How do I know if people in my church are compliant with the Adsafe Awareness Training and the Code of Conduct elements?

Log into your Adsafe account at: <u>https://elearning.adsafe.org.au/</u> This will load up your 'dashboard'. Scroll down the page a little (if necessary) and you will see a list of names in your Team View.

Adjacent to each person's name is a red rectangle if they are non-compliant and a green rectangle if they are compliant. **This compliance information is based on the job position/s they have listed in their account profile**. Hover your mouse over the red rectangle to see a pop-up of what element/s need to be completed.

For more detail click on the name of one of the learners. Click on the "Go To Profile" button (as circled in red in the snip below) at the bottom of the menu which pops out from the right hand side of the screen.

Profile Photo	×
Compliance	>
Community	>
Job Positions	>
Please also link me to: (Pathfinder/Adventurer Clu	bs) >
Country	>
Conference Region/Entity	>
Conference / Union Event	>
SDA Church Currently Associated With	>
Working With Children Check or Equivalent Details	(optional) >
Managers	>

Their account details will load up like this. Click on the "goals profile" tab as highlighted in yellow in the snip below.

Settings	HR Settings	Calendar	Goals Profile	Transcript
User Nam	e			
First Nam	e <b>*</b>			

Any uncompleted elements (or Training soon to expire) will automatically show like this (below) with a grey line underneath. Click on the "In Progress" button (highlighted in yellow in the snip below) to unpack details. "In Progress" does not necessarily mean that the Training has been commenced. You can see only either 0% or 100%. Only the person doing the Training can see their progress when they log in.

Settings HR Settings Calendar Goals Profile Transcript		
Goal Registration 🔯 In Progress 🛛 🛱 Completed 🖤 External Achievements		
Awareness Training		
	0%	\rm 01 Jun 2023

To unpack details of completed Training and when the renewal is due, click on the right-facing arrow (chevron) at the right-hand side of the screen (as highlighted in yellow in the snip below). It will spin downwards and reveal the line that (in this case) has the digit "2" in the black box (as circled in blue). This means that the person has completed the on-line Training twice before. Click on the little black box to unpack further information.

Settings HR Settings Calendar Goals Profile Transcript		
Goal Registration 🛛 🔁 In Progress 🛛 🏁 Completed 🗋 🍄 External Achievements		
Awareness Training		
	0% 01 Jun 2023	×
Awareness Training	0 Valid Until 01 Jun 2023	
Awareness Training	Completed On 01 Jun 2020	
Awareness Training	Completed On 20 May 2017	

This person has completed Training twice before on 20/5/2017 and 1/6/2020. A Certificate for completed Training can be downloaded by clicking on the "certificate" icon (as circled in red). The Training is due to be renewed by 1/6/2023.

Click on the "Completed" button to find out the details of what has been completed:

Settings	HR Settings	Calendar	Goals Profile	Transcript		
Goal Regis	tration 🔯 In	Progress	Completed	P External Achievements		
		Code of Con	duct			
					100%	28 Mar 2019

This person signed their Code of Conduct on 28 March 2019. The March 2019 Code of Conduct is the most recent version.