

Child Link Training Fact Sheet

What do I have to do?

As a Child Link Authoriser, you need to nominate appropriate Users within your service or school. You need to also ensure that all nominated Child Link Users complete Child Link User Training. Training is mandatory to access Child Link.

The Department of Education offers flexible training sessions for participating workforces. Nominated Child Link Users enrol in training through the [Information Sharing and MARAM Online Learning System \(LMS\)](#).

Your nominated Users are required to notify you once they have completed training. You should sight their training 'Certificate of Completion', which contains their unique training receipt number. Users must have their unique training receipt number to join Child Link. Your Users should also provide you with their name exactly as it appears on their Working with Children Check (WWCC) or Victorian Institute of Teaching (VIT) registration.

What does Child Link training cover?

Child Link User Training takes place via interactive webinar and is facilitated by a team of experienced educators.

Training covers topics, such as:

- how to log in, use and navigate Child Link
- responsibilities and obligations when using Child Link
- how Child Link can add value to professional practice
- key cultural safety considerations when using Child Link
- requirements for accessing Child Link safely and appropriately, and
- where to go for more support and resources

Participants are assessed on the material covered at the end of the training session. Successful completion enables activation of their Child Link access.

During training, there will also be opportunities for Users to collaborate with others across sectors and explore how Child Link can be used in professional practice to support the wellbeing and safety of children.

Who can I contact for further information?

Our [frequently asked questions \(FAQs\)](#) provide information and responses to common questions about Child Link.

You can also access a list of steps and resources to guide your nominated Users through the steps required to access Child Link at [Joining Child Link](#).

Dedicated support is available by emailing ChildLink@education.vic.gov.au or calling [1800 549 646](tel:1800549646) between 9am and 5pm, Monday to Friday.