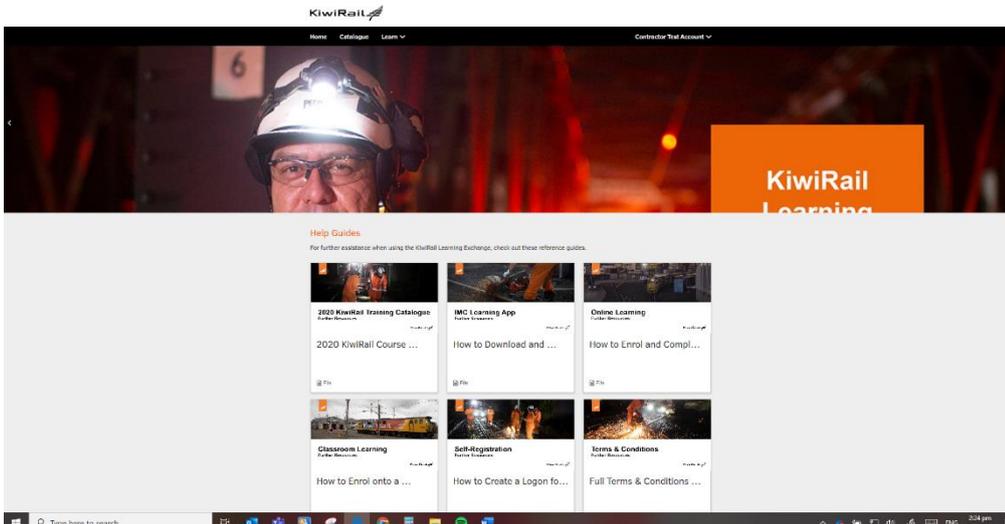


# How to Complete an E-Learning Course

## Online Courses:

Via the Training catalogue, users can view all current eLearning courses, along with all course listings that are currently available across KiwiRail.

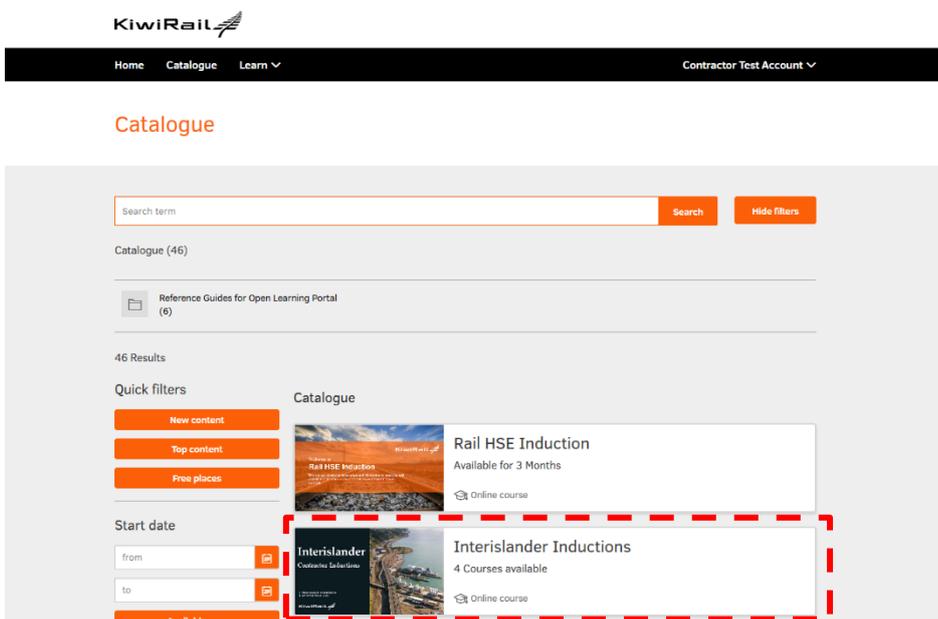
First time login welcome page should look like the below:



1. Click on catalogue in the top left of the menu. This will load a new page showing what courses are available to you.



2. To complete the Interislander inductions please click on Interislander Inductions Catalogue and this will load the available inductions for Interislander.



- You will then be presented with a list of inductions available.  
The General Induction must be completed before you can take the advanced induction  
The iReX Inductions are needed in addition to those working on the iReX project.

**Available courses**

- Interislander | Contractors Advanced Induction**  
Available for 3 Months  
Not enrolled | Online course | Improves Skills | Unlimited
- Interislander | Contractors General Induction**  
Available for 3 Months  
Not enrolled | Online course | Improves Skills | Unlimited
- iReX Project | Picton Terminal Induction**  
Available for an unlimited time  
Not enrolled | Online course | Improves Skills | Unlimited
- iReX Project | Wellington Terminal Induction**  
Available for an unlimited time  
Not enrolled | Online course | Improves Skills | Unlimited

- Click on the induction course you need to take and then once the new page has loaded click on Enrol.

**KiwiRail**

Home Catalogue Learn Contractor Test Account

### Interislander | Contractors General Induction

**Interislander General Induction**

THE GREAT JOURNEYS OF NEW ZEALAND  
KiwiRail

Available now  
Availability  
3 Months  
Available after start  
Unlimited  
Available places

**Enrol**

Enrol staff member

Welcome to the Contractors General Induction. This induction is for working within either Interislander Terminals and in general areas onboard ships.

Before completing this induction, you will be required to submit a photograph of yourself. This photo will be used to create your unique Photo ID which is required when working onsite or onboard our vessels.

To gain unescorted access onboard the ships, you must complete an advanced induction, which is available after successfully completing this induction.

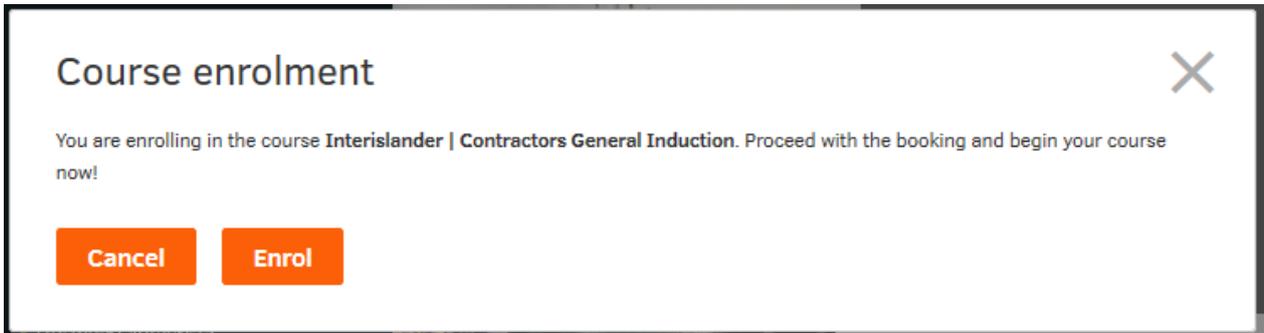
Revalidation: Resit module every 24 Months

For further assistance or enquiries, please contact [III\\_Inductions@kiwirail.co.nz](mailto:III_Inductions@kiwirail.co.nz)

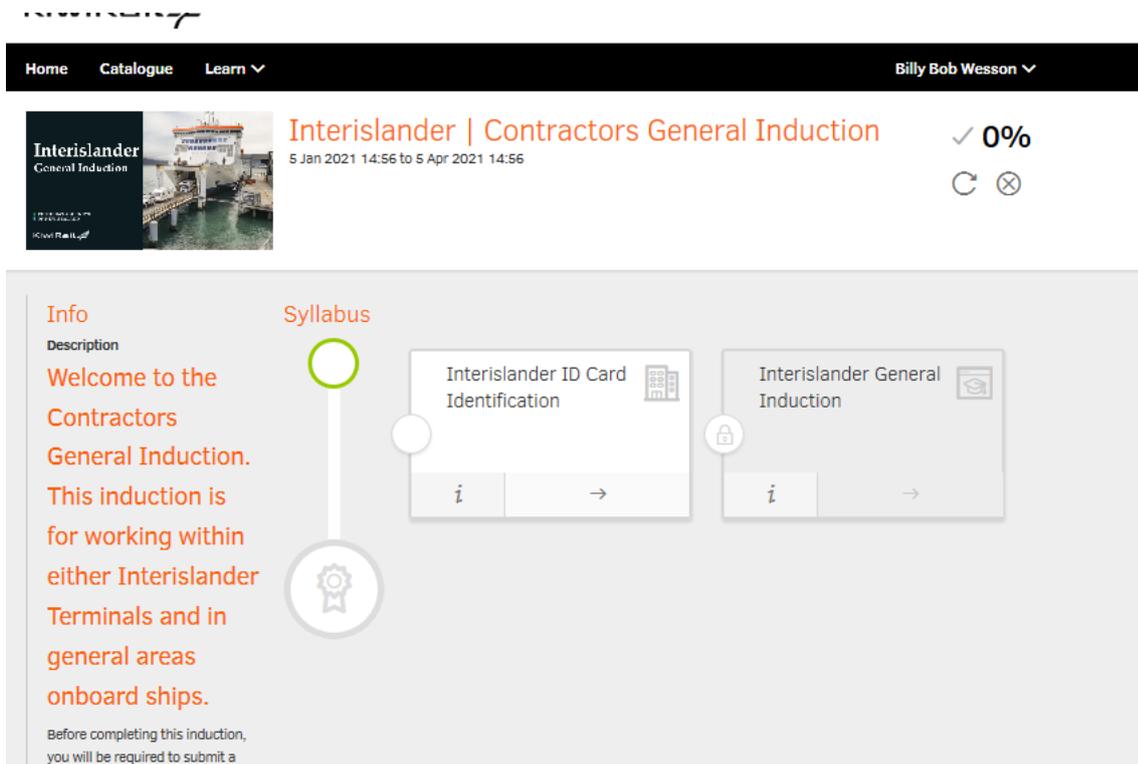
**SKILLS**

Induction | Interislander General Induction  
Current

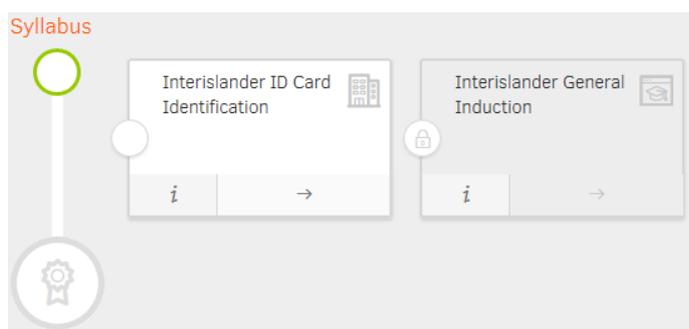
- Confirm your intent to enrol on the course by clicking the enrol button.



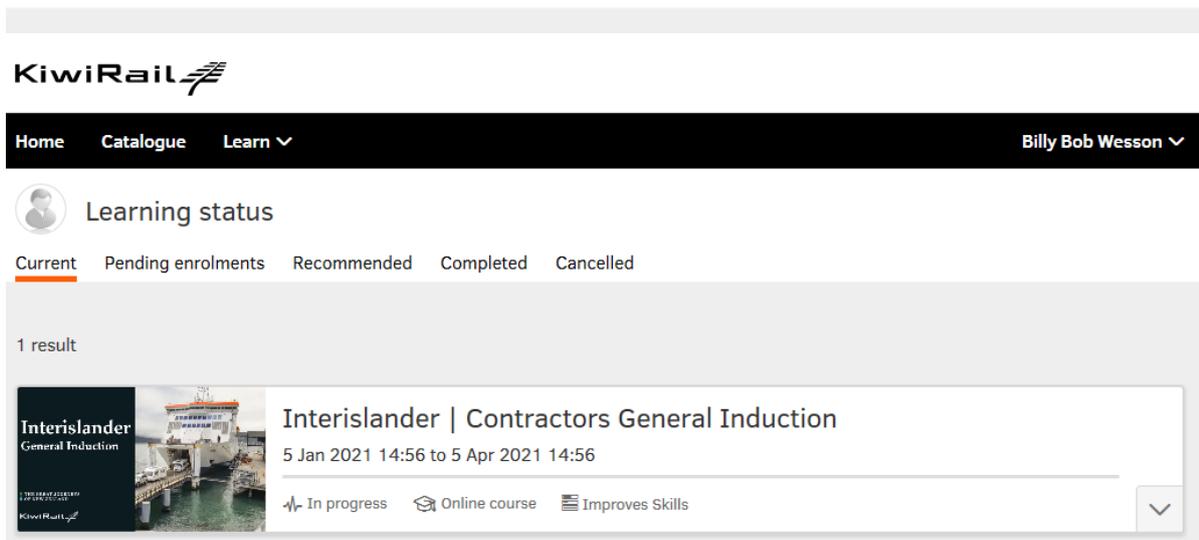
- You will be taken to the course welcome page where you can click on each module. Please note there is an admin requirement that needs to be completed so we know when to produce the card, have a picture for your ID card and have it sent to the correct location for collection.



- Click the arrow on the first module to commence your course.



8. Make sure that you have the sound on your computer switched on and speakers or headphones to use. Answer all questions the best you can until you have completed the module.
9. If for any reason you are logged out or you can't complete the training then you can find the course again and pick up where you left off by navigating to the course in the "My Courses" section which can be accessed from the learn drop down.



10. Once you have completed and passed all modules of the course, the skill will be available under **my competencies** along with any previous competencies you have obtained from previous training.

