

Safeguarding Children – Training

****Please Note:** This module expires every three years. Please ensure that you keep your log-in details safe. If you misplace your log-in details, please contact the Australian Childhood Foundation on 1300 381 581 to retrieve them.

Possability will provide one account per employee at no cost. If an employee creates a new account, with new log-in details, the employee will incur a charge of \$25.00 per new account created.

1. Click on this address to access the training:

<https://safeguardingchildren.trainingvc.com.au/login/index.php>

2. You will come to a page that looks like this, scroll down to the bottom and click **Create New Account**



☐ Remember username

[Forgotten your username or password?](#)

[Cookies must be enabled in your browser](#)

[Log in](#)

Is this your first time here?

Hi! Welcome to Australian Childhood Foundation's Safeguarding Children Program.

The Safeguarding Children training is only available to people working or volunteering in organisations that are involved in the Safeguarding program.

To access the course, you will need to take a minute to create a new account for yourself on this website. Your organisation has a unique enrolment key, which you won't need until later.

Here are the steps to access the Safeguarding Children Program:

1. Select the Create new account button below, and fill out the New Account form with your details.
2. An email will immediately be sent to your email address.
3. Open and read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select your organisation name from the course list.
6. When you are prompted for the enrolment key - use the one that your administrator has given you. This will enrol you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access the Safeguarding Children Program course you have enrolled in.

When you have completed the course, you will be able to download and print a Certificate of Completion.

Please do not hesitate to contact safeguarding@childhood.org.au if you have any questions about the program.

[Create new account](#)

Possability

- Here you need to choose a username and password that you would like to use and other information. Your username and password can be anything you would like, as long as you can remember it. Enter your email address and other details to finish creating your account. You will need to enter an email address that you can have immediate access to.

Safeguarding Children

New account

▼ Choose your username and password

Username ❗

Password ❗

▼ More details

Email address ❗

Email (again) ❗

First name ❗

Last name ❗

City/town

Country

Create my new account

Cancel

There are required fields in this form marked ❗.

- Check your emails for an email from eWorks Admin User (Via Safeguarding Children) and click on the link in the email to confirm your account. ***Please note** – sometimes your computer's spam filter will not accept emails from unknown sources. If you have not received the confirmation email, please check your junk mail or spam mail for the confirmation email. If you do not receive an email at all, please contact the ACF on 1300 381 581.

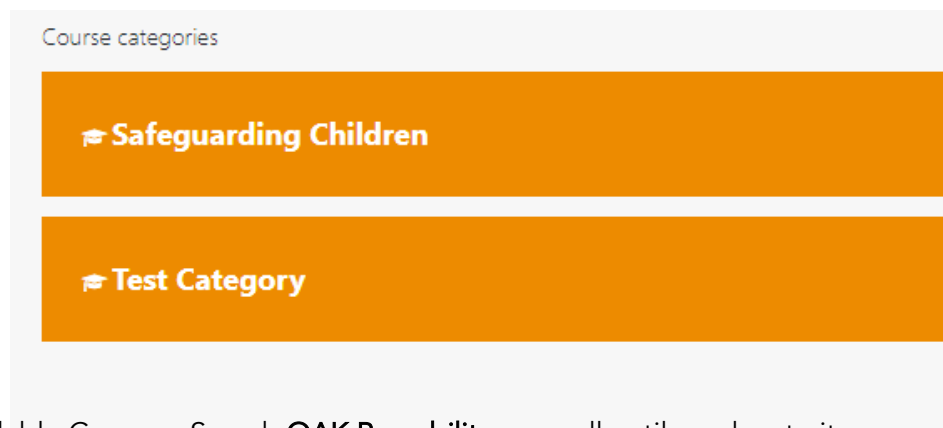


Possability

5. The link will direct you back to the Safeguarding Children website. Select **Continue**



6. In Course Categories Select **Safeguarding Children**



7. In Available Courses, Search **OAK Possability** or scroll until you locate it.

♥ MercyCare

♥ Neerim District Health Service

♥ OAK Possability

♥ Our Patch Education

♥ OzChild

♥ Parkerville Children and Youth Care

♥ Reeves International

♥ Relationships Australia NT

♥ Relationships Australia Tasmania

♥ Rockhampton Grammar School

8.

9. You will then be prompted to enter an **Enrolment Key** – this will give you access to the training. It is important that you use the key that is relevant to the region you work in.

OAK Possability
Dashboard / Courses / OAK Possability_2021 / Enroll me in this course / Enrollment options

Enrollment options

 **OAK Possability**

▼ Self enrollment (Student)

Enrollment key

Enroll me

Group Name	Enrolment Key
Tasmania - North	POSNORTH
Tasmania - North West	POSNORTHWEST
Tasmania - South	POSSOUTH
Victoria	POSVIC
Queensland	POSQLD

10. To commence the training, click **Module One**. You will get a pop-up box that has a link to Module One - click that to begin. Once you have completed Module One, the same pop-up box will appear, click the arrow on the right hand side to proceed to the next module.
11. Once you have completed all **6** modules, you will be able to retrieve your certificate. Providing us with your certificate will allow us to record on our system that you are certified. To generate your certificate click **Certificate of Completion**.

12. Click **Get your certificate of completion**:

- a. A **Certificate of Completion** will be generated.
- b. Print a copy of your certificate for yourself
- c. Save an electronic copy to your computer

13. Upload your certificate in the Safeguarding Children module in Onboarding or ESS