

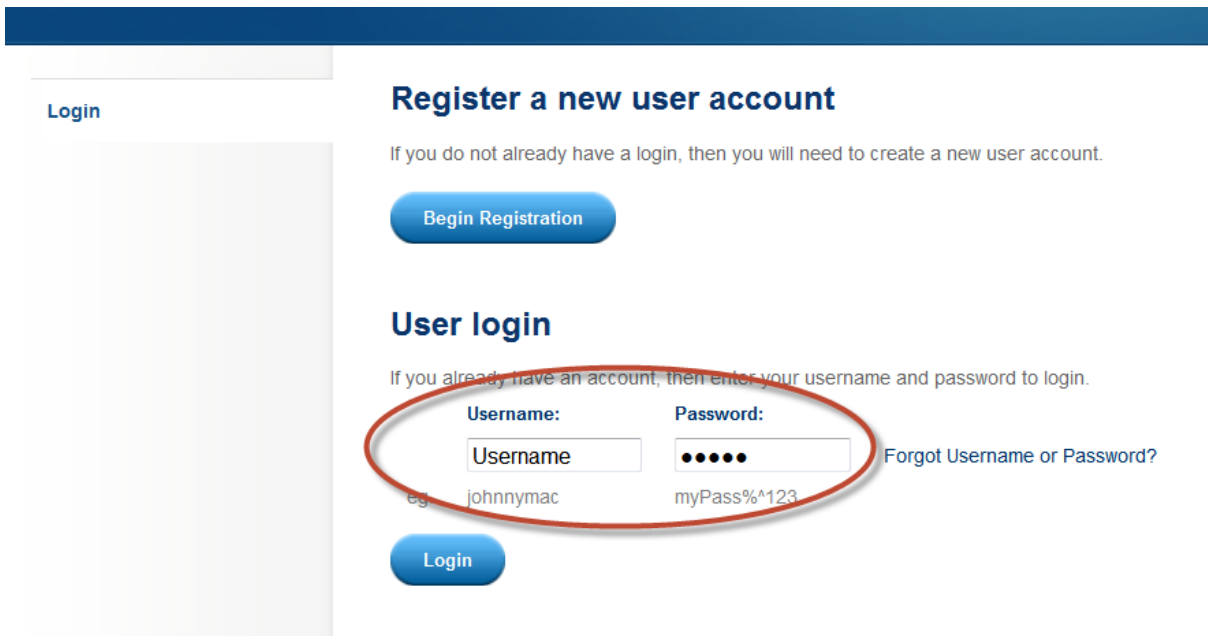


Guidance for using Training Manager

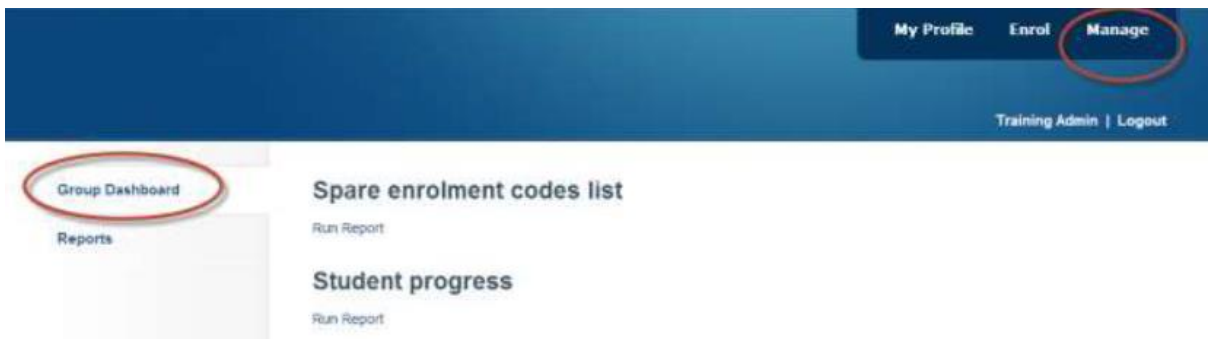
The Training Manager account allows you to keep track of all your spare enrollment codes, allocate codes/courses to your staff or yourself and monitor student progress. You will also have a record of the certificate details once training has been completed.

To watch a **tutorial video** on how to use your Training Manager Account please [click here](#).

Login via www.refss.com.au, select login, click plans/training login button, submit your username and password and login.



Once logged in you will see the following screen, if you cannot see this screen click “Manage” or “Group Dashboard” to view the below.



When you purchase training (or assigned as part of your WHS system bundle) you will be allocated “enrolment codes”. These enrolment codes are used to enroll students into the training.



To allocate spare enrolment codes to new staff please follow the steps below;

1. From the view shown below click on 'Run Report' to bring up your list of spare enrolment codes.
2. Click on one of the spare enrolment codes that you wish to assign to a student or yourself.

My Profile Enrol Manage

Training Admin | Logout

Reports

Group Dashboard

Spare enrolment codes list

Run Report Hide Report Results

Group	Enrol Code (click to manage)	Product
Training Group Demo	MET-RTFS-120402-100215	MET - Refrigerated Transport Food Safety - Award
Training Group Demo	MET-RTFS-120402-471006	MET - Refrigerated Transport Food Safety - Award
Training Group Demo	MET-RTFS-120402-579334	MET - Refrigerated Transport Food Safety - Award
Training Group Demo	MET-RTFS-120402-592218	MET - Refrigerated Transport Food Safety - Award
Training Group Demo	MET-RTFS-120402-656880	MET - Refrigerated Transport Food Safety - Award
Training Group Demo	MET-RTFS-120402-766660	MET - Refrigerated Transport Food Safety - Award
Training Group Demo	MET-RTFS-120402-778625	MET - Refrigerated Transport Food Safety - Award
Training Group Demo	MET-RTFS-120402-918153	MET - Refrigerated Transport Food Safety - Award

Student progress

Run Report

The following dialogue box will appear with the name of the training course that you are allocating at the top with two options;

MET-RTFS-120402-471006

Type:
MET - Refrigerated Transport Food Safety

Invite participant by email:
An email will be sent from this system with instructions on how to setup a new account or login to an existing account to accept your invitation.

Participant's Name:

Email:

Send Email

Register a new account on behalf of participant:
You will require the full name, DOB and address of the participant.

Register Account



For new students you can invite them to complete the course via 1 of 2 methods –

Method 1: Invite the participant by email – Enter the Participants full name and email address and click “Send Email”see below;

MET-RTFS-120402-471006

Type:

MET - Refrigerated Transport Food Safety

Invite participant by email:
An email will be sent from this system with instructions on how to setup a new account or login to an existing account to accept your invitation.

Participant's Name:

Email:

Send Email

This method will send the following email to the student requesting them to either create a new account or login to an existing account and commence the training.

Example email that will be sent to the student – Note your details and student name will be included in the [square brackets];

Dear [invite name]

Re Invitation to participate in online training.

This is an invitation sent from [Training Manager.first name] [Training Manager.last name] to participate in [course name] online training. Please click the link below and then choose to either;

- Register a new account;
- or if you have an existing account, enter your username and password to login.

Once completed you will be able to commence your online training and come and go as often as you like.

Please click the link below to get started:

[MET-RTFS-120402-100215](#)



Note: if this email is in your spam or junk folder please move it into your inbox before clicking on the link.

Thank you

[training manager first name] . [training manager last name]
 [training manager.phone number]
 [Training manager.primaryid.Street]
 [Training manager primaryid.city]
 [Training manager primaryid.region] [Training manager primaryid.postcode]
 [Training manager primaryid.country]

Once the email has been sent you will see a confirmation.

Method 2: Register a new account on behalf of the participant

Using this method you can create a new user account or allocate the training to an existing account on behalf of the student. You will need to know the students full name, date of birth and residential address. Click “Register Account” and follow the registration steps.

Note: Training managers that want to allocate training to themselves should email themselves and then choose “begin registration” and set up a new personal account ie do not try to login with the training manager account details because you can’t allocate course codes to a Training Manager account.

To allocate spare enrolment codes to new staff please follow the steps below;

Once students have been set up with an account or are linked to your training then you will be able to add more training to their accounts by choosing them from the drop down list.

Monitor training progress and certificate details;

You can check the status of all the allocated training courses by running the ‘Student progress’report.

Click “Run Report” as shown below

This will show you the student details, the course progress, either ‘Not Started’, ‘In Progress’ or ‘Certificate’ if completed. The completion date and certificate numbers are also displayed. See the image below.

Metcash Expo Free Trial Manager - Megan Ruffino | Logout

Search

Group Dashboard

Reports

Spare enrolment codes list

[Run Report](#)

Student progress

[Run Report](#) [Hide Report Results](#)

Name	Email	P/C	Course	Start Date	Complete Date
Brodie, Sabine	sabine.brodie@gmail.com	6031	MGA - Workplace Violence Bullying and Harassment	24 Sep 2013	
Forbes, Glenn	gforbes@vtown.com.au	2148	MGA - Administer Workplace Health and Safety	03 Sep 2013	05 Sep 2013
Forbes, Glenn	gforbes@vtown.com.au	2148	MGA - Emergency Management for Staff	05 Sep 2013	



You also have access to several downloadable reports.

Click on the 'Reports' tab on the left side of the page then click the small '+' next to the yellow folder to access these.



These can be exported as CSV files to import into other programs if required.

We hope this makes managing your staff training easier. If you have any questions please don't hesitate to give us a call and we'd be more than happy to assist you.

Phone: 1300 309 053

Email: support@iglink.com.au