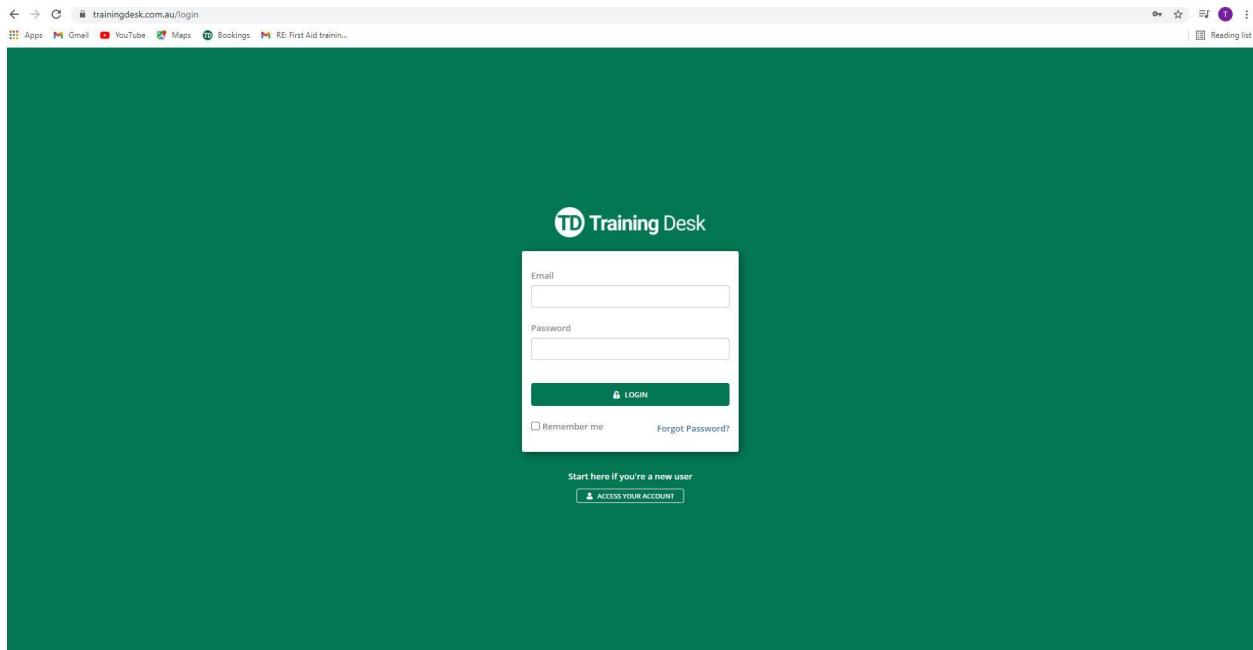


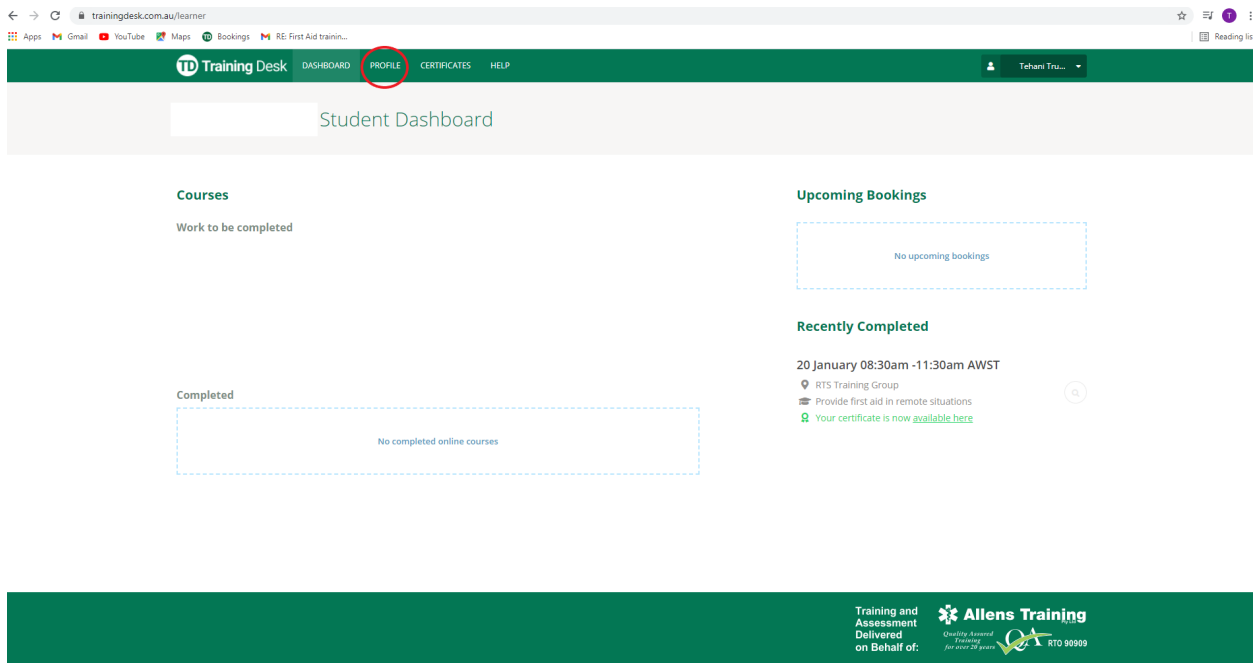
Instructions on how to view your completed online theory

Please view the below step by step instructions on how to view your online theory after completion of the training:

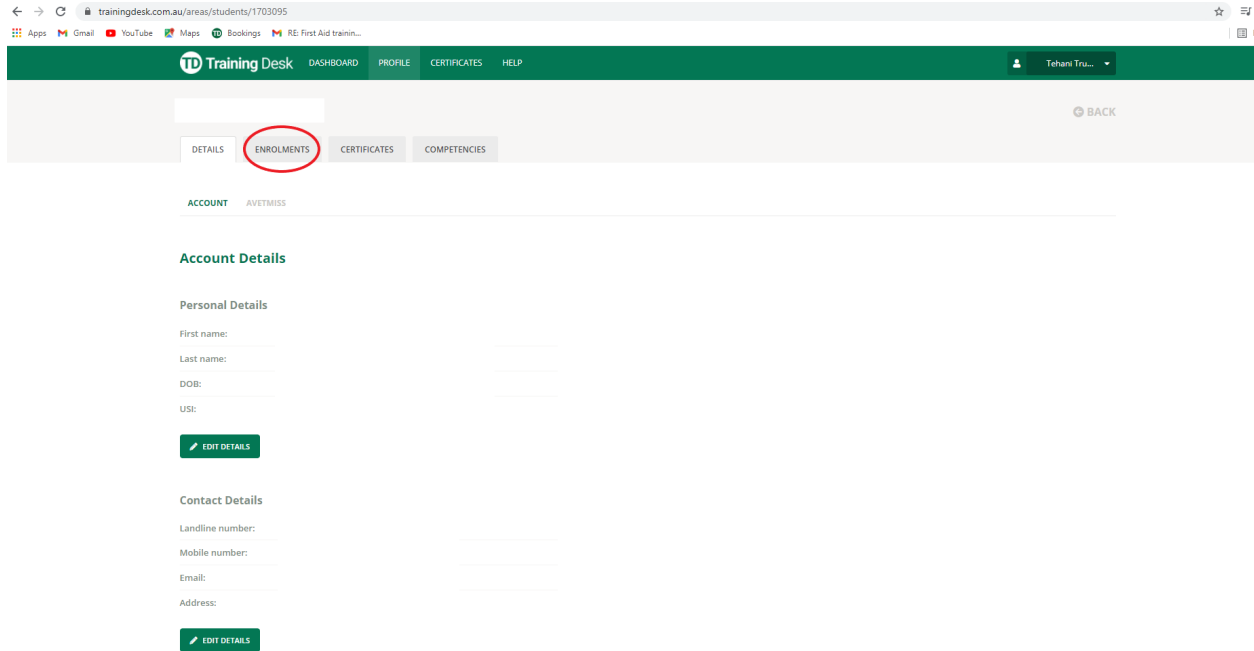
1. Log into your online portal with the username and password you have created.
 - a. Website: www.trainingdesk.com.au



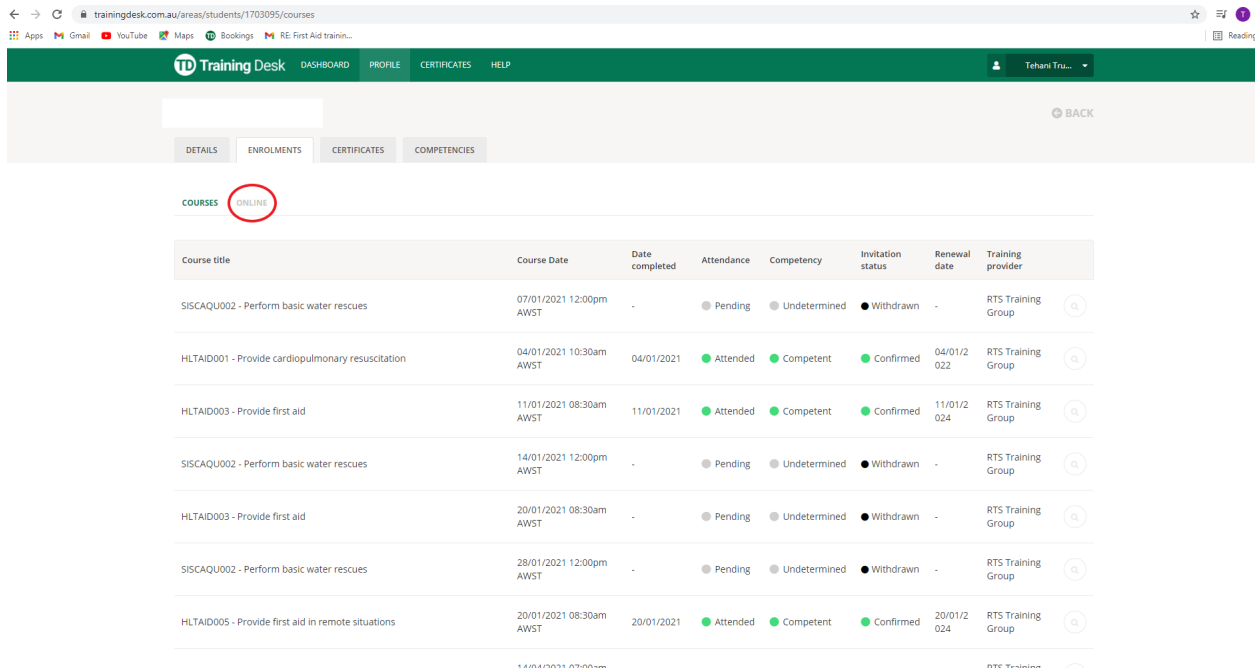
2. Select the profile tab, which is located in the top left hand corner of the screen.



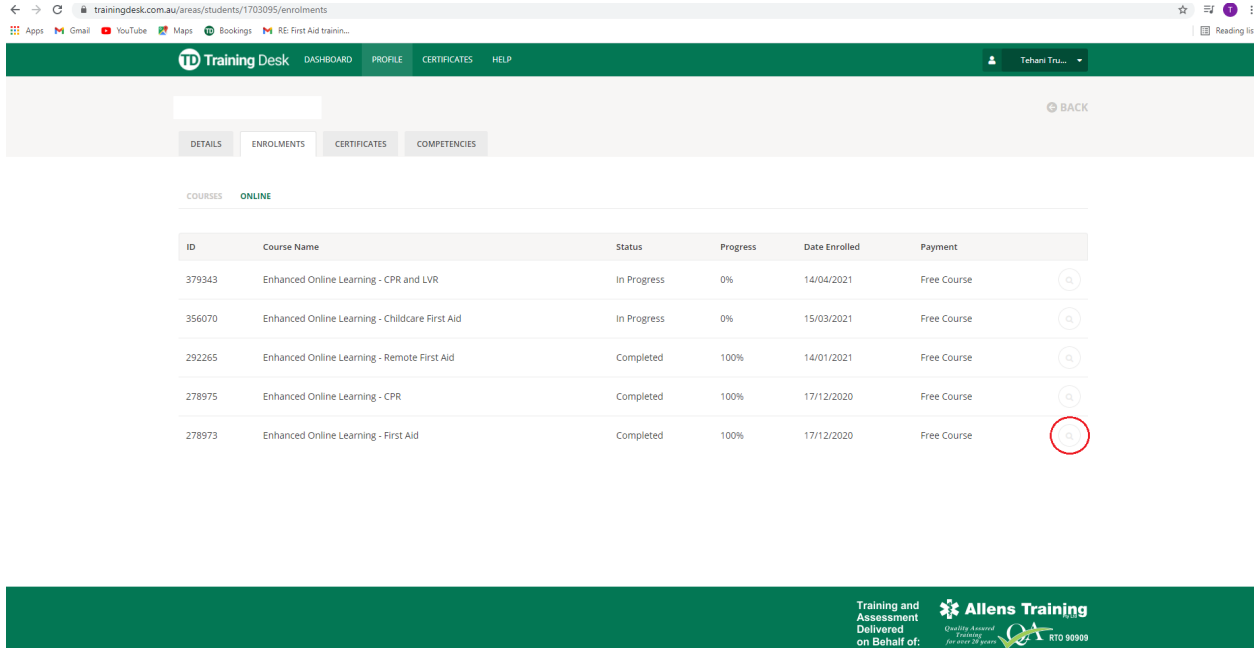
3. Select the “Enrolments” Tab in the top left corner of the screen.



4. Select the “Online” tab in the top right left of the screen.



- On this page you will see all the theory components you have been enrolled into. Select the “magnifying glass” for the theory components you wish to view.

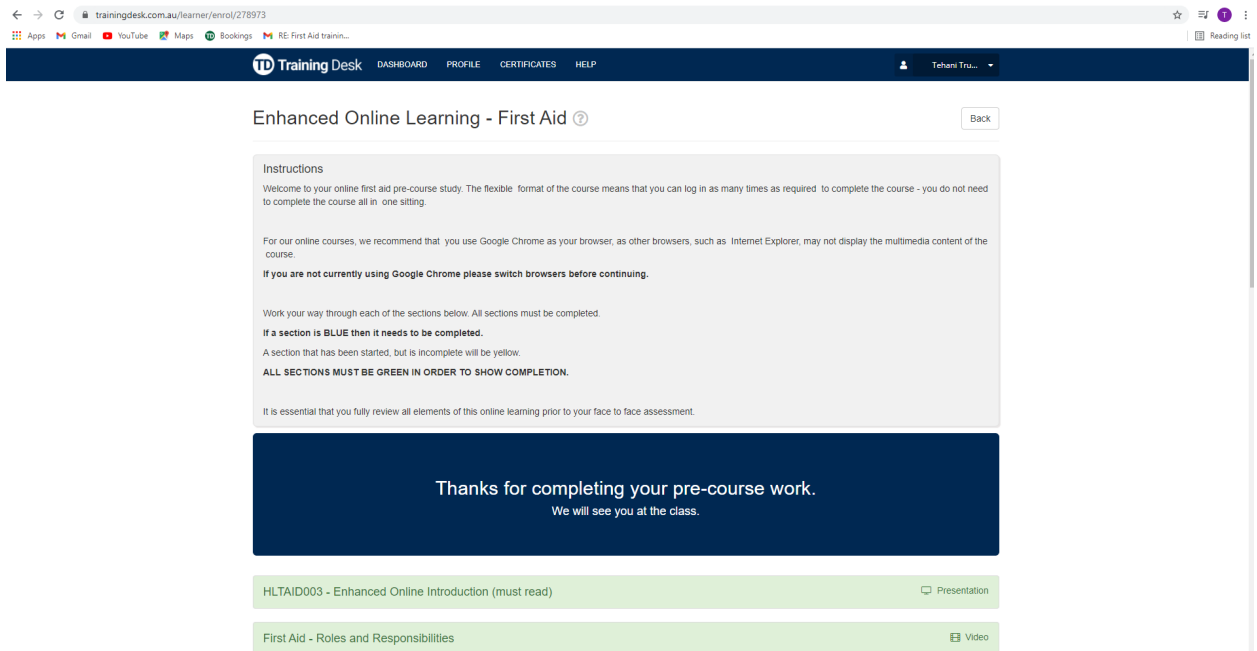


The screenshot shows the 'Enrollments' page in the Training Desk system. A table lists several online learning courses. The magnifying glass icon in the last row is circled in red.

ID	Course Name	Status	Progress	Date Enrolled	Payment	
379343	Enhanced Online Learning - CPR and LVR	In Progress	0%	14/04/2021	Free Course	
356070	Enhanced Online Learning - Childcare First Aid	In Progress	0%	15/03/2021	Free Course	
292265	Enhanced Online Learning - Remote First Aid	Completed	100%	14/01/2021	Free Course	
278975	Enhanced Online Learning - CPR	Completed	100%	17/12/2020	Free Course	
278973	Enhanced Online Learning - First Aid	Completed	100%	17/12/2020	Free Course	

Footer: Training and Assessment Delivered on Behalf of: Allens Training (Quality Assured Training for over 25 years, RTO 90909)

- This will then take you to the online learning which you can review multiple times.



The screenshot shows the 'Enhanced Online Learning - First Aid' page. It includes instructions for pre-course study and a list of course components.

Instructions

Welcome to your online first aid pre-course study. The flexible format of the course means that you can log in as many times as required to complete the course - you do not need to complete the course all in one sitting.

For our online courses, we recommend that you use Google Chrome as your browser, as other browsers, such as Internet Explorer, may not display the multimedia content of the course.

If you are not currently using Google Chrome please switch browsers before continuing.

Work your way through each of the sections below. All sections must be completed.

If a section is BLUE then it needs to be completed.

A section that has been started, but is incomplete will be yellow.

ALL SECTIONS MUST BE GREEN IN ORDER TO SHOW COMPLETION.

It is essential that you fully review all elements of this online learning prior to your face to face assessment.

Thanks for completing your pre-course work.
We will see you at the class.

- HLTAID003 - Enhanced Online Introduction (must read)
- First Aid - Roles and Responsibilities