

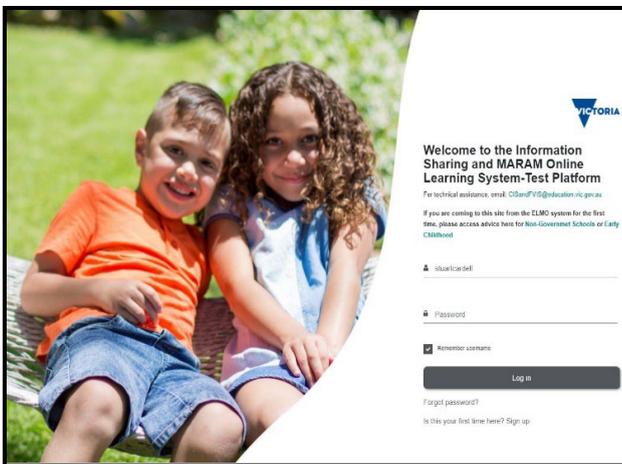
Protecting Children - Mandatory Reporting and other Obligations for the Early Childhood Sector

Online Training Account Creation Guide

This guide is for early childhood education and care professionals undertaking the **Protecting Children - Mandatory Reporting and other Obligations for the Early Childhood Sector (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 other courses, such as the 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.

Once you are logged in, please follow the instructions below (from **Step 6**) to access the **Protecting Children Modules – Training modules for Protecting Children** online training from the Homepage.

If you have forgotten your log-in details, please click ‘forgot password’ on the home page (if this does not generate an email, it is likely that you will need to set up a new account as detailed above).

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

New users

New account

Choose your username and password

Username ❗ _____

The password must have at least 8 characters, at least 1 digit (s), at least 1 upper case letter(s), at least 1 non-alphanumeric #

Password ❗ _____

More details

Email address ❗ _____

Email (again) ❗ _____

First name ❗ _____

Surname ❗ _____

City/town _____

Country Australia

Step 1: If you completed this training previously using the ELMO platform, you will need to register for a new account. Carefully choose a username and password and provide your personal details as shown.

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.

Contact Details

Work Phone Number !

Preferred Method of Contact !

I wish to receive further information. !

Step 2: Please provide your contact details so that you can be provided with 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.

Department and Agency Information

Sharing Scheme Department !

Workforce !

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

Select '**Department of Education and Training**' as your Sharing Scheme Department

Select one of the following options as your **Workforce**:

- ECEC - Family Day Care
- ECEC - Kindergartens
- ECEC - Long Day Care
- ECEC - Outside School Hours Care Services
- ECEC - Other ECEC

Organisation

organisation !

Education Sector Workforces –
Please also enter your ECEC Service Name or School Name Here:

Step 4: Please select your Organisation details in the top mandatory organisation box.

Local Government Authorities (councils) are listed in the drop down for council staff, as well as specific organisations that are listed in the system, which can be found below:

- | | | |
|--|--|--|
| <ul style="list-style-type: none"> • Affinity Education Group Limited • Bethany Kindergarten Services • Big Childcare Pty Ltd • Camp Australia • Child and Family Care Network - bestchance • Children's Protection Society (Kids First Australia) • Community Kinders Plus • Currently Studying | <ul style="list-style-type: none"> • Early Childhood Management Services • Eureka Community Kindergarten Association Inc • Extend (Australia) Pty Ltd • G8 Education Limited • Good Start Early Learning • Guardian Community Early Learning Centres • Junior Adventures • Kelly Club • Melbourne City Mission Inc • Only About Children Pty Ltd | <ul style="list-style-type: none"> • Oz Child • Royal Childrens Hospital Education Institute • Save The Children Australia • Team Holiday • TheirCare Pty Ltd • Think Childcare Services • Try Australia Childrens Services • Uniting Victoria Tasmania Limited • Yarra Ranges Kindergarten Inc • YMCA of Ballarat Inc |
|--|--|--|

If you can't find the name of your organisation above in the drop-down list as shown on the previous page, please select a generic option that best describes your workplace.

A full list is provided below. If none of these options apply, you can also select 'Early Childhood – Not listed'.

Options for Kindergarten

- Kindertartens - Catholic schools
- Kindertartens - Government schools
- Kindertartens - Independent schools
- Kindertartens - Private for profit
- Kindertartens - Private not for profit community managed
- Kindertartens - Private not for profit other organisations

Options for Long Day Care

- Long Day Care - Government schools
- Long Day Care - Independent schools
- Long Day Care - Private for profit
- Long Day Care - Private not for profit community managed
- Long Day Care - Private not for profit other organisations

Options for Out of Hours Care

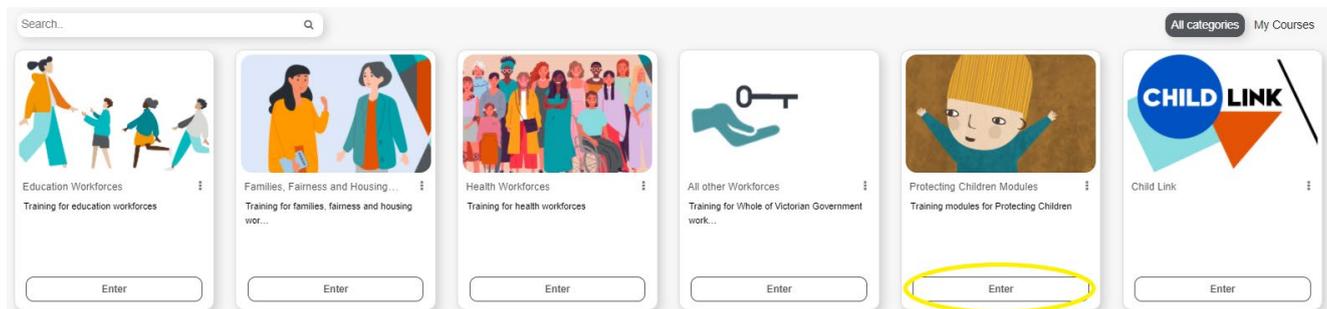
- Out of School Hours Care - Catholic schools
- Out of School Hours Care - Government schools
- Out of School Hours Care - Independent schools
- Out of School Hours Care - Private for profit
- Out of School Hours Care - Private not for profit community managed
- Out of School Hours Care - Private not for profit other organisations

All ECEC professionals are also requested to fill out the second ECEC Service Name field as well. Please enter the name of your service in this free text field.

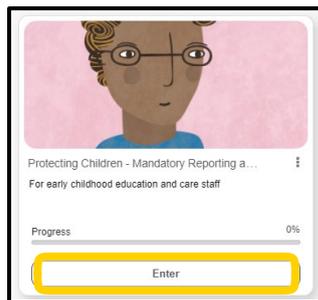
Step 5: Once you have successfully created an account, a confirmation email will be sent to your registered email address asking you to confirm your account on the 'Information Sharing and MARAM Online Learning System'.

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

Step 6: From the Homepage, please navigate to the course tile marked **Protecting Children Modules – Training modules for Protecting Children** and select 'Enter'.



Step 7: On the next screen, choose the training tile marked **Protecting Children – Mandatory Reporting and Other Obligations Early Childhood**.



Step 8: On the course 'Welcome' page, click on the course link **Mandatory Reporting and Other Obligations** and click the 'Enter' tab on the next screen.

Welcome

100% progress

The Protecting Children – Mandatory Reporting and Other Obligations for the Early Childhood Sector (PROTECT) eLearning module is for early childhood education and care professionals only.

Please review the below information to make sure this is the appropriate training for your role.

The training is available at no cost and provides a certificate on successful completion.

If you have any questions about this training module, please email early.years.workforce@education.vic.gov.au

IMPORTANT: Due to the interactive nature of this course, we recommend that you use a desktop or a laptop computer. The interactive links within the course may not show up on smartphones and or tablets. We recommend you use the Chrome as your browser.

Protecting Children - Mandatory Reporting and Other Obligations

The Protecting Children – Mandatory Reporting and Other Obligations for the Early Childhood Sector (PROTECT) eLearning module supports all professionals in early childhood settings to increase their capacity to respond effectively to children whose safety, health or wellbeing may be at risk.

It is strongly recommended that mandatory reporters in early childhood education and care services undertake this professional learning module every 12 months. However, all staff members in early childhood services are also strongly encouraged to do so.

The module may contribute to requirements for annual early childhood teacher professional learning under the guidelines of the Victorian Institute of Teaching. It relates to 'maintaining student safety' under the professional practice standard of 'creating and maintaining supportive and safe learning environments'.

Mandatory Reporting and Other Obligations



If you have any questions about the training or require a certificate for a course completed prior to 1 July 2021, please contact early.years.workforce@education.vic.gov.au.