

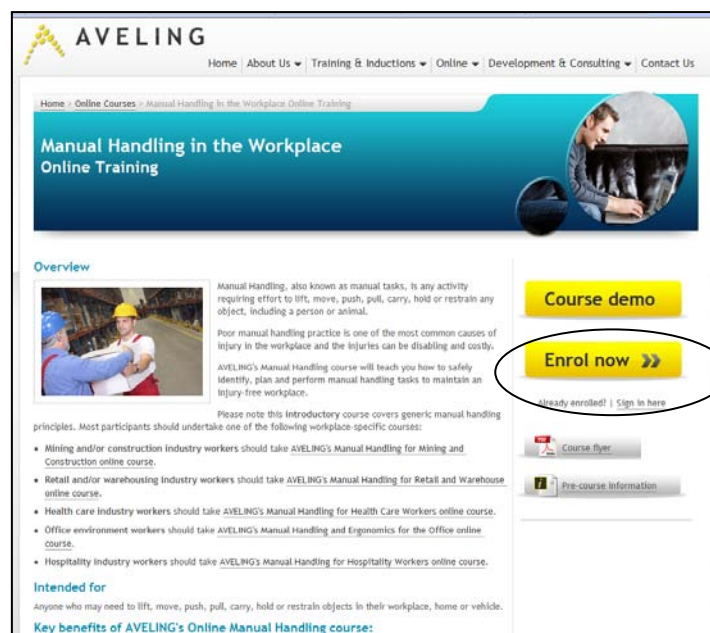
SCHOOL OF COMMUNITY HEALTH

COMPULSORY PRECLINICAL SESSIONS
Online Manual Handling Session

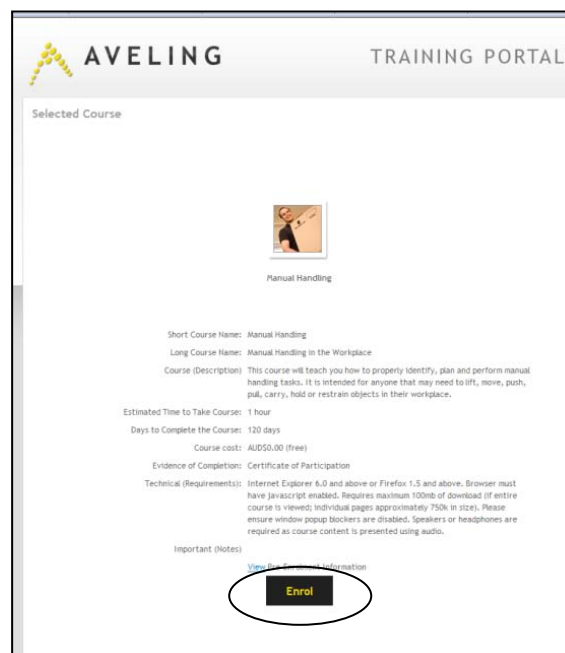
Date: To be completed by dates indicated in online training handout

Instructions: You can complete this training on any computer that has access to the Internet.
You need to have headphones or be in a private area so you can listen to the training

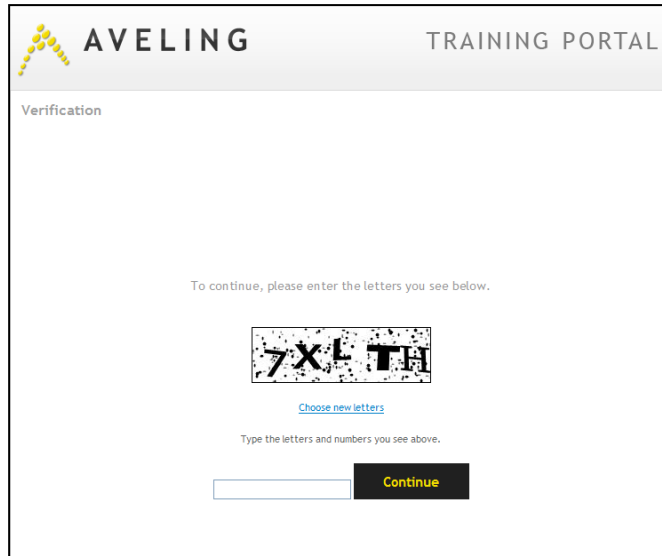
1. Navigate to the website: <http://aveling.com.au/safety-courses/manual-handling-course-online.htm>
2. You will see the following screen:



3. Click on the button that says "Enrol now"
4. You will see the following screen



- Once again, click on the Enrol button. You will then be taken to a verification screen.

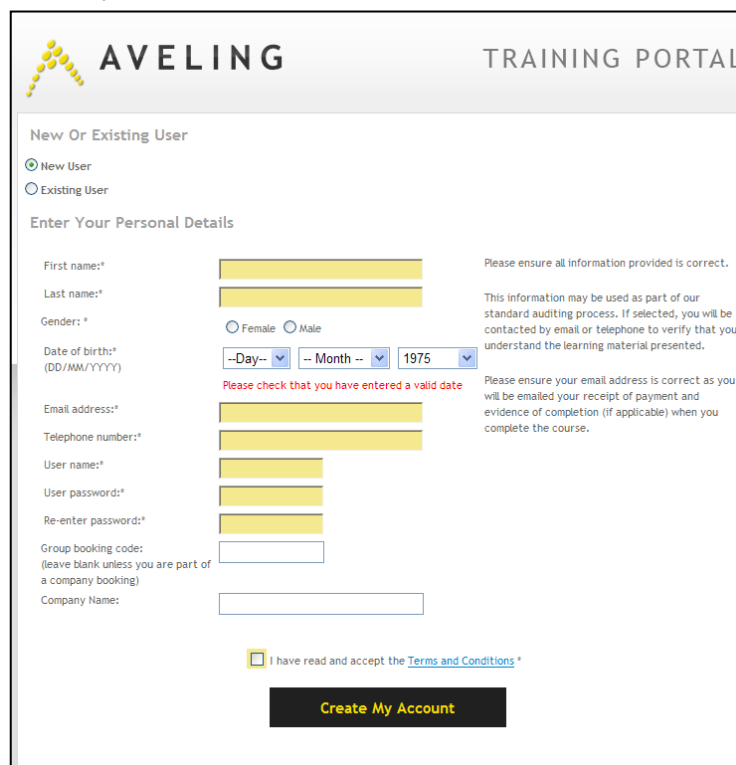


- Type the verification code that appears on your screen, and then click on the Continue button. (Note: You can enter either uppercase or lowercase letters for the verification code)

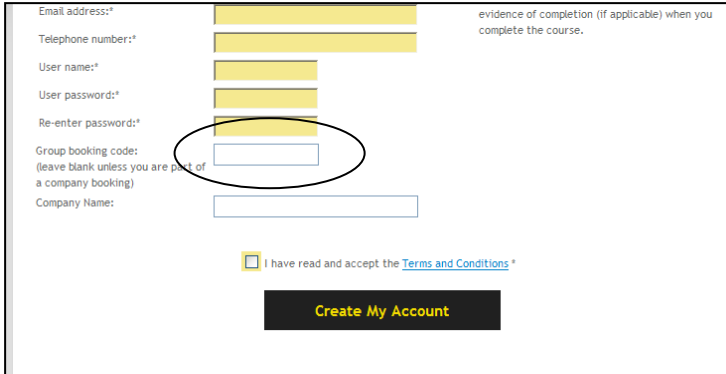
- Select **New User**



- Enter your personal details on this screen. Fields marked with a grey asterisk * must be filled in. Create your own **Username** and **Password**. These are unique to you.



9. Enter the group booking code **8WZNGM**. Tick the box to say you have read and accept the Terms and Conditions and click on **Create My Account**



The screenshot shows a registration form with the following fields and elements:

- Email address:* [Redacted]
- Telephone number:* [Redacted]
- User name:* [Redacted]
- User password:* [Redacted]
- Re-enter password:* [Redacted]
- Group booking code: (leave blank unless you are part of a company booking) (This field is circled in red)
- Company Name: [Redacted]
- I have read and accept the [Terms and Conditions](#) *
- Create My Account** button

Small text on the right side of the form: evidence of completion (if applicable) when you complete the course.

10. Complete the training and the assessments. You will be taken through a tutorial at the beginning which explains how to complete the training.
11. Once you have completed the training, you will be given the option to save a certificate and it will also be emailed to the email address you listed.
12. You need to upload this certificate to Inplace to show that you have completed the training. Instructions on how to do this can be found in the Workplace Learning Interact site.