VSC iLearn enrolment help notes:
volunteer training

Lutheran schools seek to ensure that each member of the school community enjoys a positive, safe, healthy and respectful place of learning. To meet this expectation staff and volunteers of schools of the Lutheran Church of Australia (LCA), and early childhood services are obliged to meet the requirements of the 'LCA Standards of Ethical Behaviour' and related LCA policies. Valuing Safe Communities (VSC) is a school specific training program developed to comply with this expectation.

This handout provides information about how volunteers can complete the Valuing Safe Communities training. Please note that to participate in this course, there is a two-stage process which is required to ensure the integrity and safety of the training content. The first stage is registering on the training system: iLearn (Part 1) and the second stage is enrolling in the training module (step 7 and 8).

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Stage 1 *Note: if you have already registered through iLearn before and have a username and password then skip straight to Stage 2*
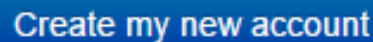
Step 1: Visit the following website: http://vscvolandrs.lutheran.edu.au

Step 2: Click on the button that looks like this.　　　　　　→　　Create new account

Step 3: Complete the registration form, including the fields under the title 'Valuing Safe Communities'. If the fields are hidden, click on the title ('Valuing Safe Communities') to reveal them, otherwise select your school.

Step 4: Click on the button that looks like this. ──────→　Create my new account

Step 5: Check your inbox for an email from 'iLearn Support' <ilearnsupport@alc.edu.au>
Subject: iLearn – Australian Lutheran College: account confirmation

If you can't see it in your inbox, check your junk or spam folder. Click on the **confirmation link** contained in the email.

Step 6: After you click the confirmation link in the email, iLearn opens to confirm your registration. Before commencing Stage 2, please 'log-out' from the dashboard (top left-hand corner).

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Stage 2

Step 7: Once you have registered OR if you have registered previously with 'iLearn', visit the following website: http://vscvolandrs.lutheran.edu.au

Step 8: Log in to 'iLearn' entering your username and password.

Step 9: Click on 'Volunteer Training VSC' under the Enrolment options

Step 10: Enter the Enrolment Key: **VSC5_Volunt33r**

Step 11: Commence the training by following the online prompts. Once the training is completed you will receive an electronic copy of a certificate. **You can print a copy for your records and your completion date will be saved in the system.**

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If you require any help during this process please email ilearnsupport@alc.edu.au

Thank you for taking part in this important training.