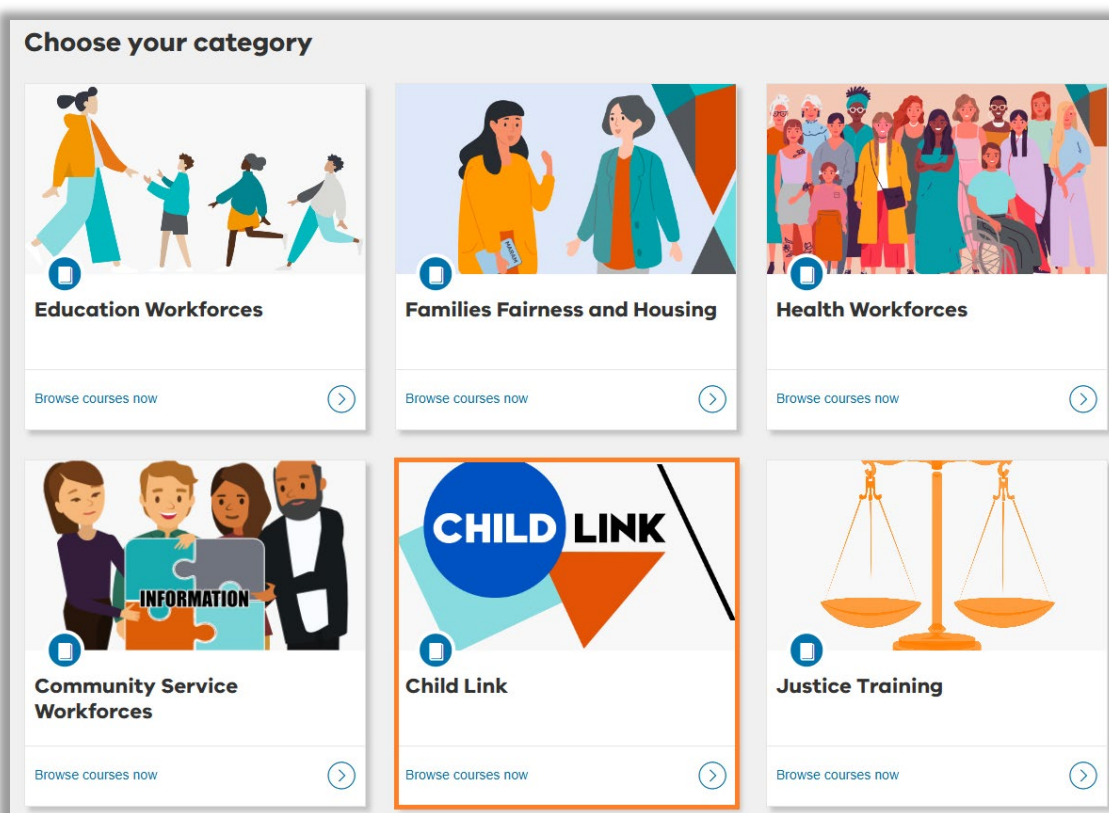# Child Link User Training for Education Workforces

How to access the Information Sharing and MARAM Online Learning System (online learning system) and create an account to complete Child Link User training.

Access the online learning system

▶ Go to https://training.infosharing.vic.gov.au.

▶ Click the **Child Link** category to find the Child Link training courses.

Before you can access Child Link, you must complete training in **both Information Sharing** and **Child Link**.

Information Sharing training is required to ensure you understand how information can be legally and safely shared information using the Child Information Sharing Scheme (CISS) and Child Link.

Two training options are available for Education workforces. Please follow the steps below to make sure you enrol in the **correct training course** for your role.

Support is available by emailing ChildLink@education.vic.gov.au or calling 1800 549 646 between 9 am and 5 pm, Monday to Friday.

1

Decide which course is correct for you

Have you previously completed Information Sharing and Family Violence Reforms training? This includes:

- ► Education Professionals
- ► Education Leaders
- ► Department of Education (DE) Regional Professionals
- ► eLearn: Information Sharing for Education Workforces
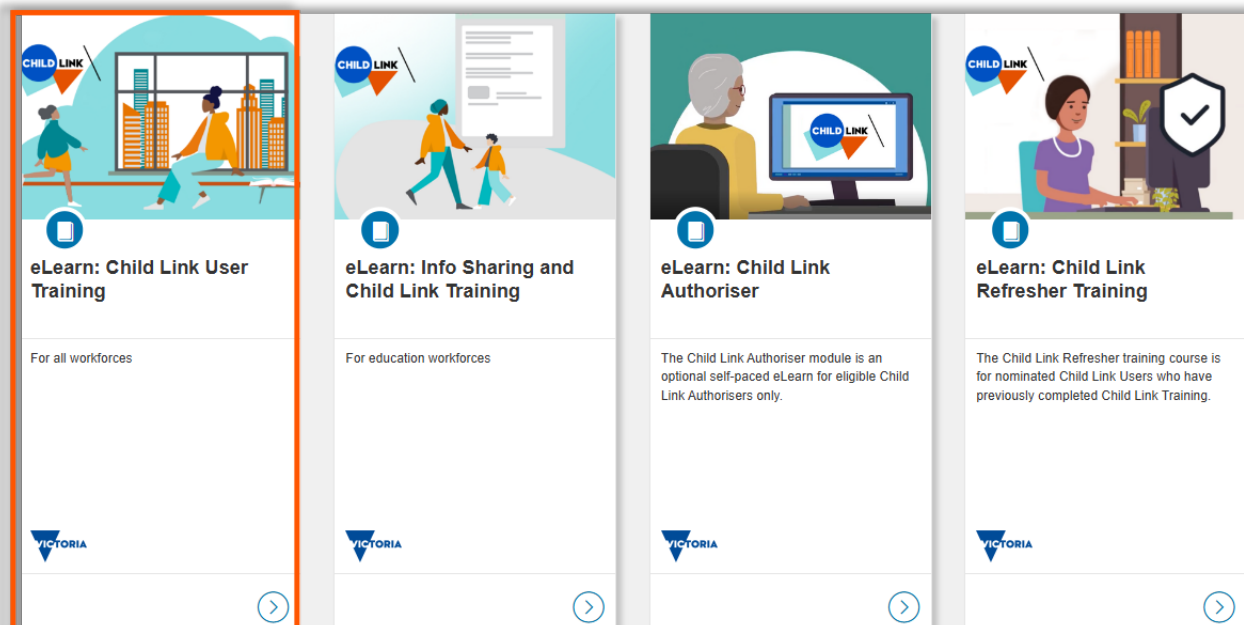- ► Webinar: Information Sharing for Education Workforces

> If your answer is **YES, I have completed an Information Sharing course**, go to **Option 1** to enrol in **elearn: Child Link User Training**.

> If your answer is **NO, I have not completed an Information Sharing course**, go to **Option 2** to enrol in **eLearn: Info Sharing and Child Link User Training**. This course combines Information Sharing and Child Link training.

If you are not sure if you have already completed information sharing training, contact the Information Sharing and MARAM Enquiry Line by email (cisandfvis@education.vic.gov.au) or phone (1800 549 646).
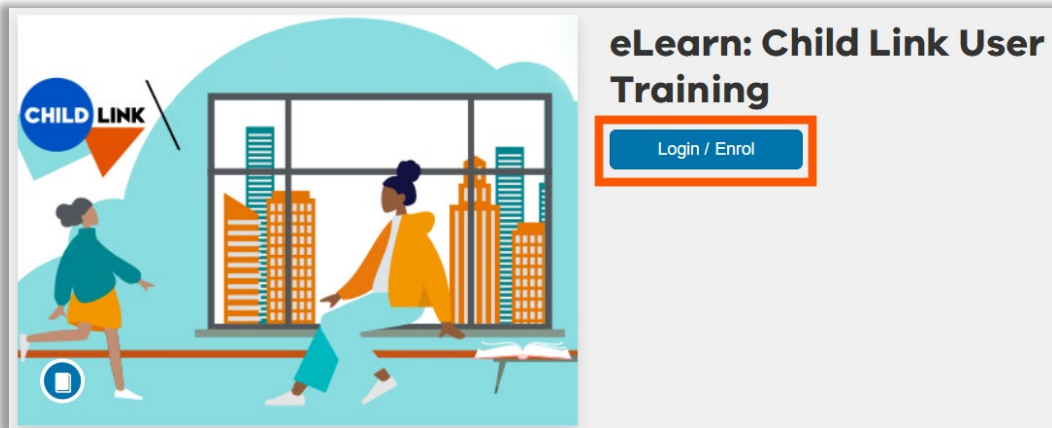
Option 1: eLearn: Child Link User Training

- ► Choose this option only if you have already completed Information Sharing training.
- ► Select the **eLearn: Child Link User Training** course.

Support is available by emailing ChildLink@education.vic.gov.au or calling 1800 549 646 between 9 am and 5 pm, Monday to Friday.
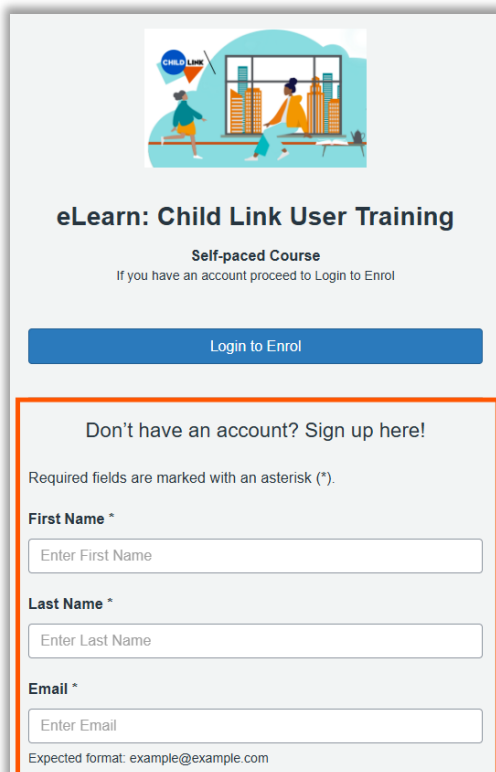
2

Create a new account or login

► Select the **Login/Enrol** button to create an account or login.

Note: You will need to create a new account when first accessing the courses on this online learning system.

Follow the steps below to create a new account.

Step 1: Create an account by filling out the required fields. You must fill in all the fields flagged with an asterisk (*).

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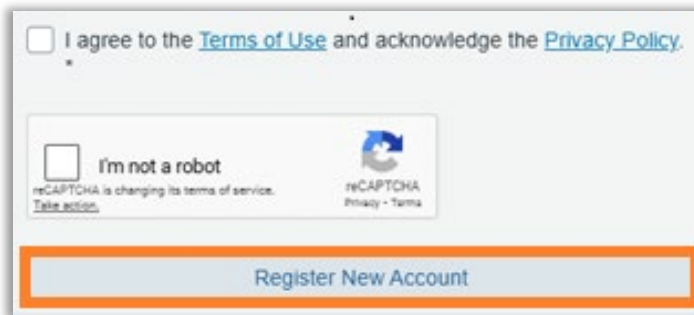
Step 2: Tick the box to agree to the **Terms of Use** and acknowledge the **Privacy Policy.**

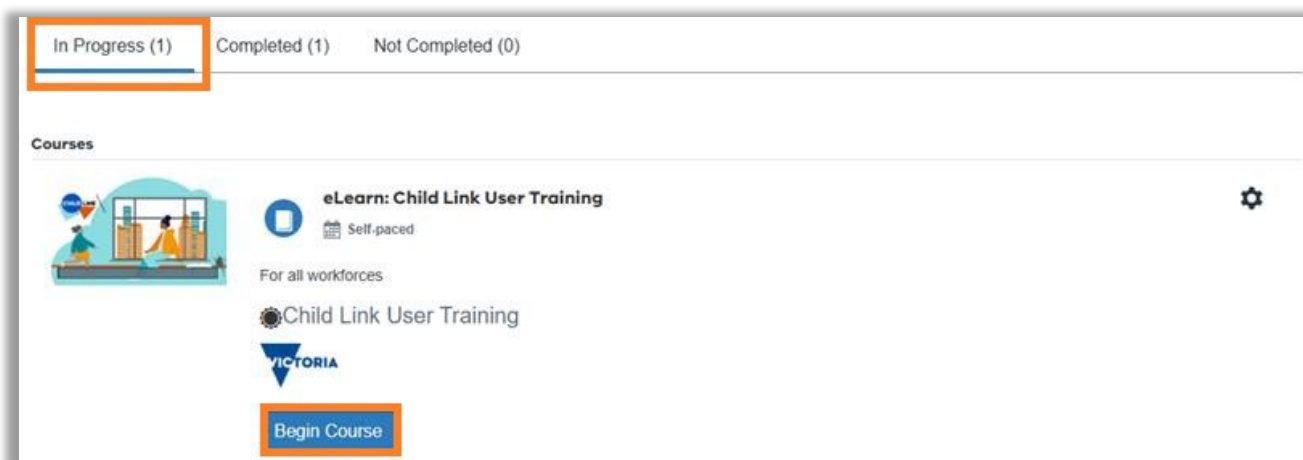Then complete the reCAPTCHA by selecting 'I'm not a robot' and click **Register New Account** to finish.

Step 3: Once you have successfully created an account, you will receive an account confirmation email. Check your junk or spam folder in case it appears there.

Then, click the '**Confirm account**' button in this email to set up your password and complete registration.

Start your training course

After confirming your account, you will be taken to your **Student Dashboard**. Click the button **'Begin Course'** button to start your training.

► The training is divided into four individual modules and contains a mandatory quiz.

► **IMPORTANT:** You will need to complete all modules and the mandatory quiz to receive your certificate of completion. This certificate contains a training receipt number, which is used to access Child Link.

Support is available by emailing ChildLink@education.vic.gov.au or calling 1800 549 646 between 9 am and 5 pm, Monday to Friday.

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Option 2: eLearn: Info Sharing and Child Link User Training

► Choose this option **only** if you have **not** previously completed Information Sharing training.

► Select the **eLearn: Info Sharing and Child Link Training tile.**

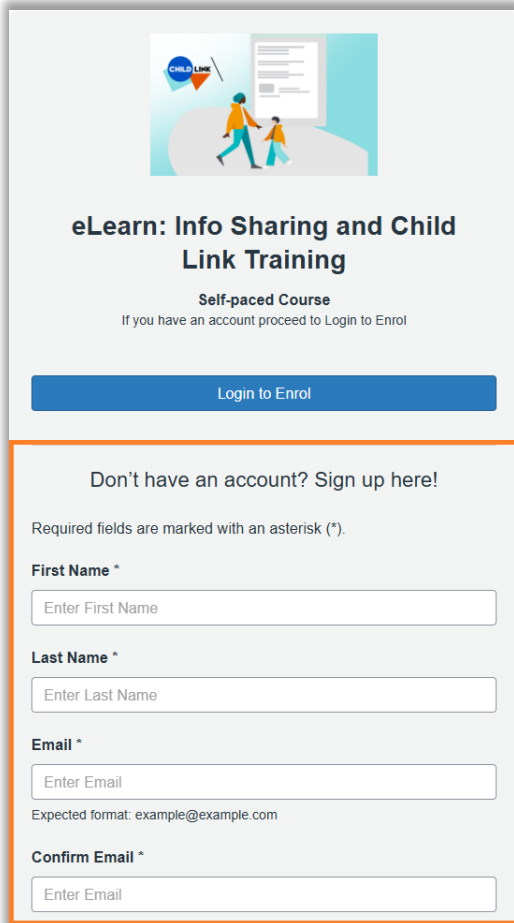| eLearn: Child Link User Training	eLearn: Info Sharing and Child Link Training	eLearn: Child Link Authoriser	eLearn: Child Link Refresher Training
For all workforces	For education workforces	The Child Link Authoriser module is an optional self-paced eLearn for eligible Child Link Authorisers only.	The Child Link Refresher training course is for nominated Child Link Users who have previously completed Child Link Training.

Create a new account or login

► Select the '**Login/Enrol**' button to login or create an account.

Note: You will need to create a new account when first accessing the courses on this online learning system.

eLearn: Info Sharing and Child Link Training

Login / Enrol

Support is available by emailing ChildLink@education.vic.gov.au or calling 1800 549 646 between 9 am and 5 pm, Monday to Friday.

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Follow the steps below to create a new account.

Step 1: Create an account by filling out the required fields. You must fill in all the fields flagged with an asterisk (*).

Step 2: Tick the box to agree to the **Terms of Use** and acknowledge the **Privacy Policy.**

Then, complete the reCAPTCHA by selecting 'I'm not a robot', and click the **Register New Account** button to finish.

Step 3: Once you have successfully created an account, you will receive an account confirmation email. Check your junk or spam folder in case it appears there.

Click the '**Confirm account**' button in this email to set up your password and complete registration.

Support is available by emailing ChildLink@education.vic.gov.au or calling 1800 549 646 between 9 am and 5 pm, Monday to Friday.

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Start your training course

After confirming your account, you will be taken to your **Student Dashboard**. Click the **'Begin Course'** button to start your training.
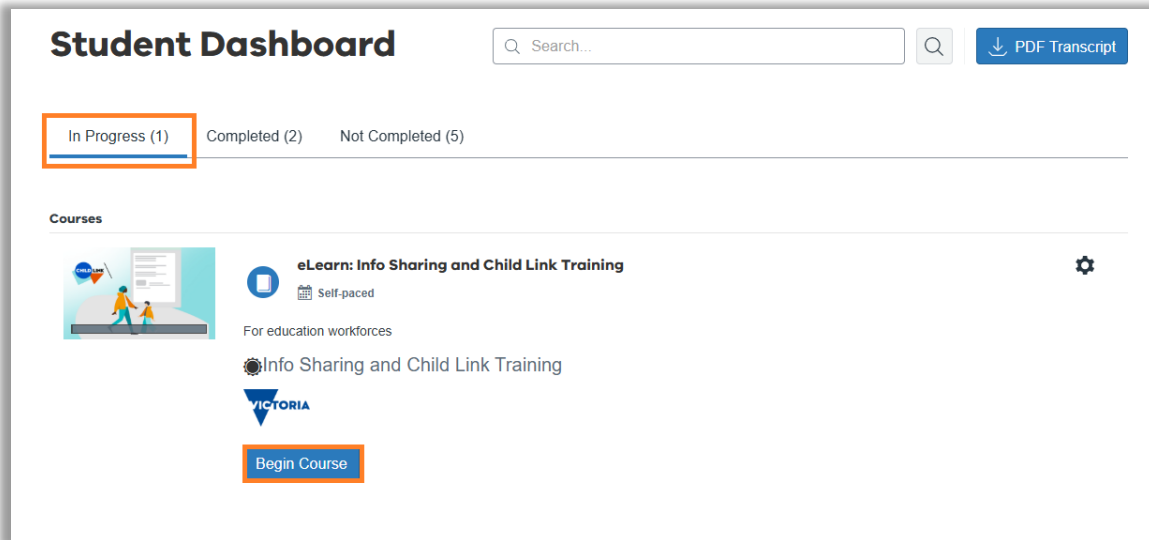

► The training is divided into six individual modules and contains a mandatory quiz.

► **IMPORTANT:** You will need to complete all modules and the mandatory quiz to receive your certificate of completion. This certificate contains a training receipt number, which is used to validate your Child Link account.

Please note:

You can choose to complete Information Sharing training and Child Link Training as separate courses. Note that this option is a greater time commitment.

To follow this training option, you will first need to enrol in and complete the **eLearn: Information Sharing for Education Workforces**.

Find this course by clicking on the **Education Workforces** category on the **Home** page. After you have completed Information Sharing training, enrol in Child Link training by following the steps in **Option 1**.
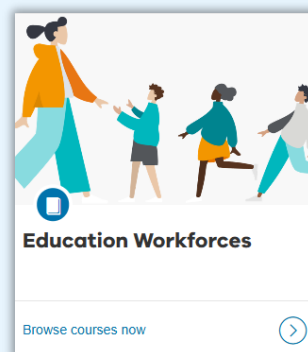
More information

If you have any questions, please contact us at childlink@education.vic.gov.au or on 1800 549 646.

Support is available by emailing ChildLink@education.vic.gov.au or calling 1800 549 646 between 9 am and 5 pm, Monday to Friday.

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