

Protecting Children - Mandatory Reporting and other Obligations

Online Training Account Creation Guide

This guide is for Victorian government and non-government school staff undertaking the **Protecting Children - Mandatory Reporting and other Obligations (PROTECT)** online training provided by the Department of Education and Training (the Department).

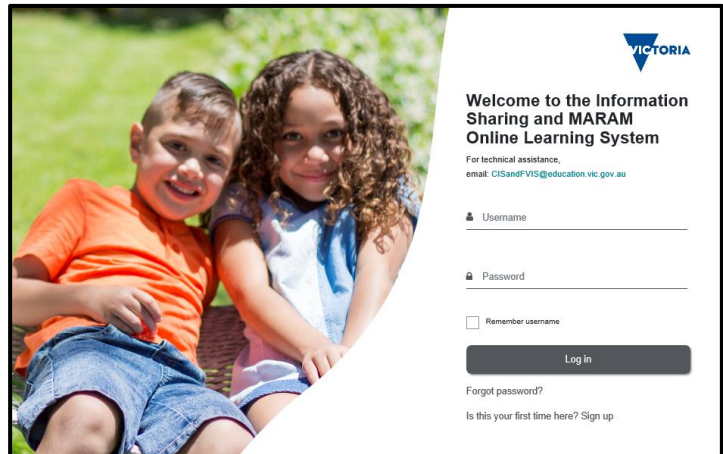
This training has recently moved to the Information Sharing and Multi-Agency Risk Assessment and Management (MARAM) Online Learning System and can now be found at <https://elearn.childlink.com.au>.

Existing users

If you have previously used this learning system to complete Information Sharing and Family Violence Reform online training, you will be able to use your existing log-in details to enter the system and complete the PROTECT training.

If you have forgotten your log-in details, please click 'forgot password' on the home page.

If you have not created an account for this system before, please click the 'sign up' button and follow the instructions below.



New users

Step 1: New users of this learning system need to register an account by choosing a username and password and providing personal details.

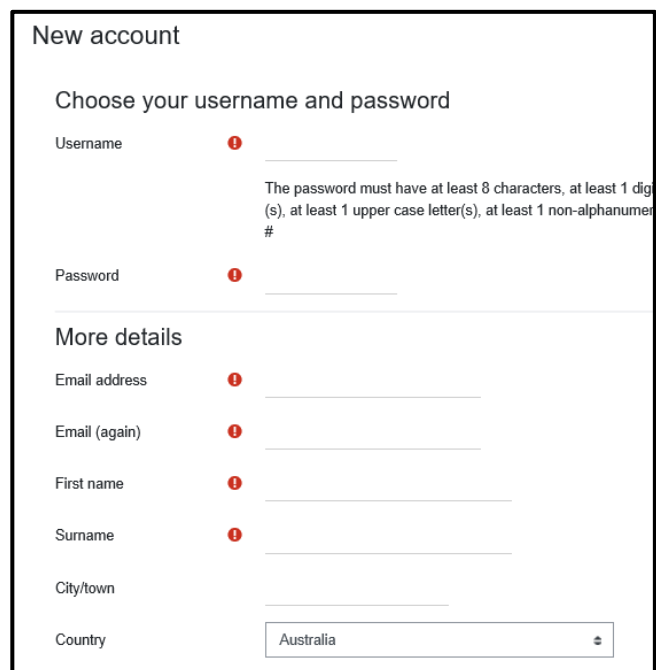
This information is required to create and maintain your user profile, including to keep a record of training that you complete.

It is recommended that you use the first part of your email address (before the @ symbol) as your username.

The Department manages personal information in accordance with relevant Victorian privacy law, the Privacy and Data Protection Act 2014. For more details on how the Department handles personal information go to:

www.education.vic.gov.au/Pages/privacypolicy.aspx

You can access and update your registration details through your profile page.



Step 2: Please provide your contact so that you can be provided occasional updates about changes to law, policy and your professional and legal obligations.

If you select 'Email' as your 'Preferred Method of Contact' and 'Yes' to 'I wish to receive further information', you will receive a notification every 12 months to remind you to enrol in the training again to refresh your knowledge.

Step 3: Please provide your Department and Agency Information to help us report on statewide completion of the training modules.

Please select 'Department of Education and Training' as your Sharing Scheme Department. You will then need to select the most appropriate Workforce option, for example:

- Catholic schools and system bodies
- Independent schools and system bodies

Step 4: Please provide your Organisation details to ensure you are provided access to the appropriate training modules for your role.

Depending on your school type you may choose an option such as:

- Catholic diocese
- Independent schools

Step 5: Once you have successfully created an account, you will be directed into the profile dashboard. You will then need to click on **All Programs** as circled in red. Within this area, you can self-enrol in either of the two courses from there.

Step 6: You will then need to choose the training that is marked **Protecting Children – Mandatory Reporting and Other Obligations for non-government school staff.**

You will be able to enrol in the training at this stage. You can also save and view your progress.

Following course completion, a copy of your certificate will be sent via email. You can also access your certificate by clicking on Course Completion Certificate or from your dashboard.

Certificates are available within **24 hours** of completing the module.

A reminder that this course is required to be completed annually. You will receive a reminder email to recomplete this module 11 months from your completion date.

If you have any technical questions regarding the training please contact CSandFVIS@education.vic.gov.au.

Alternatively, if you have any content related questions regarding the training please contact student.engagement@education.vic.gov.au.