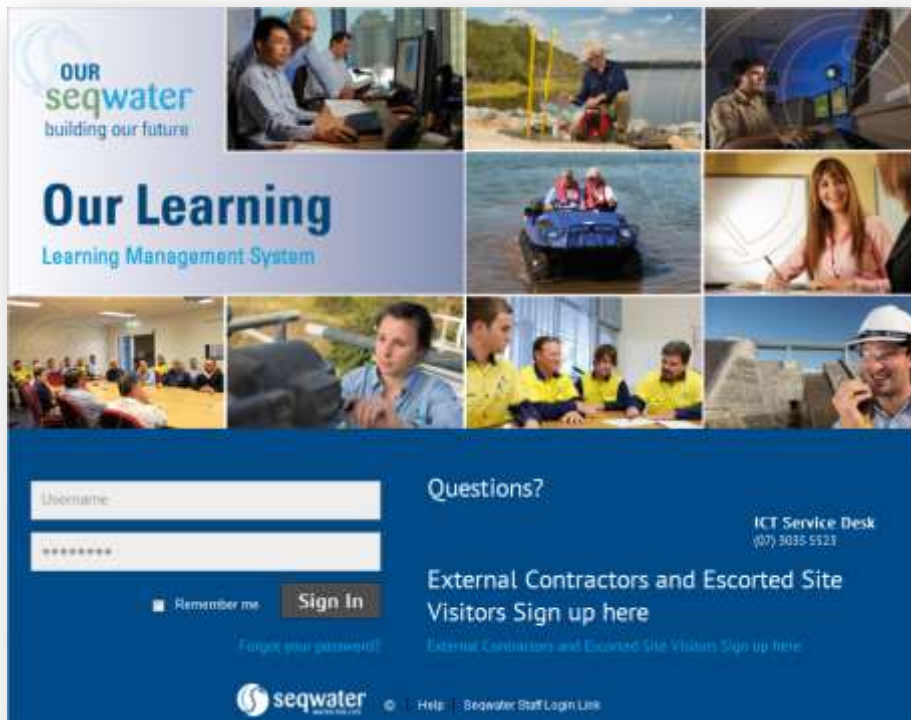


## How to register and complete workplace (site) inductions in Our Learning

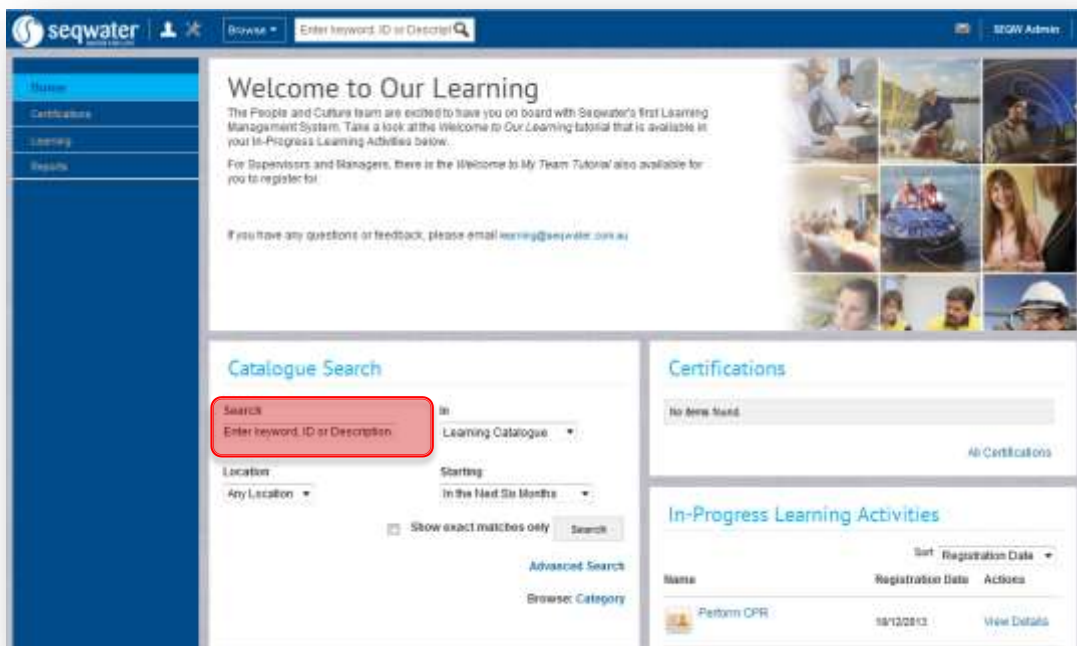
The following steps will assist you to search, register and complete a site induction in Our Learning.

**Please note:** To do this, you must have created an account and be logged in.

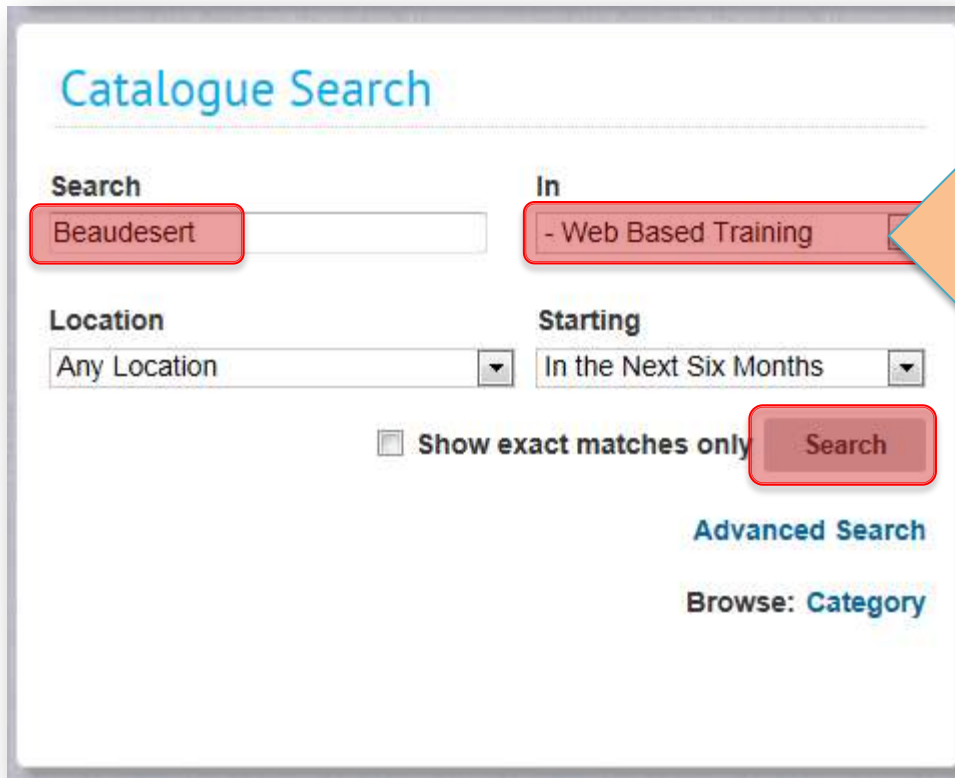
1. Sign in to Our Learning with your account details.



2. Click on the search bar in the *Catalogue Search* portlet.



- Type in the name of the site that you require e.g. *Beaudesert*. **Select Web Based Training** from the In List. Click on the *Search* button.



**Catalogue Search**

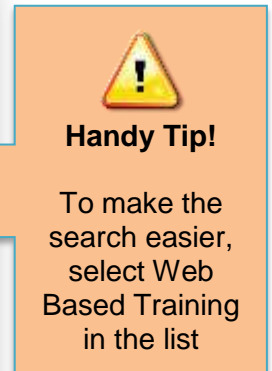
**Search**  **In**

**Location**  **Starting**

Show exact matches only

[Advanced Search](#)

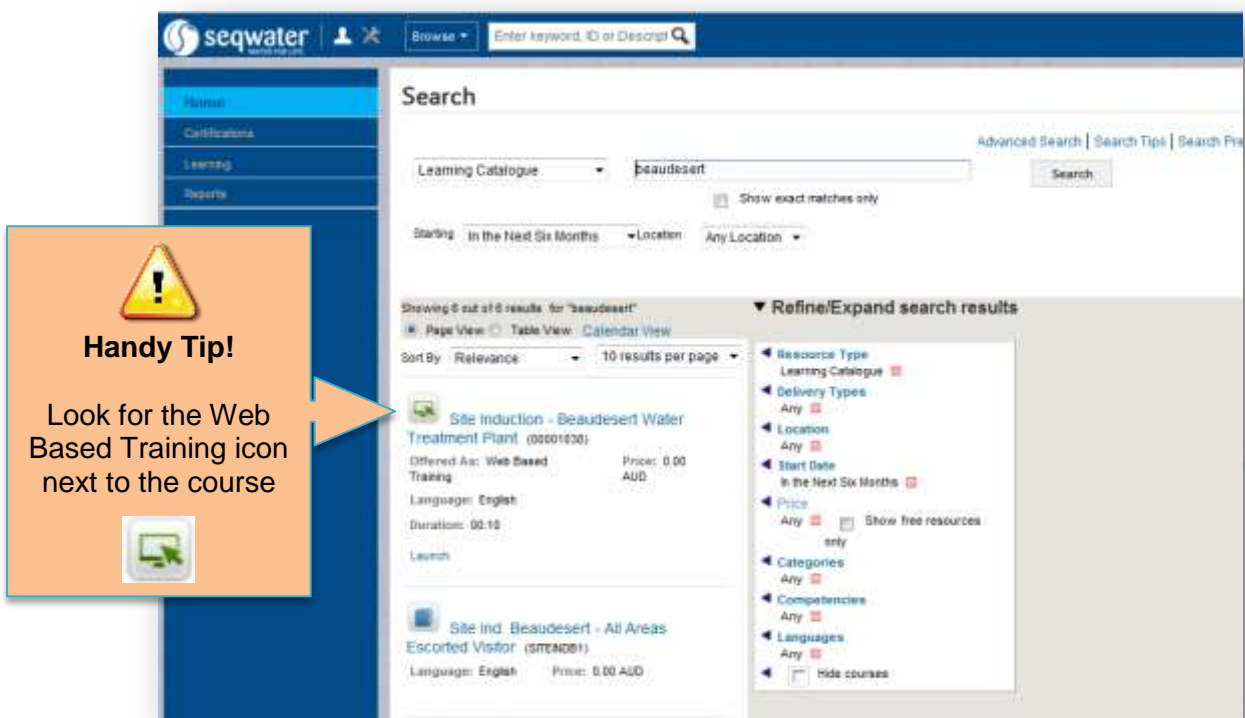
**Browse:** [Category](#)



**Handy Tip!**

To make the search easier, select Web Based Training in the list

- The search results will be displayed.



**Search**

Learning Catalogue

Starting  Location

Showing 2 out of 2 results for "Beaudesert"

Sort By: Relevance | 10 results per page


**Refine/Expand search results**

- Resource Type: Learning Catalogue
- Delivery Types: Any
- Location: Any
- Start Date: In the Next Six Months
- Price: Any
- Categories: Any
- Competencies: Any
- Languages: Any
- Hide courses

**Handy Tip!**

Look for the Web Based Training icon next to the course

5. Click on the Launch link.



### Workplace Induction - Beaudesert Water Treatment Plant (00001038)

Offered As: Web Based Training      Price: 0.00 AUD

Language: English

Duration: 00:10

Launch

6. The registration page will display. Click on the Launch button.

Workplace Induction - Beaudesert Water Treatment Plant (00001038)
More Actions ▾

Launch

Back

Delivery Type      Web Based Training

More Actions  
[Go to Current Learning](#)  
[View Confirmation](#)  
[View Audit Trail](#)  
[Back to Search Results](#)

Main
Learning Assignments
Associated Learning

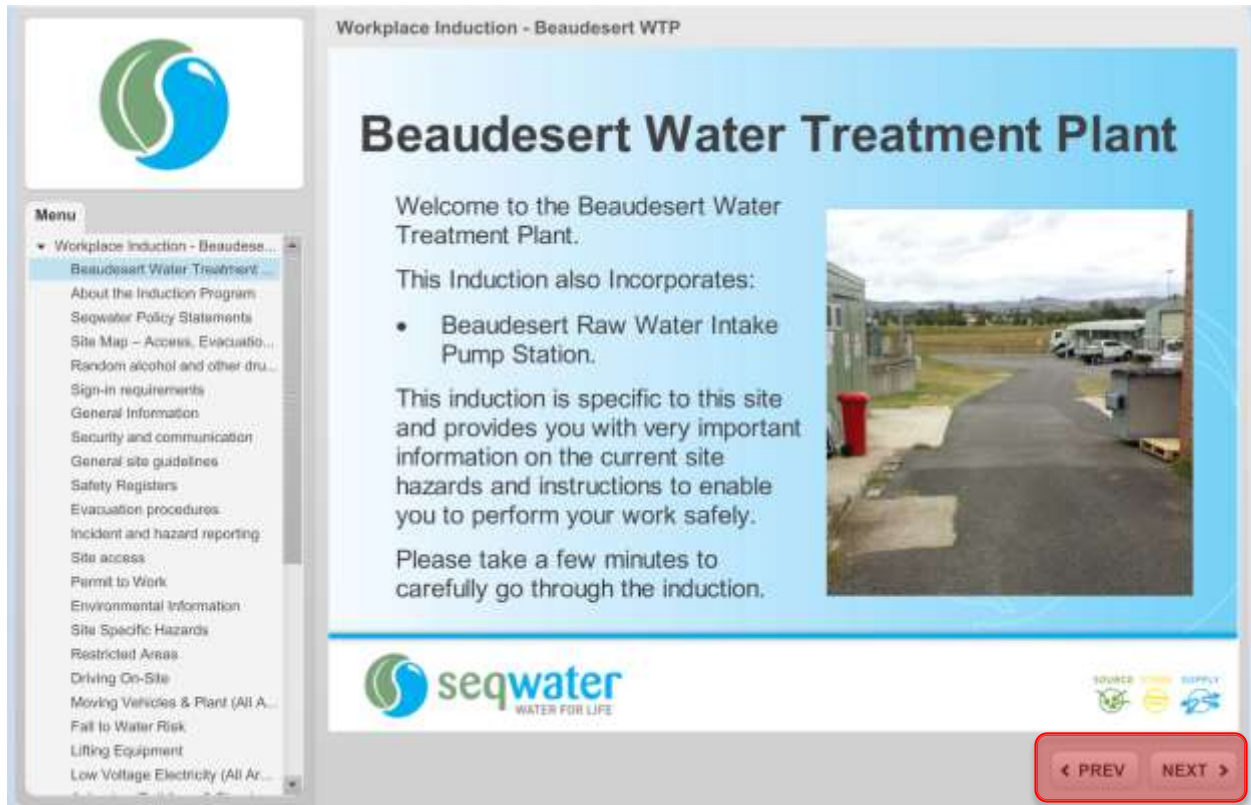
Completion Status      Not Evaluated

Score      0

Learning assignments Export | Modify Table

Module	Assignment Type	Requirement	Details	Completion Status	Completed On	Actions
Beaudesert WTP V2	Training Content	Required	Attempts Allowed: Unlimited	Not Evaluated		<div style="border: 2px solid red; padding: 2px; display: inline-block;">Launch</div>

- The site induction course will launch in a new window. Use the navigation buttons to work your way through the course.



Workplace Induction - Beaudesert WTP

## Beaudesert Water Treatment Plant

Welcome to the Beaudesert Water Treatment Plant.

This Induction also Incorporates:

- Beaudesert Raw Water Intake Pump Station.

This induction is specific to this site and provides you with very important information on the current site hazards and instructions to enable you to perform your work safely.

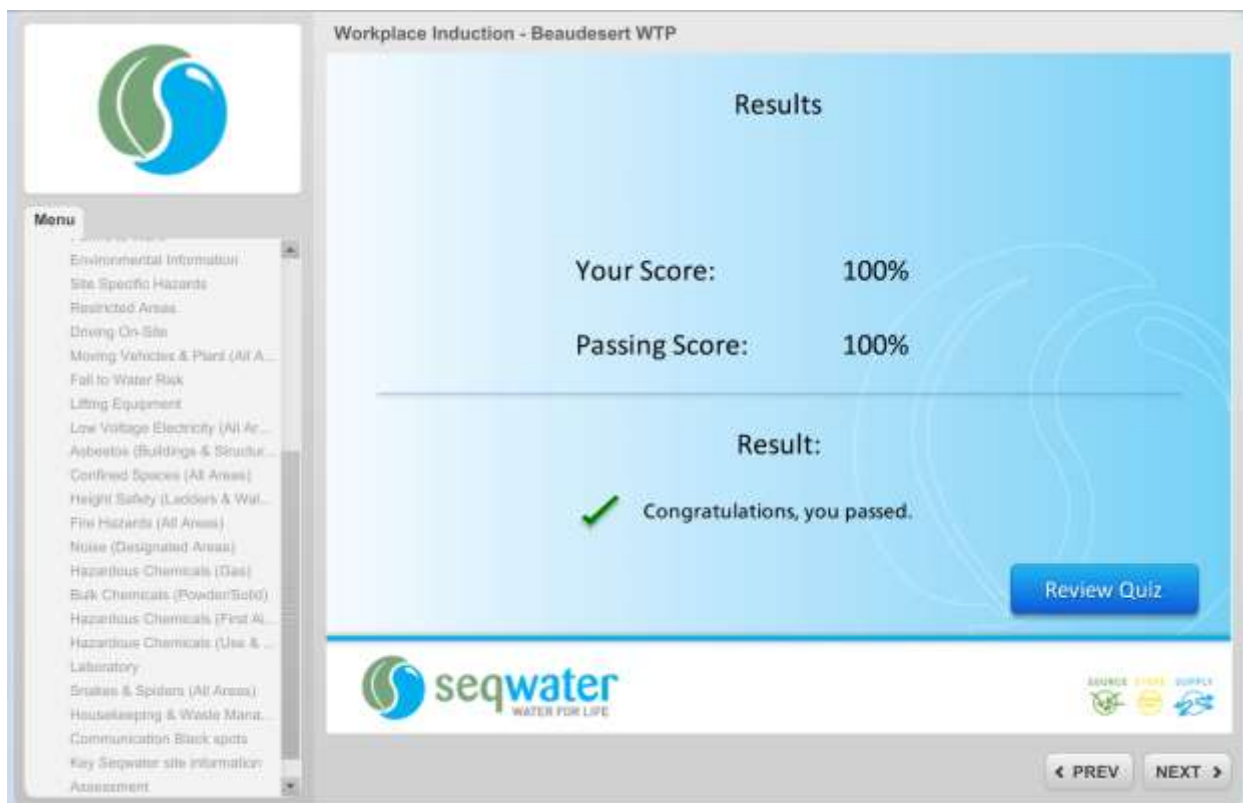
Please take a few minutes to carefully go through the induction.

seqwater WATER FOR LIFE

SOURCE SYSTEM SUPPLY

◀ PREV NEXT ▶

- At the end of the induction, you are required to complete an assessment with a 100% pass mark.
- Once successful, the assessment results page will be displayed.



Workplace Induction - Beaudesert WTP

## Results

Your Score: 100%

Passing Score: 100%

---

Result:

✔ Congratulations, you passed.

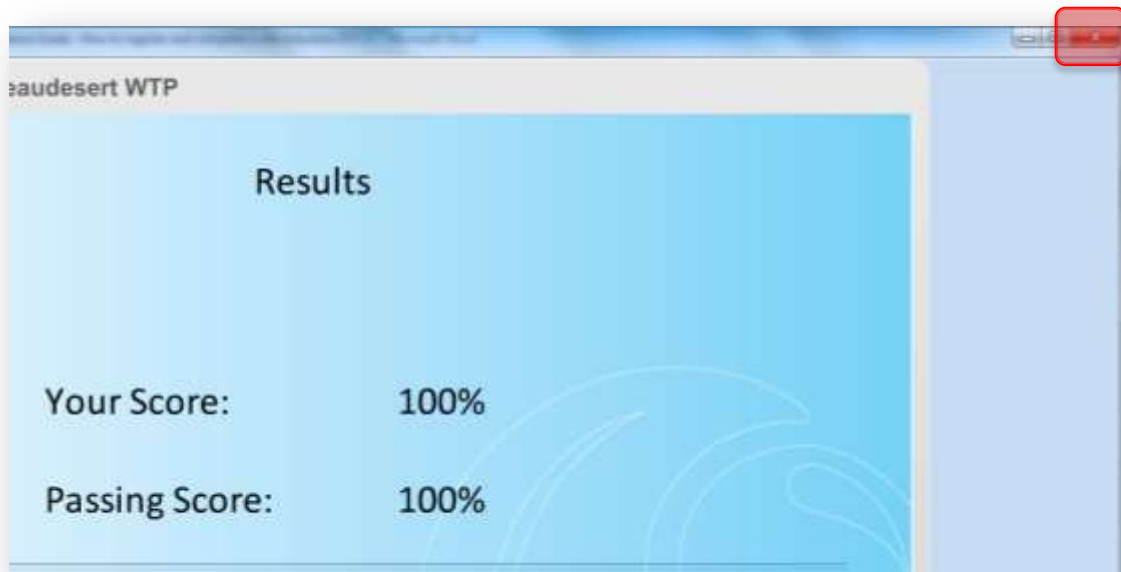
Review Quiz

seqwater WATER FOR LIFE


SOURCE SYSTEM SUPPLY

◀ PREV NEXT ▶

10. Close the window to exit the course. Click on the Exit button on the top right hand corner.



11. The registration details are displayed showing the successful completion of the course.



### Workplace Induction - Beaudesert Water Treatment Plant (00001038)

[More Actions](#)

Delivery Type: **Web Based Training**

Main

Learning Assignments

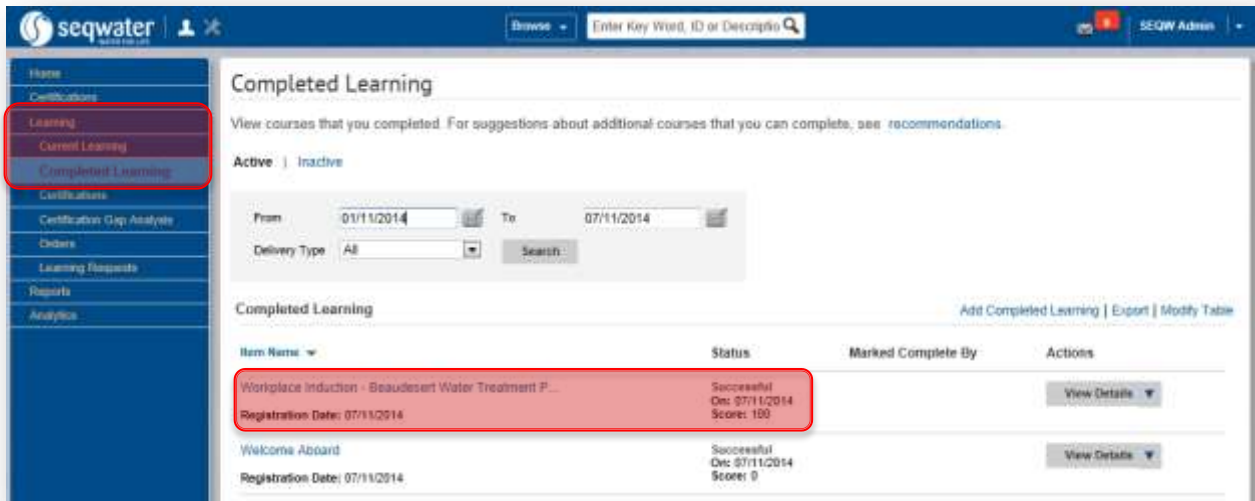
Associated Learning

Completion Status	Successful
Score	100

**Learning assignments** [Export](#) | [Modify Table](#)

Module	Assignment Type	Requirement	Details	Completion Status	Completed On
Beaudesert WTP V2	Training Content	Required	Attempts Allowed: Unlimited Score: 100.00 100.00	Successful	07/11/2014

12. To view all of the courses you have completed, click on learning on the left hand side menu. Then click on Completed Learning and your course history is displayed.



Completed Learning

View courses that you completed. For suggestions about additional courses that you can complete, see [recommendations](#).

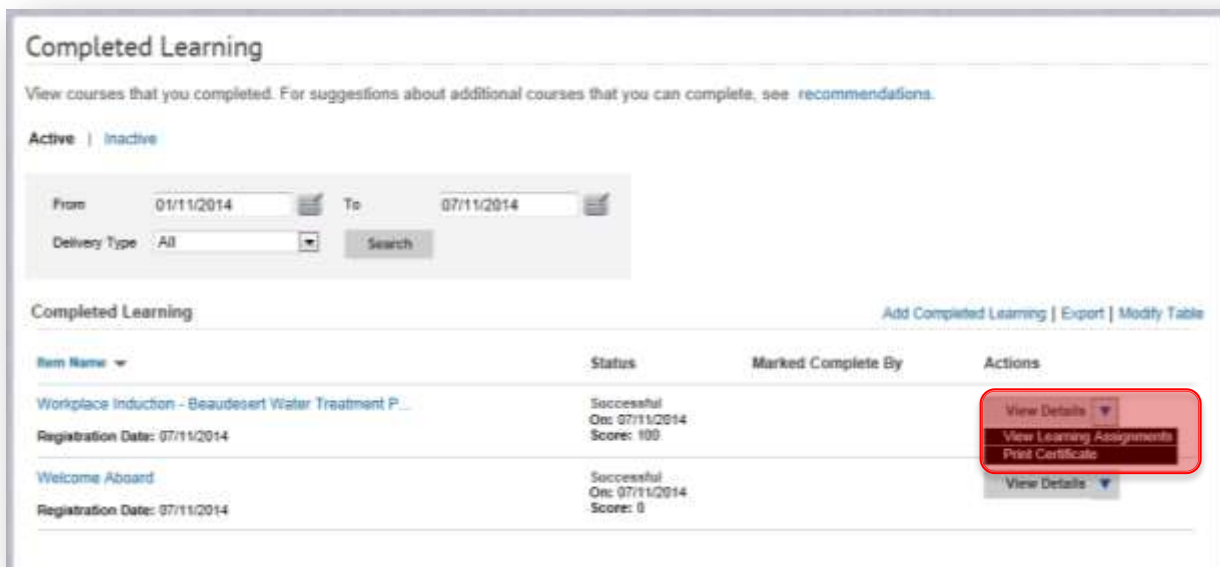
Active | Inactive

From: 01/11/2014 To: 07/11/2014  
 Delivery Type: All Search

Completed Learning Add Completed Learning | Export | Modify Table

Item Name	Status	Marked Complete By	Actions
Workplace Induction - Beaudesert Water Treatment P... Registration Date: 07/11/2014	Successful On: 07/11/2014 Score: 100		View Details
Welcome Aboard Registration Date: 07/11/2014	Successful On: 07/11/2014 Score: 0		View Details

13. To produce a completion certificate: Click on the drop down under the actions column and click on **Print Certificate**.



Completed Learning

View courses that you completed. For suggestions about additional courses that you can complete, see [recommendations](#).

Active | Inactive

From: 01/11/2014 To: 07/11/2014  
 Delivery Type: All Search

Completed Learning Add Completed Learning | Export | Modify Table

Item Name	Status	Marked Complete By	Actions
Workplace Induction - Beaudesert Water Treatment P... Registration Date: 07/11/2014	Successful On: 07/11/2014 Score: 100		View Details View Learning Assignments Print Certificate
Welcome Aboard Registration Date: 07/11/2014	Successful On: 07/11/2014 Score: 0		View Details