# Enrol In a Classroom Based Course

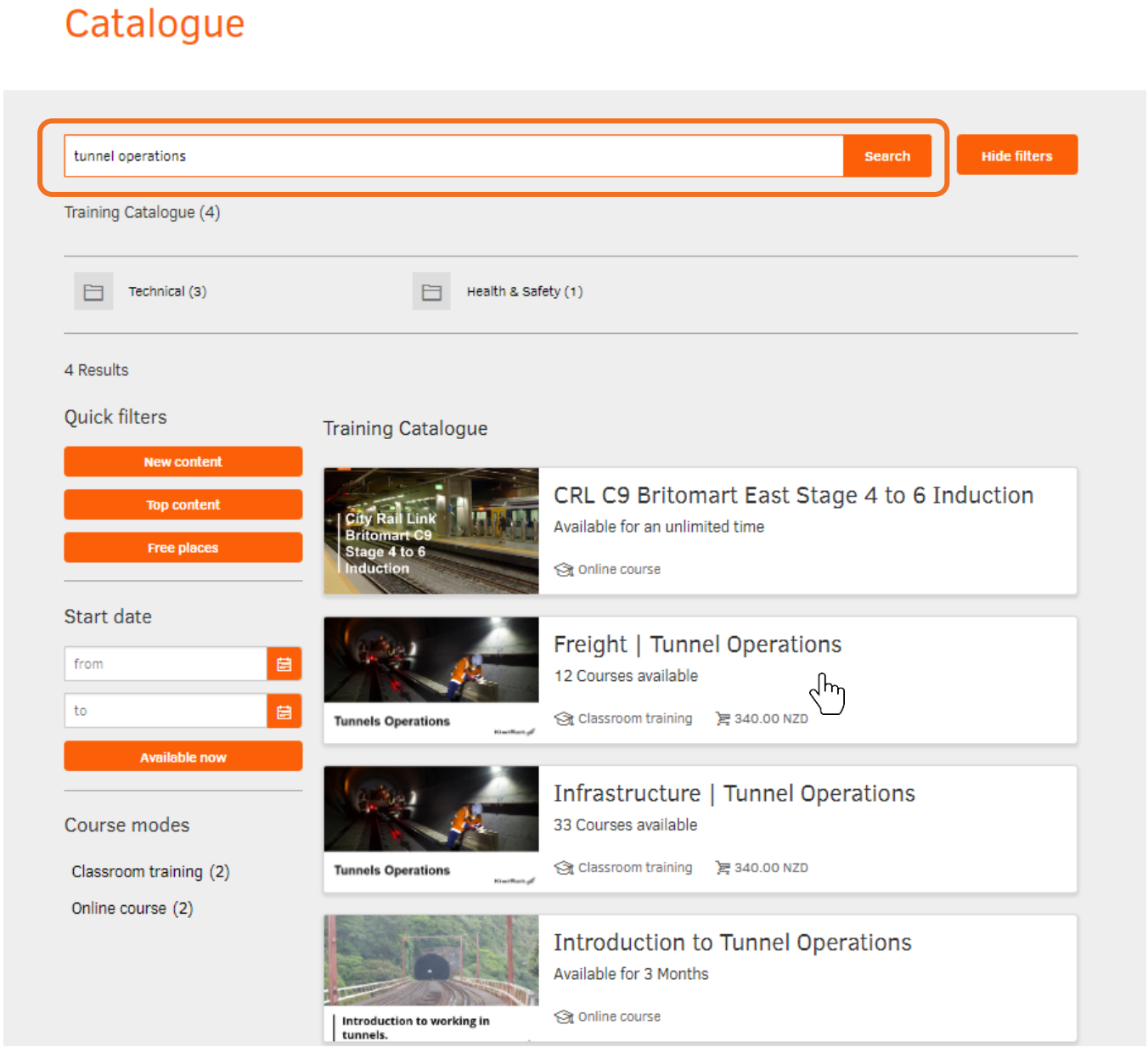
KLE
USER GUIDE

**Note:** To enrol in an online course, please refer to the guide ‘HOW TO - Enrol and Complete an Online Course’.

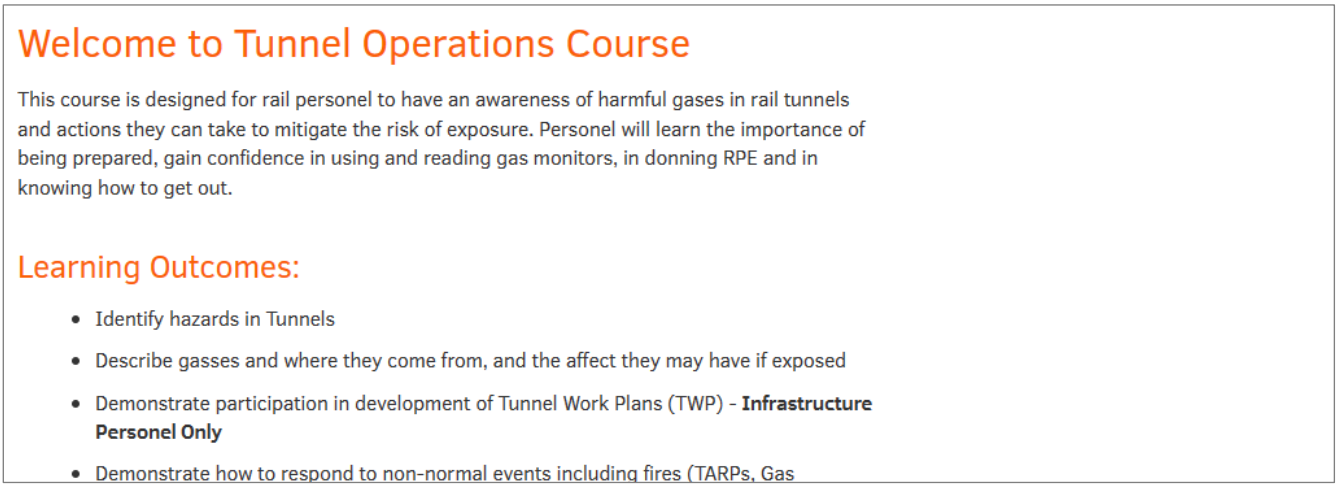
**1** Select **Catalogue** from the menu. Via the Catalogue, users can view all courses that are currently available across KiwiRail, including classroom based courses, blended learning and online courses.



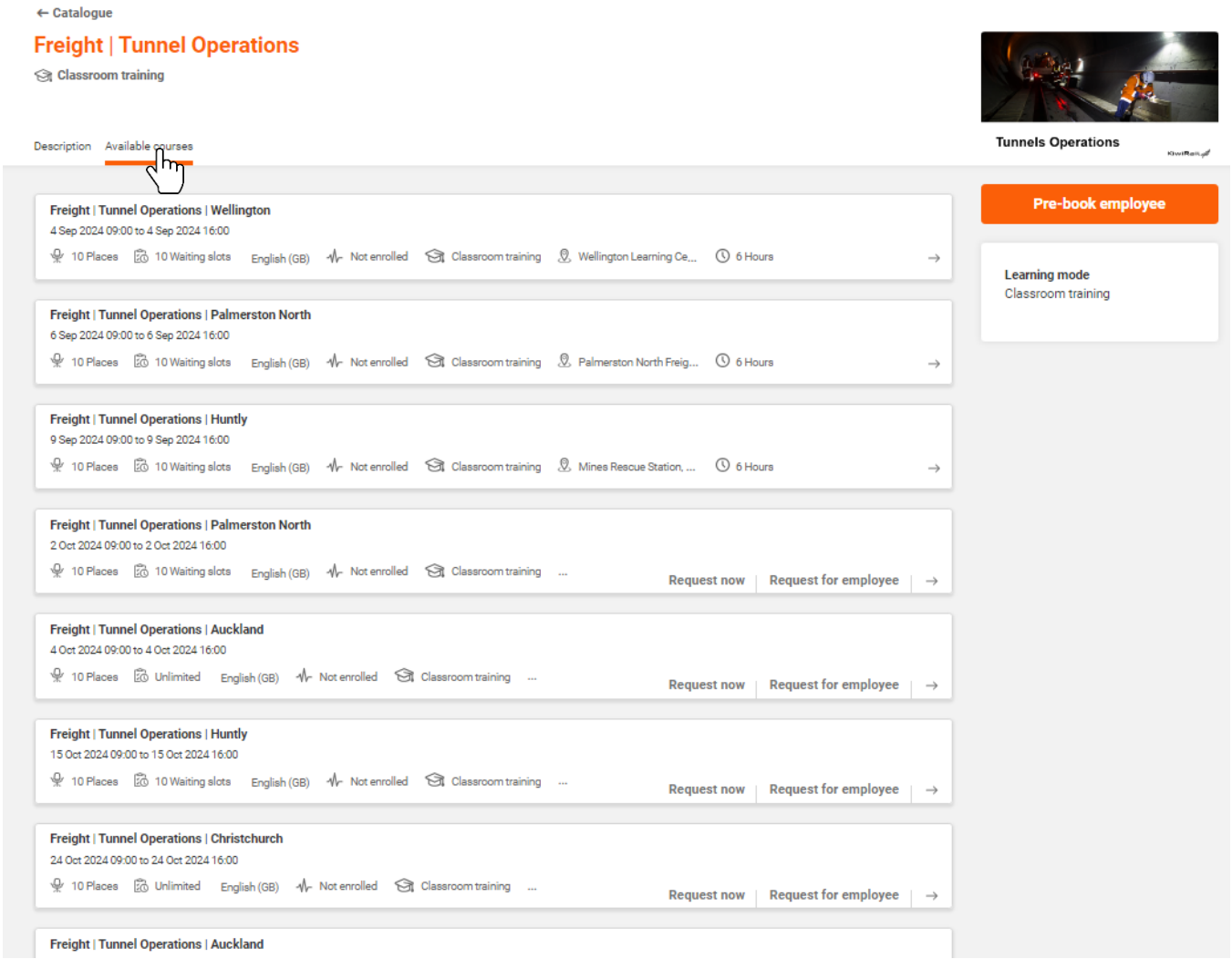

**2** You can use the Search term or Quick filters to assist in defining your search. Select the course you are looking for.



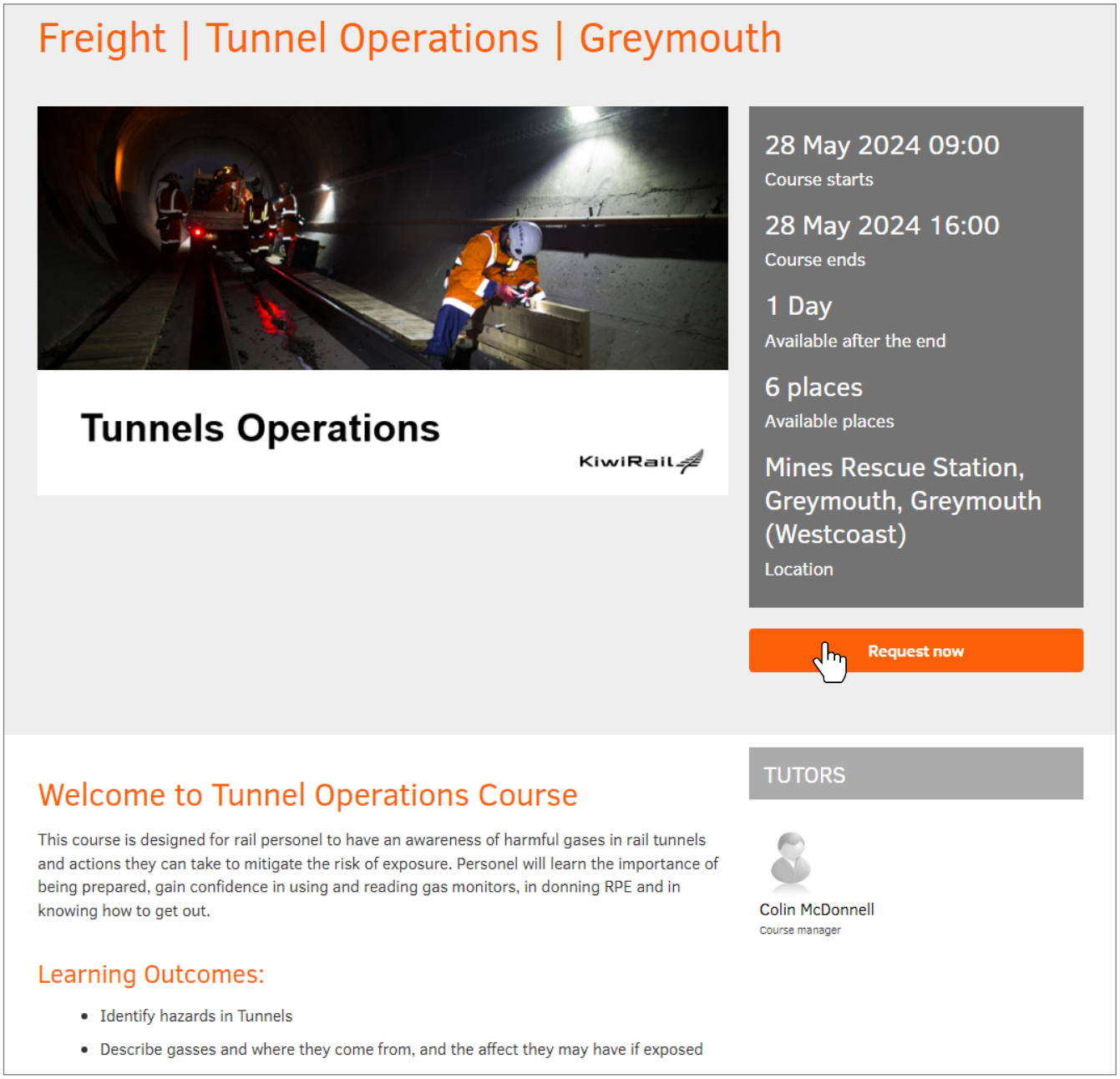
Once selected, further information about the course can be found at the bottom of the page. Detailed information includes content of training, PPE requirements, revalidation period, pre-requisites, and if any charges may apply.



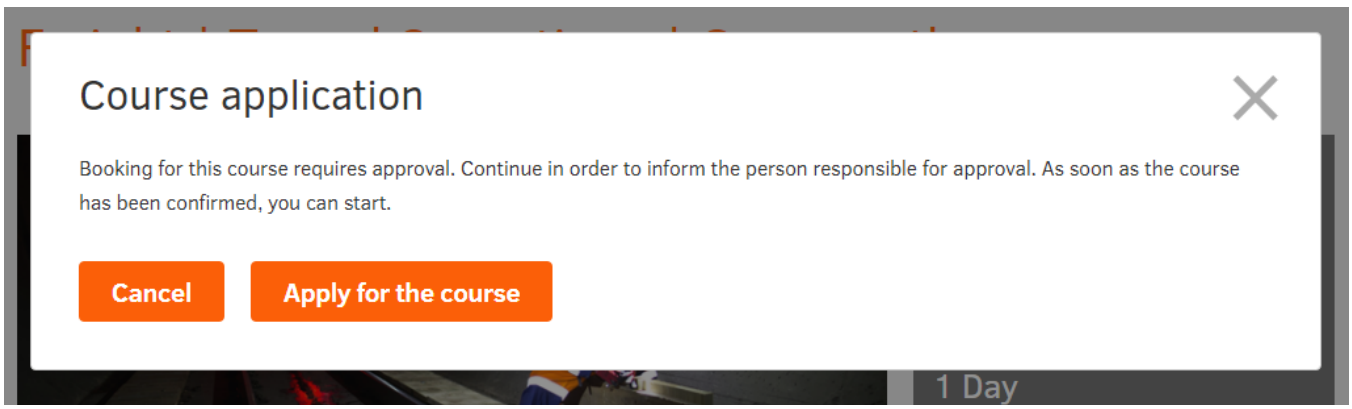

**3** By selecting Available Courses, all scheduled courses are listed in order with location and date clearly displayed. Select the course with the location and date you want to enrol in.



4 To enrol onto a course, click the **Request now** tab. A request will then be sent to the course administrator to approve or decline.




A popup box may appear stating that booking the course requires approval. Select **Apply for the course** to send a request to the person responsible for approving the booking.




Upon acceptance of your enrolment request, the course administrator will be in contact with further information such as location and course schedule. If you have not heard from them or have further questions, please contact KLE.help@kiwirail.co.nz.