.'** (Fig 5) The Exit course button is up the top right-hand corner of the screen (fig 5)

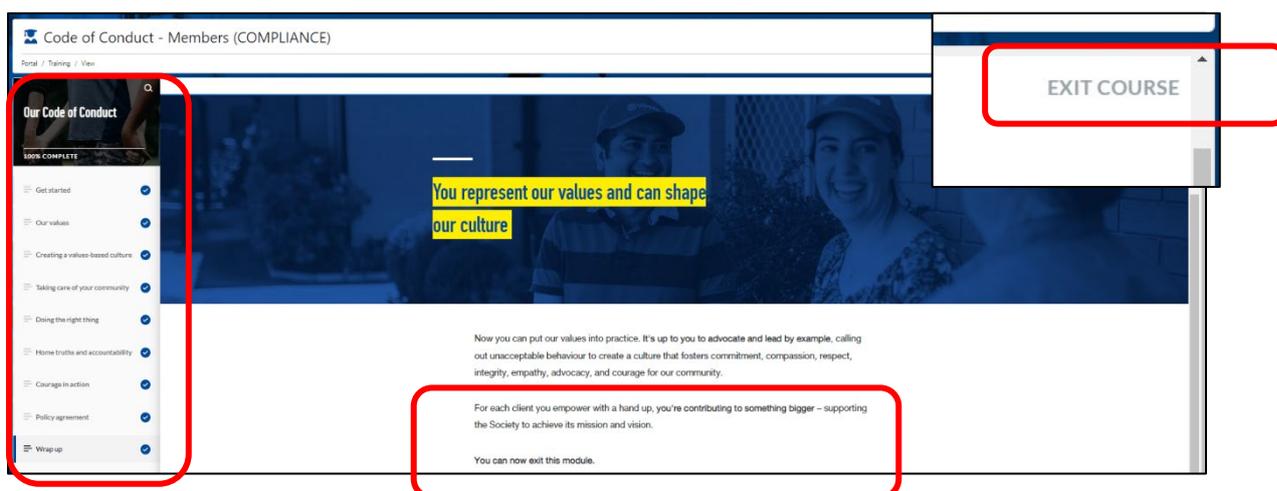


Figure 5

If you are having difficulty accessing or completing your learning, please contact us at mavs.support@vinnies.org.au.