

## Search and Enrol in a Session

This reference guide details how users can search for a course/session, and enrol in a session of professional learning. The guide also shows how to apply filters to narrow down the users search.

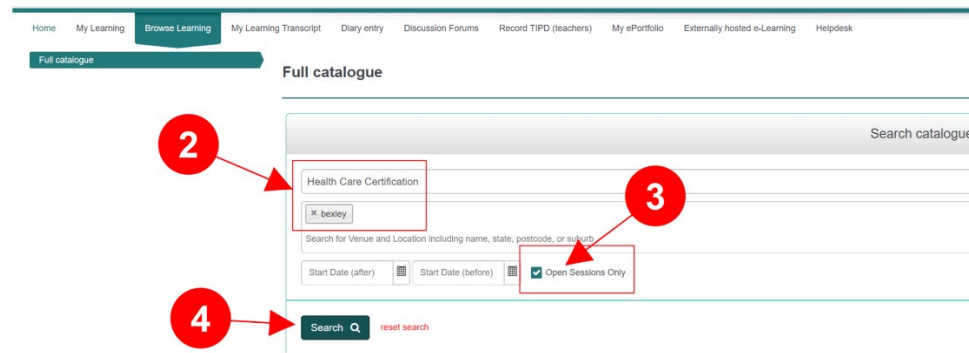
**Step 1:** Login to MyPL and select the **Browse Learning** tab.



**Step 2:** Enter the Course Code, or course title. You can narrow down the search to your preferred venue/location e.g. type "Bexley" if you are searching for sessions located in Bexley, or a venue name that contains "Bexley". Alternatively, you can also search by post code.

**Step 3:** Tick the **Open Sessions Only** tick box. Open sessions are sessions that have not yet commenced.

**Step 4:** Select **Search** button.



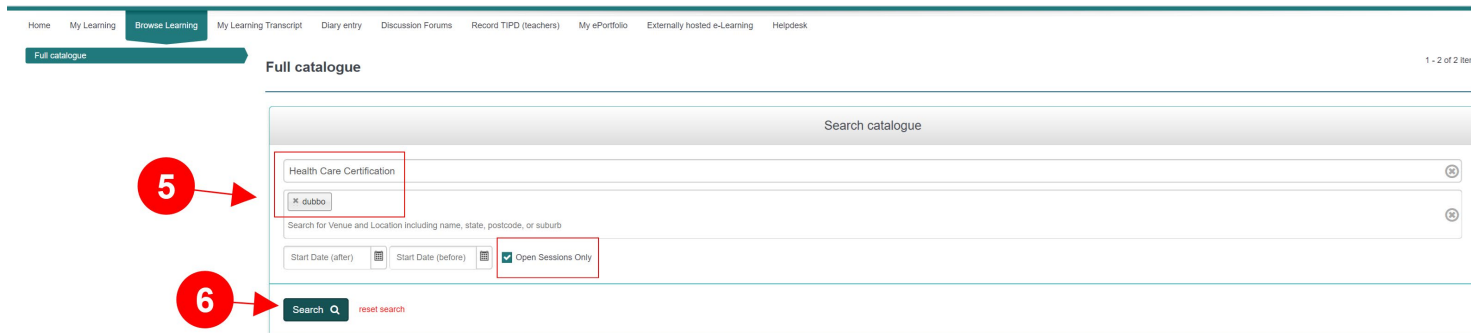
Sort: **Newest** ▼ Type: **All** ▼ Course Type: **All** ▼ Standards: **All** ▼ Career stage: **All** ▼ Stage: **All** ▼ Syllabus: **All** ▼ Teacher setting: **All** ▼ Key Learning Area: **All** ▼

There are no catalogue items that match your search.

**Note:** If the course/session does not exist, or if there no opens sessions, you will be presented with this message.

**Step 5:** Try using different course title keywords or a different venue and location. Ensure you have ticked the **Open Sessions Only** tick box.

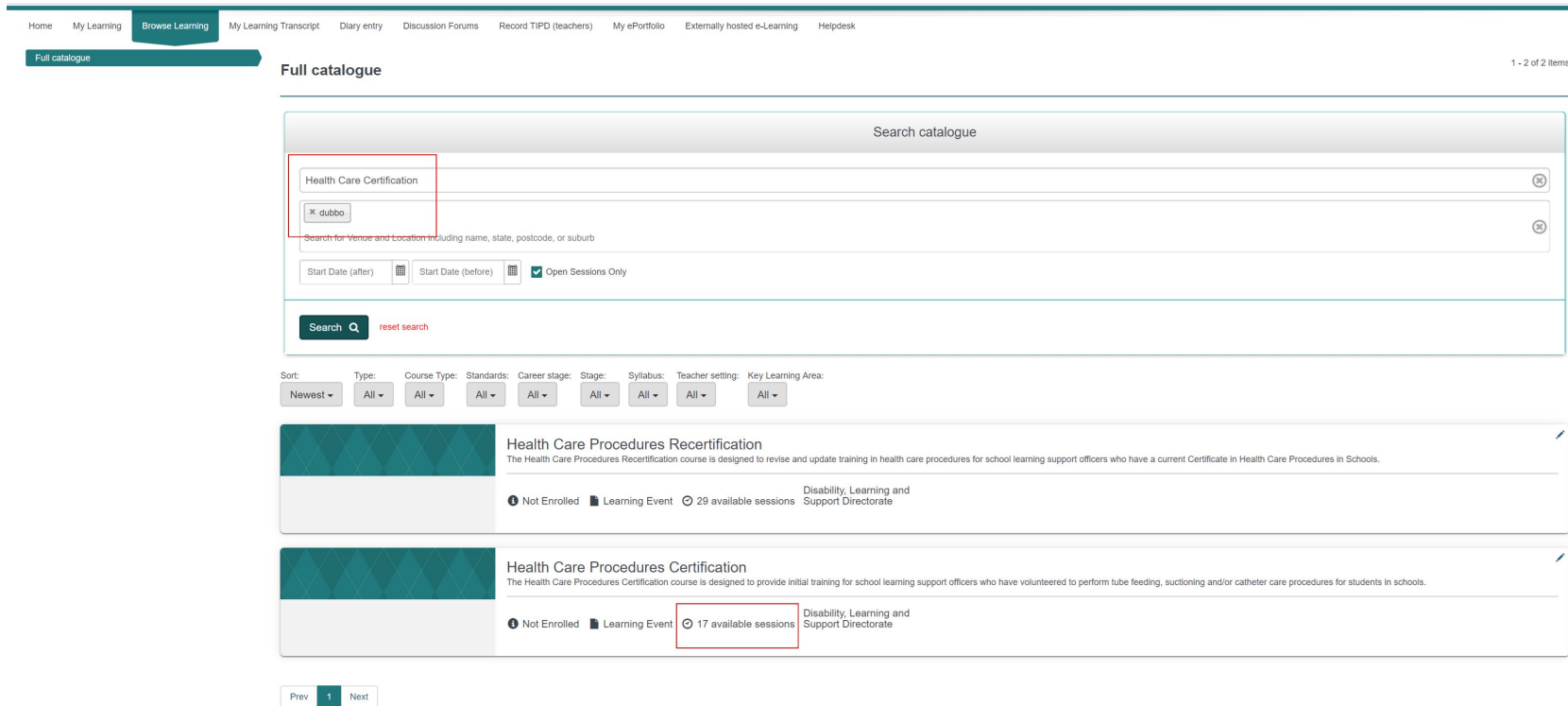
**Step 6:** Select **Search** button.



The screenshot shows the 'Full catalogue' search page. At the top, there is a navigation bar with links: Home, My Learning, Browse Learning, My Learning Transcript, Diary entry, Discussion Forums, Record TIPD (teachers), My ePortfolio, Externally hosted e-Learning, and Helpdesk. Below the navigation bar, the page title is 'Full catalogue' and the page number is '1 - 2 of 2 items'. The search area is titled 'Search catalogue' and contains a search input field with the text 'Health Care Certification'. Below the search input field, there is a dropdown menu with the text 'x dubbo'. Below the dropdown menu, there is a search filter section with the text 'Search for Venue and Location including name, state, postcode, or suburb'. In this section, there are three filters: 'Start Date (after)', 'Start Date (before)', and 'Open Sessions Only' (which is checked). At the bottom of the search area, there is a 'Search' button and a 'reset search' link. Two red circles with numbers '5' and '6' are overlaid on the image. Circle '5' points to the search input field, and circle '6' points to the 'Search' button.

You will be presented with courses containing your course title keywords. Example below is showing there are 17 sessions scheduled for Health Care Certification, one or more of these sessions will be a Dubbo venue/location.

**Step 7:** Select the relevant course title.



The screenshot shows the 'Full catalogue' search interface. At the top, there is a navigation bar with 'Browse Learning' selected. Below it, the search area contains two input fields: the first contains 'Health Care Certification' and the second contains '\* dubbo'. Below these fields are filters for 'Start Date (after)', 'Start Date (before)', and 'Open Sessions Only' (checked). A 'Search' button and a 'reset search' link are present. Below the search area, there are dropdown menus for 'Sort: Newest', 'Type: All', 'Course Type: All', 'Standards: All', 'Career stage: All', 'Stage: All', 'Syllabus: All', 'Teacher setting: All', and 'Key Learning Area: All'. Two search results are displayed. The first result is 'Health Care Procedures Recertification' with 29 available sessions. The second result is 'Health Care Procedures Certification' with 17 available sessions, which is highlighted with a red box. At the bottom, there are 'Prev', '1', and 'Next' navigation buttons.

You may be presented with session dates that have not yet commenced. Session status may still be **Available**, may be **Filled**, or **Registration Closed**.

## Health Care Procedures Certification

Enrol

Status: **Not Enrolled**

Provider: **Disability, Learning and Support Directorate**      Approximate Duration: **6 hours 40 minutes**

**Overview**

The Health Care Procedures Certification course is designed to provide initial training for school learning support officers who have volunteered to perform tube feeding, suctioning and/or catheter care procedures for students in schools.

**Provide the reason(s) why you have developed this course**

The course covers the following areas: supporting children's health care needs, infection prevention, standard precautions, hand washing, tube feeding, toileting (catheter care) and suctioning of fluids.

**Health Care Procedures Certification**  
No session selected

**Sessions - Session selection is mandatory for this event**

When and where	Price	Register By	Places Available	Status
<b>Health Care Procedures Certification</b> Nirimba Office - Second Floor - Quakers Hill Tuesday March 05 2019 from 8:30 AM to 3:30 PM (Canberra, Melbourne, Sydney UTC+11)	AU \$0.00	1/03/2019 5:00 PM	Filled	Registration Closed
<b>Nirimba</b> Nirimba Office - Second Floor - Quakers Hill Tuesday March 05 2019 from 8:30 AM to 3:30 PM (Canberra, Melbourne, Sydney UTC+11)	AU \$0.00	1/03/2019 4:00 PM	3	Registration Closed
<b>Health Care Procedures Certification</b> Public Schools NSW- Wagga Wagga Office - WAGGA WAGGA Tuesday March 05 2019 from 9:30 AM to 3:30 PM (Canberra, Melbourne, Sydney UTC+11)	AU \$0.00	4/03/2019 6:30 PM	3	Registration Closed
<b>Health Care Procedures Training Coffs Harbour</b> Coffs Harbour Department of Education Office - COFFS HARBOUR Thursday March 07 2019 from 8:30 AM to 3:00 PM (Canberra, Melbourne, Sydney UTC+11)	AU \$0.00	6/03/2019 6:00 PM	Filled	Full with waitlist
<b>health care Procedures certification</b> Para Meadows School - NORTH WOLLONGONG Thursday March 07 2019 from 9:00 AM to 3:00 PM (Canberra, Melbourne, Sydney UTC+11)	AU \$0.00	4/03/2019 12:00 AM	12	Registration Closed
<b>Health Care Procedures Certification Tuggerah session</b> Tuggerah Office Friday March 15 2019 from 8:30 AM to 3:30 PM (Canberra, Melbourne, Sydney UTC+11)	AU \$0.00	13/03/2019 9:00 PM	1	Available
<b>Health Care Procedure Certification Dubbo</b> iTeach 21, DET Arthur Street Campus - Dubbo Wednesday March 20 2019 from 8:30 AM to 3:30 PM (Canberra, Melbourne, Sydney UTC+11)	AU \$0.00	15/03/2019 12:00 PM	6	Available

**TIP:** Check if there are multiple pages containing session details by scrolling down the bottom left page of your screen. You can use **CTRL + F** in each page to search for venue/location keyword e.g “Dubbo”

**Health Care Procedures Certification - September**

- Riverwood Office - RIVERWOOD**  
Wednesday September 11 2019 from 9:00 AM to 3:30 PM (Canberra, Melbourne, Sydney UTC+10)

**2019-15**

- Mary Brooksbank School - ROSEMEADOW**  
Friday November 22 2019 from 9:00 AM to 3:00 PM (Canberra, Melbourne, Sydney UTC+11)

**Health Care Procedures Certification - November**

- Ringrose Education office - Greystanes**  
Friday November 22 2019 from 9:00 AM to 3:30 PM (Canberra, Melbourne, Sydney UTC+11)

1 2



**Step 8:** Select the applicable session to activate the **Enrol** button – you can now select the **Enrol** button.

Home My Learning **Browse Learning** My Learning Transcript Diary entry Discussion Forums Record TIPD (teachers) My ePortfolio Externally hosted e-Learning Helpdesk

Back to list  
Full catalogue

## Health Care Procedures Certification

Status: **Not Enrolled**

Provider: **Disability, Learning and Support Directorate** Approximate Duration: **6 hours 40 minutes**

**Overview**

The Health Care Procedures Certification course is designed to provide initial training for school learning support officers who have volunteered to perform tube feeding, suctioning and/or catheter care procedures for students in schools.

**Provide the reason(s) why you have developed this course**

The course covers the following areas: supporting children's health care needs, infection prevention, standard precautions, hand washing, tube feeding, toileting (catheter care) and suctioning of fluids.

**Health Care Procedures Certification**  
No session selected

**Sessions - Session selection is mandatory for this event**

When and where	Price	Register By	Places Available	Status
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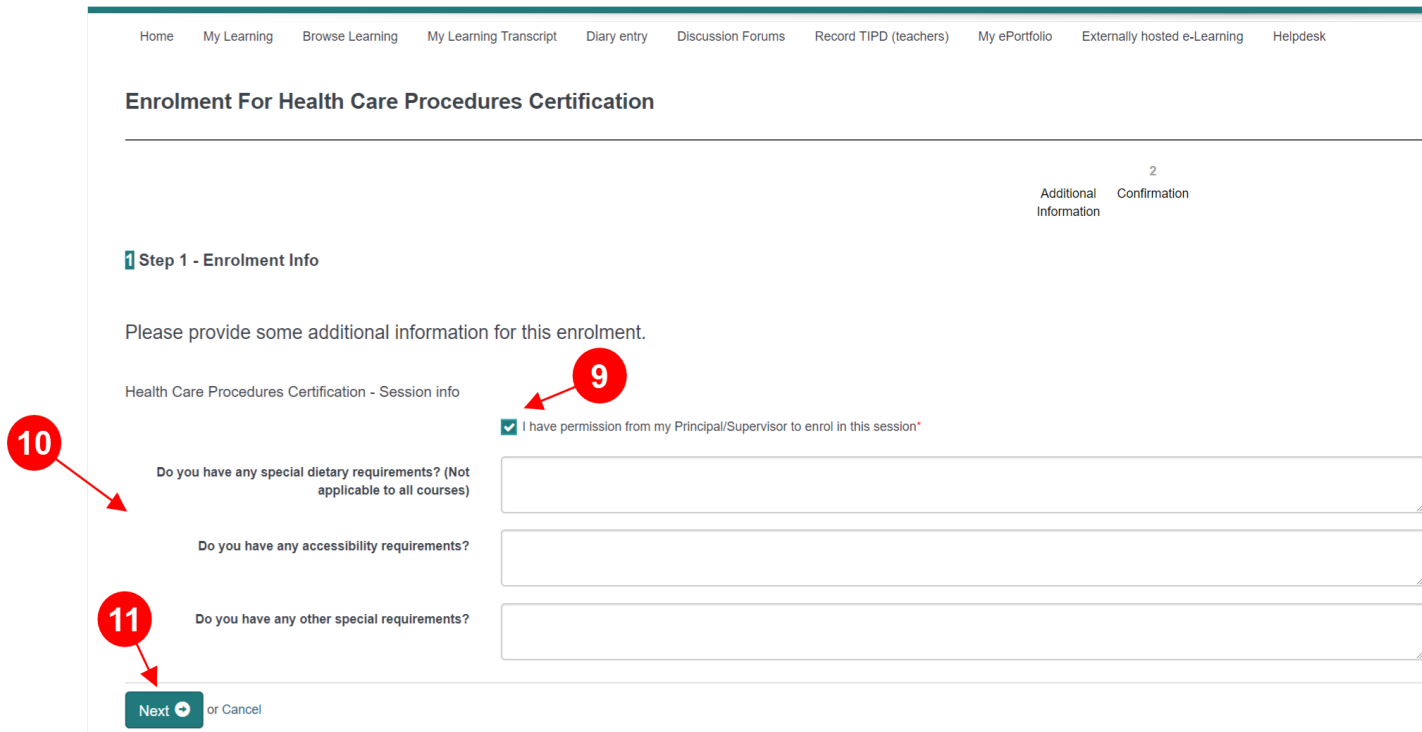
**Enrol**



**Step 9:** Confirm that you have permission from your Principal/Supervisor to enrol in this session.

**Step 10:** If applicable, provide your requirements details.

**Step 11:** Select the **Next** button.



Home My Learning Browse Learning My Learning Transcript Diary entry Discussion Forums Record TIPD (teachers) My ePortfolio Externally hosted e-Learning Helpdesk

### Enrolment For Health Care Procedures Certification

Additional Information 2 Confirmation

**1** Step 1 - Enrolment Info

Please provide some additional information for this enrolment.

Health Care Procedures Certification - Session info

I have permission from my Principal/Supervisor to enrol in this session\*

**10** Do you have any special dietary requirements? (Not applicable to all courses)

Do you have any accessibility requirements?

**11** Do you have any other special requirements?

Next or Cancel



**Step 12:** Select the **Finish** button. Your session enrolment details will be presented to you in the next screen.

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### Enrolment For Health Care Procedures Certification

Additional Information Confirmation

**2 Step 2 - Confirmation**

Congratulations - your enrolment was successful!  
You will receive a confirmation email shortly.

**12** →

Created 5/03/2019 1:05 PM

**Finish**

Home My Learning **Browse Learning** My Learning Transcript Diary entry Discussion Forums Record TIPD (teachers) My ePortfolio Externally hosted e-Learning Helpdesk

### Health Care Procedures Certification

Status: **Not Attempted** 0%

Provider: **Disability, Learning and Support Directorate** Approximate Duration: **6 hours 40 minutes**

**Overview**

The Health Care Procedures Certification course is designed to provide initial training for school learning support officers who have volunteered to perform tube feeding, suctioning and/or catheter care procedures for students in schools.

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The course covers the following areas: supporting children's health care needs, infection prevention, standard precautions, hand washing, tube feeding, toileting (catheter care) and suctioning of fluids.

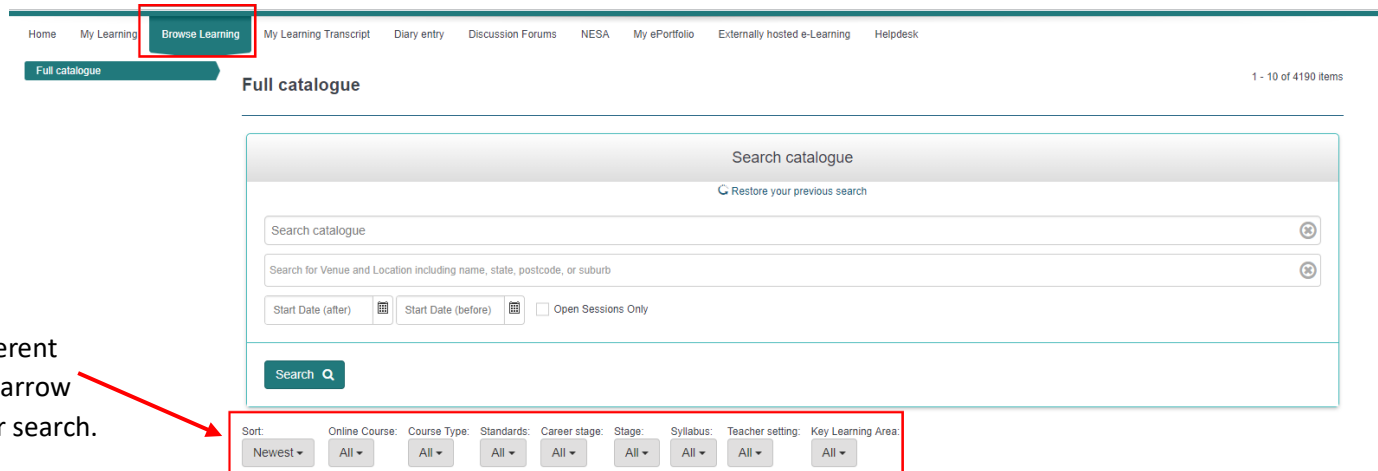
**Health Care Procedures Certification**  
Health Care Procedure Certification Dubbo  
Attending on Wednesday March 20 2019 from 8:30 AM to 3:30 PM (Canberra, Melbourne, Sydney UTC+11)  
ITEACH 21, DET Arthur Street Campus, Arthur St, Dubbo, NSW, 2830, Australia  
Session information

0% **Sessions**

**TIP:** Your session enrolment details will be presented at the bottom left side of your screen. Click **Session Information** to view any information provided by the session organisers.



To browse the MyPL Catalogue for courses that may be of interest to you, use the filters to sort the courses according to your requirements e.g. apply the **Yes – Online** filter from the **Online Course** drop down menu to view courses that is online (not session-based). Alternatively, you can select **Registered** from the **Course Type** filter to bring up NESA endorsed courses. If you are looking for training relevant to Secondary teachers, make this selection from the **Teacher setting** filter.



Home My Learning **Browse Learning** My Learning Transcript Diary entry Discussion Forums NESA My ePortfolio Externally hosted e-Learning Helpdesk

Full catalogue 1 - 10 of 4190 items

Search catalogue

Restore your previous search

Search catalogue

Search for Venue and Location including name, state, postcode, or suburb

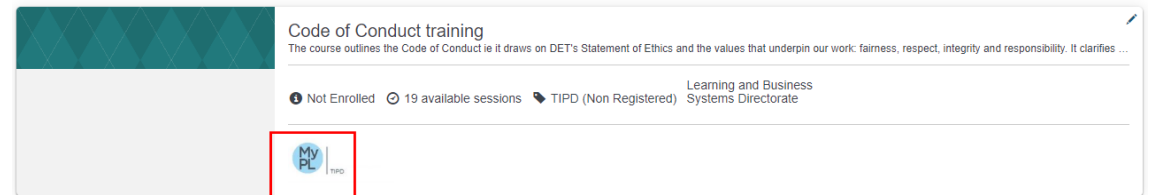
Start Date (after) Start Date (before)  Open Sessions Only

Search

Sort: Newest Online Course: All Course Type: All Standards: All Career stage: All Stage: All Syllabus: All Teacher setting: All Key Learning Area: All

Apply different filters to narrow down your search.

Non registered courses e.g. Corporate Non Teaching, and TIPD (Teacher Identified Professional Development) courses will display the MyPL logo.



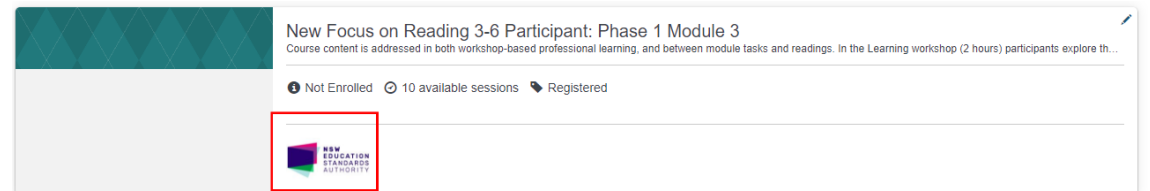
Code of Conduct training

The course outlines the Code of Conduct ie it draws on DET's Statement of Ethics and the values that underpin our work: fairness, respect, integrity and responsibility. It clarifies ...

Not Enrolled 19 available sessions TIPD (Non Registered) Learning and Business Systems Directorate

My PL TIPD

Registered, and School Based Registered courses will display the NESA (NSW Education Standards Authority) logo.



New Focus on Reading 3-6 Participant: Phase 1 Module 3

Course content is addressed in both workshop-based professional learning, and between module tasks and readings. In the Learning workshop (2 hours) participants explore th...

Not Enrolled 10 available sessions Registered

NSW EDUCATION STANDARDS AUTHORITY

