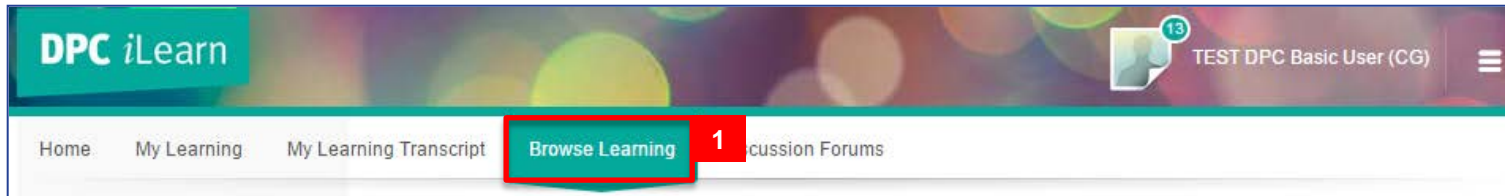


iLearn

How to find online learning courses

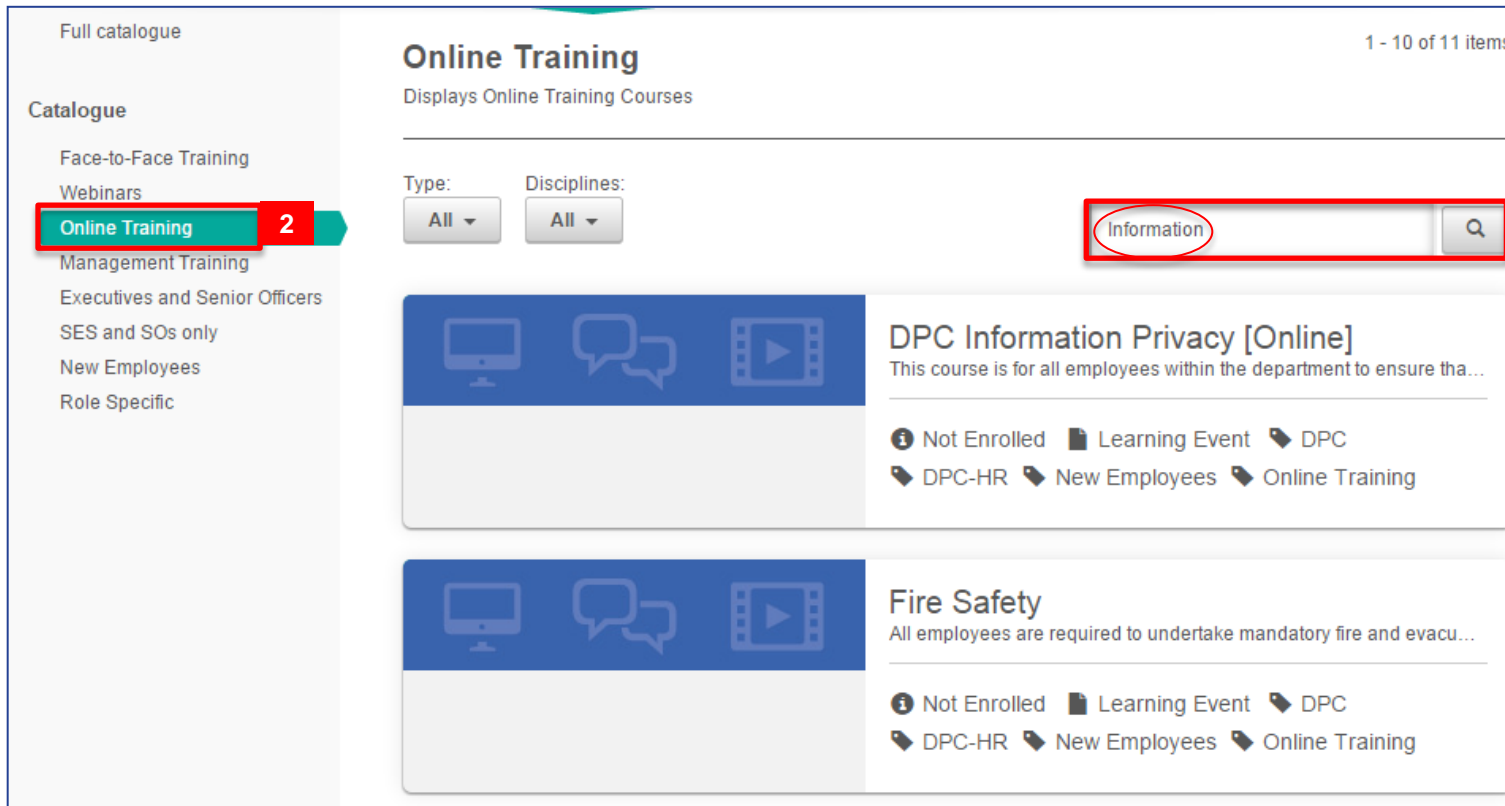
How to find online learning courses



For	All users
Last Updated	December 2014 (Version 1.0)
Menu	Browse Learning
Department	DPC

1

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



2

Click 'Online Training' from the left menu.

You can refine your search by typing a word in the search box and clicking 'Search'.

Catalogue

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

Online Training

Displays Online Training Courses

Type:

All ▾

Disciplines:

All ▾

Information



DPC Information Privacy [Online]
This course is for all employees within the department to ensure tha...

Not Enrolled Learning Event DPC
DPC-HR New Employees Online Training

Information Obligations of Public Servic...
This course has been designed to provide Queensland public servi...

Not Enrolled Learning Event DPC
DPC-HR Online Training

Right to Information
This course has been developed to provide Queensland public sec...

Not Enrolled Learning Event DPC
DPC-HR New Employees Online Training

3

3

From your search results, click on the name of the course of your interest.

TIPS

Catalogue terminology:

- Online Training Refers to Online course
- Not Enrolled Indicates your Enrolment Status.

Learning Event: DPC Information Privacy [Online]

Enrol

4

This course is for all employees within the department to ensure that all personal information collected, used and disclosed by departmental officers is managed in accordance with the *Information Privacy Act 2009*.

Learning Outcomes

This course will provide you with an understanding of the Information Privacy Act 2009 (Qld) and how to apply it within the department.

Target Group/s

All Staff

Cost

Free

Further information

This program is relevant to all departmental employees. For further information, please email ilearn@premiers.qld.gov.au or call Vanessa Rowe on 300 39037. Please note that new employees will be automatically enrolled upon commencement.

Sessions

There are currently no upcoming sessions for this event. You can register interest to encourage more sessions.

Extended Information

Additional information about this Catalogue Item.

Code	DPC-HR
DOTS ID	3910

4

Click 'Enrol'.

Learning Event: DPC Information Privacy [Online]



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

Next **5** Cancel

TIPS

The wizard that appears indicates the number of steps required in the approval process for this enrolment.

TIPS

Your current manager's name is displayed here. If your manager's name is incorrect then refer to the 'How to change my supervisor and my personal details' guide.

5

If your supervisor is correct click 'Next'.

Learning Event: DPC Information Privacy [Online]



Step 2 - Confirmation

Your enrolment is pending approval from your manager

You will receive an email shortly to confirm the approval. Please contact your manager if you require an urgent approval.

You will receive a confirmation email shortly.

Created 28/11/2014 11:16 AM

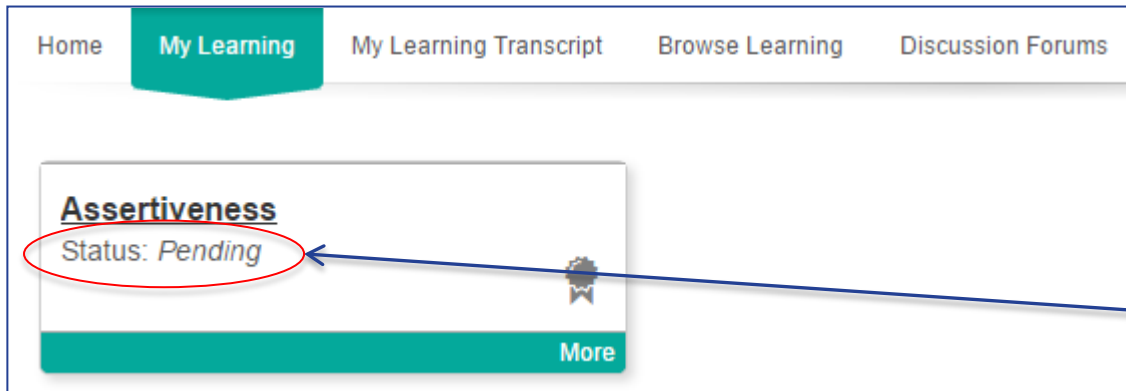
Finish **6**

TIPS

The information displayed here provides details about the status of your enrolment. Your supervisor will receive a notification with instructions to approve your enrolment.

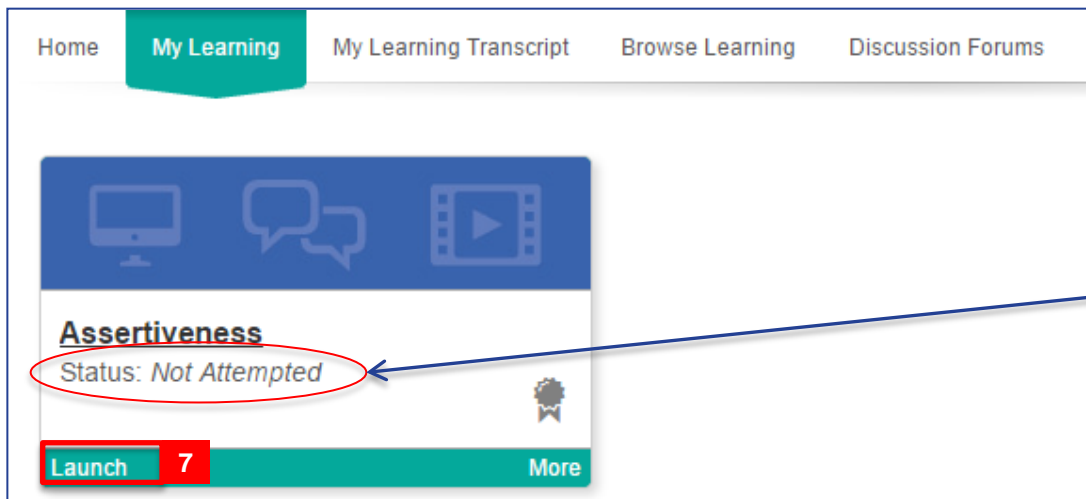
6

Click 'Finish' to complete the enrolment process. Go to 'My Learning' to view the status of your enrolment.



TIPS

If your enrolment is yet not approved the status, will show as **'Pending'**.



TIPS

If your enrolment has been approved by your supervisor, the status will show as **'Not Attempted'**.

7

Click **'Launch'** link or the **'Name of the Course'** to launch the online program.