

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 following 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). Enter your password and press **Next** (Fig. 2).

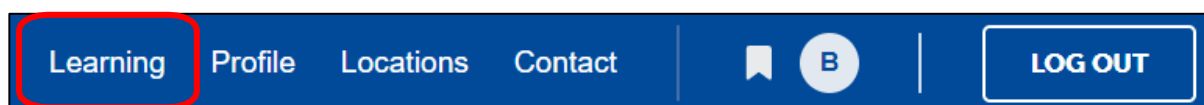


Figure 1

A screenshot of the 'Sign in to your account' form. The form has a white background and a blue border. At the top right is the St Vincent de Paul Society logo. The form contains two input fields: 'Email Address' with the text 'Test@icloud.com' and 'Password' with the text 'password'. Below the email field is a link 'Change your account?'. Below the password field is a 'Show' button and a link 'Forget your password?'. At the bottom is a blue 'NEXT' button.

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 their status as **Incomplete** or **Expired**. Click on the **'Start'** button next to the training module you wish to do (Fig. 3). If your training has expired or will expire soon, click the **'Expired'** or **'Renew Learning'** button to start the module (Fig. 4).

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.

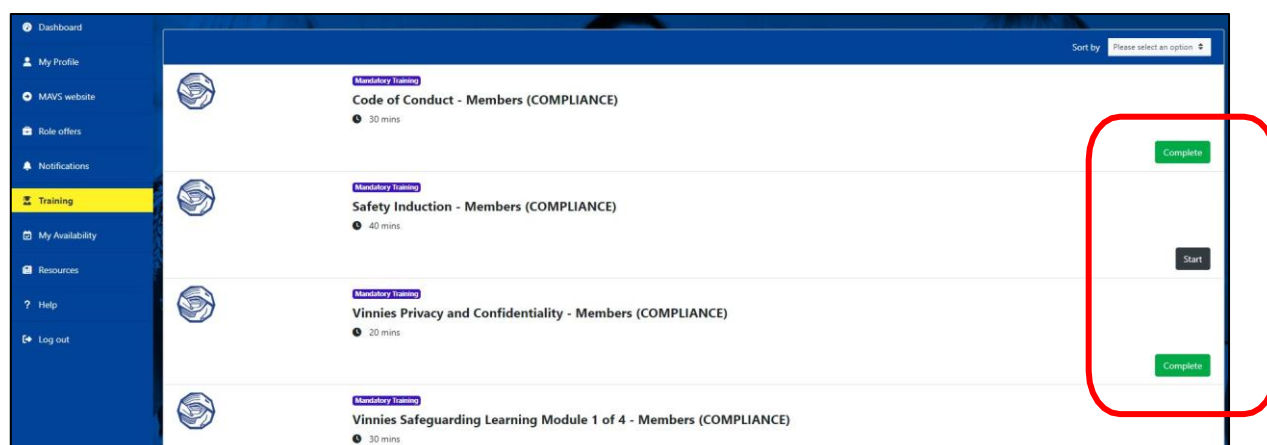


Figure 3

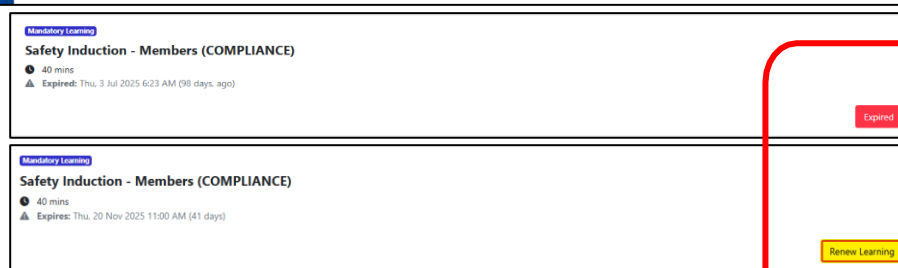


Figure 4

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. If this is the case, contact us at mavs.support@vinnies.org.au so we can assist with amending your email address and making sure the correct training is assigned.
(Please allow up to approx. 1 week for this to be completed as it requires detailed system updates by ICT to keep your account secure, on top of a high volume of ICT requests.)

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 example below, we have our Code of Conduct (Fig. 5). These instructions may vary depending on the module).

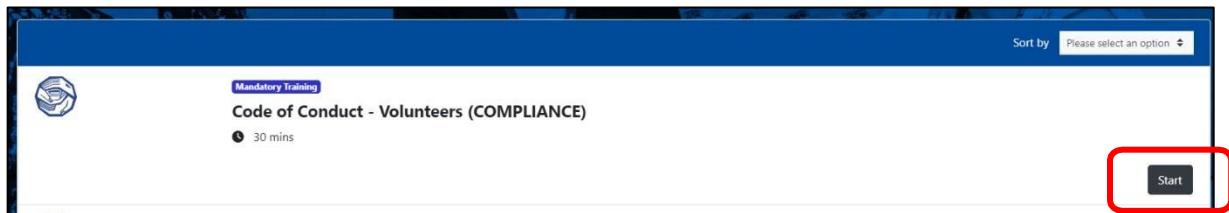


Figure 5

Continue until the module is complete. As you complete each module contained within the course, the circle beside it will gradually fill in – visually showing your progress – until all circles are complete when you reach the end (Fig. 6).

At the end you may need to read and acknowledge the relevant policy. Please read and agree to the policy 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 signifies you signing it electronically).

Continue to scroll down until you see the phrase, '**You can now exit this module.**' (Fig. 6)

The **Exit Course** button is up the top right-hand corner of the screen (Fig. 6)

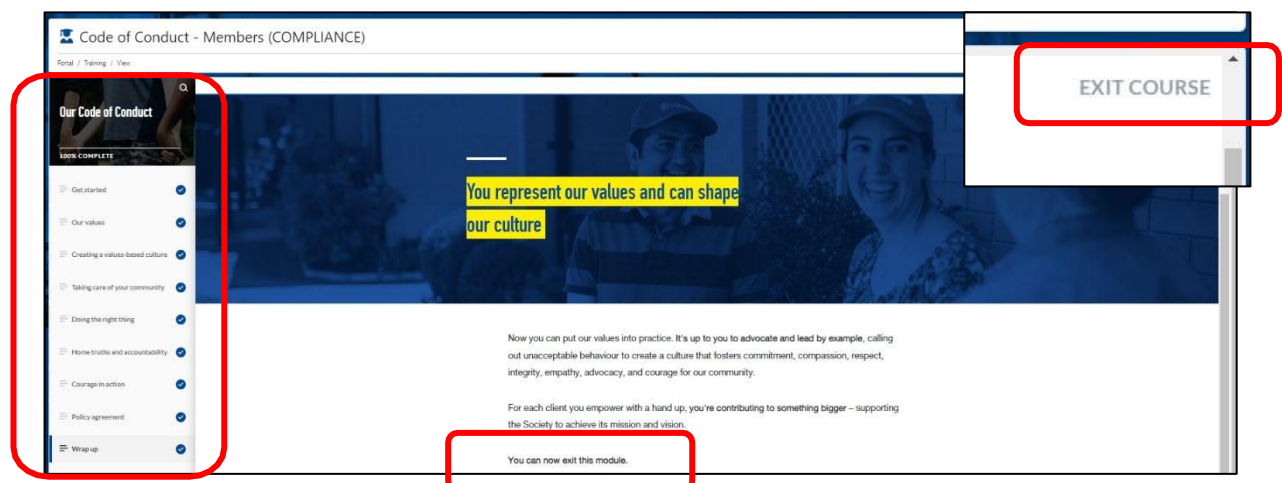


Figure 6

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