



## Enrolling in a Course Using a Group Booking Code

### 1. Introduction

This document will show you how to enrol in our course using your **Group Booking Code**. The code is usually entered when you **begin** the course, but if you forget, you can enter it when you finish (**see Section 10 – I forgot to enter the Group Booking Code when I enrolled, what should I do?**).

### 2. Choose the course

To enrol in the course, there is several ways of enrolling via the website. On the page that appears, click on the course you want to enrol in (***we will enrol in WA Construction White Card for this example***)

Through the AVELING homepage: <http://aveling.com.au/>

The homepage has a shortcut for our popular courses shown below.

Search Site  GO!

Home About Us Training & Inductions Online Development & Consulting Contact Us

## Workplace Harmonisation Online Course

Understand your obligations under the new WHS Act.

Work Health and Safety Act 2011  
No. 137, 2011  
An Act relating to work health and safety, and for related purposes

### TRAINING AND INDUCTIONS

- RTIO Inductions >>
- Safety Training >>
- Compliance and Efficiency Training >>
- Online Training >>
- Certificate IV in Training and Assessment >>
- Supervisor & Management Qualifications >>

### DEVELOPMENT AND CONSULTING

- Customised Training >>
- E-Learning Development and Hosting >>
- Safety Consulting >>

### ONLINE TRAINING

- White Card (Construction) >>
- Responsible Service of Alcohol (RSA) >>
- Appointed Persons (Section 44) >>
- Chain of Responsibility >>
- View more courses >>

Already enrolled in an online course?

Login >>

Choose the online course



### 3. Select your state (if applicable)

Home | About Us | Training & Inductions | Online | Development & Consulting | Contact Us

Home > Safety Courses > White Card AVELING | Construction Online Training Course: Choose your State

## White Card AVELING | Construction Online Training Course

Click on your State or Territory to view the most relevant materials.  
There may be some slight differences in course content from one State or Territory to the next.

Select your state.

Western Australia (WA) | Queensland (QLD) | Northern Territory (NT) | South Australia (SA)  
Australian Capital Territory (ACT) | New South Wales (NSW) | Victoria (VIC) | Tasmania (TAS)

### 4. Click on the Enrol Now button.

Home | About Us | Training & Inductions | Online | Development & Consulting | Contact Us

Home > Online Courses > White Card WA Online Training

## White Card WA Construction Safety Awareness Online Training

**Overview**

AVELING's WA White Card (formerly Blue Card) online training is the easy and flexible way to get onsite quickly. The course is interactive and filled with practical examples and animations which reinforce the content.

The Occupational Safety and Health Regulations 1996 set out mandatory requirements for the provision of construction safety induction training.

By taking AVELING's White Card course, you can be confident our thorough training and assessment strategies will give you the knowledge and skills to stay safe at work. The course assists assessors to fulfil their duty of care requirements to employees, by providing comprehensive induction training.

Please note: Participants completing the Nationally Recognised White Card course must complete a verbal assessment in order for their White Card to be issued. Please allow additional time for processing to avoid disappointment.

**White Card Online Course Benefits**

- Do it anytime  
Available 24 hours a day, seven days a week. Complete anywhere using standard computer/Internet.
- Take it at your own pace  
AVELING's course keeps track of your progress. Take the course over several days or weeks.
- Skip content you already know  
Take a test at the beginning of each topic. Depending on the outcome, you can skip part or all of the content.
- Pay only on completion  
Try AVELING's WA White Card course, obligation free. If you don't finish, you don't pay.

**Course demo**

**Enrol now >>>**

Already enrolled? | Sign in here

Course flyer


Pre-course information

Click 'Enrol Now'.



## 5. Review course description

Read the course detail which includes duration, technical requirements and other important information. Then click on the **Enrol** button.



## AVELING

## TRAINING PORTAL

Selected Course

WA Construction White Card

**Read the course information.**

Short Course Name: WA Construction White Card  
Long Course Name: CPCCOHS1001A Work safely in the construction industry  
Course (Description) The course is a nationally accredited course supported by the WA Occupational Safety and Health Act. A Statement of Attainment for CPCCOHS1001A: Work safely in the construction industry and safety awareness training card is issued upon successful completion and payment.  
Estimated Time to Take Course: 2 to 4.5 hours  
Days to Complete the Course: 120 days  
Course cost: AUD\$65.00 GST free  
Methods of Delivery: Regular Post, Express Post, Perth Metro Pickup, International Post, International Express Post  
Methods of Payment: Pay Online, Pay in Person, Pay by Phone, Pay by Direct Debit  
Evidence of Completion: Statement of Attainment  
Technical (Requirements): Internet Explorer 6.0 and above or Firefox 1.5 and above. Browser must have javascript enabled. Requires maximum 100mb of download (if entire course is viewed; individual pages approximately 750k in size). Please ensure window popup blockers are disabled. Speakers or headphones are required as course content is presented using audio.  
Important (Notes) AVELING conducts assurance audits of participants completing Nationally Recognised eLearning courses to verify identification and ensure the participant did the course themselves. Participants doing Nationally Recognised eLearning courses must be subjected to AVELING's assurance audit process within 12 months of course enrolment and successfully pass the assurance audit to complete the course and receive certification. If this does not occur, they may have to redo the course.

**Click Enrol.**

[View Pre-Enrolment Information](#)

**Enrol**



## 6. Verification Code

Type the verification code that appears, and then click on the Continue button.

(**Note:** You can enter either uppercase or lowercase letters for the verification code.)

AVELING TRAINING PORTAL

Verification2

To continue, please enter the letters you see below.

E N Q F J

[Choose new letters](#)

Type the letters and numbers you see above.

Continue

Type the verification code

Click continue

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Select **New User**.

AVELING TRAINING PORTAL

New Or Existing User

New User

Existing User


Click on "New User"

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## Personal Details

Enter your personal details on this screen. Fields marked with a grey asterisk (\*) must be filled in. Create your own **User Name** and **Password**. These are unique to you (do not enter the Group booking Code here).



## AVELING

## TRAINING PORTAL

**New Or Existing User**

New User  
 Existing User

**Enter Your Personal Details**

**Enter your personal details.**

First name:\*  
Last name:\*  
Gender: \*  
Date of birth:\* (DD/MM/YYYY)  
Email address:\*  
Telephone number:\*  
User name:\*  
User password:\*  
Re-enter password:\*  
Group booking code: (leave blank unless you are part of a company booking)  
Company Name:

Female  Male

--Day-- --Month-- 1975

**Please check that you have entered a valid date**

I have read and accept the [Terms and Conditions](#) \*

**Create My Account**

Please ensure all information provided is correct.  
This information may be used as part of our standard auditing process. If selected, you will be contacted by email or telephone to verify that you understand the learning material presented.  
Please ensure your email address is correct as you will be emailed your receipt of payment and evidence of completion (if applicable) when you complete the course.

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## 7. Enter group booking code

As you are part of a group booking, enter the code ABC2D3 into the **Group booking code field**. Read the course Terms and Conditions and select the **tick-box**. Then click on the **Create My Account button**.

The screenshot shows a registration form with the following fields and callouts:

- Email address:\*** [Redacted]
- Telephone number:\*** [Redacted]
- User name:\*** kitest102
- User password:\*** [Redacted]
- Re-enter password:\*** [Redacted]
- Group booking code:** (leave blank unless you are part of a company booking) [Empty field]
- Company Name:** [Empty field]
- I have read and accept the [Terms and Conditions](#) \*
- Create My Account** button

Callouts and annotations:

- A callout box points to the **Group booking code** field with the text: "Enter your **Group Booking Code.** (Optional)".
- A callout box points to the  with the text: "Click on the **tick-box.**".
- A callout box points to the **Create My Account** button with the text: "Click on **Create My Account.**".
- Text above the form reads: "evidence of completion (if applicable) when you complete the course."





## 8. Completing the Course

You've now enrolled and logged into the course. Click on the first link to begin the course and then follow the course instruction for the rest of the course.

Test1212121 TEST1212121 [My Courses](#) | [My Details](#) | [Course Help](#) | [Log Out](#)

### WA Construction White Card

 Please click the Course Introduction link, next to the arrow, to start the course.

Topic Structure	Section Passed
 <a href="#">Course Introduction</a>	n/a
Module 1: The Law, Your Employer and You	
Topic 1: OSH Legal Framework (12 mins)	
Topic Introduction	n/a
Section 1: The Act	
Section 2: The Regulations	
Section 3: OSH Supporting Documents	
Section 4: Sourcing OSH Documents	
Topic Summary	n/a


[Start Topic Assessment](#)

< Previous Topic  
Next Topic >

[Course Structure](#) [Contact Us](#) [Course Details](#) Finalise


#### ALERTS AND MESSAGES


120 days remaining



Course progress: 0%

If no content appears after selecting a link, please ensure popup windows are enabled on your browser and any add-ins like Google toolbar.

**Having Technical Problems?**  
**CLICK HERE!**

  
**Phone support:**  
**Available**  
1300 665 015



## 9. I forgot to enter the Group Booking Code when I enrolled, what should I do?

First of all, don't worry! When you come to the end of the course, you'll get another opportunity to enter the Group Booking Code. To do this, click on **Finalise**.

The screenshot shows the Aveling Training Portal interface. At the top left is the Aveling logo and the text 'AVELING TRAINING PORTAL'. Below this is a navigation bar with 'Test1212121 TEST1212121' on the left and 'My Courses | My Details | Course Help | Log Out' on the right. A central message box contains a warning icon and the text: 'Congratulations, you have passed the course. Click the Finalise link next to the arrow to continue.' Below this message is a navigation menu with links for 'Course Structure', 'Contact Us', 'Course Details', and 'Finalise'. The 'Finalise' link is highlighted with an orange callout box that says 'Click Finalise.' To the right of the main content is an 'ALERTS AND MESSAGES' section showing a green progress indicator at 100% and a note about browser settings. Below that is a 'Having Technical Problems? CLICK HERE!' button and a phone support icon with the text 'Phone support: Available 1300 665 015'. At the bottom of the page, there is a footer with 'Tony Aveling and Associates Pty Ltd © 2008-2013' on the left and 'Contact Us' on the right.


Then enter the **Group Booking Code** and click on **Next >>**.





Test1212121 TEST1212121 [My Courses](#) | [My Details](#) | [Course Help](#) | [Log Out](#)

### Course Complete

 Congratulations on completing the AVELING Online WA Construction White Card Course!  
Click Next to finalise delivery and payment for the course.  
If your company has prepaid for your course, please enter the group booking code below.  
Otherwise, leave the field blank.

Group booking code

**Next >>**

Enter Group Booking Code.

Click Next.

Tony Aveling and Associates [Contact Us](#)

Confirm that the postal address is correct, which will then be your delivery address. Then click on **Save Personal Details**.

**Note:** If the employer has paid for the course, your **Statement of Attainment** will be sent to the employer's address.



Test1212121 TEST1212121

[My Courses](#) | [My Details](#) | [Course Help](#) | [Log Out](#)

### Enter Your Personal Details

First name: \*

Middle name:

Last name: \*

Gender: \*  Female  Male

Postal address:  
Line 1: \*

Line 2:

Suburb or city: \*

State: \*  ▾

Country: \*  ▾

Postcode: \*

Daytime phone: \*

Company:


Confirm **delivery**  
address information.

[Save my details](#)



The course completion reference acknowledges that you have come to the end of the course and that your details will be processed.

**Note:** This doesn't mean that you will receive your WA Construction White Card immediately, as you may still be subject to an assurance audit.

**AVELING** TRAINING PORTAL

Test1212121 TEST1212121 [My Courses](#) | [My Details](#) | [Course Help](#) | [Log Out](#)

[Print](#) | [Feedback](#) | [Aveling home page](#)

This is a tax invoice only. It cannot be used to prove that you have passed the course.

Once your card has been printed, a copy of your Statement of Attainment including white card number will be sent to the email address provided. Your white card will then be posted to the nominated address by your chosen delivery method, unless you have selected pickup.

Please note: we are unable to provide a copy of the Statement of Attainment (SOA) or your card number until printing of cards has been completed. For printing times, please refer to the bottom of this receipt.

Please ensure that the name and address shown on this tax invoice is correct, as reissuing of cards may incur a charge. If details are not correct, please notify us IMMEDIATELY.

### AVELING Online

ABN: 59079264654  
Tax Invoice

Date: 16-Sep-2013  
Tax Invoice Number: 00000142436

Training Provider: Tony Aveling & Associates Pty Ltd  
Phone: 08 9379 9999  
Fax: +61 8 9379 9888  
Email: [support@avelingonline.com.au](mailto:support@avelingonline.com.au)  
Web: [www.aveling.com.au](http://www.aveling.com.au)

Participant Details

First Name: Test1212121  
Last Name: TEST1212121  
User ID: 00000138215

Course Details

Short Name: WA Construction White Card  
Long Name: CPCCOHS1001A Work safely in the construction industry  
Evidence of Completion: Statement of Attainment  
Date Enrolled: 16 September 2013  
Date Completed: 16 September 2013

Payment & Delivery Details  
Method of Delivery: Regular Post



Delivery Address:  
Test1212121 TEST1212121  
1212  
Victoria Park  
WA 6101  
AUSTRALIA

Method of Payment: Pay by Phone

Payment Status: Not paid

Course Amount (ex GST): AUD\$65.00  
Delivery Charge (inc GST): AUD\$0.00  
Total Owning (inc GST): AUD\$65.00  
GST Included in Total: No GST payable

Printing times:

PICK UPS:

If you have selected 'pick up' as your preferred delivery method, a copy of your Statement of Attainment (SOA) will be emailed at the time of printing. Cards can be picked up from 184A Shepperton Road, East Victoria Park between 2pm and 5pm the following business day.

POSTAGE:

If you have selected postage as your preferred delivery option please see below for printing times:

- If your course was completed and paid for before 12 noon (WST -Perth time) on a business day, printing will be completed by 4pm (WST-Perth time)\*
- If your course was completed and paid after 12 noon on a business day, on a weekend or public holiday, your card will be printed the following business day by 4pm (WST-Perth time)\*

\*Please note; printing of your card may be delayed in the following instances:

- If payment was made by direct deposit, your card will not be issued until payment has been received. Please allow 1-3 business days for funds to clear
- Assurance audits: AVELING conducts assurance audits of participants completing Nationally Recognised eLearning courses to verify identification and ensure the participant did the course themselves.

Participants doing Nationally Recognised eLearning courses must be subjected to AVELING's assurance audit process within 12 months of course enrolment and successfully pass the assurance audit to complete the course and receive certification. If this does not occur, they may have to redo the course.

To complete your payment, please contact AVELING on:  
(08) 9379 9999  
Monday - Friday  
8:30am - 4:30pm AWST  
(excluding WA public holidays)