



Anglican Diocese of
Canberra & Goulburn

Online Safe Ministry Training Instructions for Parish Enrolments

Confirm Parish payment to Creating Safer Communities

To receive the Course Access Codes for Safe Ministry training, the Parish must complete the Google Form:

[Click the URL below](#)

https://docs.google.com/forms/d/19455Mz0KxDZvyrqentG-3XK6wMNfj_WmT7i0VgGzhEo/edit

Once complete, please click 'Submit' which will send the form to Creating Safer Communities.

The form commits your Parish to pay for Safe Ministry Training for your parish clergy, church workers and volunteers.

Payment will be by monthly invoice from Creating Safer Communities.

Your Parish will make its own decision about whether or not it will seek reimbursement from individuals in the parish who complete course/s *separately to this process*.

Once you have submitted the form, a copy will be emailed to you for your records.

The form contains the Course Access Codes for enrolment into the Online Safe Ministry Courses.

The Parish can then provide the Course Access Code/s to your Parish clergy, church workers and volunteers in order for them to enroll in the Safe Ministry course/s.

The following section provides the instructions to your Parish clergy, church workers and volunteers for enrollment into and operation of the online Safe Ministry Course/s for distribution.

Parish Payment Confirmation Form

Submission of this form confirms that your Parish commits to monthly payment upon invoice for your clergy, church workers and other volunteers to complete online Safe Ministry Training.

Notes: This form does not include those church workers enrolling and paying as individuals for training.

[Sign in to Google](#) to save your progress. [Learn more](#)

*** Required**

Email *

Your email

1.a. Name of Parish *

Name of the Parish paying for this Safe Ministry Training

Your answer

Access Code Enrollment into Safe Ministry Training

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>

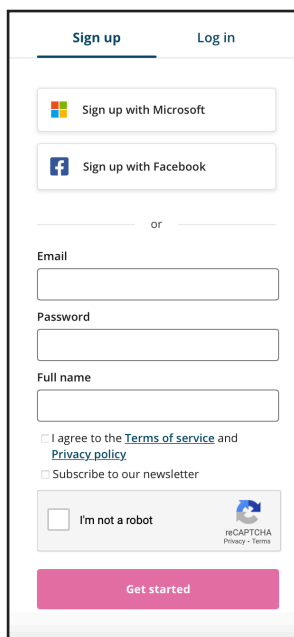
[Safe Ministry Refresher 2nd Ed \\$20](#)

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>

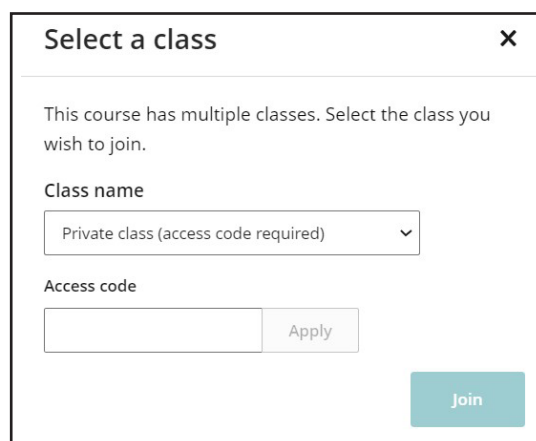
Signing up to OpenLearning.com

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

1. Click the JOIN NOW button.



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



Note: If you will be doing other courses, you do not need to Sign Up again. Rather, you can use the 'Log in' tab and then select a second course, e.g. Safe Ministry to Children and Young People.

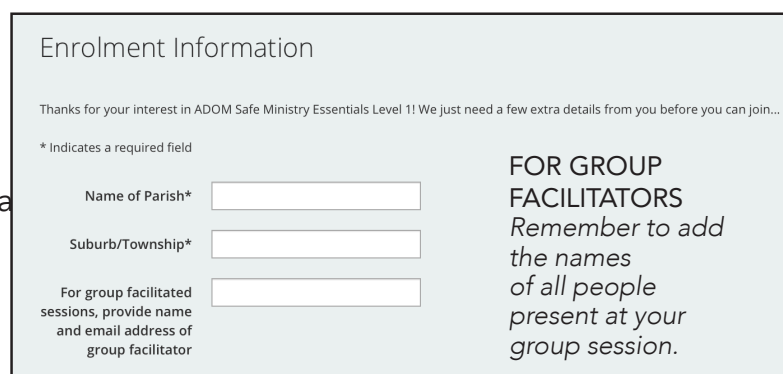
3. Select your class.
It is the 'Private class (access code required)'.

4 Enter the Course Access Code provided by your Parish.
Click 'Apply'.

5 Click Join.

6. Complete the Enrolment Information

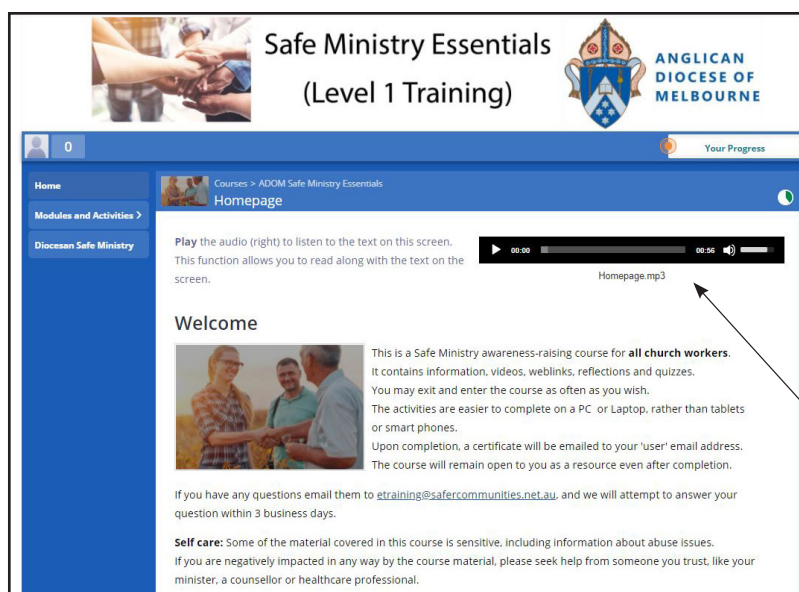
7. Click 'Join' the course.



Inside 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.

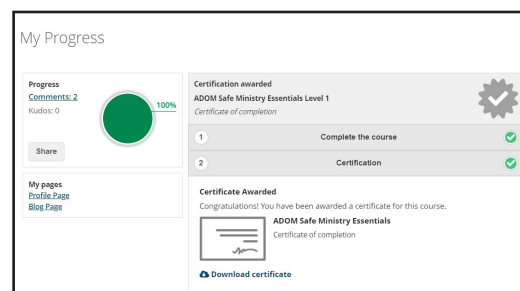
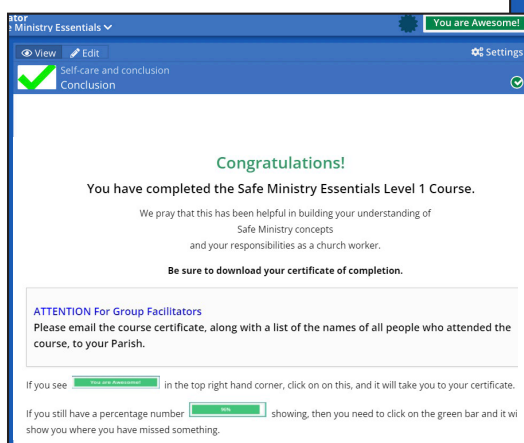
Use the 'Modules and Activities' tab on the left hand side of the screen to navigate your way through the course. To complete the course, please watch all the videos and complete all the activities.



4. Completion

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

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



FOR GROUP FACILITATORS

Please email the course certificate along with a list of the names of all people who attended the course to your Parish.

If you require any assistance, email etraining@safercommunities.net.au