

How to Guide - Accessing and completing the Safeguarding Training within MyCareer

Advice for relief and contracted employees (with DECYP email address)

This guide has been developed for relief employees and employed contracted staff (that have been assigned a DECYP email address).

All other volunteers, occasional contracts (for example trade workers) and all other workers are required to complete the 15-minute training video. More information regarding this can be found on the Safeguarding Training website: [Safeguarding Training - Department for Education, Children and Young People](#).

Fixed-term and permanent employees will complete the Safeguarding Training within the MyCareer internal domain. Visit the [MyCareer intranet page](#) for more information.

Logging onto MyCareer

Website link

- [MyCareer External Site](#)

Signing up

- You will need to add in your **personal details** to sign up. It is recommended that you use a personal email address instead of your DECYP email address as your certificates will be sent to you via email. This way you will always have access to your certificates for the year.
- **Date of Birth** will only be used to match your records from the external domain into the internal domain if you get a contract. Therefore, if you become a fixed-term or permanent employee at a later date your learning is able to move with you. This will ensure that you do not require to complete the training again.

Security Keyword

- Security Keywords ensure that you are deployed the correct modules, specifically the correct Conduct and Behaviour Acknowledgement. Please select the correct keyword that is in line with where you are working or planning on working with. If you select the incorrect keyword, then you may be asked to complete the Conduct and Behaviour Acknowledgement again.
- If you are working across multiple locations, please choose the School/Child and Families Learning Centres **Security Keyword**.

- The Security Keywords for each area are in **bold** below:
 - Schools/Child and Families Learning Centres (CFLC): **DECYP1**
 - Libraries Tasmania/Corporate: **DECYP2**
 - Child Safety and Youth Justice: **DECYP3**
 - Ashley Youth Detention Centre: **DECYP4**

Accessing the Safeguarding Training modules

- Once you have logged in to MyCareer, you will be able to see the Safeguarding Training modules under your 'Learning & Certifications' tab.
- Selecting the Safeguarding Training title or 'View Details' will open the modules.

Under the Safeguarding Training modules, you have been assigned the department's two compulsory annual modules and an acknowledgement activity to complete. These are:

- *Mandatory Reporting Training;*
- *Child Sexual Abuse Awareness Training; and*
- *Conduct and Behaviour - Policy and Standards – Acknowledgement.*

These modules will take approximately one hour to complete in total.

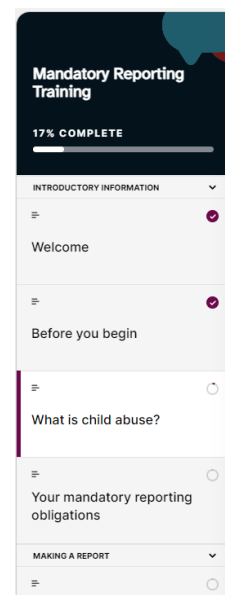
- The modules are set up to be completed in order. Therefore, your first module will be *Mandatory Reporting Training*.
- **Start your first module**
 - Select the 'LAUNCH' button on the *Mandatory Reporting Training*



- Select 'Start Course' within the module

Leaving and continuing the course later

- You can leave the module at any point by selecting 'close player' which found in the top right hand side corner. MyCareer will save your progress when you close the module.
- Your progress can be viewed at any point on the left-hand side of the module when it is open.
- To reopen the module again, find the module just like the above steps under [Accessing the Safeguarding Training modules](#) and select 'LAUNCH'.



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Sequencing of modules

- Once you have finished the *Mandatory Reporting Training* you can progress to the next module, *Child Sexual Abuse Awareness Training* followed by the *Conduct and Behaviour - Policy and Standards – Acknowledgement*.

Completing the Conduct and Behaviour – Policy and Standards - Acknowledgement

The *Conduct and Behaviour - Policy and Standards – Acknowledgement* works a bit differently to the *Mandatory Reporting* and *Child Sexual Abuse Awareness Training*. The Acknowledgment consists of three documents that you are required to read and understand.

Please note: *That these documents do not work on mobile devices, as you will only be able to view the first page of each document.*

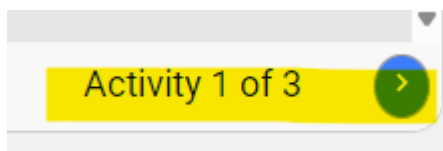
Therefore, you will need to download a copy which can be found under the attachments section.

Read all three documents, then within the system you can move between each document using the below steps and confirm your understanding.

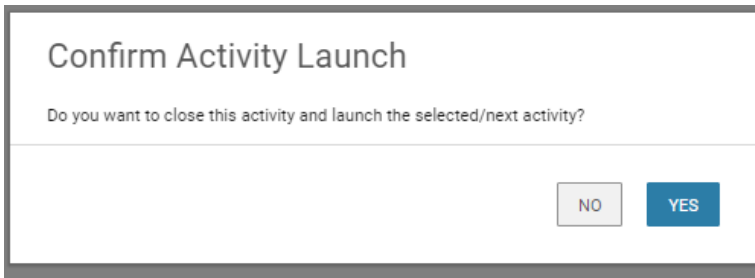
To start your first document you will need to select the 'LAUNCH' button next to the 'Conduct and Behaviour Policy' document.

Moving between documents

- At the end of the first document you can move to the next documents by selecting the blue arrow at the bottom next to Activity.



- A confirmation activity Launch screen will appear, please select 'Yes'.



- You will then be asked to confirm that you have understood the content within that document (as shown in the 'Sign Off Content' screen shot below).

Sign Off Content

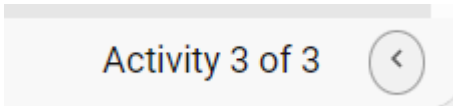
Are you sure you have understood the content of Conduct and Behaviour Policy?



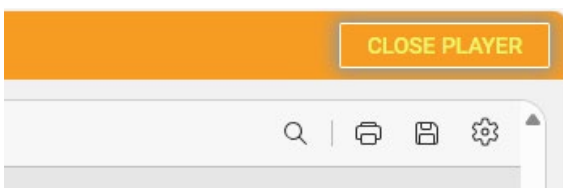
- Complete the above steps for the second document.

Finalising the Conduct and Behaviour – Policy and Standards – Acknowledgement

At the end of the third document you will notice that the blue arrow has disappeared that allows you to move to the next document.



To exit and confirm your understanding select 'Close Player' in the top right-hand side and then the 'Sign Off Content' pop up box will appear.



Sign Off Content

Are you sure you have understood the content of Conduct and Behaviour Policy?



- Once you have finished all three documents your certificate for the Conduct and Behaviour – Policy and Standards Acknowledgement will be sent to you via email.

Leaving the Conduct and Behaviour – Policy and Standards – Acknowledgement halfway through

- If you are required to close the player before you have fully read and understood the documents, please select 'no' when the 'Sign Off Content' screen pop up.
- This will ensure that you can return to the document at a later date. MyCareer will also keep your position within the document when you return.
- Once you have finished the document the 'Sign Off Content' pop up screen will appear for you to agree that you have understood the document.
- At any point where you do not understand the document please reach out to your Line Manager for further clarification.

Certificates

- After you complete each module, you will be emailed your certificate. You will also get a certificate for the *Conduct and Behaviour Acknowledgement*. Therefore, you will receive three certificates in total once you have completed the Department's two compulsory annual modules and the acknowledgement activity.
- A copy of your certificate can also be downloaded within MyCareer by:
 - finding the modules by clicking on completed on the Learning & Certifications tab;
 - opening the Safeguarding Training modules by clicking on the title; then
 - under each module and acknowledgment select 'Print Certificate'.



Further Assistance

System Assistance

- Email the [MyCareer Team](#)

Conduct and Behaviour - Policy and Standards – Acknowledgement Assistance

- If you need a device or copies of documents to read and understand, please reach out to your Line Manager in the first instance.
- If you still require help after speaking with your Line Manager, you can contact the following:

For Content Matters:

- Email the [Workplace Relations Team](#)

For Access to Documents (if you are not currently associated with a DECYP location):

- Email the [People Policy and Projects team](#).

General Safeguarding Training Assistance

- The [DECYP's Safeguarding Training webpage](#) includes additional information about training requirements.
- If you still require assistance after viewing this webpage, email [Safeguarding](#).