

Protecting Children - Mandatory Reporting and Other Obligations for Non-Government Schools: How to enrol in and complete this course

This guide is for Victorian non-government school staff from Catholic schools and independent schools who need to undertake the **Protecting Children - Mandatory Reporting and Other Obligations** (PROTECT) online training provided by the Department of Education. Casual Relief Teachers at government schools may also do this course if they do not possess an @education.vic.gov.au email.

Protecting Children - Mandatory Reporting and Other Obligations Non-Government Schools 2024 is an online eLearning course designed to support staff in non-government schools to increase their capacity to respond effectively to children whose safety, health or wellbeing may be at risk.

*For government school staff, the Protecting children – Mandatory reporting and other obligations training is available on the Department of Education intranet My LearnED portal accessed through [eduPay](#). You can only access the My LearnED portal if you are a current and active government school teacher or employee with an @education.vic.gov.au email.

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.

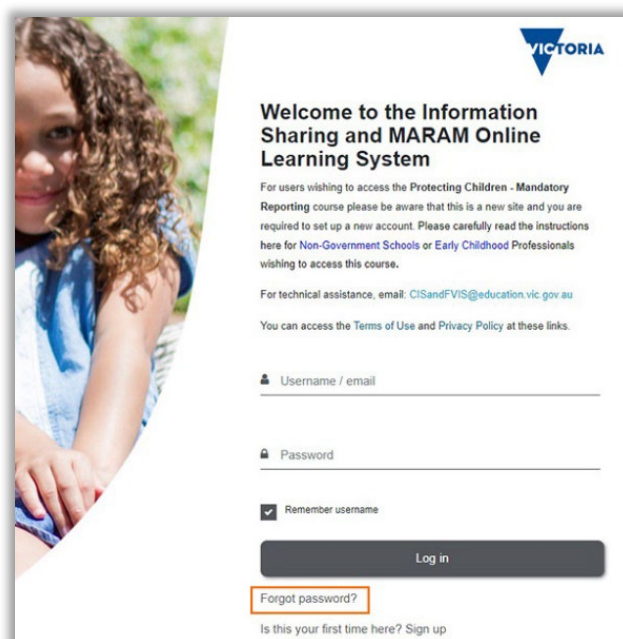
Existing users – log in

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

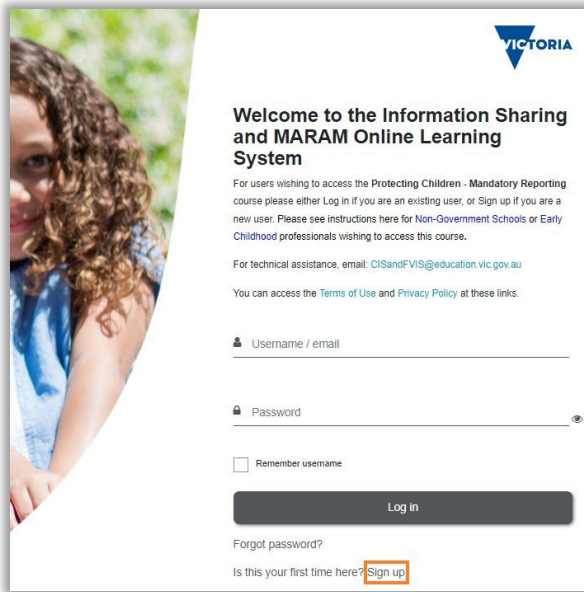
If you have forgotten your log in details, click **Forgot password?** on the home page to receive an email to reset your password. Please check your junk or spam folder in case it appears there.

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



The screenshot shows a login page with the following elements:

- Logo for VICTORIA in the top right corner.
- Section header: "Welcome to the Information Sharing and MARAM Online Learning System".
- Text: "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."
- Text: "For technical assistance, email: CISandFVIS@education.vic.gov.au"
- Text: "You can access the Terms of Use and Privacy Policy at these links."
- Form fields: "Username / email" and "Password".
- Checkbox: "Remember username".
- Button: "Log in".
- Text: "Forgot password?".
- Text: "Is this your first time here?" with a "Sign up" link highlighted in an orange box.

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](#).

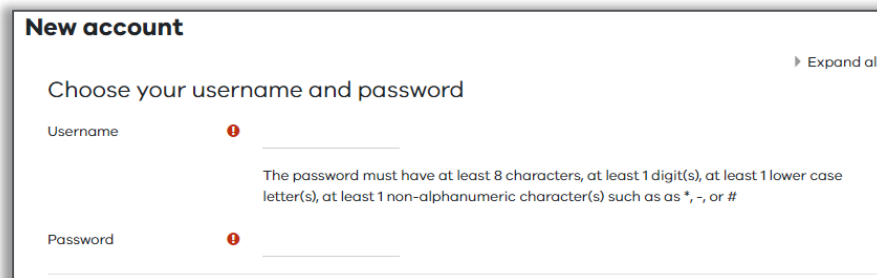
Step 2: Complete the New account form.

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.

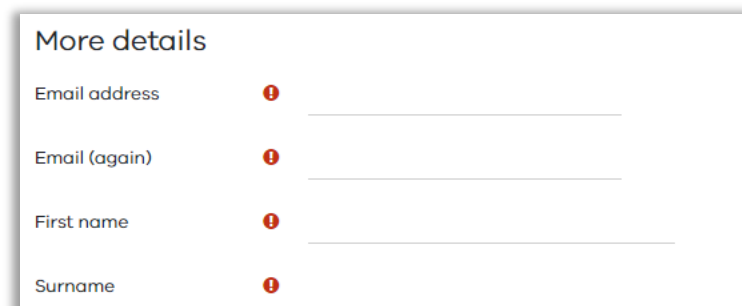
We recommend using your email address as your username.



The screenshot shows the "New account" form with the following details:

- Section title: "New account" with an "Expand all" link.
- Section title: "Choose your username and password".
- Form fields: "Username" and "Password". Both fields have a red exclamation mark icon to their right, indicating they are required.
- Text: "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 as *, -, or #".

Enter your email address and name.



The screenshot shows the "More details" section of the form with the following fields:

- Section title: "More details".
- Form fields: "Email address", "Email (again)", "First name", and "Surname". Each field has a red exclamation mark icon to its right, indicating it is required.

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.

About You

Preferred Method of Contact !

I wish to receive further information. !

Your Role !

If your role is not specified, please type it here:

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

For **Sector**, select 'School Education'.

For **Service Type**, select:

- Catholic schools or
- independent schools.

If you are a **Casual Relief Teacher (CRT)**, select the sector that you mostly work in. If this is a government school, select 'Government schools'.

For **Organisation Type**, find the heading **School Education** and select one of the following:

- Catholic schools
- Catholic school system bodies
- independent schools, or
- independent school system bodies.

If you are a CRT employed by an agency, go to the heading **Multi-sector** and select 'Employment agency'.

Complete the remaining fields about your organisation.

About Your Organisation

Sector !

Service Type !

Organisation Type !

Organisation Name !

If applicable, Service Approval Number (eg. SE-12345678)

Organisation Area !

Organisation Postcode !

Work Phone Number !

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

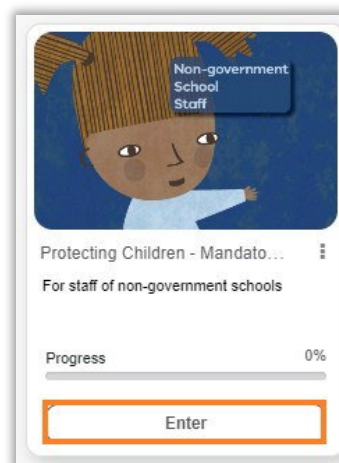
Step 1: Once you are logged in, go to the Home page and enter **Protecting Children Modules**.



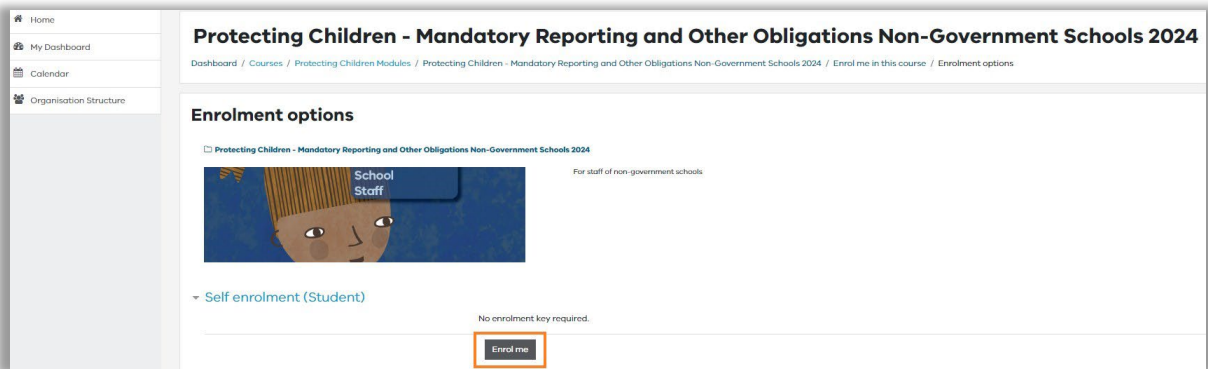
Step 2: Choose **Protecting Children - Mandatory Reporting and Other Obligations Non-Government Schools 2024** and select **Enter**.

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

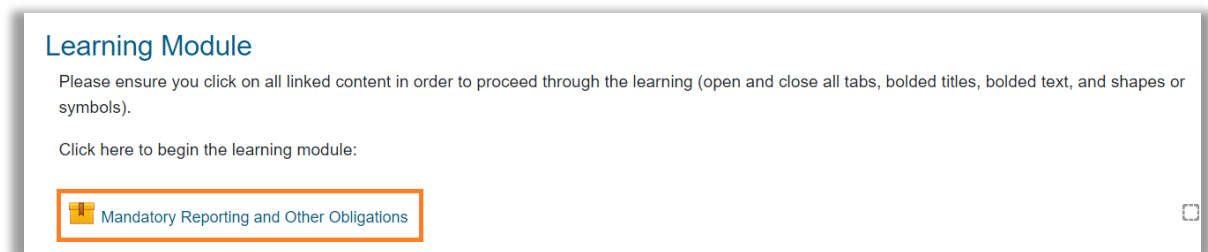
IMPORTANT: You need to complete BOTH the learning module and the assessment to successfully complete this course.



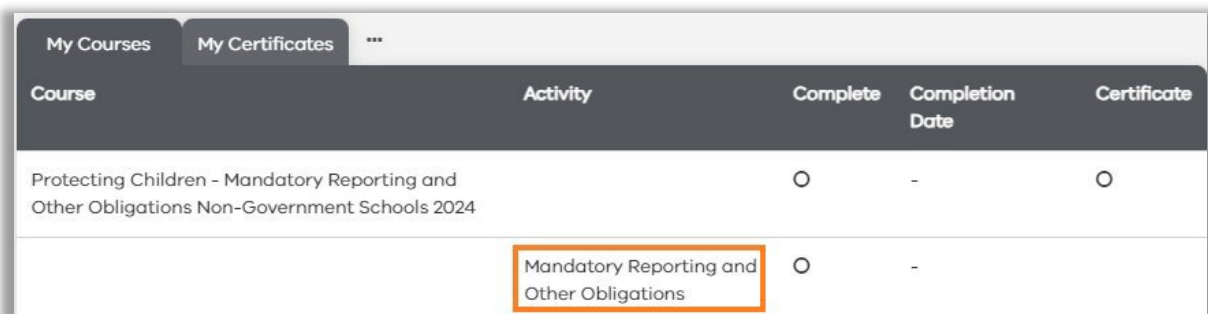
Step 3: On the Self enrolment page, select **Enrol me**.



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

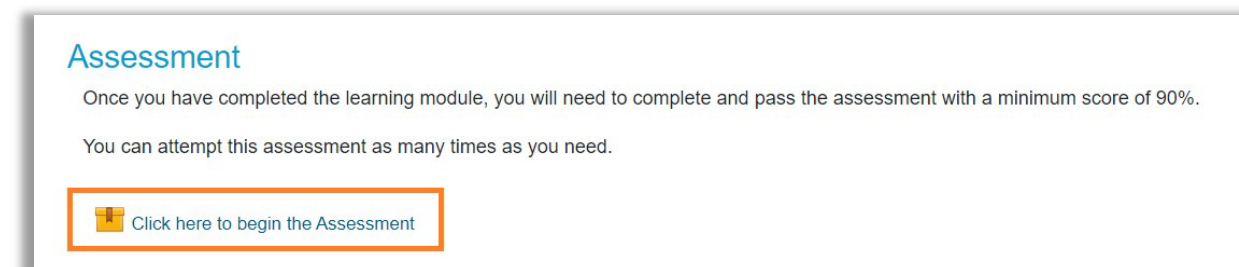


OR



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 your **My Dashboard** page to complete the Assessment module.



OR

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

Certificates

Certificates are available within 24 hours of course completion. Please download your 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 Non-Government Schools 2024		<input checked="" type="radio"/>	05/01/2024	<input checked="" type="radio"/>
	Mandatory Reporting and Other Obligations	<input checked="" type="radio"/>	05/01/2024	
	Click here to begin the Assessment	<input checked="" type="radio"/>	05/01/2024	

More information

Phone: 1800 549 646

Email: CISandFVIS@education.vic.gov.au

More information: [Your reporting and legal obligations | Schools Vic](#)

Course content: student.engagement@education.vic.gov.au