

# ANMF Aged Care Training Room

## Learning and Communications Platform User Guide

This guide has been developed to help you get the most out of our online learning and communications platform.

You will be enrolled in a learning program, plus have the option to self-enrol in any of the learning activities.

This guide covers:

- How to login
- Accessing your learning activities and communication
- Printing your certificates of completion
- Accessing your training transcript

**We recommend using Google Chrome**  **to access the learning platform and activities.** Google Chrome is the most commonly used browser, is **free to download** and works on most computers and portable devices.

**And most importantly... if you are not sure what to do, can't access the learning site or the learning activities then please call or email us (see details below).**

### Getting Ready

You will receive an email with your *Username* and temporary *Password* and a link to the **Learning and Communications Platform website**. *Check your junk or spam if you don't see the email in your Inbox.*

You will also receive learning activity enrolment emails and reminder emails. ***So please keep your email details up to date in the system.***

### Getting Started

1. Login to the training site at **anfagedcaretrainingroom.org.au**



2. Enter your Username and Password and click **LOGIN**. There is also a **NEED HELP** button on this page; take a few minutes to read through the FAQ's to get familiar with the learning platform.

Australian Nursing & Midwifery Federation

You couldn't be in better hands

USERNAME  
USERNAME

PASSWORD  
\*\*\*\*\*

LOGIN

Lost Password?  
NEED HELP?

3. Once you have logged in you need to read the **Terms and Conditions** then click 'I Agree'.

Terms and Conditions

Before you get started you need to read and agree to the following terms and conditions:

1. Make sure you are eligible to use the eLearning system. If you have been given a user name and password you are eligible to use the system.
2. Your password will be included in emails sent from the learning system. It is your responsibility to ensure the security of your email account. Do not create a password that is the same as or similar to other passwords that could allow access to other sensitive information e.g. bank account details.
3. You should have an honest intention of completing all learning activities that have been assigned to you. Continuing education and learning is a requirement for people who provide care or services to older people and people with disability.
4. The learning activities are subject to copyright and other intellectual property laws. You must not copy, download or print any material from the learning activities or distribute or broadcast any such material. You must not take extracts from the course and/or pretend that those extracts are your own work.
5. You agree that any communications when using the learning site will be polite and relevant; not indecent, offensive, fraudulent, defamatory, illegal or knowingly untrue. You agree that you will not disclose or communicate confidential information except where you are specifically authorised to do so.
6. When completing learning activities, you agree that you will give truthful answers to any questions or tests and that you will conduct yourself honestly and, without limitation, will not have another person complete the learning activity for you.
7. In order to operate, we rely on several pieces of information about you. Such information may include details such as your name and email address. You will only be contacted for the purpose of communicating about your learning or to conduct surveys from time to time for quality improvement. Your contact details (including email address) will not be made available to any third parties.
8. You agree that we may keep records of what learning activities/courses you have begun, your progress and achievements, results obtained and any other...

BACK I DO NOT AGREE I AGREE

4. You now need to change your Password. Your Password needs to be **8 characters** long. Type your new password in the **NEW PASSWORD** box and then type it again in the **CONFIRM PASSWORD** box. Then click **SAVE**.

CHANGE PASSWORD

Please change your password.

NEW PASSWORD  
\*\*\*\*\* WEAK

CONFIRM PASSWORD  
\*\*\*\*\*

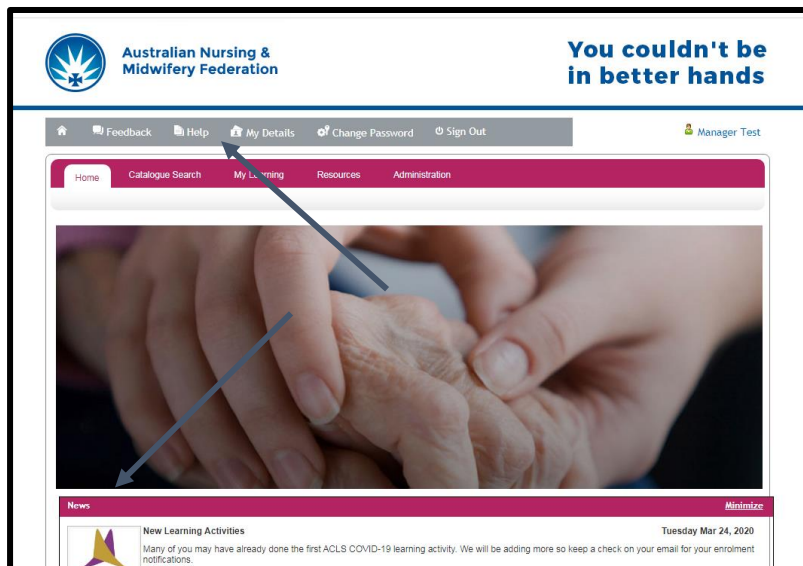
CANCEL SAVE

E PASSWORD

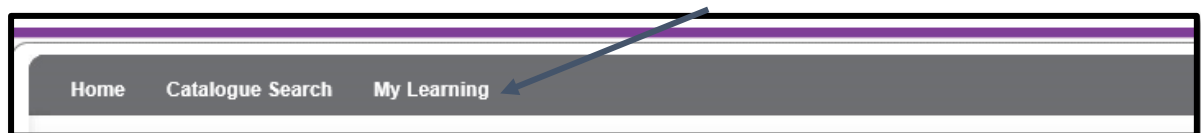
## Accessing Your Learning Activities and Communication

This next page is the **Home** page where you can: access your learning activities, update your details, change your password, provide feedback or ask questions.


We recommend that you click on the **Help** tab and read through the **FAQ's** and check the **News** section on a regular basis for updates and information.



5. To access your learning activities click on the **My Learning** tab.



6. Open the learning activity by clicking "view"

| Learning Activity |   | Type   | Date        |                          |                      |
|-------------------|---|--------|-------------|--------------------------|----------------------|
| 1.                |  <b>SUCM011: Community Standard 1: Aggression minimisation; Restraint</b><br><i>Class: Default</i> | Online | 06-Jun-2016 | <a href="#">Withdraw</a> | <a href="#">View</a> |

7. Start the learning activity by clicking "Enter"

| Lesson Name   | Status     | Score |                                  |                       |
|---|------------|-------|----------------------------------|-----------------------|
| 1. Living Environment and Infection Control for Support | incomplete | n/a   | <a href="#">History / Detail</a> | <a href="#">Enter</a> |
| <a href="#">Back</a>                                    |            |       |                                  |                       |

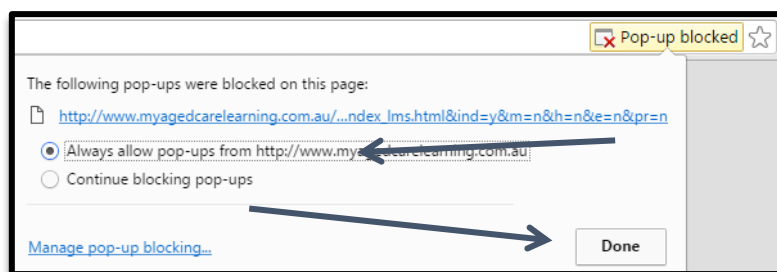
*You will then need to adjust your browser settings to access the learning activities from Google Chrome.*

8. Click on “Popup Blocked”



9. Click on “Always allow pop-ups from <http://www.anfagedcaretrainingroom.org.au>”

This will only allow pop-ups for the ANMF Aged Care Training Room website, it will not allow pop-ups from other websites.



10. Remember to click **Done**.

## Completing Learning Activities, Transcripts and Certificates

Each learning activity has audio scenarios as well as activities and assessments to complete. You must complete all pages, activities and assessments to be deemed competent.

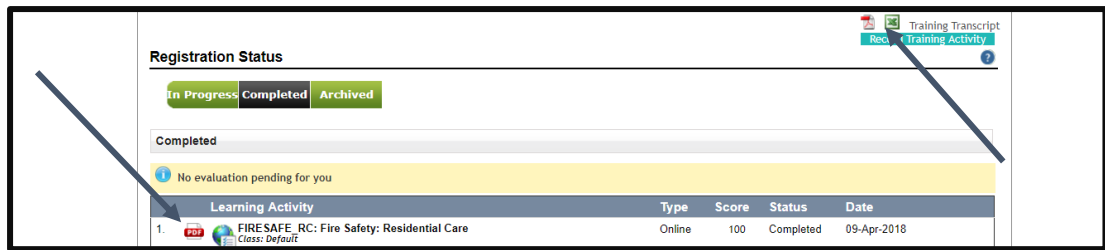
Once you have completed each learning activity it will appear in the **Completed** section in **My Learning**. Every completed learning activity is then automatically recorded in your **Training Transcript (PDF)**.

11. If you want to print your certificates of completion:

- Click in the **PDF** button next to the name of the learning activity
- Then **right** click your mouse and select **Print**.

12. If you want to print your training transcript:

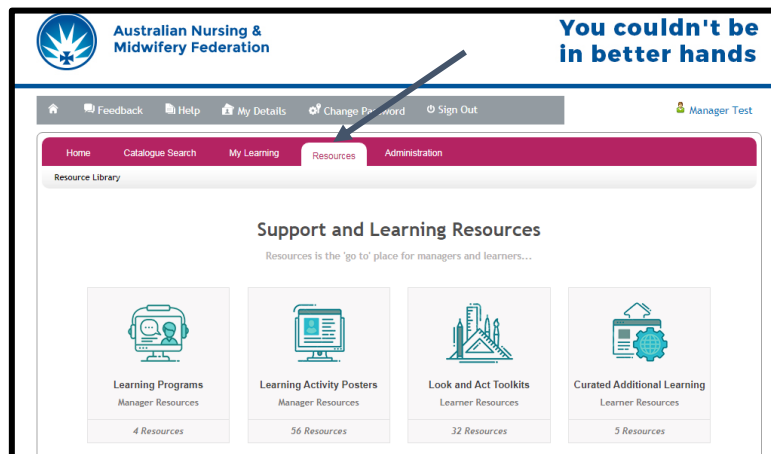
- Click on the Training Transcript **PDF** (right hand side)
- Then right click your mouse and select **Print**.



## Accessing Additional Resources

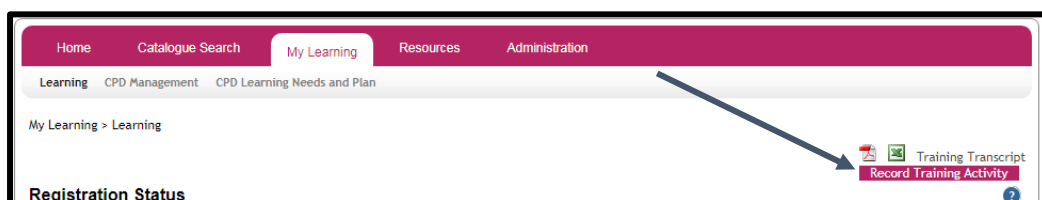
Additional resources and learning can be accessed in the 'Resources' section in the Learning Management System.

Click on **Resources**. Then select the category you wish to view.



## Additional LMS Functionality

To add an ad-hoc learning record, click on the **Record Training Activity** tab.



Then complete the details in the form and remember to click **Submit**.

The screenshot shows the 'Record Training Activity' form within the Australian Nursing & Midwifery Federation portal. The form is titled 'Record Training Activity' and includes a sub-header 'Please complete the following form to record training activity'. The form fields are: 'Activity Name' (text input), 'Activity Type' (dropdown menu with '--Select Activity Type--' and a note 'If you have selected Activity Type "Other", please provide training type details.'), 'Provider' (text input), 'Start Date' (calendar icon), 'End Date' (calendar icon), 'Hours/Minutes' (input fields for hours and minutes), 'Reflection' (text area), and 'Learning Outcome' (text area). At the bottom right, there are 'Back' and 'Submit' buttons. A blue arrow points to the 'Submit' button.

Registered nurses can manage their continuous professional development requirements by clicking on the **CPD Management** tab.

The screenshot shows the Australian Nursing & Midwifery Federation portal. The 'CPD Management' tab is highlighted in the top navigation bar. A blue arrow points to the 'CPD Management' tab. The page also shows the 'My Learning' section with a 'Record Training Activity' button.

Online learning can be accessed anywhere and at any time. We recommend that you keep on track with completing your learning activities. And remember to ask for help if you are having any issues.

Email us at [info@agedcarelearningsolutions.com.au](mailto:info@agedcarelearningsolutions.com.au)

Call us on 0299991993