

# Protecting Children - Mandatory Reporting and Other Obligations for Early Childhood: How to enrol in and complete this course

This guide is for Victorian early childhood education and care professionals who need to undertake the **Protecting children - Mandatory reporting and other obligations (PROTECT)** online training provided by the Department of Education.

Protecting Children - Mandatory Reporting and other Obligations Early Childhood 2024 is an online eLearning course designed to support all professionals in early childhood settings to increase their capacity to respond effectively to children whose safety, health or wellbeing may be at risk.

## Log in (existing users) or sign up (new users)

Open your web browser (preferably Chrome) and log in or sign up to the Information Sharing and MARAM Online Learning System (the online learning system) by clicking on this link <https://training.infosharing.vic.gov.au>

We recommend using a laptop or a desktop computer. This course is interactive and may not display correctly on a smartphone or tablet.

## Existing users – log in

If you have previously used the online learning system to complete other courses, you will be able to use your existing log in details to enter the system.

If you have forgotten your log in details, click **Forgot password?** on the home page to receive an email to reset your password. Please check your junk or spam folder in case it appears there.

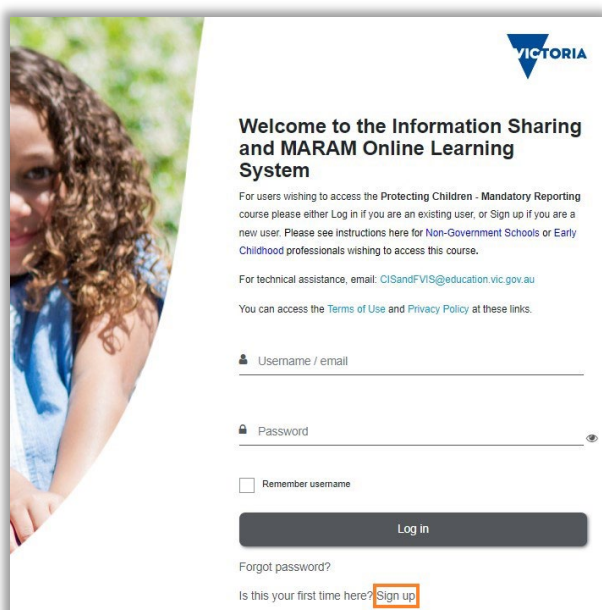
If you do not receive an email, please contact the enquiry line on 1800 549 646 or email [CISandFVIS@education.vic.gov.au](mailto:CISandFVIS@education.vic.gov.au).



The screenshot shows the login interface for the Information Sharing and MARAM Online Learning System. It includes the Victorian Government logo, a welcome message, and a login form with fields for Username / email, Password, and a Remember username checkbox. A 'Log in' button and a 'Forgot password?' link are also visible.

Once you have successfully logged on, scroll down to the **Navigate to your course** instructions below.

## New users – sign up



**Welcome to the Information Sharing and MARAM Online Learning System**

For users wishing to access the Protecting Children - Mandatory Reporting course please either Log in if you are an existing user, or Sign up if you are a new user. Please see instructions here for Non-Government Schools or Early Childhood professionals wishing to access this course.

For technical assistance, email: [CSandFVIS@education.vic.gov.au](mailto:CSandFVIS@education.vic.gov.au)

You can access the [Terms of Use](#) and [Privacy Policy](#) at these links.

Username / email

Password

Remember username

Log in

Forgot password?

Is this your first time here? [Sign up](#)

**Step 1:** You must create a new account if you have not used the online learning system before.

Click on the **Sign up** link under the Log in button to go to the [New account set up form](#).

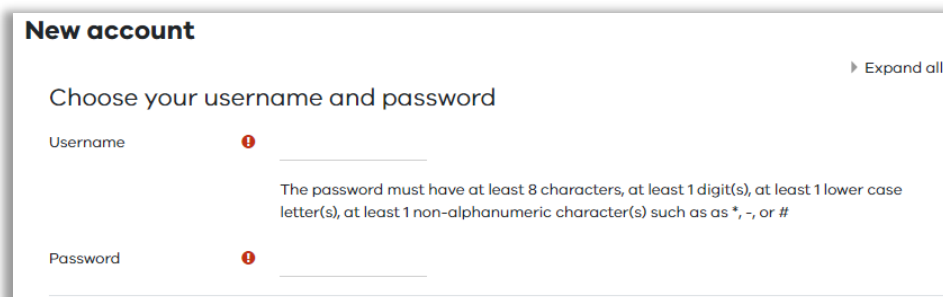
**Step 2:** Complete the New account form.

You must fill in all the fields flagged with an exclamation mark (!).

The Department of Education manages personal information in accordance with relevant Victorian privacy law, the *Privacy and Data Protection Act 2014*. For more details, visit the [Privacy Information Policy](#).

First, choose a username and password.

We recommend using your email address as your username.



**New account** Expand all

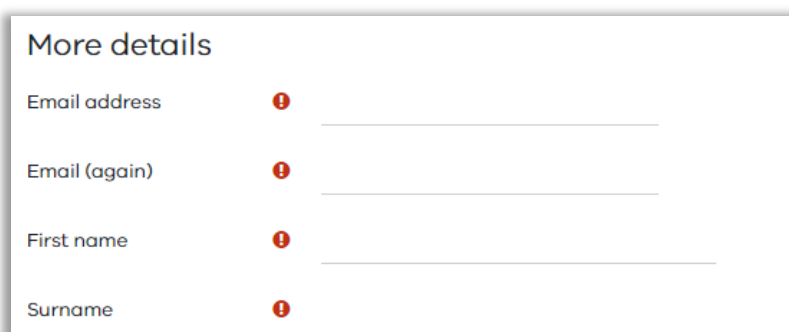
Choose your username and password

Username ! \_\_\_\_\_

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 non-alphanumeric character(s) such as \*, -, or #

Password ! \_\_\_\_\_

Enter your email address and name.



**More details**

Email address ! \_\_\_\_\_

Email (again) ! \_\_\_\_\_

First name ! \_\_\_\_\_

Surname ! \_\_\_\_\_

**Step 3:** Choose your communication preferences.

Select your role from the drop-down list.

If your role is not listed, please select 'Other (please specify below)' and type it in the field provided.

The screenshot shows a form titled "About You" with three dropdown menus and a text field. Each dropdown menu has a red exclamation mark icon to its left. The first dropdown is labeled "Preferred Method of Contact" and contains the text "Choose...". The second dropdown is labeled "I wish to receive further information." and also contains "Choose...". The third dropdown is labeled "Your Role" and contains "Choose...". Below the "Your Role" dropdown is a text field with the label "If your role is not specified, please type it here:" and a horizontal line for input.

**Step 4:** Complete the section **About Your Organisation**.

For **Sector**, select 'Early Childhood Education'.

For **Service Type**, select:

- family day care
- kindergarten
- long day care
- outside school hours care, or
- other early childhood.

For **Organisation Type**, find the heading **Early Childhood** and select one of the following:

- family day care
- kindergartens – community based
- kindergartens – for profit
- kindergartens – school based
- long day care – community based
- long day care – for profit
- long day care – school based
- out of school hours care, or
- other early childhood.

Complete the remaining required fields about your organisation.

**Step 5:** Once you have successfully created an account, you will receive an email asking you to confirm your account. Check your junk or spam folder in case it appears there.

### Navigate to your course

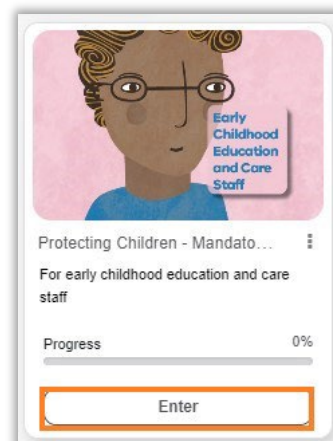
**Step 1:** Once you are successfully logged in, go to the Home page and enter **Protecting Children Modules**.



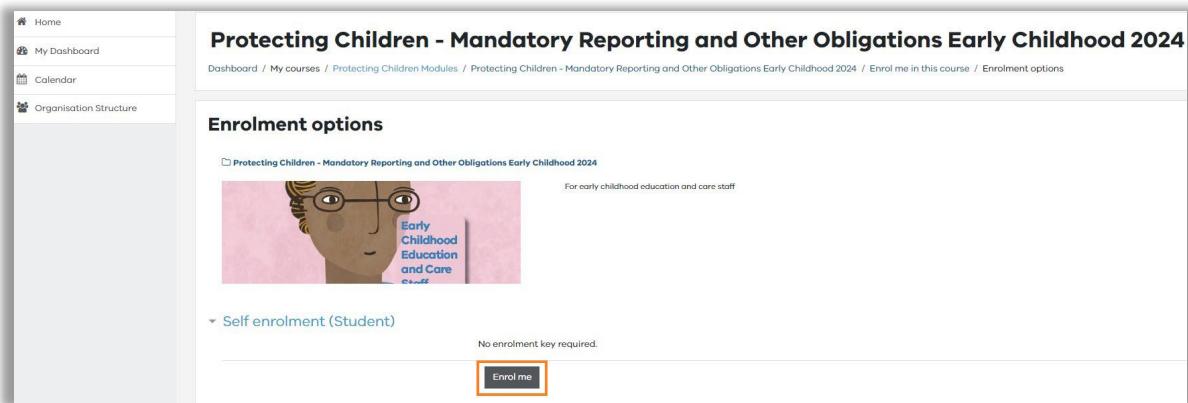
**Step 2:** Choose the **Protecting Children - Mandatory Reporting and other Obligations Early Childhood 2024** course and select **Enter**.

The course is divided into a learning module and an assessment module.

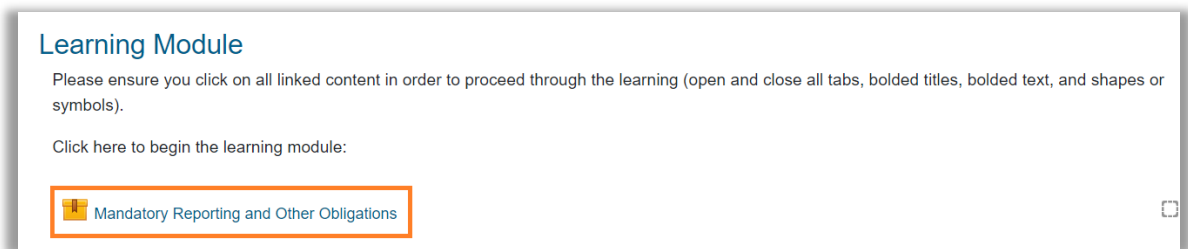
**IMPORTANT:** You need to complete BOTH the learning module and the assessment to successfully complete this course.



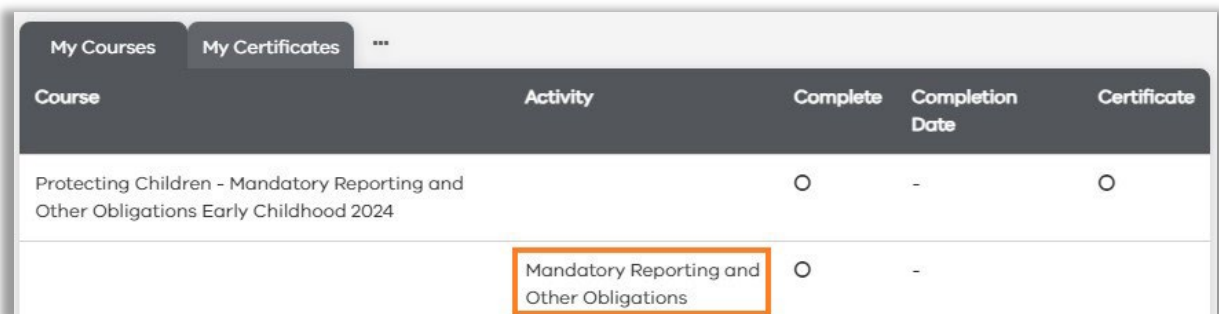
**Step 3:** On the Self enrolment page, select **Enrol me**.



**Step 4:** Click on the Mandatory Reporting and Other Obligations learning module link from either the course **Welcome** page or the **My Dashboard** page.

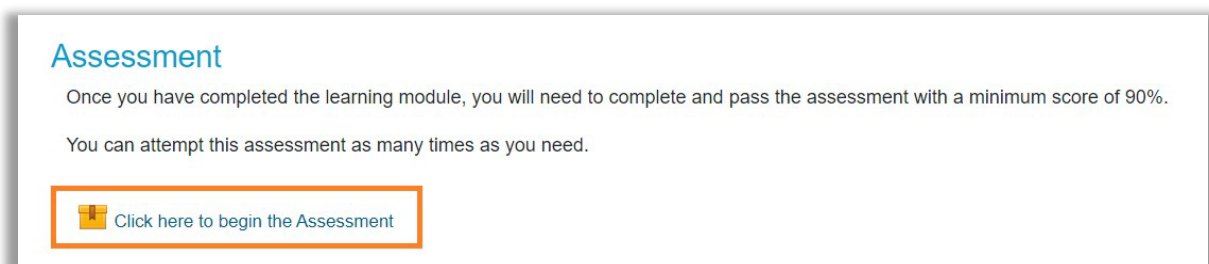


OR



After you complete the learning module, click on 'Save and exit' and then click 'Yes, exit the module'.

**Step 5:** Return to the course **Welcome** page or the **My Dashboard** page to complete the assessment module.



OR

Course	Activity	Complete	Completion Date	Certificate
Protecting Children - Mandatory Reporting and Other Obligations Early Childhood 2024		<input type="radio"/>	--	<input type="radio"/>
	Mandatory Reporting and Other Obligations	<input checked="" type="radio"/>	05/01/2024	
	<a href="#">Click here to begin the Assessment</a>	<input type="radio"/>	--	

## Certificates

Certificates are available within 24 hours of course completion. You can download a certificate from the course **Welcome** page or your **My Dashboard** page.

**Certificate of Completion**

Certificates are available within **24 hours** of course completion.

In order to access your certificate you need to click on the Course Completion Certificate below.

**NOTE: You will not be able to access your certificate unless you have successfully completed BOTH the learning module and the assessment.**

[Click here to view Course Completion Certificate](#)

OR

Course	Activity	Complete	Completion Date	Certificate
Protecting Children - Mandatory Reporting and Other Obligations Early Childhood 2024		<input checked="" type="radio"/>	05/01/2024	<input checked="" type="radio"/>
	Mandatory Reporting and Other Obligations	<input checked="" type="radio"/>	05/01/2024	
	<a href="#">Click here to begin the Assessment</a>	<input checked="" type="radio"/>	05/01/2024	

## More information

**Phone:** 1800 549 646

**Email:** [CISandFVIS@education.vic.gov.au](mailto:CISandFVIS@education.vic.gov.au)

**More information:** [Obligations to protect children in early childhood services \(education.vic.gov.au\)](#)

**Course content:** [early.years.workforce@education.vic.gov.au](mailto:early.years.workforce@education.vic.gov.au)