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 <u>sessions that have not yet commenced</u>.
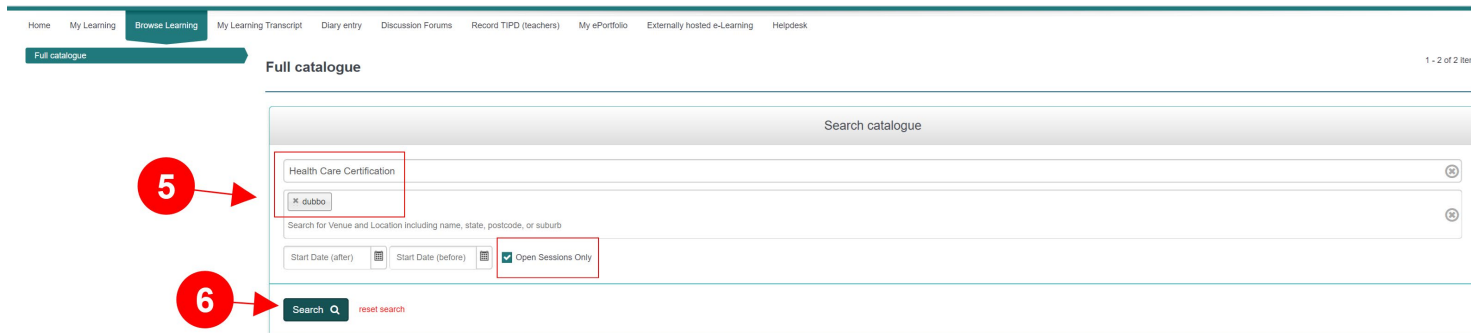
Step 4: Select **Search** button.
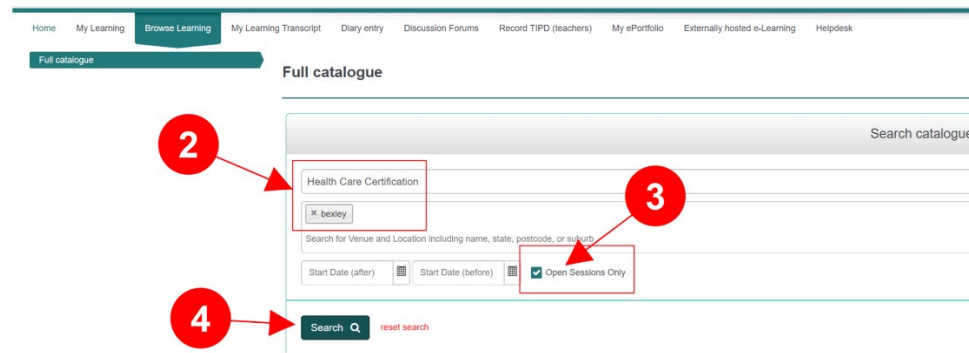
Note: If the course/session does not exist, or if there no opens sessions, you will be presented with this message.

Step 5: Try using different course title keywords or a different venue and location. Ensure you have ticked the **Open Sessions Only** tick box.
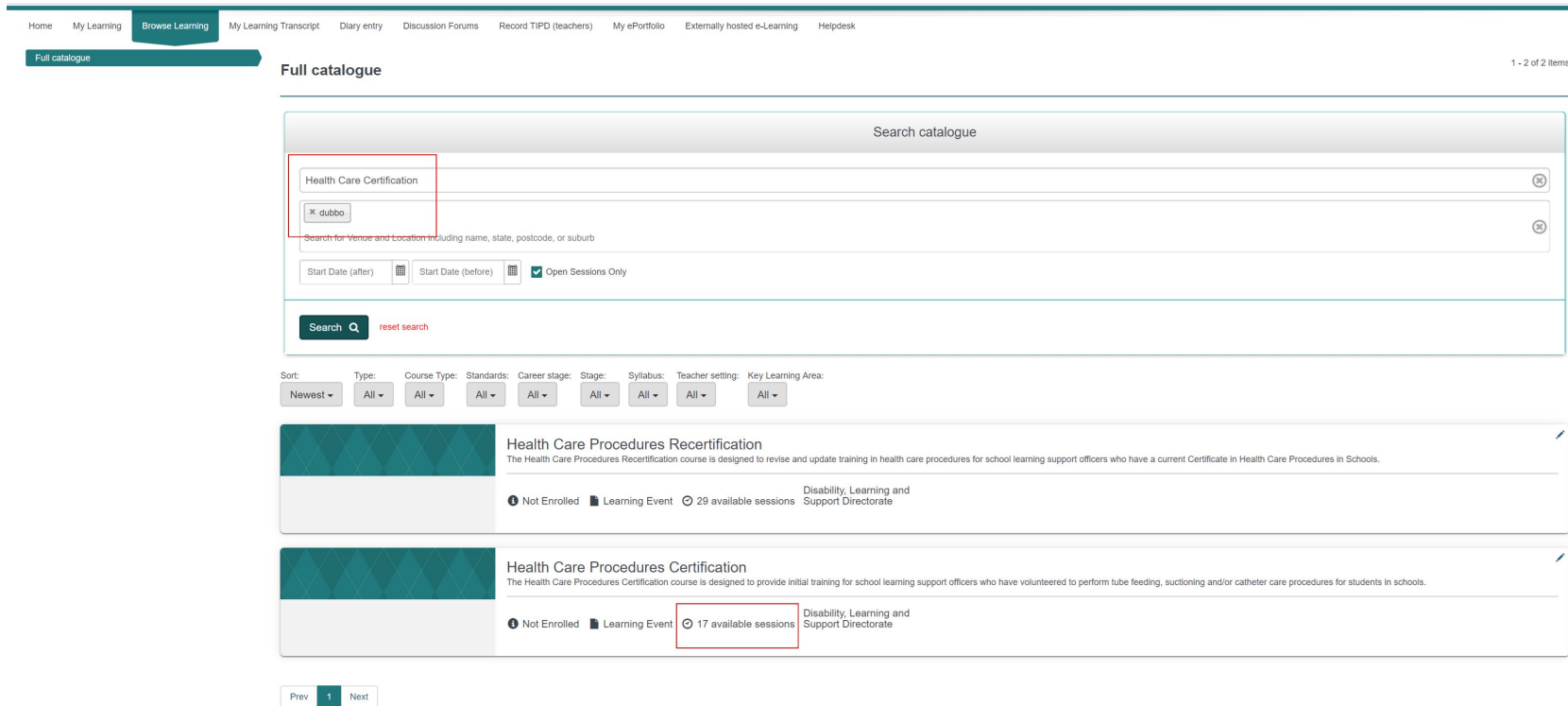
Step 6: Select **Search** button.

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.

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

<div style="text-align:right">Enrol</div>

◯ 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
Health Care Procedures Certification **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 ❓
Nirimba **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 ❓
Health Care Procedures Certification **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 ❓
Health Care Procedures Training Coffs Harbour **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 ❓
health care Procedures certification **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 ❓
Health Care Procedures Certification Tuggerah session **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
Health Care Procedure Certification Dubbo **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 ▶ ▶|

MyPL

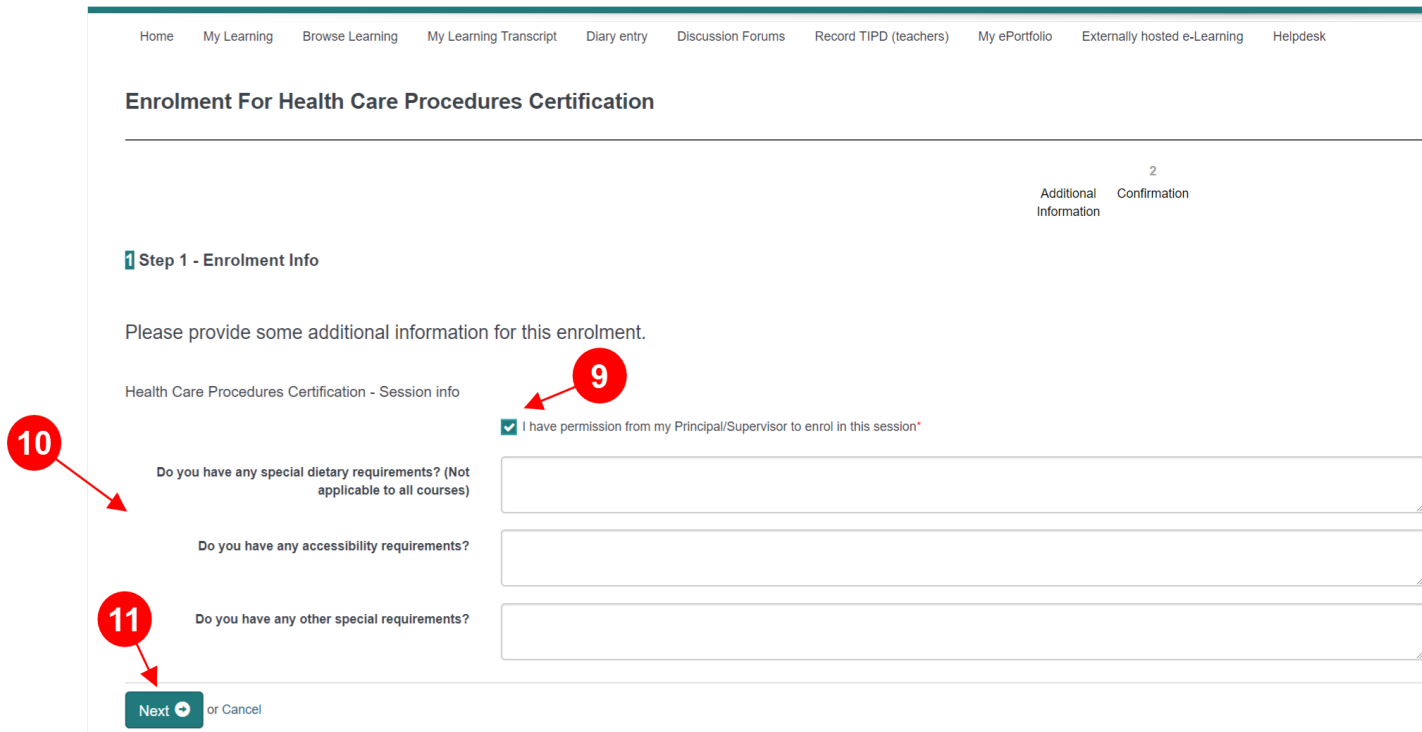**Step 8:** Select the applicable session to activate the **Enrol** button – you can now select the **Enrol** button.

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.

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

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   Confirmation

2 Step 2 - Confirmation

Congratulations - your enrolment was successful!

You will receive a confirmation email shortly.

Created   5/03/2019 1:05 PM

12

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.

▾ 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.
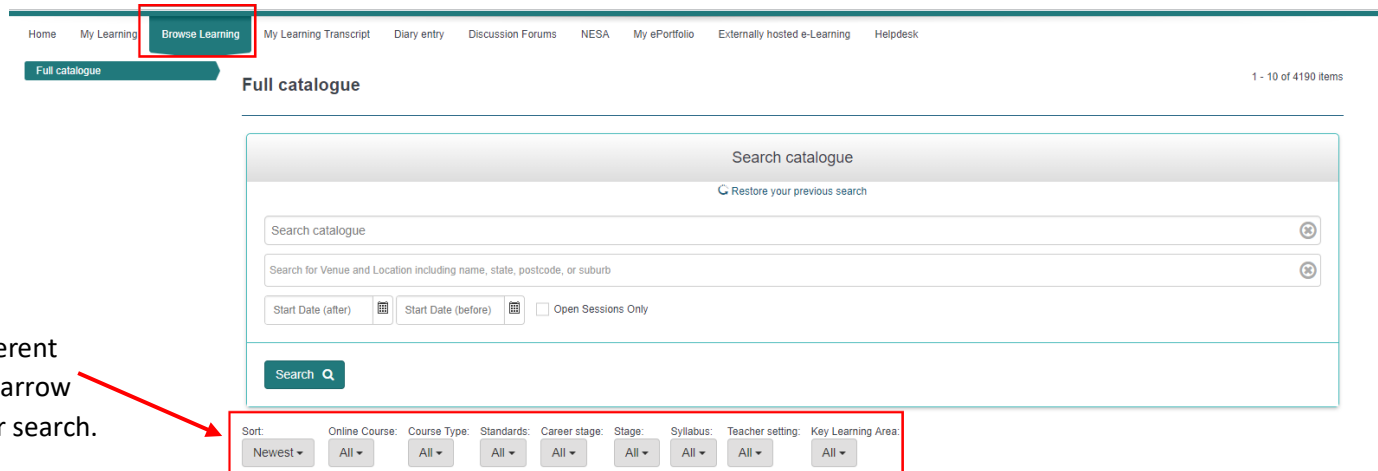
📅 Health Care Procedures Certification
Health Care Procedure Certification Dubbo
Attending on Wednesday March 20 2019 from 8:30 AM to 3:30 PM (Canberra, Melbourne, Sydney UTC+11)
iTeach 21, DET Arthur Street Campus, Arthur St, Dubbo, NSW, 2830, Australia
Session information   0%   Sessions

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.
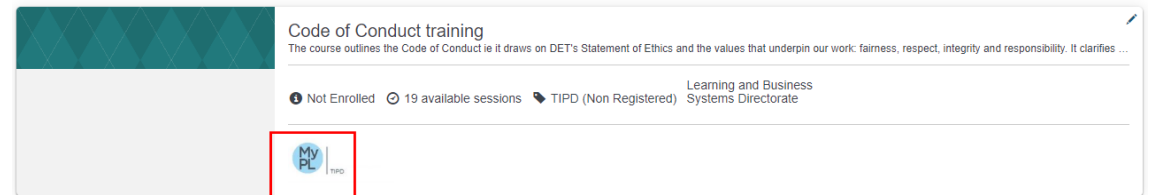
Apply different filters to narrow down your search.

Non registered courses e.g. Corporate Non Teaching, and TIPD (Teacher Identified Professional Development) courses will display the MyPL logo.
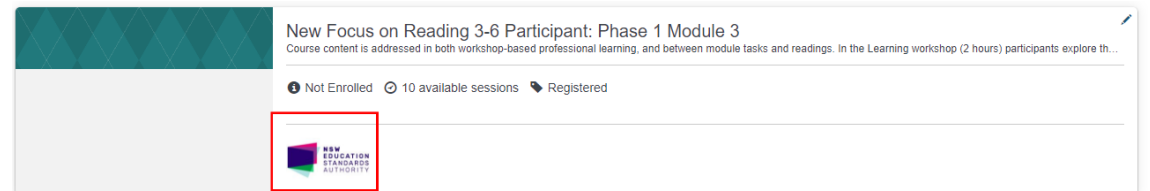
Registered, and School Based Registered courses will display the NESA (NSW Education Standards Authority) logo.