

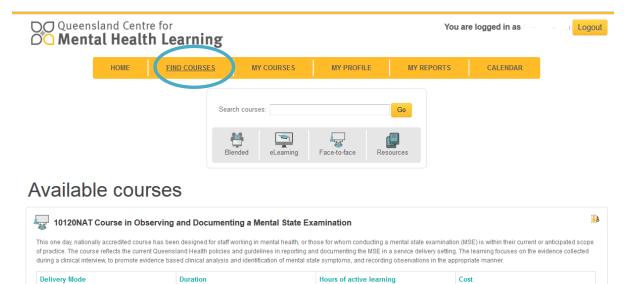
Face-to-face

Choosing & enrolling in a course (Find Courses tab)

1. Click the Find Courses tab at the top of the page.

1 full day

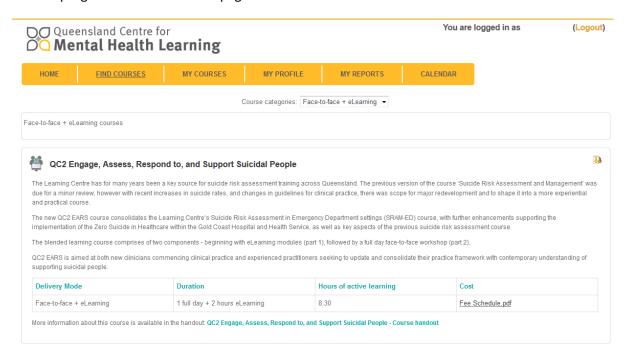
2. Browse the complete list or filter by course category using grey menu buttons. If you do not know the category, use the search function to search via code or keyword.



3. Once you have selected a category or obtained search results click the title of the course to progress to the enrolment page.

7:00

Fee Schedule.pdf



[Need screenshot with Enrol Button]

- 4. Click on 'Enrol me' at the bottom of the page. If it is a Face-to-face or Blended course you will need to fill in some information prior to being able to enrol (eg: Line Managers name and email address and if approval has been asked and granted).
- 5. You can now go through the content, starting with the Pre training evaluation. You can access the eLearning or enrol in a Face-to-face session workshop once all prior steps have been successfully completed. If it is greyed out, it means a prior step requires attention. Once you have completed each step, the steps will be ticked off automatically.

