

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 have an @education.vic.gov.au email.

Protecting Children - Mandatory Reporting and Other Obligations Non-Government Schools 2025 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 address.

“Log in” (existing users) or “Create new account” (new users)

Open your web browser (preferably Microsoft Edge or Google Chrome) and log in or create a new account for 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

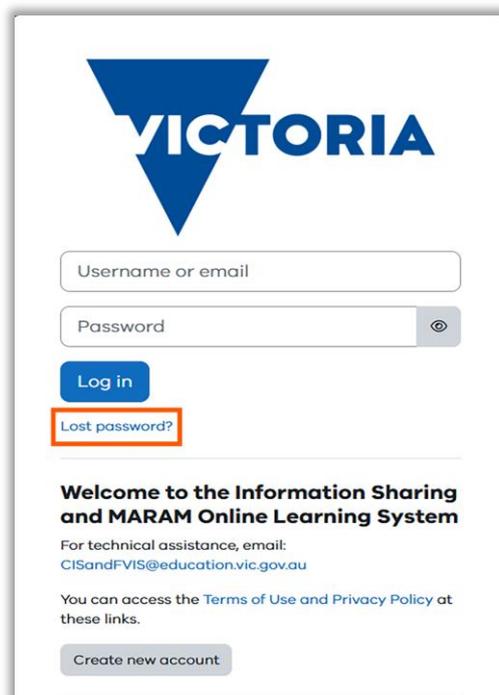
If you have previously used the online learning system to complete other courses, you can use your existing log in details to enter the system.

If you have forgotten your log in details, click **Lost 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 CSandFVIS@education.vic.gov.au.

Once you have successfully logged in, follow the [Navigate to your course](#) instructions below.

New users – Create new account



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Username or email

Password

Log in

Lost password?

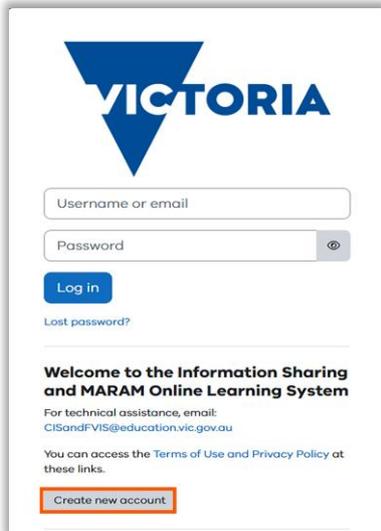
Welcome to the Information Sharing and MARAM Online Learning System

For technical assistance, email: CSandFVIS@education.vic.gov.au

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

Create new account

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



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

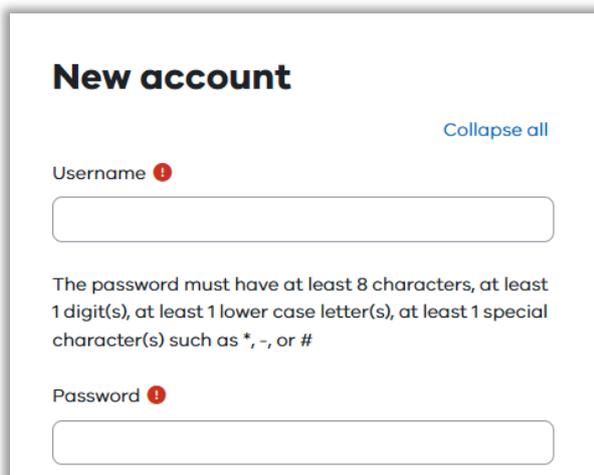
Step 2: Complete the **New account** form.

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.

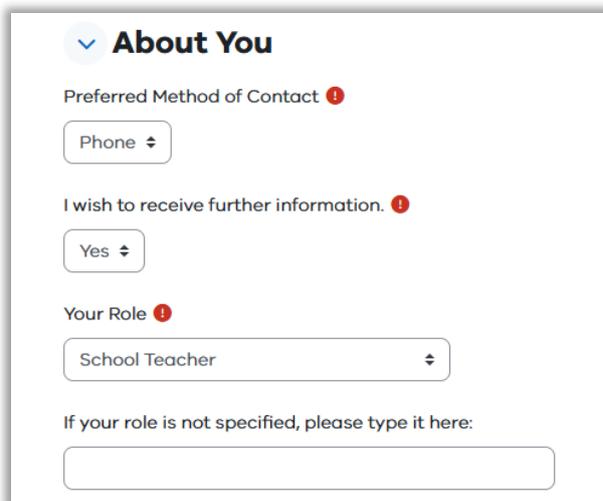


A registration form with four input fields, each with a red exclamation mark icon to its right. The fields are labeled: 'Email address', 'Email (again)', 'First name', and 'Last name'. Each field is a simple rounded rectangle.

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.



A registration section titled 'About You' with a blue checkmark icon. It contains four fields: 'Preferred Method of Contact' with a dropdown menu showing 'Phone'; 'I wish to receive further information.' with a dropdown menu showing 'Yes'; 'Your Role' with a dropdown menu showing 'School Teacher'; and a text input field with the label '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 required fields about your organisation.

The screenshot shows a form titled "About Your Organisation" with a dropdown arrow on the left. The form contains the following fields:

- Sector** (required): A dropdown menu with "School Education" selected.
- Service Type** (required): A dropdown menu with "Casual Teaching Agency" selected.
- Organisation Type** (required): A dropdown menu with "Employment Agency" selected.
- Organisation Name** (required): An empty text input field.
- If applicable, Service Approval Number (eg. SE-12345678)**: An empty text input field.
- Organisation Area** (required): A dropdown menu with "Barwon Area" selected.
- Organisation Postcode** (required): An empty text input field.
- Work Phone Number** (required): An empty text input field.

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 click **Protecting Children**.



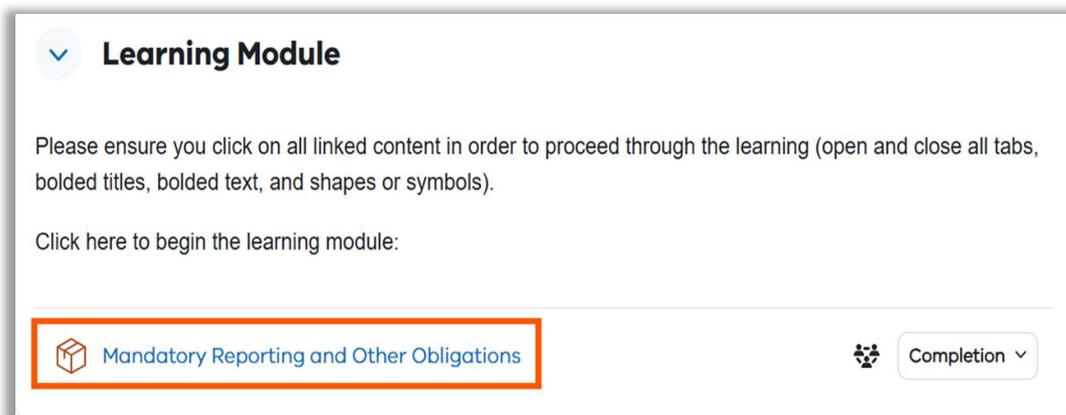
Step 2: Choose the **Protecting Children - Mandatory Reporting and Other Obligations Non-Government Schools 2025** course and click **Enter**.

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

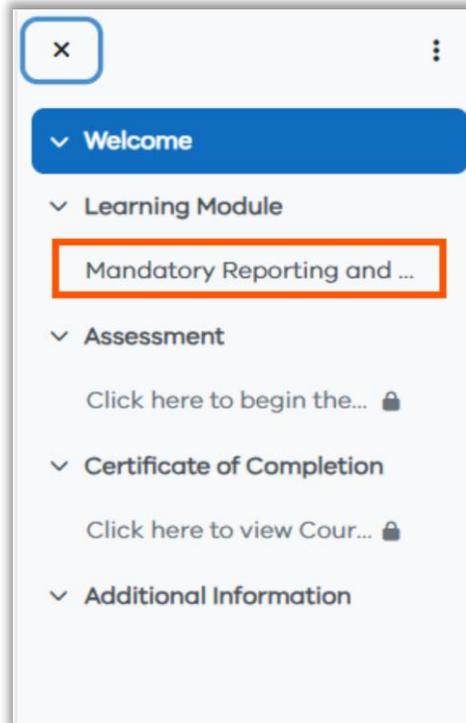
IMPORTANT: You need to complete BOTH the learning module and the assessment to successfully complete this course.



Step 3: Click on the Mandatory Reporting and Other Obligations learning module link from either from the course **Welcome** page or **left-hand side course menu**.

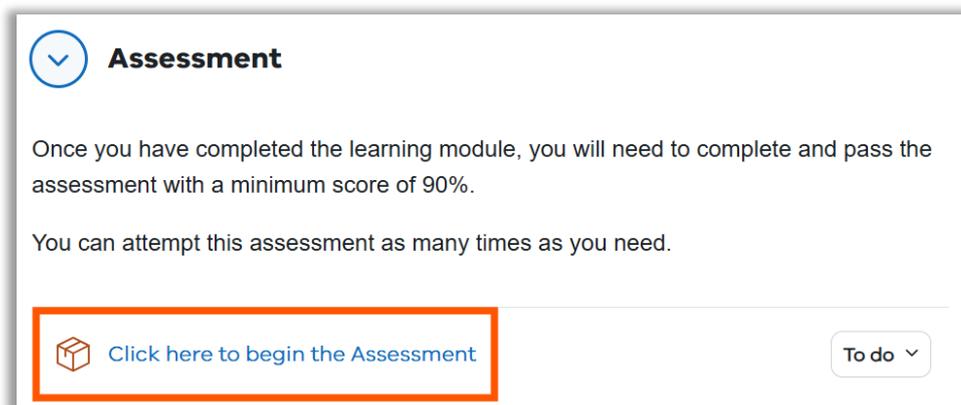


OR

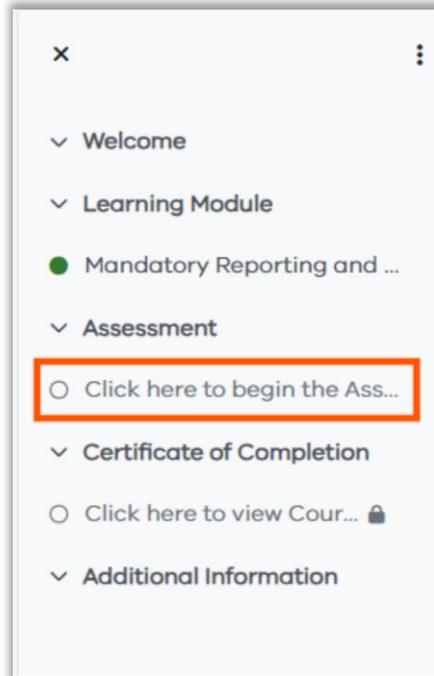


After you complete the learning module, click on 'Save and exit' and then click 'Yes, exit the module'.

Step 4: Return to the course **Welcome** page or the left-hand side course menu page to complete the assessment.



OR



Certificate of Completion

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

▼ 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](#)

Mark as done

OR

My certificates			
These are the certificates you have been issued by either email or downloading manually.			
Download table data as Comma separated values (.csv) Download			
Name	Course	Awarded on	File
Certificate of Completion	eLearn: Information Sharing and MARAM Refresher	Thursday, 6 March 2025, 12:01 PM	
Certificate of Completion	eLearn: Child Link Authoriser	Monday, 17 February 2025, 2:25 PM	
Click here to view Course Completion Certificate	Protecting Children - Mandatory Reporting and Other Obligations Non-Government Schools 2025	Wednesday, 29 January 2025, 3:34 PM	

More information

Additional resources: [Your reporting and legal obligations | Schools Vic](#)

Enquiries regarding course content: student_engagement@education.vic.gov.au