



CANDIDATE GUIDE TO COMPLETING A LEARNING MODULE

IMPORTANT – For all learning modules, it is preferred that you use Google Chrome or Microsoft Edge.



Microsoft Edge (PREFERRED)



Google Chrome (PREFERRED)

Step 1: Login or Sign Up

If you are sent an email/text request, click on the link in the email **OR** go to www.workpro.com.au, 'Login/Sign Up' and choose the Country/Region (AUS or NZ).

If you are not yet registered for WorkPro, 'sign up for an account'.

If you already have a WorkPro account, enter your existing Username **OR** 'Continue with Google or Microsoft'.

WorkPro
Australia

Log in to your account | or sign up

Enter username

CONTINUE

OR

Continue with Google

Continue with Microsoft

[Forgot your username?](#) • [Sign up for an account](#)

Go Back

Choose this option if you have not used WorkPro before

STEP 2: - When you have signed up and/or logged in, 'Start a new session', enter the single use Token and 'Continue'.

Hi **Demo**, welcome to WorkPro!

Your username is **demo_candidateau**

What would you like to do today?

Start a new session.
You've been requested to complete some tasks and have a new Token to use.

[Where's my Token?](#)

Resume a session.
You've already used your Token, but still have tasks to complete.

View your Profile.

CONTINUE

NOTE:

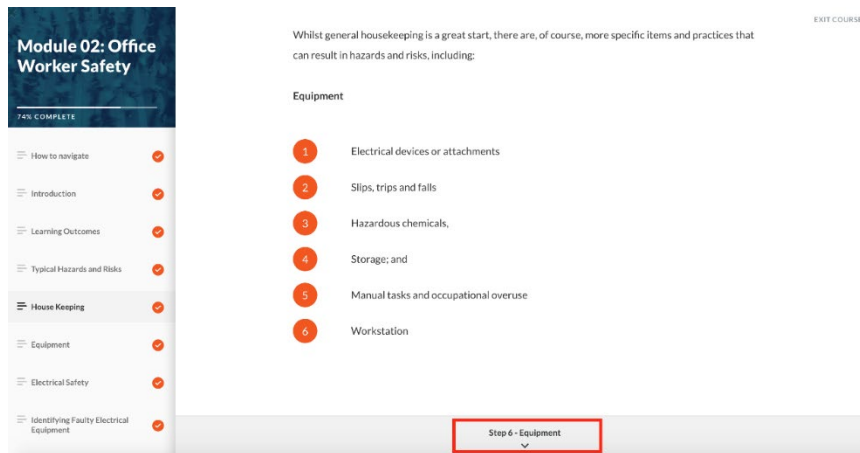
You do not need to re-enter the token number once it has been used, instead click 'Resume a session' and 'Continue' to access uncompleted tasks.

STEP 3: - Select 'Induction & Learning' and 'Start' the learning module.

The screenshot shows the WorkPro dashboard for a user named 'Demo Candidate'. The left sidebar contains navigation options: Home, Personal Details, Fair Work Statement, Background Checks (6), Licences & Tickets (3), Documents (1), Induction & Learning (2), and Medical Check (1). The main content area is titled 'Induction & Learning' and shows '2 modules requested'. A message states: 'You have been requested to complete the modules listed below.' Below this is a table with columns for 'Module Name', 'Requested By', and 'Request Date'. Two rows are listed: 'Office Worker Safety' and 'Manufacturing Worker Safety', both requested by 'WorkPro' on '07/09/2021'. Each row has a 'START' button, which is highlighted with a red box in the original image.

Module Name	Requested By	Request Date
Office Worker Safety	WorkPro	07/09/2021
Manufacturing Worker Safety	WorkPro	07/09/2021

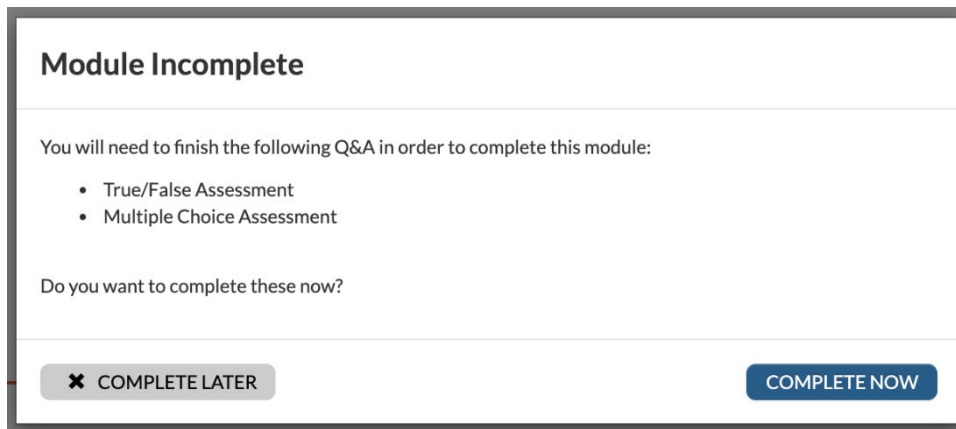
STEP 4: - Click the down arrow located at the bottom of each slide to continue to the next step.



STEP 5: - Some modules may require you to have answered assessments or acknowledgement statements to register a 'completion'. Remember to press 'save and continue' once you have filled out your answers.

NOTE:

If you have not completed the assessments correctly a pop-up screen will appear before you exit the course. Make sure you either 'complete later' or 'complete now' to register the Q&A 'completion'.



If you have not achieved the pass mark required for the assessment, you can re-attempt immediately. To complete later, you can log back in to WorkPro using your username and password, select the module and 'resume' at any time. You will be directed back to the assessment which you will need to re-attempt before the module can be completed.

STEP 6: - Click 'Exit Course' when you reach the final step of the module.



Step 38 of 38

Module Completed

You have successfully completed the Office Worker Safety module.

Confirmation of the module completion will be sent to your registered email address.

To return to WorkPro, click [Exit Course](#).

NOTE:

If you do not click 'Exit Course' you will not receive confirmation of module completion.

STEP 7: - Once the module is completed no further action is required by you. Your recruiter/employer will be notified by email.