Enrol In an Online Course

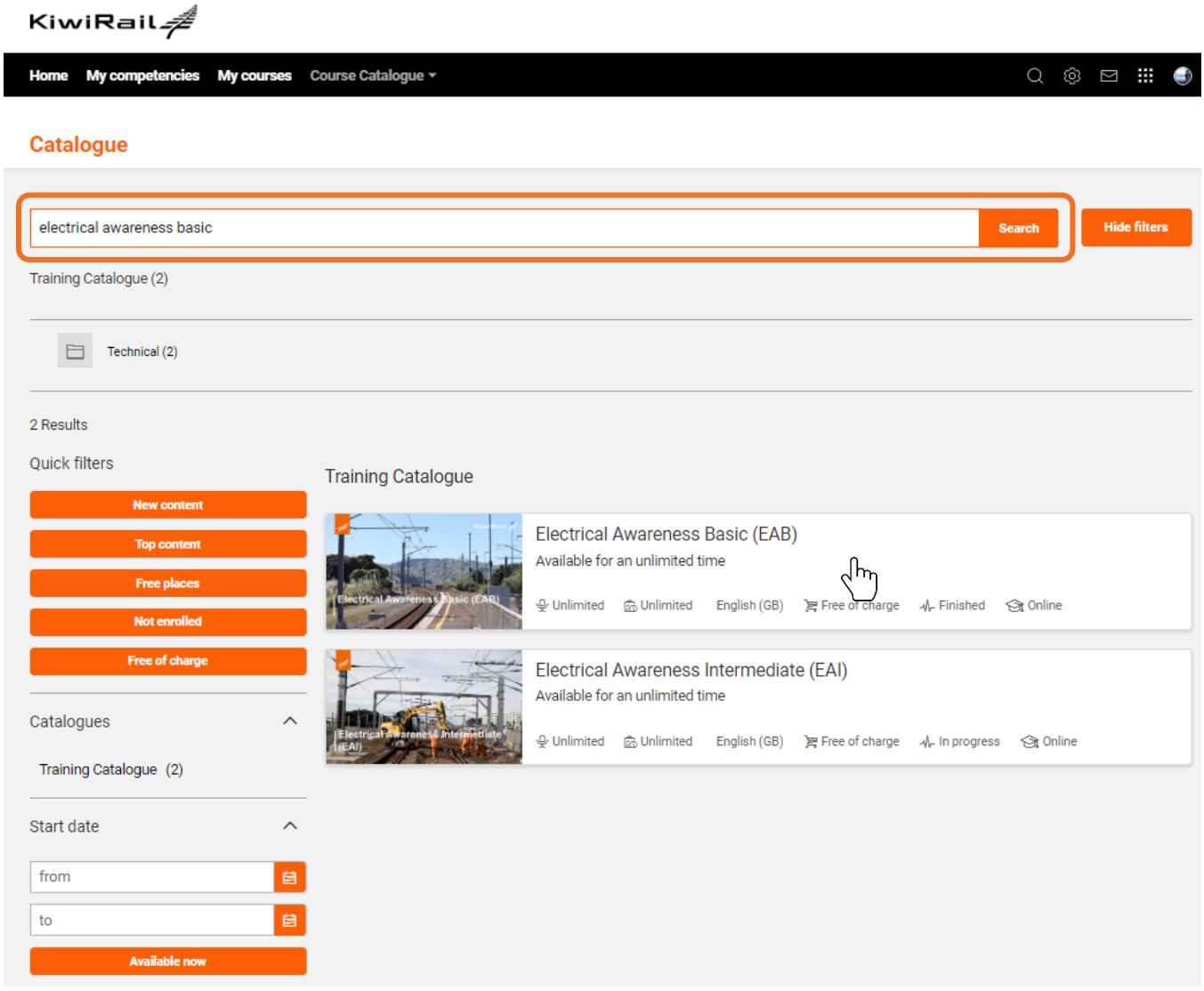
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USER GUIDE

Note: To enrol in classroom based course, please refer to the guide ‘HOW TO - Enrol In a Classroom Based Course’.

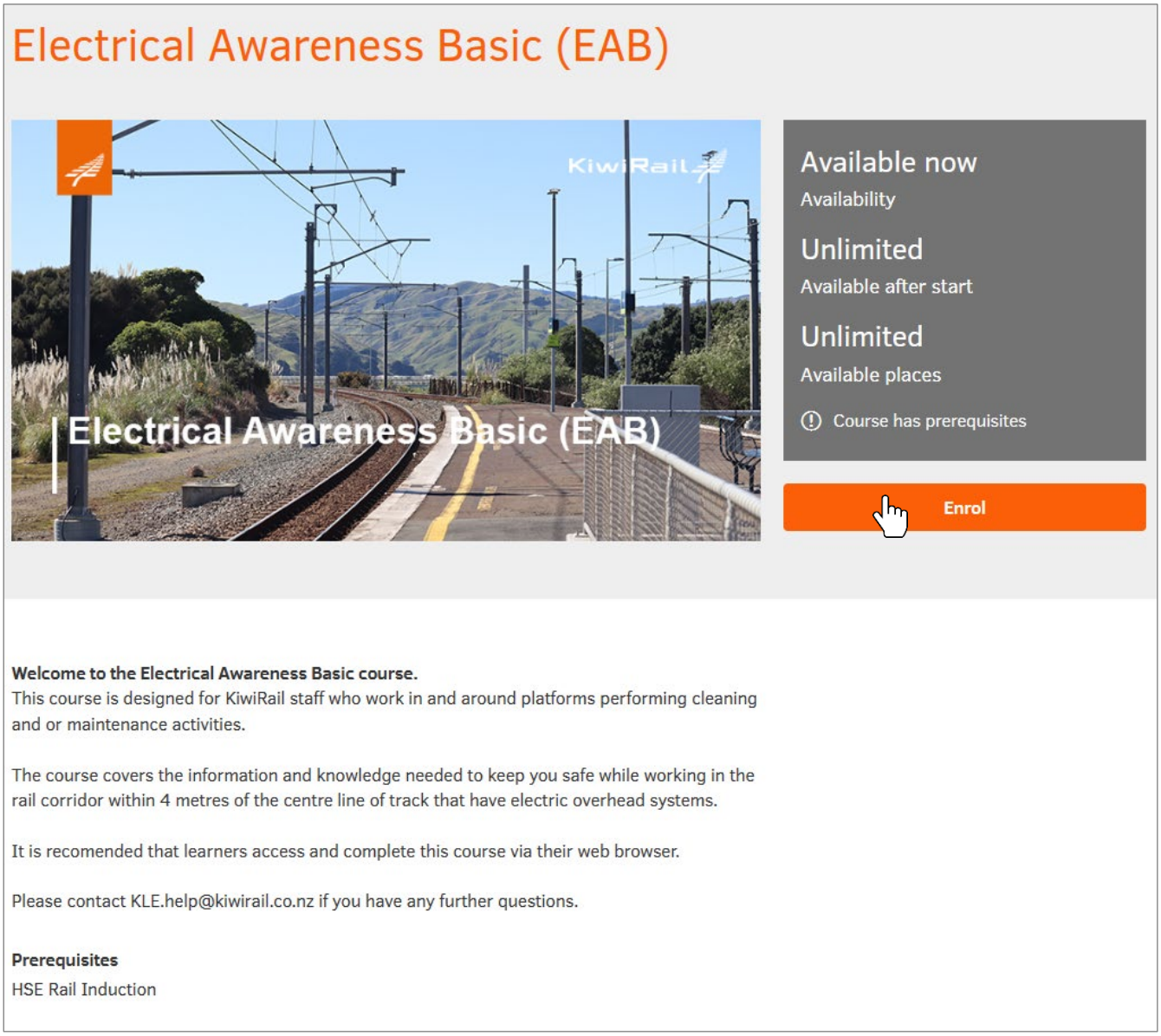
1 Select **Training Catalogue** from the menu. Via the Catalogue, users can view all courses that are currently available across KiwiRail, including classroom based courses, blended learning and online courses.



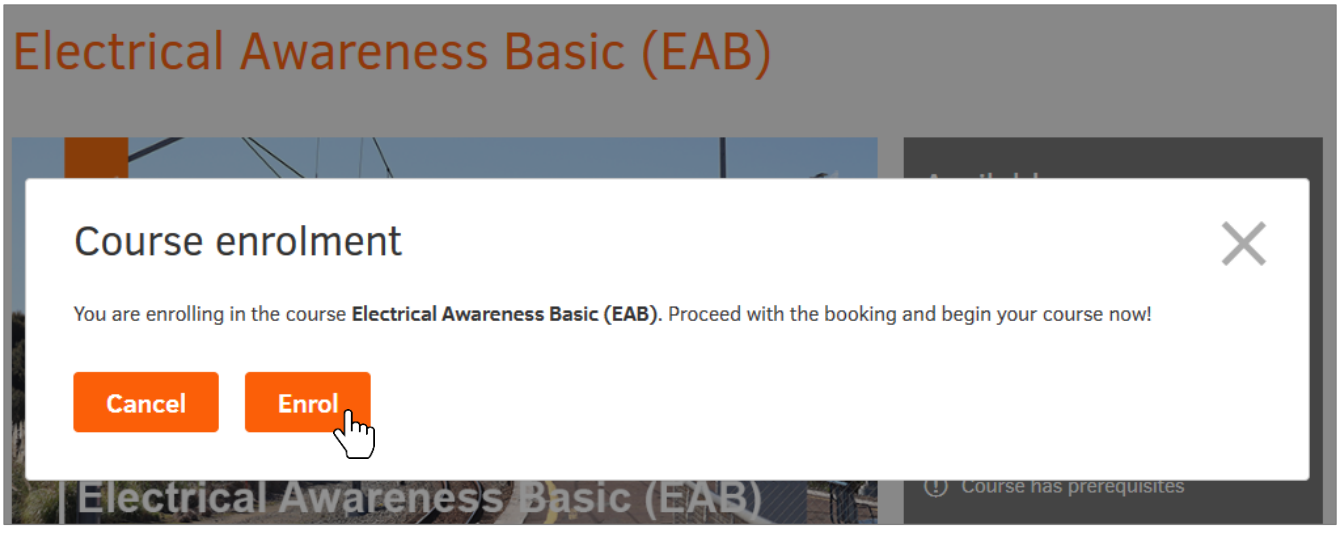
2 You can use a Search term or Quick filters to assist in defining your search. Select the course you are looking for.



3 Once selected, more information about the course can be found such as a description, content, prerequisites and skills. Select the **Enrol** button to enrol into the online course.

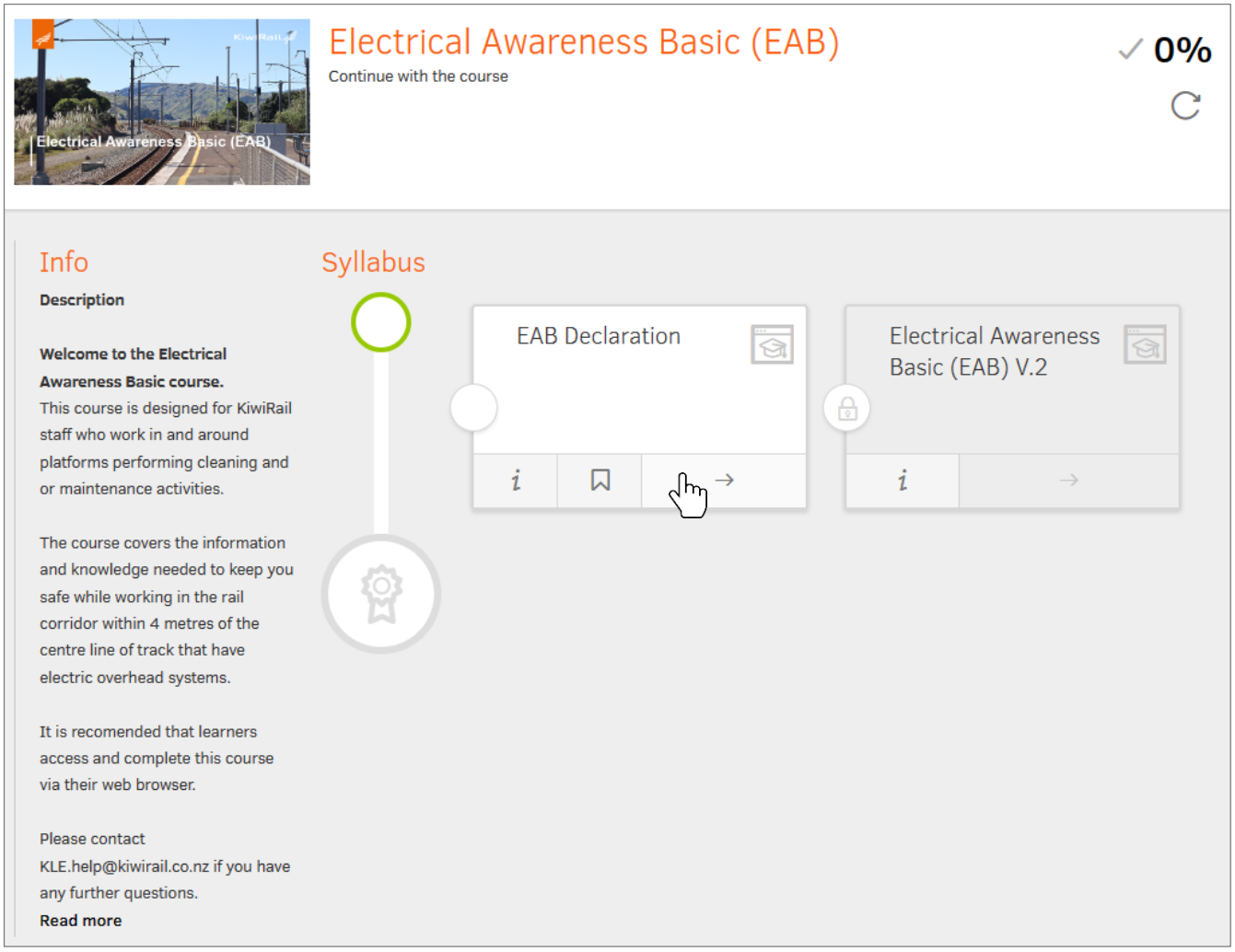


A popup window will appear to confirm your choice to enrol. Select **Enrol**.

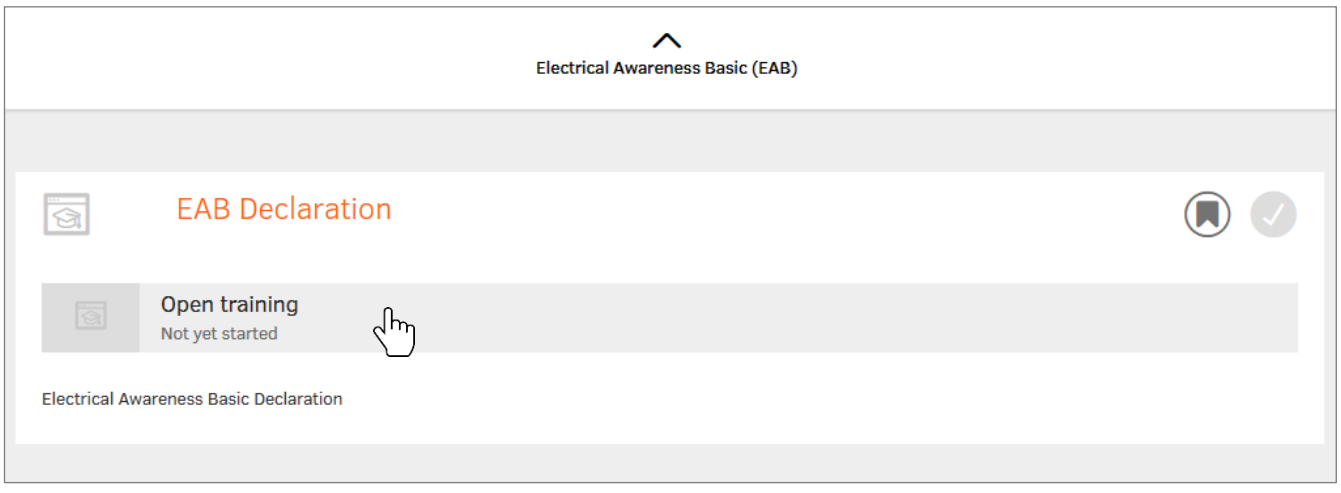


4 Once enrolled you will be taken to course page. Check how many modules make up the course as all will need to be completed to pass this course.

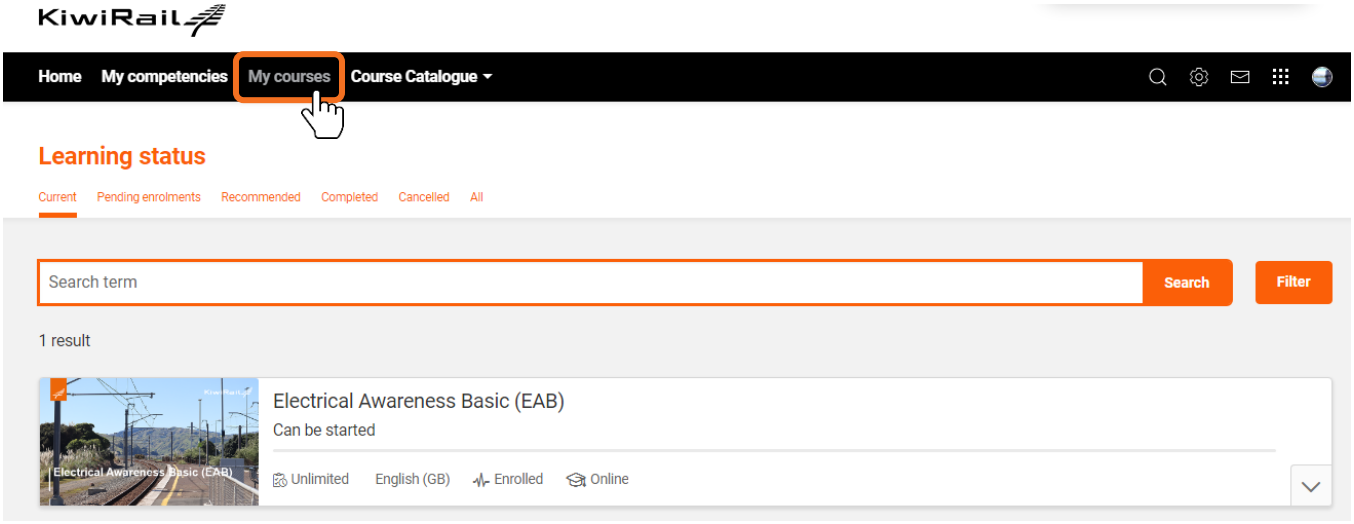
Click on the arrow of the first course that is not locked.



5 Click **Open training** to commence the course. 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. The next module can only be commenced after you have reached a minimum of 80% in the previous module.



6 Once enrolled in a course, if you need to close the course, you can return to that course via your **My courses area**. All courses that haven't been started or not completed will be listed under **Current** in Learning status.



7 Once you have completed and passed all modules of the course, the skill will be available under **Skills** in **My competencies** along with any previous competencies you have obtained from previous training. Skills listed within an assigned learning profile, will appear under **Job Profiles**.

