



Anglican Diocese of  
Canberra & Goulburn

# Online Safe Ministry Training

## Instructions for Individual Enrolment

There are three courses available:

### Safe Ministry Essentials (Level 1) \$20

Click on the link below, or type the following address into your web browser:  
<https://www.openlearning.com/courses/anglican-cg-safe-ministry-essentials-l1>

### Safe Ministry to Children and Young People (Level 2) \$15

Click on the link below, or type the following address into your web browser:  
<https://www.openlearning.com/courses/anglican-cg-safe-ministry-with-children-l2>

### Safe Ministry Refresher 2nd Ed \$20

Click on the link below, or type the following address into your web browser:  
<https://www.openlearning.com/creatingsafercommunities/courses/anglican-cg-safe-ministry-refresher-2nd-ed>

## Signing up to OpenLearning.com

Once you enter the course URL into your browser you will be directed to the JOIN NOW page.

1. Click the JOIN NOW button.

Anglican CG Safe Ministry Essentials L1

Anglican Diocese of  
Canberra & Goulburn

- Credential type: Certificate of completion
- Start date: Start any time
- Duration: Flexible
- Cost: A\$20 to learn

**JOIN NOW**

Sign up | Log in

Sign up with Microsoft

Sign up with Facebook

or

Email:

Password:

Full name:

I agree to the [Terms of service](#) and [Privacy policy](#)

Subscribe to our newsletter

I'm not a robot

**Get started**

2. **Sign up** as a learner with Openlearning.com (Remember to record your password somewhere!)  
Click '**Get started**'.

**Note:** If you will be doing both courses, you do not need to Sign Up again. Rather, you can use the '**Log in**' tab and then select the second course, i.e. ADOM Safe Ministry to Children and Young People (Level 2).

3. Select your class.  
It is the 'open class'.

4. Click Join.

**Select a class** [X]

This course has multiple classes. Select the class you wish to join.

Class name

- ✓ Select a class
- ADOM Safe Ministry Essentials (open class)**
- Private class (access code required)

**Join**

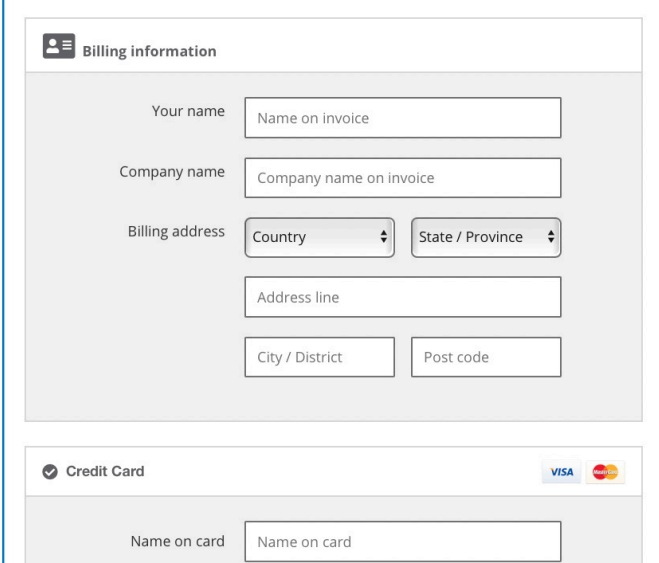
## Paying for each course

(Repeat this step for each course)

Once you have joined the class, you will be directed to the **Complete Your Purchase** page. Complete the form on the purchase page.

The system will email you a receipt and take you to the screen below.

Click **'Start your course'**.





**Billing information**

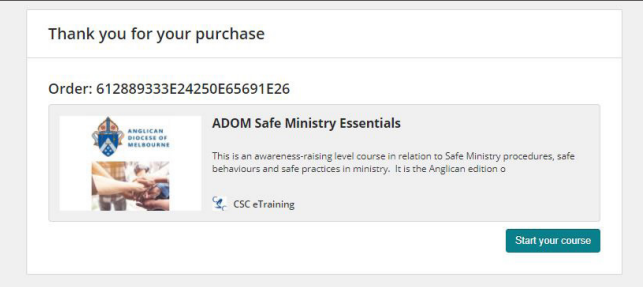
Your name

Company name

Billing address


**Credit Card**  

Name on card




Thank you for your purchase

Order: 612889333E24250E65691E26

 **ADOM Safe Ministry Essentials**

This is an awareness-raising level course in relation to Safe Ministry procedures, safe behaviours and safe practices in ministry. It is the Anglican edition o

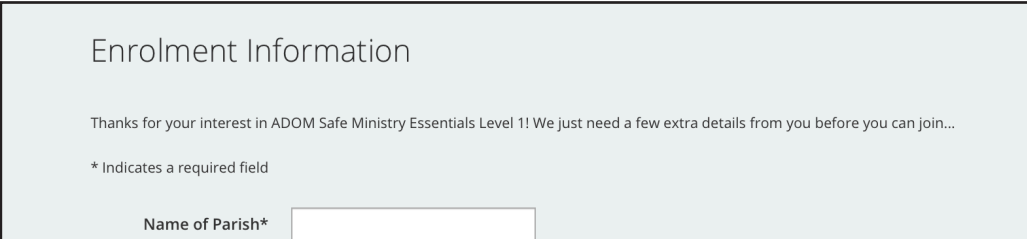


[Start your course](#)

## Complete the Enrolment Information

The system will now ask you to enter some additional enrolment information.

This information is important for communication with the Diocese.



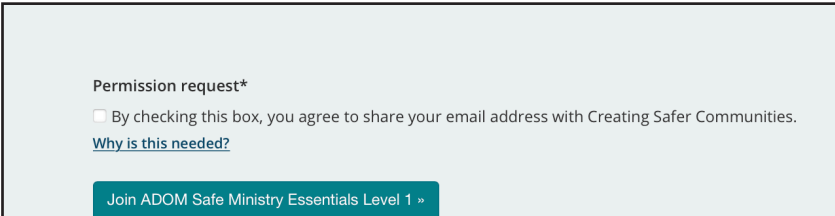
**Enrolment Information**

Thanks for your interest in ADOM Safe Ministry Essentials Level 1! We just need a few extra details from you before you can join...

\* Indicates a required field

Name of Parish\*

Once you have filled in all fields, click the **'Join'** button.



**Permission request\***

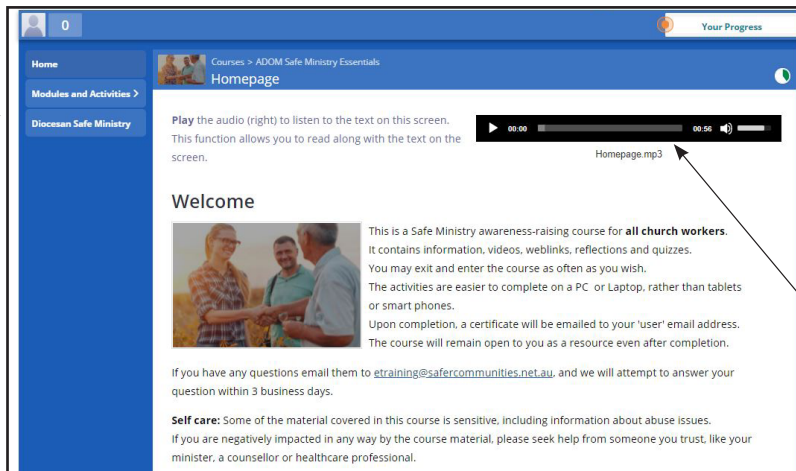
By checking this box, you agree to share your email address with Creating Safer Communities. [Why is this needed?](#)

[Join ADOM Safe Ministry Essentials Level 1 »](#)

# Navigating the Course

## 1. Homepage

The menu tabs on the left side allow you to switch between the sections of the course.



The 'Your Progress' bar tracks your progress through the course. When 100% complete, you can download your certificate.

The 'Listen' function allows you to listen to the text on each screen.

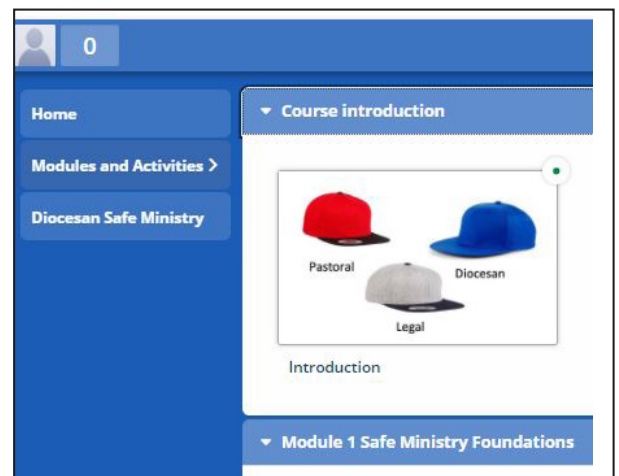
## 2. Automatic saving & tracking of progress

You are able to exit the course, and re-enter as many times as you like, using your email address and password. When you exit, your progress will be saved, so that you can pick up where you left off.

## 3. Modules and Activities

Now you are ready to begin.

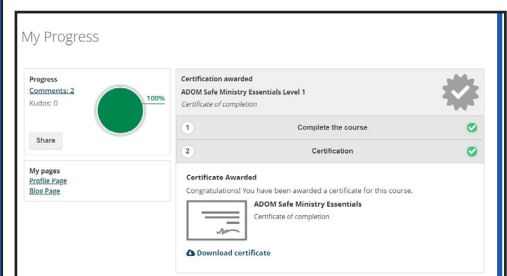
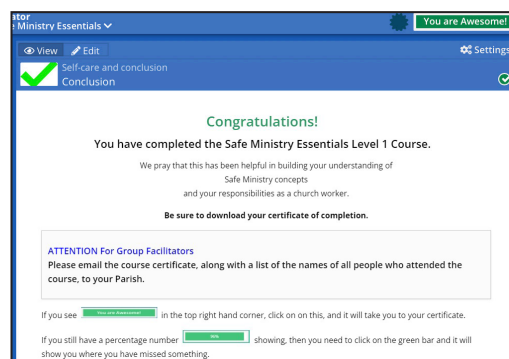
Use the 'Modules and Activities' tab on the left hand side of the screen to navigate your way through the course. To complete the course, please watch all the videos and complete all the activities.



## 4. Completion

Once completed, double click on 'You are Awesome!' in the progress bar to open your progress page.

Click on 'download' to get your certificate. The certificate is also emailed to you.



If you require any assistance email [etraining@safercommunities.net.au](mailto:etraining@safercommunities.net.au)