

# Access Code Enrolment into Safe Ministry Training

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>



Gippsland Anglican

## 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 'Private class (access code required)'.  
4. Enter the relevant Course Access Code  
Induction - **AngGipps@Ind**  
Refresher - **AngGipps@Ref**  
Click 'Apply'.

5. Click Join.

6. Complete the Enrolment Information

FOR GROUP FACILITATORS  
Remember to add the names  
of all people who are present at  
your group session for the course.

7. Click 'Join' the course.

# Inside 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.

The screenshot shows the course homepage for 'SMR Anglican Safe Ministry Induction'. It features a blue header with a 'Your Progress' bar, a left-hand navigation menu with 'Home', 'Modules and Activities', and 'Diocesan Safe Ministry' tabs, and a main content area with a welcome message and a list of course objectives. A group photo of people is also visible.

## 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.

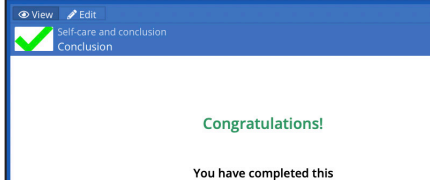
Use the 'Modules and Activities' tab on the left hand side of the screen to navigate your way through the course. To complete the course, please watch all the videos and complete all the activities.



The screenshot shows the 'Modules and Activities' section of the course. It features a blue header with a 'Your Progress' bar, a left-hand navigation menu with 'Home', 'Modules and Activities', and 'Diocesan Safe Ministry' tabs, and a main content area with a 'Course introduction' section. The introduction section displays three hats: a red hat labeled 'Pastoral', a blue hat labeled 'Diocesan', and a grey hat labeled 'Legal'. Below the hats is the word 'Introduction'. At the bottom, there is a section for 'Module 1 Safe Ministry Foundations'.

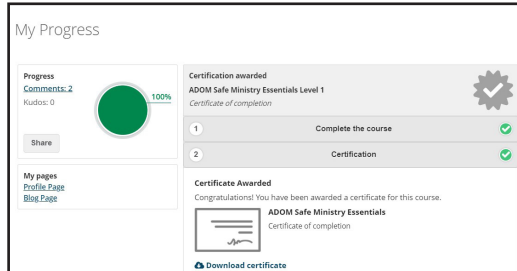
## 4. Completion

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



The screenshot shows a completion message with a green checkmark icon and the text 'Congratulations! You have completed this'. The message is displayed in a blue box with a 'View' and 'Edit' link at the top.

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



The screenshot shows the 'My Progress' page. It features a blue header with a 'Your Progress' bar, a left-hand navigation menu with 'Home', 'Modules and Activities', and 'Diocesan Safe Ministry' tabs, and a main content area with a 'My Progress' section. The 'My Progress' section displays a progress bar at 100%, a 'Share' button, and a 'Certificate Awarded' section. The 'Certificate Awarded' section shows a certificate for 'ADOM Safe Ministry Essentials Level 1' and a 'Download certificate' button.

Please email a copy of your certificate to:  
[clearances@gippsanglican.org.au](mailto:clearances@gippsanglican.org.au)

### FOR GROUP FACILITATORS

Please email the course certificate along with a list of the names of all people who attended the course to your Parish.

If you require any assistance, email [etraining@safercommunities.net.au](mailto:etraining@safercommunities.net.au)