

iLearn

How to enrol in a course or Learning Event

How to enrol in a Learning Event

Home My Learning My Learning Transcript **Browse Learning** 1

Full catalogue Recommended to me

Available Sessions 2

- Brisbane
- Brisbane excl. CBD
- South East
- South West
- North Coast
- Far North QLD
- Central QLD
- North QLD

Full catalogue 1 - 10 of 373 items

Type: All Stream: All Disciplines: All

2 BIS Overview

Aboriginal and Torres Strait Islander Cult...
This 2 day program equips staff with skills and behaviours that align...

Not Enrolled Learning Event

Aboriginal and Torres Strait Islander Cultural Capability

Child Safety Communities Disability Services

For	All users
Last Updated	December 2014 (Version 1.0)
Menu	Browse Learning
Department	DCCSDS, DATSIMA

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

2 Type a word/name in the search field or click on a region to search for sessions offered in a regional location.

NOTE

Catalogue terminology:

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

Full catalogue 1 - 10 of 40 items

Recommended to me

Available Sessions

- Brisbane
- Brisbane excl. CBD
- South East
- South West
- North Coast
- Far North QLD
- Central QLD
- North QLD

Type: Region - DCCSDS: Stream: Disciplines:

BIS Overview - Contract Management 3

This training session provides Contract Management staff with an ...

Not Enrolled Learning Event
 Disability Services Management

3

Click the name of the course or catalogue item of your interest to view details and session events.

Sessions ←

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

Below are all the upcoming sessions for this event.

When and where	Register By	Places
No venue set Friday January 02 2015 from 09:00 AM to 09:30 AM (Brisbane UTC+10)	12:00AM Oct 31, 2014	7 4

▼ **Extended Information**
Additional information about this Catalogue Item.

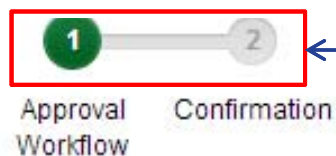
TIPS

If current sessions are not available a message will display details of any upcoming sessions.

4

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

Enrolment For BIS Overview - Contract Management



Step 1 - Approval Workflow

Your enrolment for this course requires approval (note that in case your organisation has multiple managers/a enrolment request should go to):

Manager Manager Account

Next 5 Cancel

TIPS

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

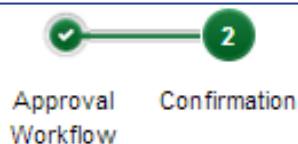
If no wizard is displayed, the enrolment does not require approval and you will be automatically enrolled in the session.

TIPS

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

5

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



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 13/10/2014 12:31 PM

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: BIS Overview - Contract Management

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.

for this event.

Register By

Places

12:00AM Oct 31, 2014

6

You're Attending

Leave session?

Withdrawing from: BIS Overview – Contract Management

Would you like to be added to the event waitlist and emailed when new sessions are made available?

Yes please add me to the event waitlist

No thanks

TIPS

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

TIPS

Cancelling your enrolment

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.

8

A message may appear giving you the option to be added to the event waitlist for a future session. Click the required option.

Home **My Learning** My Learning Transcript



TEST - How to Grow Bananas

Status: Pending

More

9

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

Home **My Learning** My Learning Transcript



TEST - How to Grow Bananas

Status: Not Attempted

Launch More

10

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