



AUSTRALIAN
CHRISTIAN
CHURCHES

Volunteer Essentials Online Training Instructions for Individual Enrolment

To access the course click on the URL (below), or type the address into your browser:

<https://www.openlearning.com/courses/acc-volunteers-essentials-2022>

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.

The screenshot shows the 'JOIN NOW' page for the 'ACC Volunteers Essentials 2nd Edition'. At the top right is a green 'JOIN NOW' button. To its left, there are four icons with text: a green gear for 'Credential type' (Certificate of completion), a blue calendar for 'Start date' (Start any time), a green clock for 'Duration' (Flexible), and a red tag for 'Cost' (\$A\$15 to learn). Below these is a small note: '* Private access classes available'. The main title 'ACC Volunteers Essentials 2nd Edition' is centered above the course logo, which features the ACC Safer Churches branding and a group of diverse people.

The screenshot shows the sign-up page for OpenLearning.com. It has two main buttons at the top: 'Sign up' (highlighted in blue) and 'Log in'. Below these are two social media sign-up options: 'Sign up with Microsoft' (with a Microsoft logo) and 'Sign up with Facebook' (with a Facebook logo). A horizontal line with the word 'or' follows. Below this are fields for 'Email' (an empty input box) and 'Password' (an empty input box). Further down are fields for 'Full name' (an empty input box) and 'I agree to the Terms of service and Privacy policy' (a checkbox). There's also a 'Subscribe to our newsletter' checkbox, an 'I'm not a robot' checkbox with a reCAPTCHA logo, and a pink 'Get started' button at the bottom.

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

3. Select your class.

It is the 'open class'.

4. Click Join.

The screenshot shows a 'Select a class' dialog box. It contains a message: 'This course has multiple classes. Select the class you wish to join.' Below this is a dropdown menu labeled 'Class name' with the option 'ACC Volunteer Essentials 2nd Edition (open class)' selected. This option is circled in red. Further down are sections for 'Certificate type' (Certificate of completion), 'Start date' (Available now), and 'Cost' (\$A\$15 to enrol). At the bottom right is a teal 'Join' button.

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

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.

i Enrolment Information

Church Name *

Suburb of church *

For group facilitated sessions, provide name and email address of group facilitator.

For group facilitated sessions, list the names of the people present in the group facilitated session.

* Indicates a required field

Permission request*

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

Join ACC Volunteers Essentials 2nd Edition »

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

Navigating the Course

1. Homepage

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

A screenshot of the ACC Volunteers Essentials 2nd Ed homepage. The top features the ACC logo and 'SAFER CHURCHES'. Below is a banner for 'Volunteers Essentials 2nd Ed'. The left sidebar has tabs for 'Home', 'Modules and Activities >', and 'Safer Churches Documents'. The main content area shows a welcome message with a photo of three people and a note about the course being for volunteer church workers. It includes a 'Play the audio' section with a play button and a 'Your Progress' bar at the top right.

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

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

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.

A screenshot of the course navigation menu. The left sidebar shows 'Home', 'Modules and Activities >', and 'Diocesan Safe Ministry'. The main content area shows a section titled 'Course introduction' with three hats labeled 'Pastoral', 'Diocesan', and 'Legal'. Below it is a section titled 'Module 1 Safe Ministry Foundations'.

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.

A screenshot of the 'My Progress' page for the 'Safe Ministry Essentials' module. It shows a green progress bar at 100%, a 'Congratulations!' message, and a 'Download certificate' button.

A screenshot of the 'My Progress' page showing a certificate for 'ADOM Safe Ministry Essentials Level 1'. It lists 'Complete the course' and 'Certification' as completed items. A 'Download certificate' button is also present.

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