Safeguarding Essentials Training – Successful Completion

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

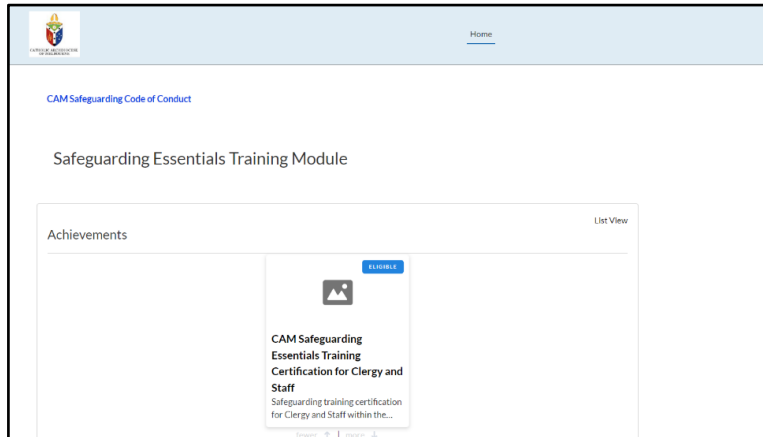2. The below screen will appear. Close window

Safeguarding Unit

St Patrick's Centre, 486 Albert Street, East Melbourne VIC 3002 Australia. PO Box 146, East Melbourne VIC 8002 Australia
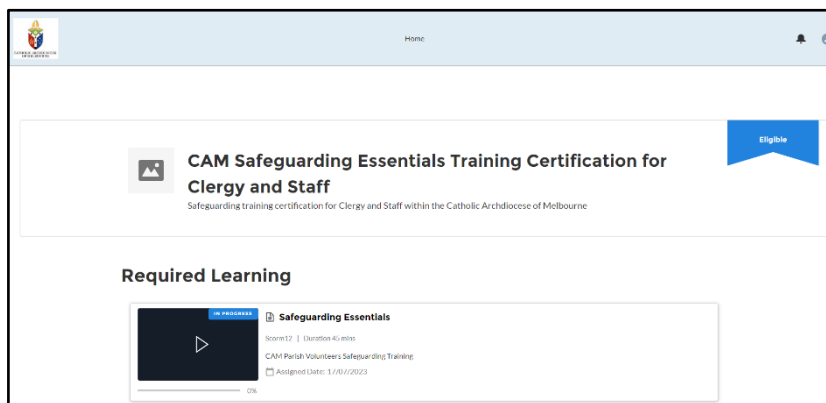
Telephone: (03) 9261 5621 | Email: safeguarding@cam.org.au | Website: www.melbournecatholic.org

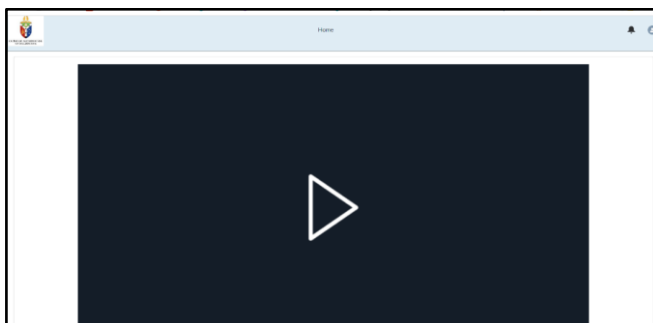*The Archdiocese is committed to the safety, wellbeing and human dignity of children, young people and adults.*

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.

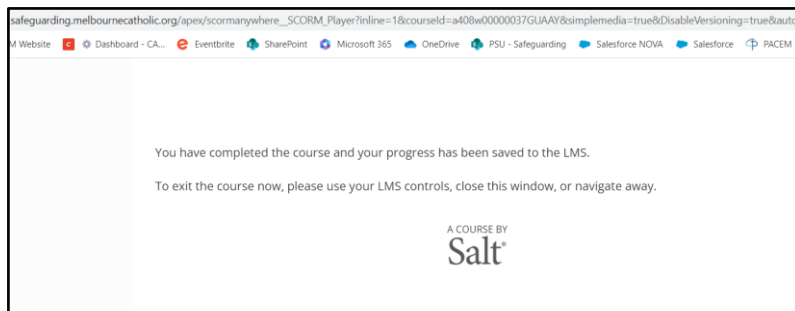4. This screen will appear. Click on the video module.
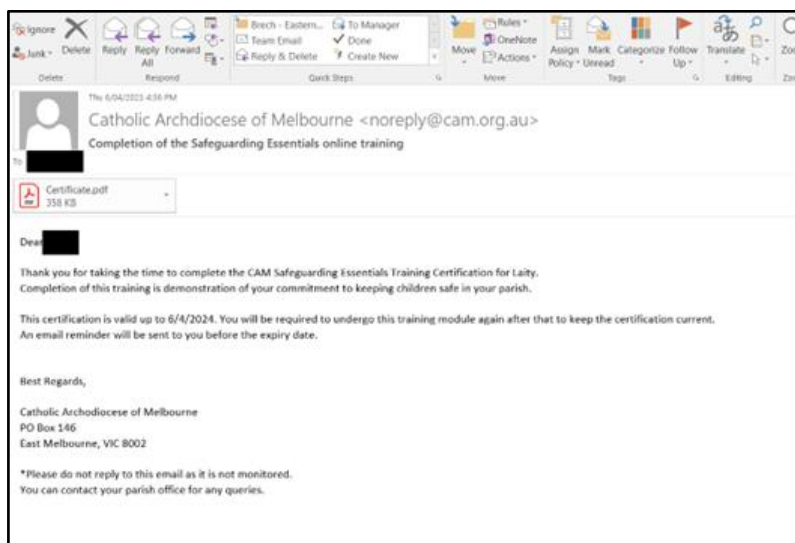

5. Click on the video play button

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.
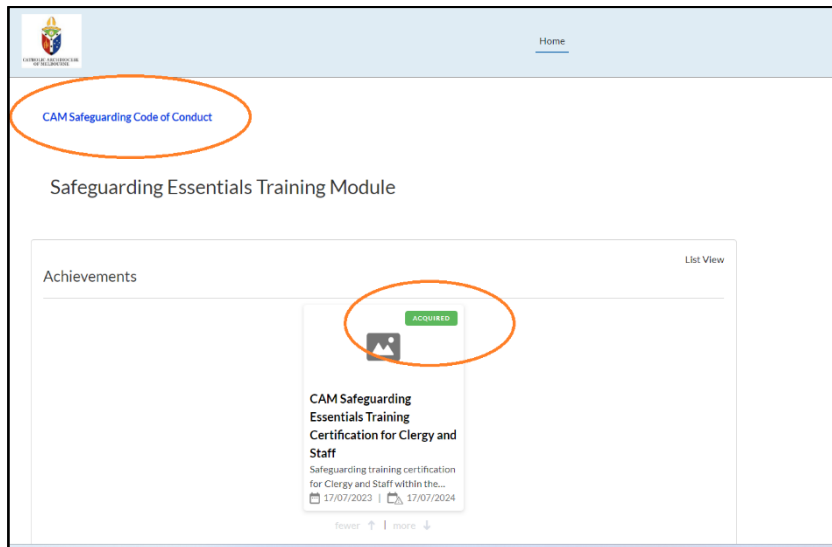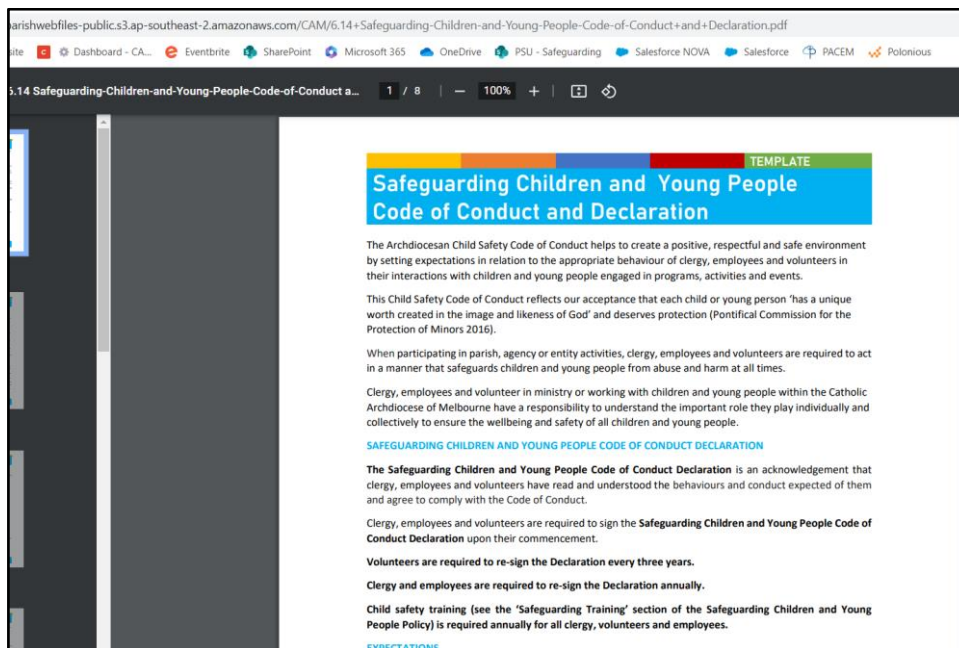

8. Check your email inbox.

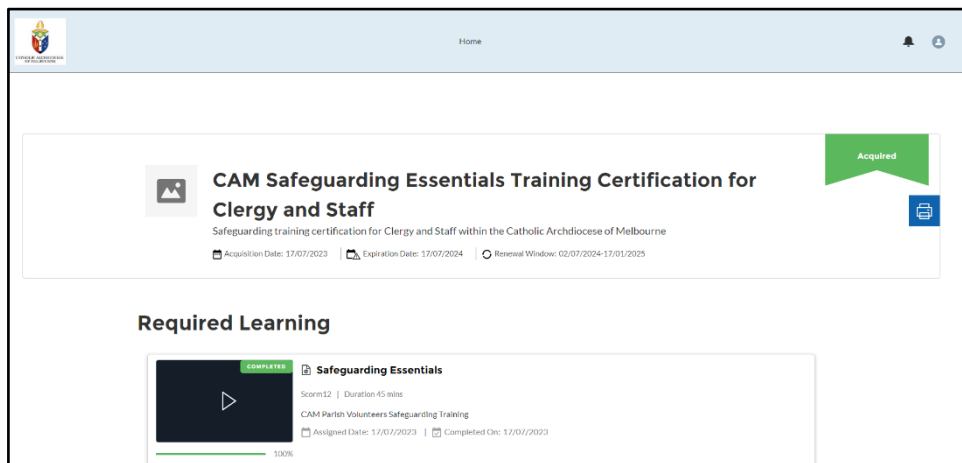9. Module should now say **ACQUIRED**
10. Click on the **Code of Conduct**

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