

Power Training Services WA (PTS)

COMPULSORY PRE-LEARNING FOR FIRST AID COURSES

COMMUNICATION DATE OF ISSUE:

20 July 2016

BACKGROUND:

PTS are experiencing ongoing instances of participants not completing their pre-learning prior to attending first aid courses.

There is a pre-learning component to all first aid courses (including CPR). A link to complete the pre-learning on-line is emailed to all participants no later than two days before the start date of the course.

This is an integral and essential part of the training course and it is compulsory for all participants to complete this before attending the face to face training component.

ACTION:

All participants must complete the first aid pre-learning component prior to attending a face to face first aid course.

Pre-learning is compulsory. Participants who have not completed their pre-learning will not be admitted to the first aid course they are enrolled to attend and the full course fee will be applied.

St John use a Learning Management System (LMS) which provides first aid course participants with streamlined access to training material, certifications and pre-learning.

Details of how participants access their pre-learning is outlined in the following four steps.

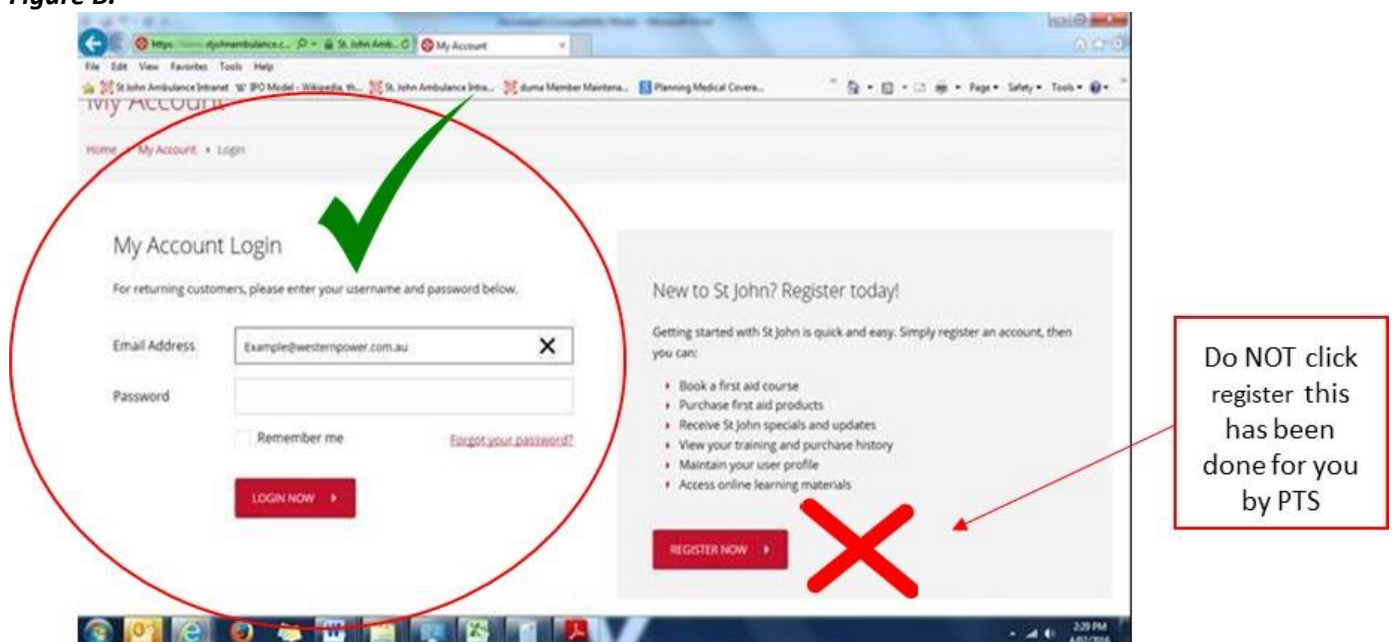
STEP 1. An enrolment confirmation email is sent to participants by St John (see **figure A**) with a link to access the LMS.

Figure A.



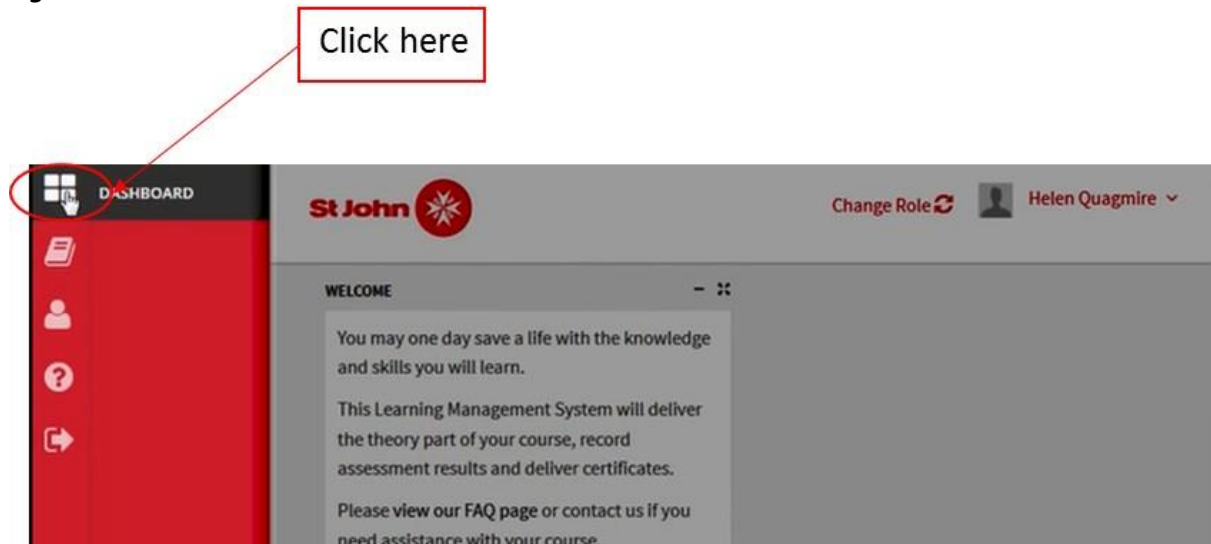
STEP 2. All enrolled participants have been pre-registered with St John by PTS. The participant enters their Western Power email address and the default password 'westernpower1' (see **figure B**), participant will be asked to create their own password on first login.

Figure B.



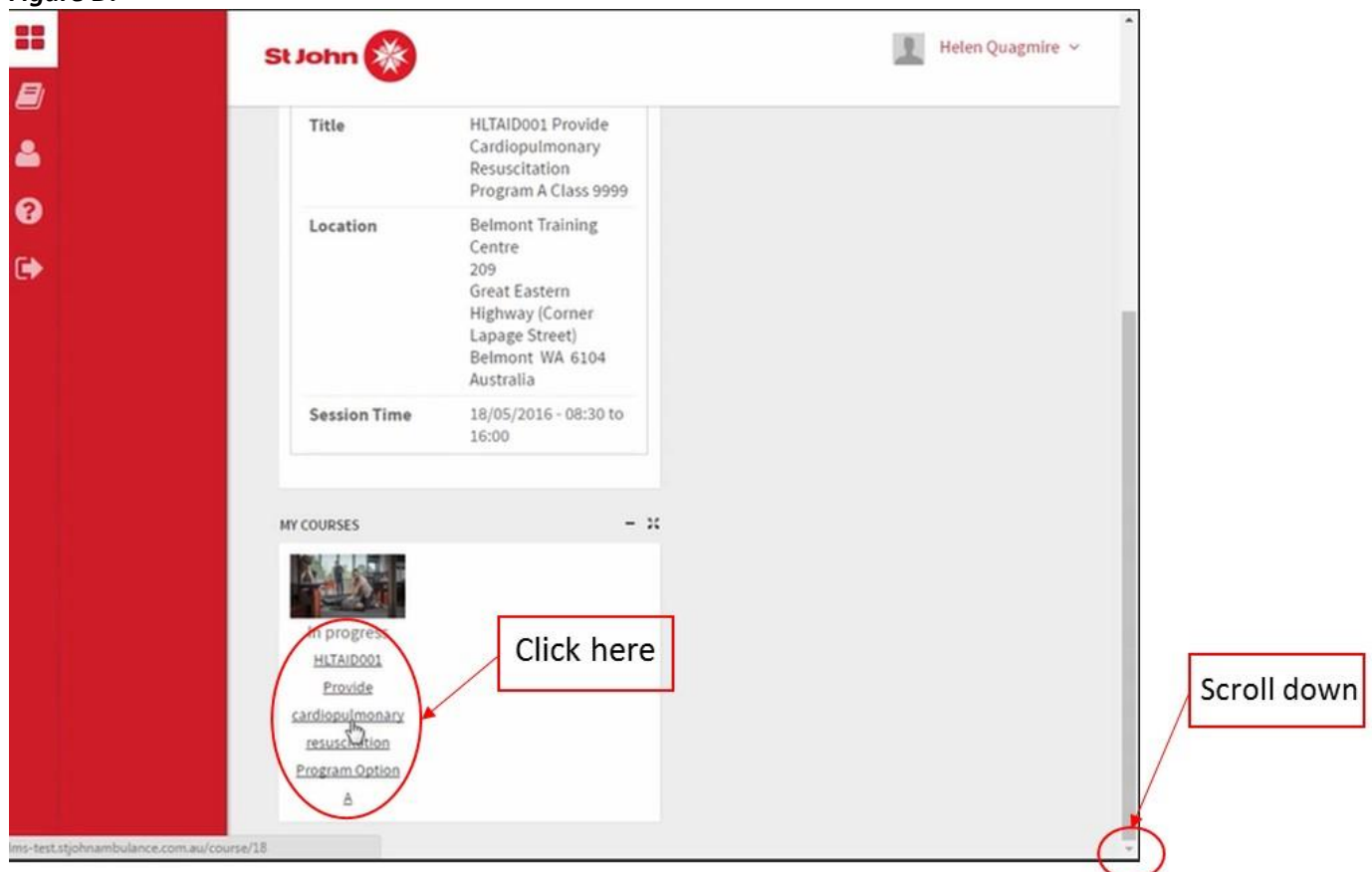
STEP 3. When logged in there is a menu on the left hand side (see **figure C**) pre-learning is accessed through the DASHBOARD menu item.

Figure C.



STEP 4. Scroll down to bottom of dashboard to the box 'MY COURSES'. Click on the course you are doing the pre-learning for (see **figure D**).

Figure D.



CONTACT & HELP:

St John have provided an eight minute video called LMS Quick Start Guide for First Aid Participants. To access the video please click here <https://goo.gl/qdcXxg>.

Please contact PTS training administration, Monday to Friday 7:00am to 3:00pm on 9411 7888, or email ptsadmin@pts-training.com.au for further assistance.

Kind regards,

Western Power, Power Training Services WA

T (PTS Reception): 08 9411 7888 | **F:** 08 9411 7887

E: support.services@pts-training.com.au

W: www.pts-training.com.au