

# iLearn

How to enrol in a course or Learning Event

# How to enrol in a course or Learning Event

## Search the catalogue by course name or keywords

For	All users
Last Updated	December 2014 (Version 1.0)
Menu	<a href="#">Browse Learning</a>
Department	DPC

Home My Learning My Learning Transcript **Browse Learning** 1 Discussion Forums

Full catalogue 1 - 10 of 10 items

**Catalogue** 2

- Face-to-Face Training
- Webinars
- Online Training
- Management Training
- Executives and Senior Officers
- SES and SOs only
- New Employees
- Role Specific

Type: All Disciplines: All

ONLINE 2

Corporate Induction [Online] 2  
The Induction is to welcome you as a new staff member to the depa...  
Not Enrolled Learning Event DPC  
DPC-HR New Employees

Fire Safety  
All employees are required to undertake mandatory fire and evacu...  
Not Enrolled Learning Event DPC  
DPC-HR New Employees Online Training

**1**

From the iLearn home page, click on 'Browse Learning' to view the catalogue.

**2**

Enter a word or phrase in the search field to or click on catalogue type to search for courses. Click 'Search'.

**NOTES**

**Catalogue terminology:**

- Learning Event** Indicates the event occurs on a specific date, ie face-to-face, webinar session.
- Not Enrolled** Indicates your enrolment status.

Full catalogue

**Face-to-Face Training** 1 - 10 of 19 items


Displays Face-to-Face Training Courses

Catalogue

- Face-to-Face Training
- Webinars
- Online Training
- Management Training
- Executives and Senior Officers
- SES and SOs only
- New Employees
- Role Specific

Type: All Disciplines: All

Search catalogue



**Assertiveness**  
Assertive people are distinguished by self-awareness, confidence ...

Not Enrolled Learning Event DPC  
DPC-HR Face-to-Face Training

3

3

Click on the tile of the course or Learning Event of your interest to view details and sessions.

**Sessions**

Below are all the upcoming sessions for this event.

When and where	Register By	Places	
<b>No venue set</b> Monday December 08 2014 from 09:00 AM to 04:30 PM (Brisbane UTC+10)	09:00AM Dec 08, 2014	3	<a href="#">Attend Session</a>
<b>No venue set</b> Friday January 09 2015 from 09:00 AM to 04:30 PM (Brisbane UTC+10)	09:00AM Jan 09, 2015	3	<a href="#">Attend Session</a>
<b>No venue set</b> Thursday February 12 2015 from 09:00 AM to 04:30 PM (Brisbane UTC+10)	09:00AM Feb 12, 2015	3	<a href="#">Attend Session</a>

4

TIPS

Scroll down the page to view the available sessions.

4

Click the 'Attend Session' button of the session you wish to attend.

## Enrolment For Assertiveness



### Step 1 - Approval Workflow

Your enrolment for this course requires approval (note that in case your organisation has multiple managers/administrators, you can choose which one of them the enrolment request should go to):

Manager

Admin 3

Next **5** Cancel

#### TIPS

The wizard displays the number of steps required for this enrolment.

If no wizard is displayed, the enrolment does not require approval and you will be automatically enrolled in the session.

#### TIPS

Your current manager's name is displayed here. If your manager has not been set, you can use the drop down box to select your manager for this enrolment only.

If your manager's name is incorrect or not set then refer to the *'How to change my supervisor and my personal details'* guide.

**5**

If your manager's name is correct, click **'Next'**.

## Enrolment For Assertiveness



### Step 2 - Confirmation

Congratulations - your enrolment was successful!

You will receive a confirmation email shortly.

Created

28/11/2014 11:16 AM

Finish **6**

#### TIPS

This screen displays general information about the status of your enrolment. Your supervisor will receive a notification with instructions to approve your enrolment.

**6**

Click **'Finish'** to complete the enrolment process.

Go to **'My Learning'** to view the status of this enrolment.



You have been successfully enrolled.

## Learning Event: Assertiveness

Enrolment Status Not Attempted

This training session provides Contract Management staff with an opportunity to utilise and explore BIS. Sessions are hands on and process driven and use realistic scenarios and activities.

### Sessions

Below are all the upcoming sessions for this event.

When and where	Register By	Places	
<b>No venue set</b> Monday December 08 2014 from 09:00 AM to 04:30 PM (Brisbane UTC+10)	09:00AM Dec 08, 2014	3	<a href="#">Attend Session</a>
<b>No venue set</b> Friday January 09 2015 from 09:00 AM to 04:30 PM (Brisbane UTC+10)	09:00AM Jan 09, 2015	2	<span>You're Attending</span> <a href="#">Leave session?</a>
<b>No venue set</b> Thursday February 12 2015 from 09:00 AM to 04:30 PM (Brisbane UTC+10)	09:00AM Feb 12, 2015	3	<a href="#">Attend Session</a>

### Learning Event: Assertiveness - Janison CLS



Are you sure you want to be removed from this session?

Yes

No

8

#### TIPS

If a session has not been set up with an approval process it will be automatically 'successful'. A notification will be emailed to you and an appointment will be inserted in your Outlook calendar.

#### TIPS

If the enrolment has the 'Leave session?' Option displayed, you can cancel the enrolment if required.

**NOTE:** If the enrolment has a management approval process the 'Leave Session' option will not appear until after the enrolment is approved, ie no longer pending.

7

Click the 'Leave session?' link to remove yourself from the event. A message may prompt you to be added to the event waitlist. Click on the required option.


#### TIPS

An updated Calendar invite will appear in your Outlook for the cancelled enrolment, click 'Remove from Calendar'.

8

Click the required option.




Home **My Learning** My Learning Transcript Browse Learning Discussion Forums


**Assertiveness**  
Status: *Pending* 9 

More

9  
If your enrolment is has not yet been approved, the 'Pending' Status will be displayed here.

Home **My Learning** My Learning Transcript Browse Learning Discussion Forums

**Assertiveness**  
Status: *Not Attempted* 10 

Launch More

10  
If your enrolment has been approved, the status will appear as 'Not Attempted'.