



Local Government Safety Induction Course Online User Pays Instructions

You have been requested by City of Greater Geraldton to take AVELING's Local Government Safety Induction online course.

Please follow the course enrolment instructions below to grant City of Greater Geraldton access to your account details and to enable AVELING to notify City of Greater Geraldton that you have completed the course.

Technical Requirements

To view the course, your computer and internet connection must have the following features:

- Internet Explorer 6.0 and above or Firefox 1.5 and above.
- Broadband connection highly recommended.
- Flash player version 8.0 browser plugin or above.
- Browser set with Javascript enabled.
- Sound card and speakers/headphones.
- Minimum screen resolution of 1024 x 768.
- Ability to download a maximum of 95MB of data (content is progressively downloaded with an average of 750K per course page).

Course Enrolment Instructions

To enrol in the course and to associate your account with City of Greater Geraldton:

1. Visit <http://www.aveling.com.au/online.htm>, choose your course and click the 'Enrol' button.
2. Check the details of the course and click the 'Enrol' button.
3. Type the letters and/or numbers displayed and click the 'Continue' button.
4. On the 'Enter Your Personal Details' page:
 - Fill in your personal details
 - Create a user name and password
 - Enter the following code in the 'Group booking code' field: **2FR67R**
 - Read and tick the Terms and Conditions box
 - Click the 'Create My Account' button
5. Continue following the on-screen instructions until you have completed the course.

Logging Back In

Log in at <http://www.avelingonline.com.au/userlogin.aspx>. Enter your username and password and click the 'Log In' button to continue the course.

Important Notes

Group Booking Code

Please ensure you enter the group booking code as described in the course enrolment instructions above.



Days to Complete the Course

You will have 365 days from enrolment to complete the course.

Assurance Auditing (for Nationally Recognised Courses)

As a Registered Training Organisation, we are required to perform an assurance audit to ensure that you have personally taken the course. If selected, the audit should only take 5 minutes of your time and your Certificate of Participation will be delayed until the audit process is successfully completed.

Delivery of Course Evidence (for Nationally Recognised Courses)

If your course is completed **before** 12 noon AWST, your course evidence will be mailed or available for pickup by 2pm AWST on the same or closest business day.

If your course is completed **after** 12 noon AWST, your course evidence will be mailed or available for pickup by 2pm AWST on the next business day.

Account Questions

If you have any questions regarding the group booking code, please contact:

Name: Cassandra Cook

Phone: 0899566956

Email: cassandrac@cgg.wa.gov.au

Technical Questions

If you have any technical or content queries, please click the help link on your course page.

You can also contact AVELING directly by email at support@avelingonline.com.au or by phone on 08 9379 9999 during business hours.