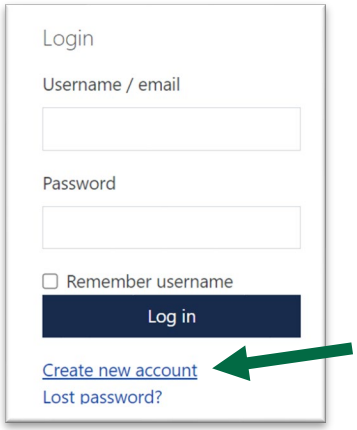
VSC Volunteer
iLearn enrolment help notes

Lutheran schools seek to ensure that each member of the school community enjoys a positive, safe, healthy and respectful place of learning. To meet this expectation staff and volunteers of schools of the Lutheran Church of Australia (LCA), and early childhood services are obliged to meet the requirements of the 'LCA Standards of Ethical Behaviour' and related LCA policies. Valuing Safe Communities (VSC) is a school specific training program developed to comply with this expectation.

This handout provides information about how volunteers and casual staff can complete the Valuing Safe Communities training. Please note that to participate in this course, there is a two-step process which is required to ensure the integrity and safety of the training content. The first stage is registering on the training system: iLearn, and the second stage is enrolling in the training module.

Step 1 – Registering for Training if you do not have an iLearn login

1. Visit the following website: https://ilearn.alc.edu.au/
2. Click on Create new account on the right of the screen.



3. Complete the registration form, including the fields under the title 'Valuing Safe Communities'. If the fields are hidden, click on the title ('Valuing Safe Communities') to reveal them, otherwise select your school.
4. Click on the button that looks like this: Create my new account
5. Check your inbox for an email from 'iLearn Support' <ilearnsupport@alc.edu.au> Subject: iLearn – Australian Lutheran College: account confirmation. If you can't see it in your inbox, check your junk or spam folder. Click on the confirmation link contained in the email.
6. After you click the confirmation link in the email, iLearn opens to confirm your registration. Before commencing step 2, please 'log-out' from the dashboard (top left-hand corner).

Stage 2 – Enrolling in the module

7. Once you have registered OR if you have registered previously with ‘iLearn’, visit the following website: https://ilearn.alc.edu.au/course/view.php?id=242
8. Log in to ‘iLearn’ entering your username and password.
9. Click on ‘VSC Volunteer & Casual Staff’ under the Enrolment options
10. Enter the Enrolment Key: VSC6_VoLCa5 (also printed below the module)
11. Commence the training by following the online prompts. Once the training is completed you will receive an electronic copy of a certificate. You can print a copy for your records and your completion date will be saved in the system.

If you require any help during this process, please email ilearnsupport@alc.edu.au

Thank you for taking part in this important training.

VSC
Valuing Safe Communities