



CATHOLIC ARCHDIOCESE OF MELBOURNE

Safeguarding Essentials Training – Successful Completion

1. Modules should all say completed. Click the **EXIT** button.

safeguarding.melbournecatholic.org/apex/scormanywhere__SCORM_Player?inline=1&courseId=a408w00000037GUAAY&simplemedia=true&DisableVersioning=true&autoplay=1

CAM Website Dashboard - CA... Eventbrite SharePoint Microsoft 365 OneDrive PSU - Safeguarding Salesforce NOVA Salesforce PACEM Polonious

CATHOLIC ARCHDIOCESE OF MELBOURNE

Listen

Catholic Archdiocese of Melbourne - Safeguarding Essentials

✓ Course completed

EXIT

Congratulations, you have completed this course and your progress has been saved. You can review the content at any time by coming back and using the table of contents below.

| | |
|---|-----------|
| 1.1 Introduction | COMPLETED |
| 1.2 Safeguarding responsibilities | COMPLETED |
| 1.3 Abuse - What is abuse? | COMPLETED |
| 1.3 Abuse - Sexual abuse | COMPLETED |
| 1.3 Abuse - Physical abuse | COMPLETED |
| 1.3 Abuse - Psychological (emotional) abuse | COMPLETED |
| 1.3 Abuse - Spiritual abuse | COMPLETED |
| 1.3 Abuse - Family Violence | COMPLETED |
| 1.3 Abuse - Exploitation | COMPLETED |
| 1.4 Abuse risk factors | COMPLETED |
| 1.5 Risk management | COMPLETED |
| 1.5 Code of Conduct | COMPLETED |
| 1.5 Communicating and role boundaries | COMPLETED |
| 1.6 Responding to and reporting abuse | COMPLETED |
| 1.7 Assessment | COMPLETED |

2. The below screen will appear. Close window

safeguarding.melbournecatholic.org/apex/scormanywhere__SCORM_Player?inline=1&courseId=a408w00000037GUAAY&simplemedia=true&DisableVersioning=t

M Website Dashboard - CA... Eventbrite SharePoint Microsoft 365 OneDrive PSU - Safeguarding Salesforce NOVA Salesforce

You have completed the course and your progress has been saved to the LMS.

To exit the course now, please use your LMS controls, close this window, or navigate away.

A COURSE BY
Salt

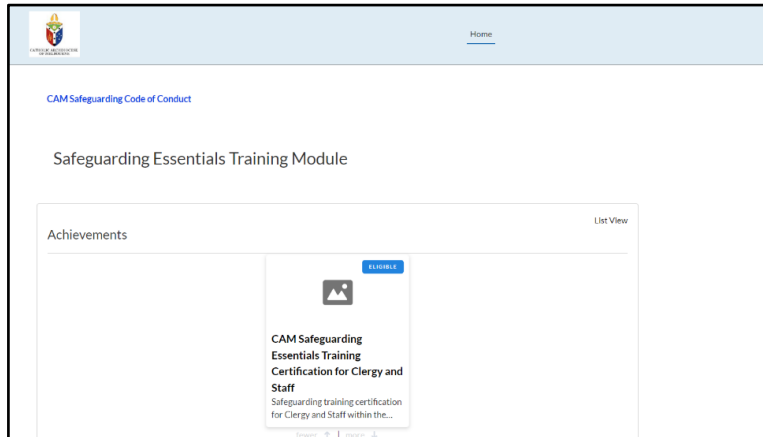
Safeguarding Unit

St Patrick's Centre, 486 Albert Street, East Melbourne VIC 3002 Australia. PO Box 146, East Melbourne VIC 8002 Australia

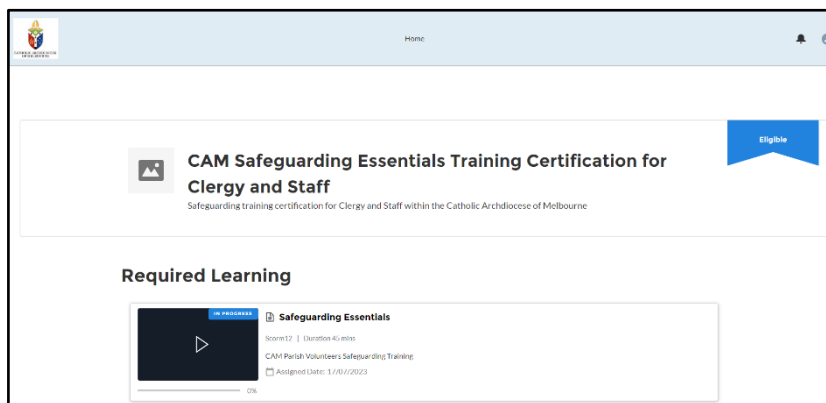
Telephone: (03) 9261 5621 | Email: safeguarding@cam.org.au | Website: www.melbournecatholic.org

The Archdiocese is committed to the safety, wellbeing and human dignity of children, young people and adults.

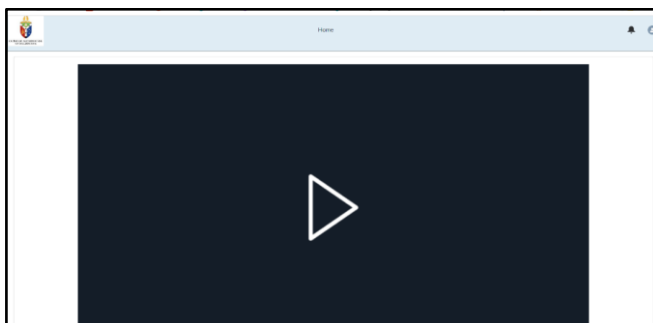
3. Go back into the home dashboard or log back into your training. If the module says **ELIGIBLE**, click on the module. Eligible means you haven't successfully completed the training and have one final step to do.



4. This screen will appear. Click on the video module.



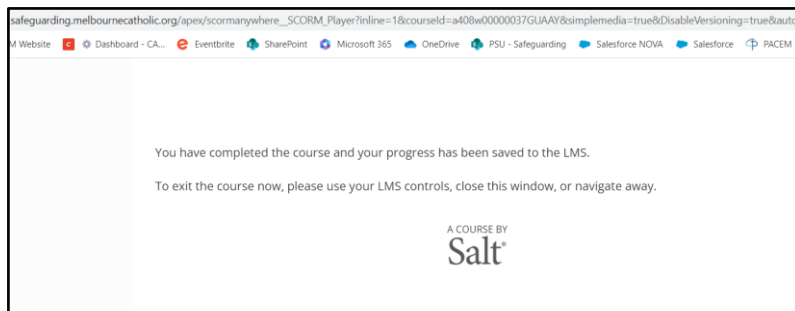
5. Click on the video play button



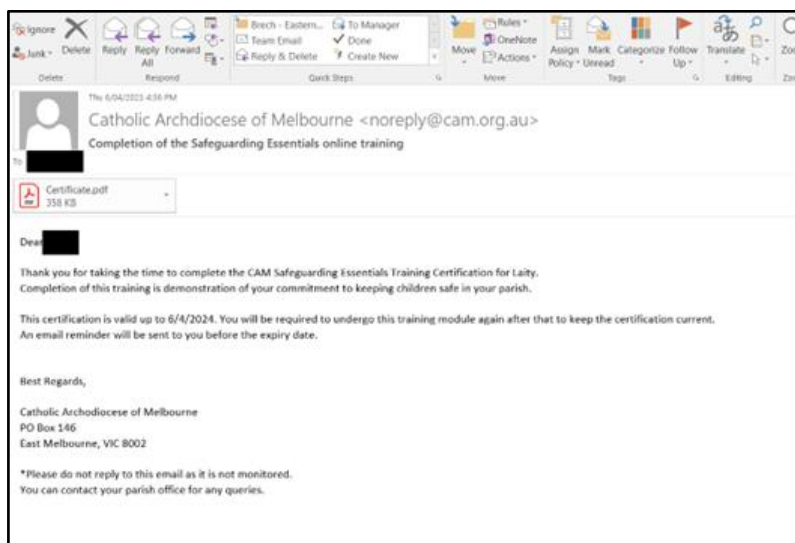
6. Your summary page should have all modules completed. Click the **EXIT** button again.



7. Exit this screen. You should receive an email notification saying you have successfully completed your Safeguarding Essentials Training.

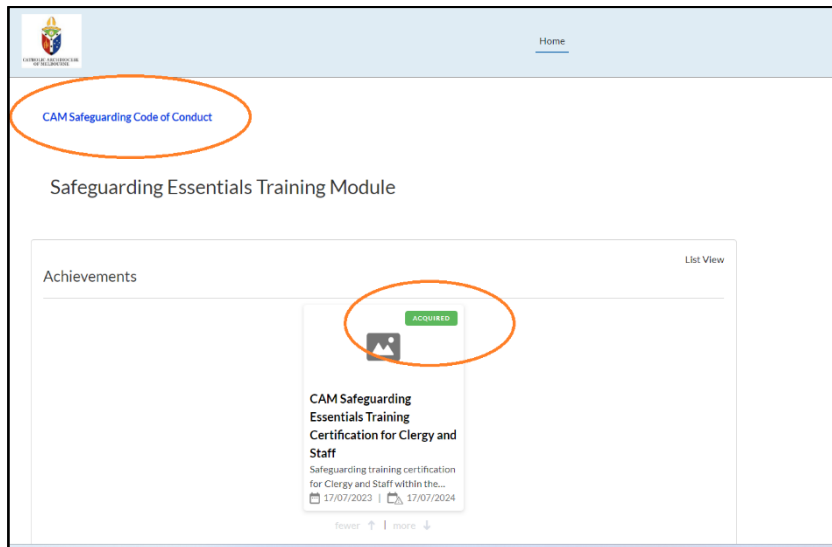


8. Check your email inbox.

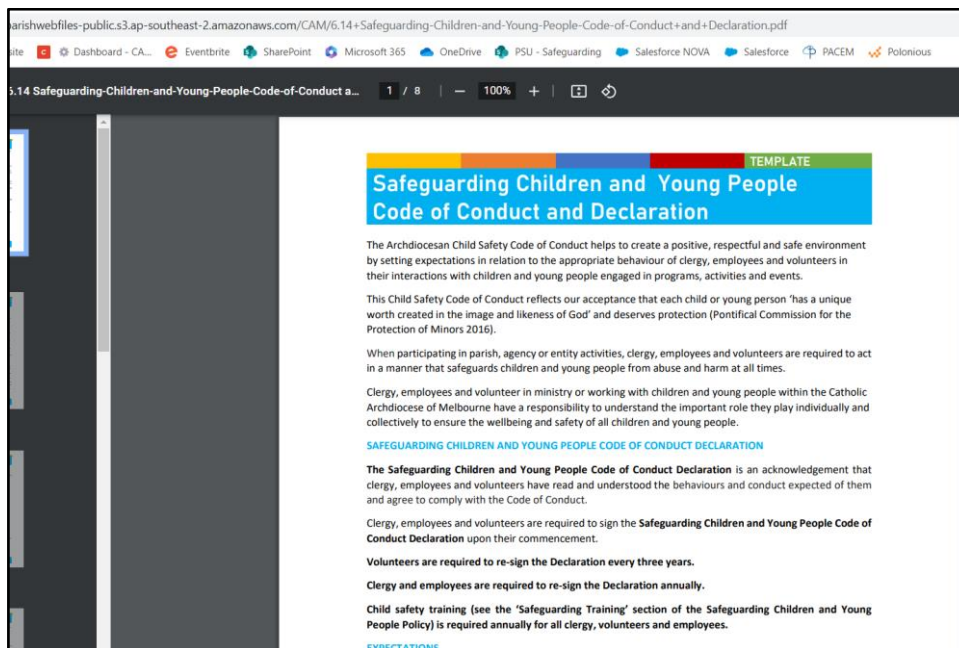


9. Module should now say **ACQUIRED**

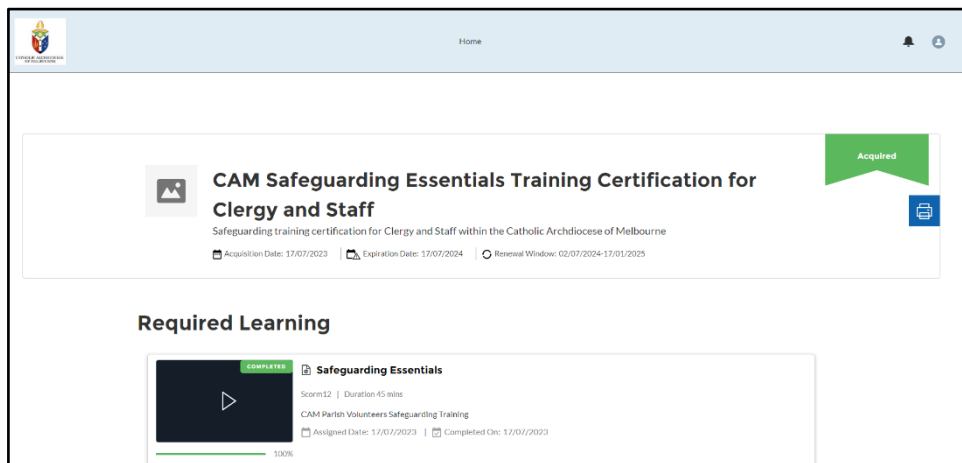
10. Click on the **Code of Conduct**



11. Review Code of Conduct



12. You have successfully completed your Safeguarding Essentials Training.



13. Renewal Period

To renew your training, there is a 'renewal window' period. If you renew your training before this period, it will not register as having completed your training. Please only renew your training during this renewal window for the system to register training completion.

If your renewal window has expired, please email safeguardingunit@cam.org.au

