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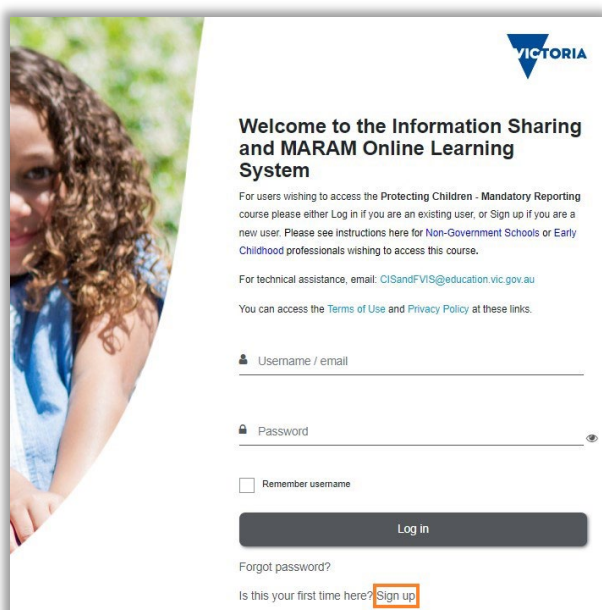
If you do not receive an email, please contact the enquiry line on 1800 549 646 or email CISandFVIS@education.vic.gov.au.

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

New users – 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.
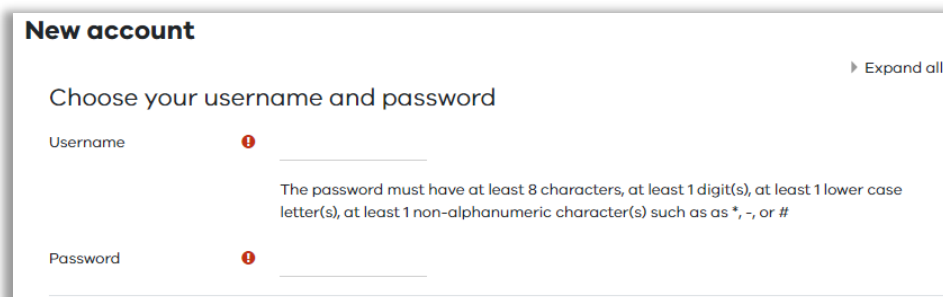
Step 2: Complete the New account form.

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.

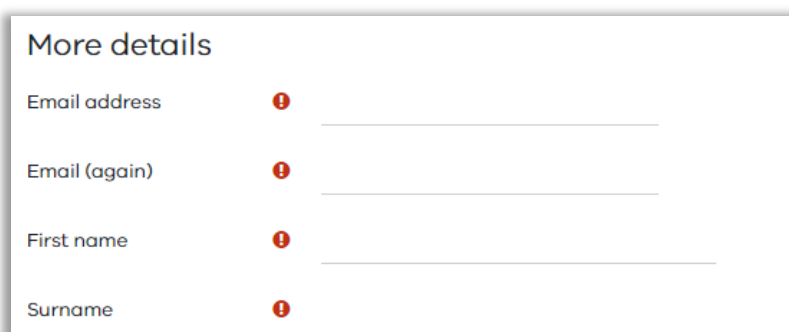We recommend using your email address as your username.

Enter your email address and name.

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.

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.
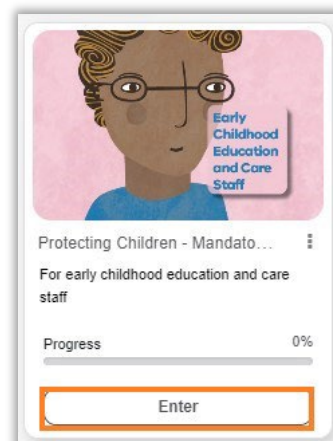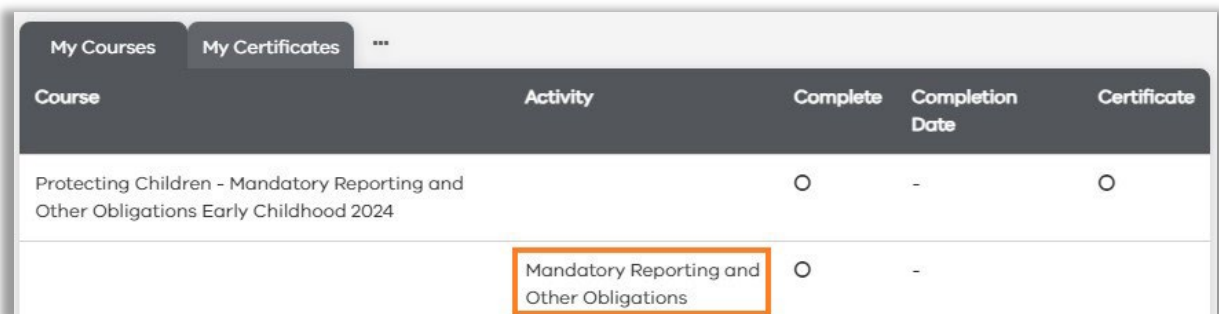
Step 3: On the Self enrolment page, select **Enrol me**.
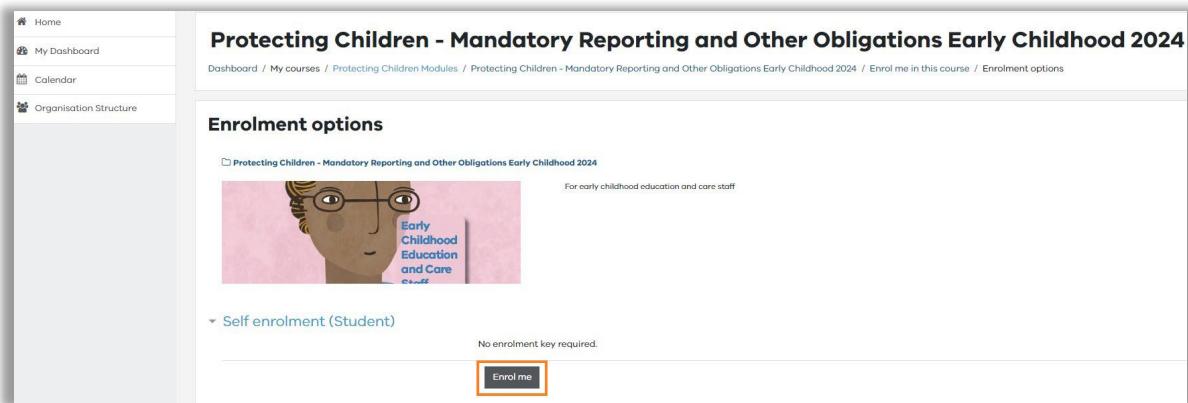
Step 4: Click on the Mandatory Reporting and Other Obligations learning module link from either the course **Welcome** page or the **My Dashboard** page.
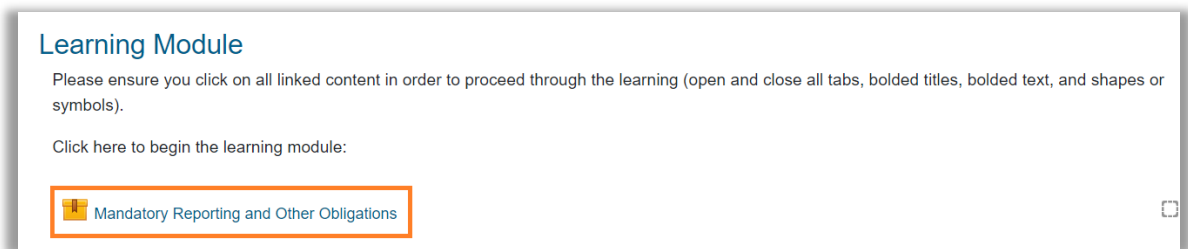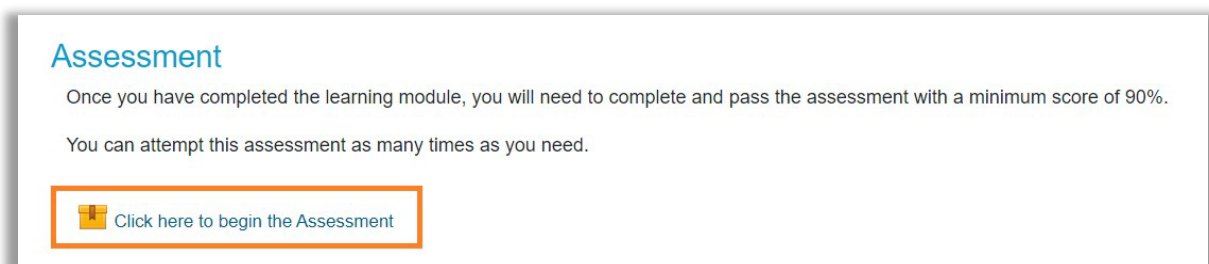

OR

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.

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.

More information

Phone: 1800 549 646
Email: 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