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: https://elearning.adsafe.org.au/ 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.
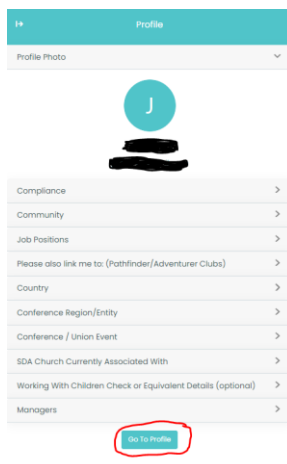

Their account details will load up like this. Click on the "goals profile" tab as highlighted in yellow in the snip below.
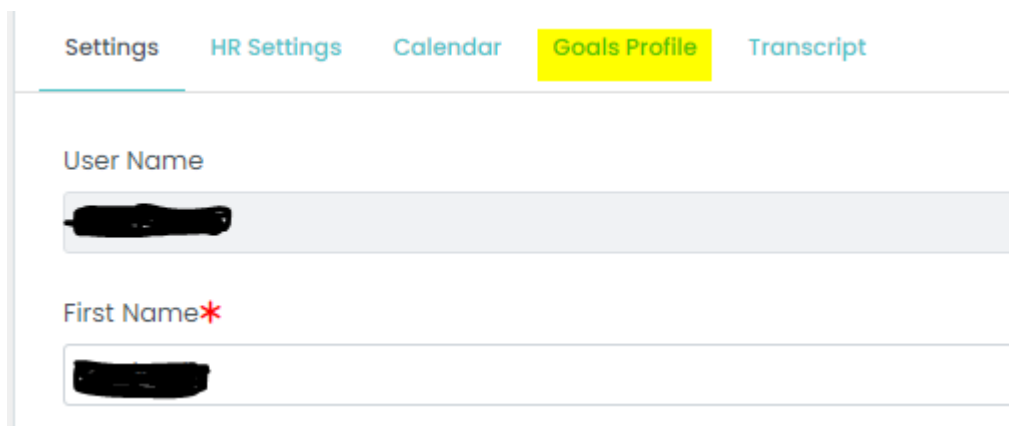
Any uncompleted elements (or Training soon to expire) will automatically show like this (below) with a grey line underneath. Click on the "In Progress" button (highlighted in yellow in the snip below) to unpack details. "In Progress" does not necessarily mean that the Training has been commenced. You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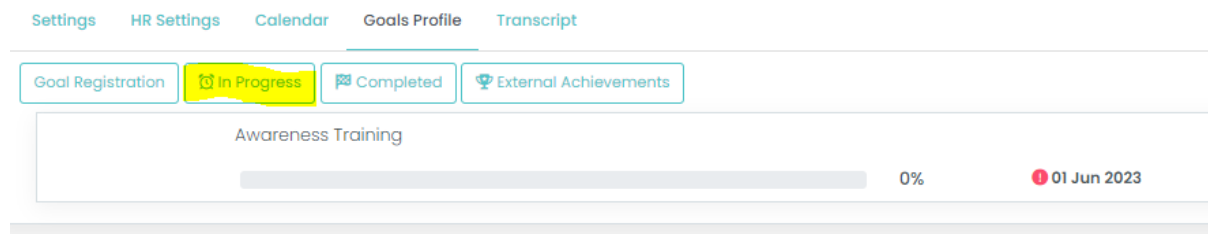

To unpack details of completed Training and when the renewal is due, click on the right-facing arrow (chevron) at the right-hand side of the screen (as highlighted in yellow in the snip below). It will spin downwards and reveal the line that (in this case) has the digit "2" in the black box (as circled 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.
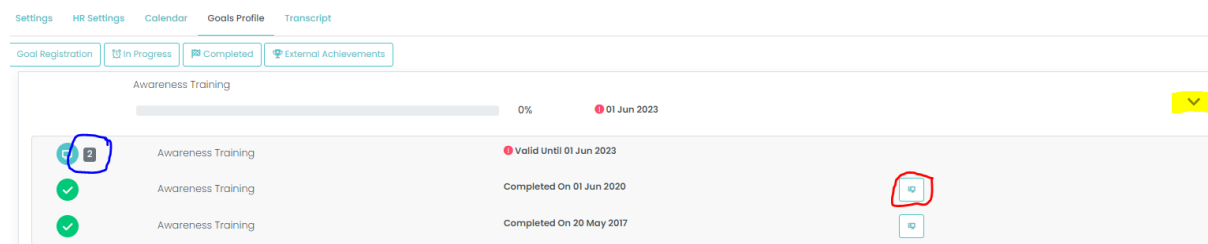
This person has completed Training twice before on 20/5/2017 and 1/6/2020. A Certificate for completed Training can be downloaded by clicking on the "certificate" icon (as circled in red). The Training is due to be renewed by 1/6/2023.

Click on the "Completed" button to find out the details of what has been completed:
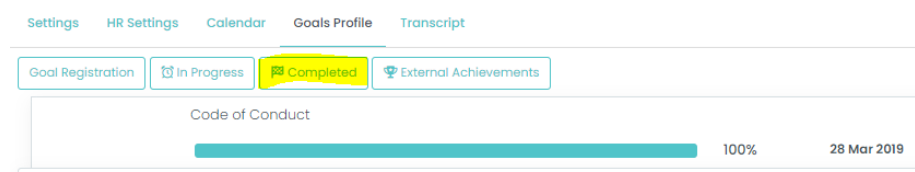
This person signed their Code of Conduct on 28 March 2019. The March 2019 Code of Conduct is the most recent version.