

## E-Learning

### **How does e-learning work?**

By successfully completing a given training module, you would have demonstrated an understanding of that topic.

There are many training modules available. You only need to complete the training topic/s outlined in your training email/s.

### **What time of the day can I complete Training Modules?**

E-learning is a 24/7 portal – therefore all modules can be accessed, completed and monitored at any time.

### **What happens if I forget my password?**

All you need to do is speak with a representative from the Human Resource and Training Department – and this password can be reset for you, however take responsibility and make a note of your password.

### **What happens if I fail an assessment?**

Please do not worry if you fail an assessment. You can re-sit a given assessment as many times as you need, however take the time to read information in the module it will save you time in the long-run.

### **How do I know whether I have properly submitted the assessment?**

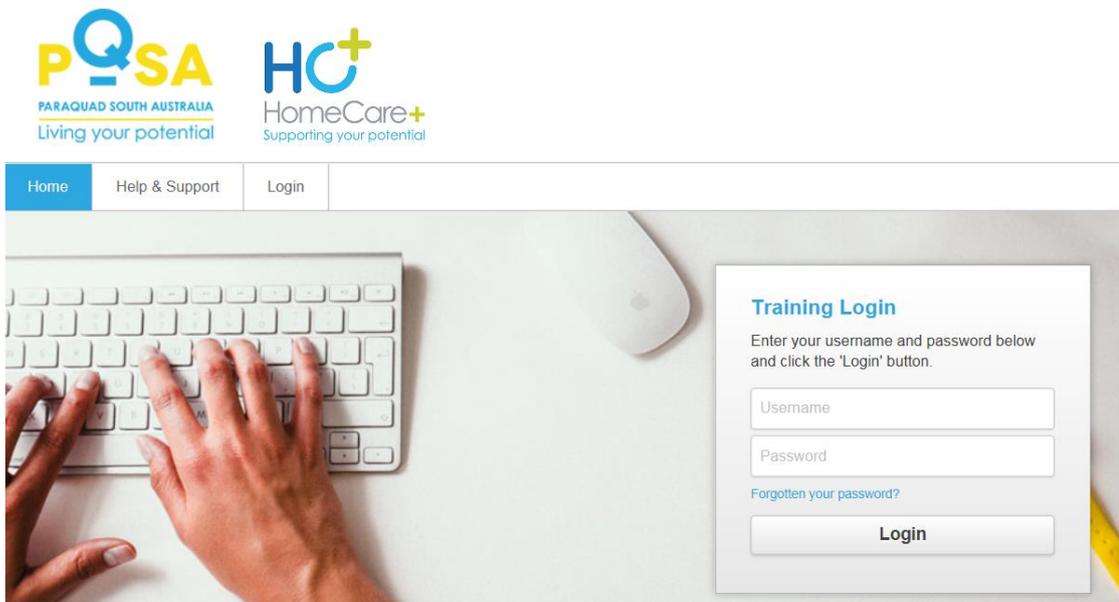
Modules that have been completed will show a ✓ or Completed sign and a Certificate Awarded. If you do not receive this message, then the module is not completed, and you will need to go back in to complete. You will see a message that says In Progress. You are not required to send through a copy of your certificate. All the modules you have completed can be viewed through "Training Transcript".

### **What steps do I take if things are not working and I require assistance?**

We encourage that if you are experiencing any technical difficulties or are simply needing some extra help to phone through to the Human Resource or Training Department on 8355 3500.

## Accessing the E-Learning site

1. Visit the company web [www.homecareplus.asn.au](http://www.homecareplus.asn.au) or [www.pqsa.asn.au](http://www.pqsa.asn.au). In the top right-hand corner, you will find a tab called “**Staff**”. Click on this word.
2. This will take you to the “**Staff Portal**”. Scroll down to “**E-Learning**”. Click on the 3<sup>rd</sup> link “**PQSA E-Learning Portal**”. This will take you to the training portal.
3. You will see a login page



4. Username is the initial of your first name and your surname e.g. if your first name is Joe and your surname is Bloggs, your username will be:

Jbloggs

Make note of this for future use.

5. Your password will initially be:

Password1

*NB – capital “P”*

This is a temporary password. Once you have successfully logged into e-learning for the first time, you will be prompted to change this to your own, customised password if you wish. If you choose to change this password, make a note of this for future use.

Otherwise use the password you have previously set up.

6. Once you have successfully logged into your e-learning account, select “My Training” in the top left-hand ribbon. This will open a list of Training Modules that you can choose from. They are in alphabetical order.

7. Select the Training Module you would like to complete (i.e. Medication Management). The training modules you are required to complete will be emailed to you.
8. Press START and follow the instructions on the screen for the selected training module. Press NEXT to turn the page, or PREVIOUS, to turn the page back.
9. Proceed and read ALL the reading material. This will be followed by an assessment. If you get a question wrong in the assessment you will need to repeat this assessment. When a question is answered a pop, up box will tell you if you have the answer Correct or Incorrect with an explanation to help you, especially if you get it incorrect.  
*NB - Questions and answers are generated in a random order each time you repeat an assessment. The program will not allow you to complete the module unless all pages are read, therefore do not simply go to assessment pages. This is also not in your best interest.*
10. Once this Training Module has been successfully **Completed** your results will be shown. Save or Print a copy of your **Certificate**.