



## Group online training (without email addresses)

**Step 1:** Click on this link to prepay for multiple course participants  
<https://form.jotform.co/91821477273866>

**Step 2:** Fill in the online form:

Yes, I want to raise an invoice

No, I don't have a purchase number

**Request to Pay for Course Enrolment via Invoice**

Use this form to if you'd like to enrol **MULTIPLE PEOPLE IN ONE OR MORE COURSES** on OpenLearning, using the **INVOICE** payment method.

Please confirm that you would like to **RAISE** an invoice to be paid by your organisation: \*

Yes I want to raise an invoice

Do you have a Purchase Order number? \*

Yes  
 No

Purchase Order number:  
  
Add your #PO number here

**1. Who is the paying organisation?**  
 This section refers to the organisation who will pay the invoice.

**a. Organisation's Name: \***

**b. Organisation's Address: \***  
  
 Street Address  
  
 Street Address Line 2  
  
 City  State / Province   
  
 Postal / Zip Code

Note: When this form is submitted, THE person nominated at 1.c. below will receive a confirmation email AND they will be sent the invoice to be paid.

**c. Name of the person who will handle the payment: \***  
   
 First Name Last Name

**d. Email of the person who will handle the payment: \***  
  
 name@example.com  
 Please make sure you enter this email address correctly.

### 1. Complete contact details:

a. Your name

b. Your address

c. Name of *person who will handle the payment* (i.e the person responsible for receiving the invoice and organising payment).

d. Email address of this person

### 2. Complete course & participant details:

a. Use the relevant URL for each course below:

Course name : Anglican Safe Ministry Induction

URL <https://www.openlearning.com/courses/smr-training-anglican/homepage> Cost \$30

Course name : Safe Ministry eTraining Anglican Refresher

URL <https://www.openlearning.com/courses/smr-anglican-safe-ministry-refresher/homepage>

Cost \$15

b. Participants to enrol

Type the number of enrolments that you are pre-paying for on that this invoice. E.g. "30 enrolments" (in each 'name' field).

**NOTE:** Do not include the group presentation facilitator (i.e. the person who will be running the group training) in the numbers.

To add the second course (Refresher) - click 'CLICK HERE'.

You do not enter a discount code, leave that field empty.

Enter the message 'shown below' to prove you are not a robot

Click "Submit"

This section refers to the courses participants need to be enrolled in.

**a. Course 1 Details: \***

Course Name *	Course URL *	Cost *	Current *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**b. Participants to Enrol: \***

First Name *	Last Name *	Email Address *
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="+ Add more participants to enrol"/>		

**Add another course?**

**If you have a discount code, please enter it here.**  
  
 The discounted cost will be reflected on the invoice.

**Enter the message as it's shown: \***

**Step 3:** The person will receive a confirmation email that OpenLearning have received the completed form.

**Step 4:** OpenLearning will generate an invoice and email it to the person nominated for payment.

**Step 5:** Once OpenLearning has received payment, the OpenLearning team will email the person nominated and the *Creating Safer Communities - eTraining* team (etraining@safercommunities.net.au).

**Note :** This whole process will take a few days so make sure you fill in the form well in advance of the group session.

#### **Before the day of the training:**

- The group facilitator will need to 'sign up' to Open Learning and access the correct course. This must be done using an email address that has not previously been used to access the course. This can be done in one of three ways:
  - i. Use the email address of one of the pre-paid participants,
  - ii. Use a Parish email address that has not previously been used to run a group session, or
  - iii. If this is not possible, you can create a new 'free' email address through a free provider of email such as Google / Yahoo / Microsoft eg safeministry1@.... and use a new email each time.
- If using method (ii) or (iii) from above to 'sign in' please email etraining@safercommunities.net.au so that the facilitator can be invited into the course.
- Make sure the activities aren't completed before the group is assembled as the answers cannot be undone.

#### **On the day of training:**

- You will need access to a large screen. You may require a second person to manage and control the screen at the front of the room.
- It will be useful to have a couple of tables for people to write on if they need to take notes.
- The training will take a minimum of 2 hours for each course, and up to 3 hours dependant upon group discussion. We recommend planning for some breaks between modules.
- Be willing to use several voices in the group. There is significant reading from the large screen
- Those undergoing the training will have varied experience and current understanding of child abuse and its impacts. Some follow up pastoral care may be needed.

#### **Within one week of the training (as soon as practicable after the training):**

- The person handling the invoice payment from the parish or the facilitator emails etraining@safercommunities.net.au to confirm all those that attended the training.
- Once the participants have been confirmed, Creating Safer Communities will generate certificates and email them to the parish.

Please contact the Creating Safer Communities team for assistance.

email eTraining@safercommunities.net.au

Freecall 1800 070 511 (Monday to Friday 9am to 5pm AEST)