

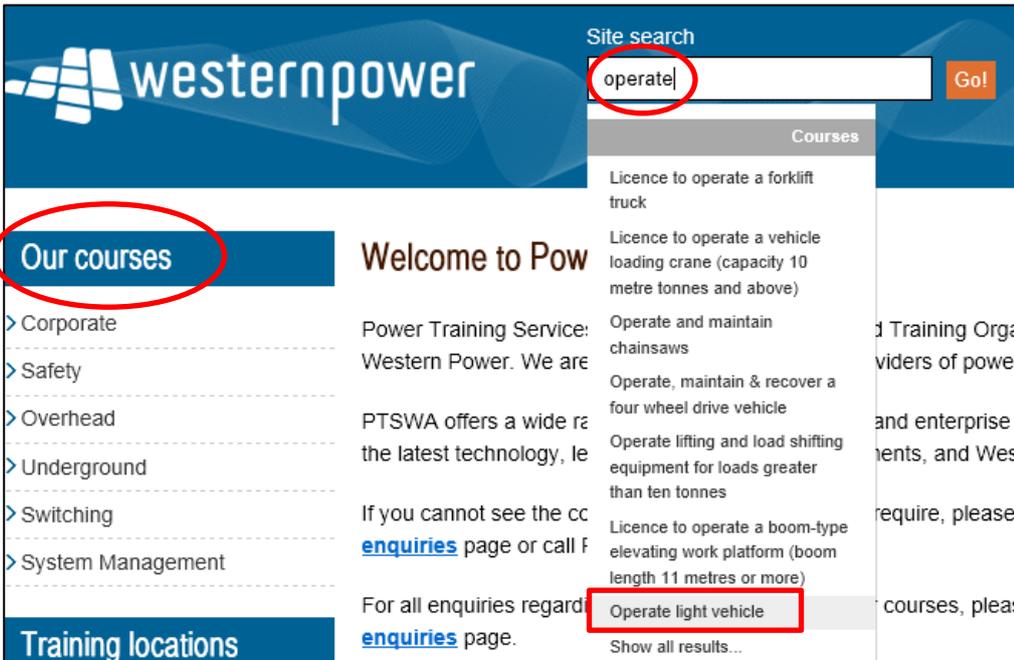
How to complete an online enrolment

There are three parts to completing your online enrolment:

- A. Search for the course
- B. Select the class, and
- C. Complete enrolment details

A. Search for the course you want

On the PTSWA website use either the **Site search** function or the **Our courses** listing search for the course that you want to attend.



The screenshot shows the Western Power website interface. In the top right corner, there is a 'Site search' box with the text 'operate' entered and a 'Go!' button. Below the search bar, a dropdown menu titled 'Courses' is visible, listing several course options. The 'Operate light vehicle' option is highlighted with a red box. On the left side of the page, the 'Our courses' link in the navigation menu is also circled in red. The main content area displays a 'Welcome to Pow' message and a list of course categories.

When you have located the course you want, click on it to select.

B. Select your class

Once you have found your course you will be directed to the page showing all available class options; this will include available dates, time, duration, cost and location.

NOTE: Any classes that have been set up exclusively for a work group or company will have this highlighted under the class information. You must not enrol in these classes unless directed to do so by PTSWA.

Select the class you want to enrol in by clicking on the Enrol Now button; always check and make note of the number of spaces available in the class; this will be listed beneath the Enrol Now button.

The screenshot shows a course listing for "Operate light vehicle" under the "NATIONAL ASSOCIATION TRAINING" logo. It includes a note: "Assessments are made against units of competency." Two class options are listed:

Date	Location	Time	Cost	Duration	Enrolment Status
Fri 05 Dec 2014	RAC Driving Centre Perth Airport	8am - 3:30pm (UTC+08:00)	\$667.70 inc GST	1 session, 7.5 hours total	ENROL NOW There is one place available
Wed 10 Dec 2014	RAC Driving Centre Perth Airport	8am - 3:30pm (UTC+08:00)	\$667.70 inc GST	1 session, 7.5 hours total	ENROL NOW There are 5 places available

Below the class options, a red circle highlights the following text: "Class exclusively for Western Power (Freya Powell) employees only" and "**NOT FOR PUBLIC ENROLMENT*"

NOTE: If the Enrol Now button displays as "Apply Now" please refer to the Enrolment by Application document for how to complete your enrolment.

If there are no classes available or no dates that meet your requirements you can **Wait List** for the course. If the course has a Wait List option it is visible under the course information.

The screenshot shows a course listing for "Service connection testing (metrel polarity plus)". The description states: "This two day course provides participants with the skills and knowledge to conduct service connection tests using Western Power's requirements and procedures and then carry out those tests on different types of metering configurations. Who should attend This course is designed for participants who [More]". A "Show full classes" button with a downward arrow is visible. A red circle highlights the text: "This course has no current classes. Please **JOIN** the waiting list."

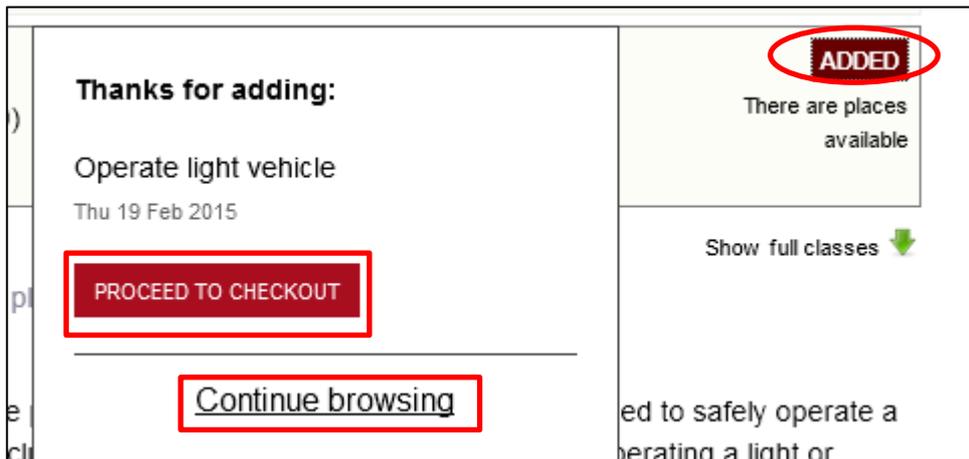
You will be directed to fill in an online form with your contact details, details of the class you require (including the location and date) and if you want to enrol a group of students the number you would like to enrol.

If the course does not display the Wait List function please contact PTSWA.

C. Complete the enrolment

If you have found a suitable class for the course you need and clicked on the Enrol Now button you will see that it now shows as **Added**.

A text box will display showing that you have added the class to your shopping basket and give you the option to **Proceed to Checkout** or to **Continue Browsing** if you want to add another class for the same student/students.



When you proceed to the checkout there are three steps that must be completed to finalise the transaction

1. Adding student/s details
2. Reviewing the summary of the selected course and classes and student/s enrolled
3. Provide payment details (using your Corporate pass)

Step 1 – Add the student details

You are required to enter the **student's** First Name, Last Name and email address

Note: The student's name must be their full legal name as per the details provided for set up, not an abbreviated format that you may use on a day to day basis

Add a student

Please enter the details of a person enrolling or making a purchase.

First name *	<input type="text" value="Janice"/>
Last name *	<input type="text" value="Jenkins"/>
Email *	<input type="text" value="@westernpower.com.au"/>

Note: If you have been here before, please try to use the same email address.

Once all details have been entered click on the OK button.

Note: If the incorrect details are entered no match will be found and you will be unable to proceed with the enrolment until the correct details are entered.

Step 2 – Review the class and student summary

Once the student details are correctly entered you will proceed to the class summary prior to completing your purchase:

Note: You will have the option to add another student to the class at this point.

YOUR DETAILS SUMMARY PAYMENT

Janice Jenkins (janice.jenkins@westernpower.com.au)

[+ Add Concession](#)

Operate light vehicle \$726
RAC Driving Centre Perth Airport » Fri 1 Jul 16 8:00 AM - Fri 1 Jul 16 3:30 PM \$726

[+ Add another student](#)

Total **\$726**

Promotional Code, Gift Certificate or Voucher

[Proceed to Payment](#)

Pay Now **\$726**

Note: PTSWA does not currently use the Promotion Code field so please disregard this item.

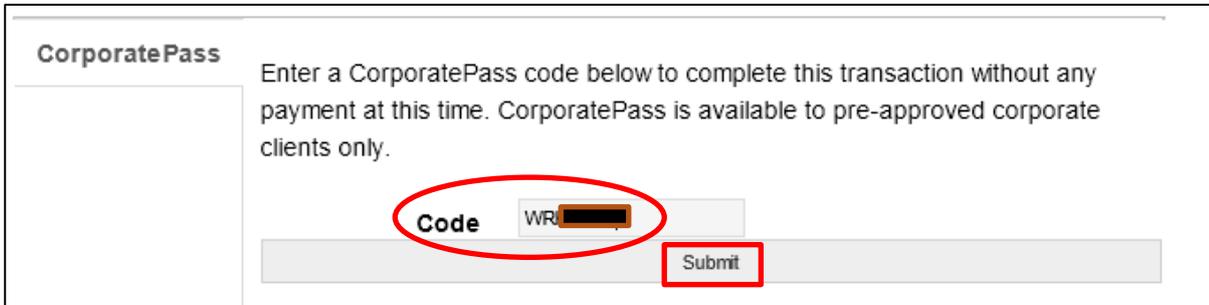
If you are ready to complete your enrolment, click on the **Proceed to Payment** button.

Step 3 – Provide payment details

At this point you will need to enter and validate your corporate pass.

Enter your corporate pass details in the Code box and then hit the Submit button underneath

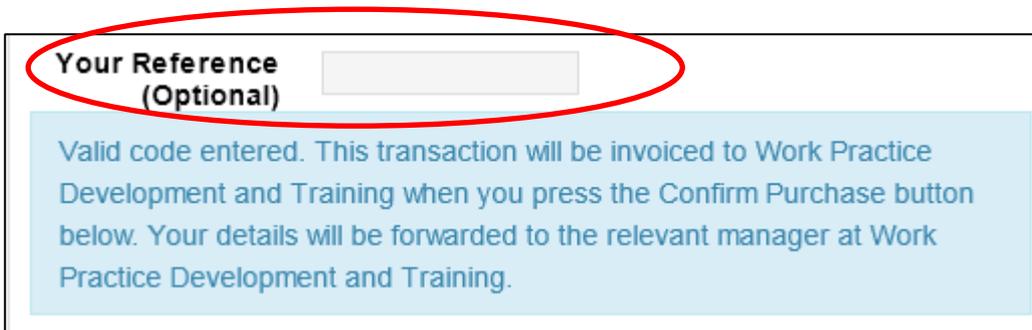
Note: You must submit your corporate pass details to validate before you proceed



The screenshot shows a form titled "CorporatePass". On the left is a large empty text area. To the right, there is instructional text: "Enter a CorporatePass code below to complete this transaction without any payment at this time. CorporatePass is available to pre-approved corporate clients only." Below this text is a "Code" label followed by a text input field containing "WR" and a masked area. A red oval highlights the "Code" label and the input field. To the right of the input field is a "Submit" button, also highlighted with a red rectangle.

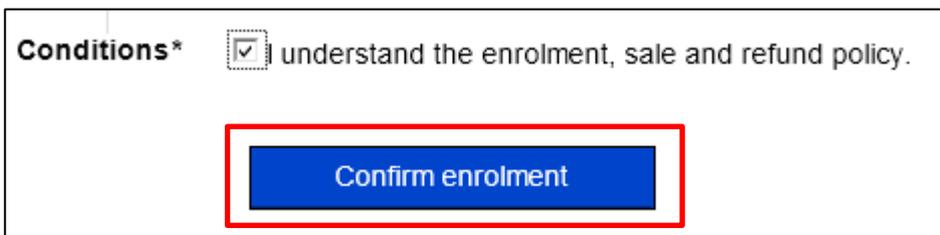
If your code is valid you will see a message displayed acknowledging that a Valid Code has been provided and noting what function, area or company will be invoiced.

For companies who must supply a Purchase Order number for the transaction this should be entered in the **Your Reference** field above the confirmation.



The screenshot shows a confirmation message in a light blue box: "Valid code entered. This transaction will be invoiced to Work Practice Development and Training when you press the Confirm Purchase button below. Your details will be forwarded to the relevant manager at Work Practice Development and Training." Above this message is a "Your Reference (Optional)" label and an empty text input field, both highlighted with a red oval.

Next check acceptance of the terms and conditions (enrolment, sale and refund policy) and click on Confirm enrolment.



The screenshot shows a "Conditions*" section with a checked checkbox and the text "understand the enrolment, sale and refund policy." Below this is a blue "Confirm enrolment" button, highlighted with a red rectangle.

A message will be displayed confirming the enrolment is successful.

An automated email confirming all enrolment details (course name, date and location) will be sent to the student email address, and a payment advice (not an invoice) to the email address linked to the corporate pass.

Click on the Continue link to be returned to the search page

CorporatePass » Successful

Thank you for enrolling or purchasing from Power Training Services WA.

Each student will shortly receive an email confirmation of their enrolment or purchase. The payer will be emailed a tax invoice. If you don't receive these within 24 hours, please contact the college.

Please press continue to view further important information with regard to this transaction

[Continue](#)

Troubleshooting

If no confirmation emails are received for the enrolment please contact PTSWA on 9411 7888. The emails should be received within a few minutes of the **Confirm enrolment** button being clicked.

If you need to cancel your enrolment please use the page on our website [cancel an enrolment](#) to advise the details.

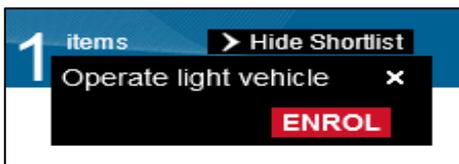
Cancelling or deleting a class during enrolment

As the system summarises the class selection the number of items selected will be listed on the top right of the screen.

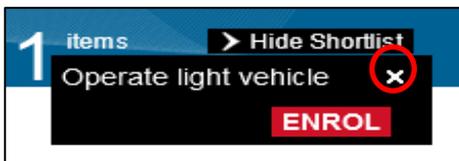
To delete a class from the selected list click on Show Shortlist:



A list of all items selected will be shown:



To remove an items click on the "x"



If this is the only item in the basket the screen will now show 0 courses selected



Click on the Western Power log on the top left of the screen to return to the Home Page

