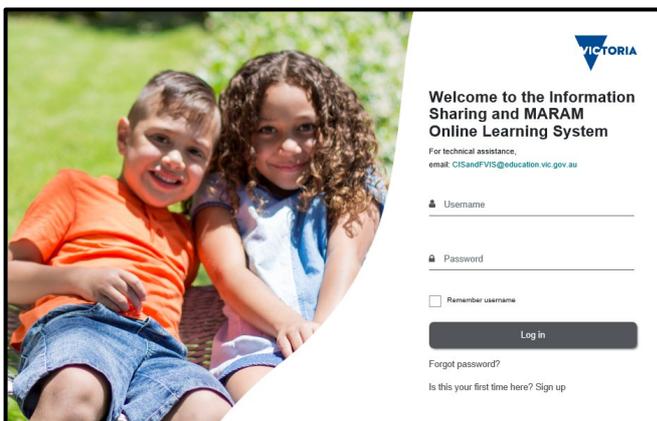


Protecting Children - Mandatory Reporting and other Obligations Online Training Account Creation Guide

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.

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 you have not created an account for this system before, please click the 'sign up' button and follow the instructions for new users 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: 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 details 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.

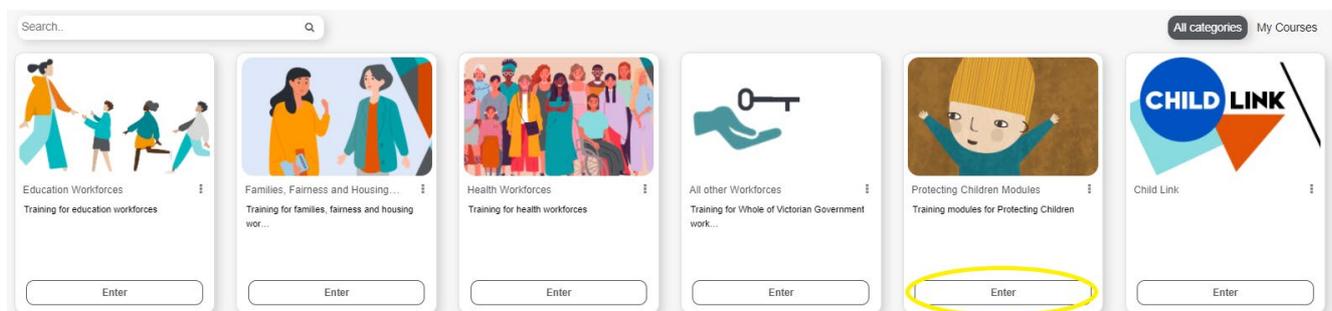
Depending on your school type you may choose an option such as:

- Catholic schools – Melbourne Diocese
- Independent schools

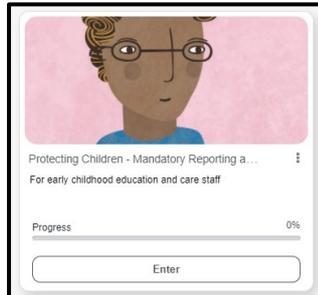
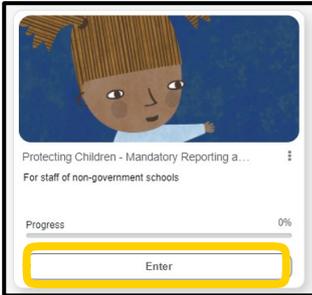
Step 5: Once you have successfully created an account, a confirmation email will be sent to your registered email address asking you to confirm your account on the 'Information Sharing and MARAM Online Learning System'.

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 staff of non-government schools** and select 'Enter'.



Step 7: You will then need to choose the training marked **Protecting Children – Mandatory Reporting and Other Obligations for staff of non-government schools**.



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 to begin the online training.

Welcome

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 student.engagement@education.vic.gov.au.