



Your Warner Institute Student Portal Handbook

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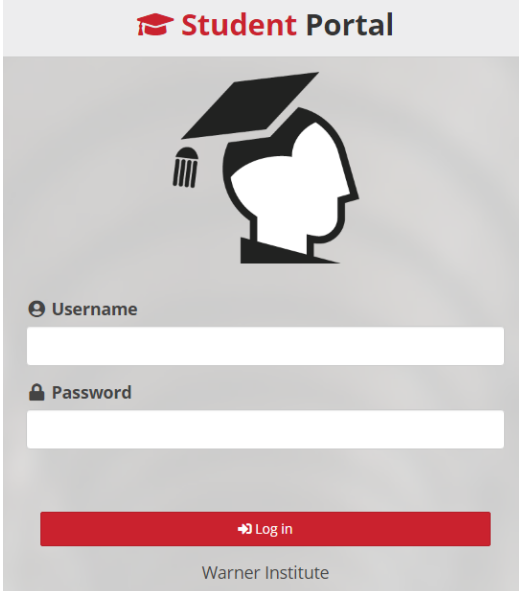
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Warner Institute Student Portal Login Details

Link to access Student Portal

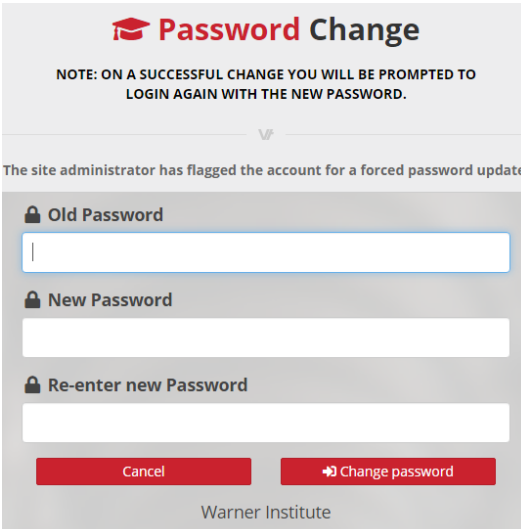
<https://learn.warnerinstitute.com.au/>

Enter username and temporary password emailed



The screenshot shows the 'Student Portal' login interface. At the top, there is a red graduation cap icon followed by the text 'Student Portal'. Below this is a large graphic of a white silhouette of a person's head wearing a black graduation cap. Underneath the graphic are two input fields: 'Username' and 'Password', each with a small lock icon to its left. Below the password field is a red button with a white arrow and the text 'Log in'. At the bottom of the page, the text 'Warner Institute' is displayed.

You will be prompted to update your password with a minimum of 8 characters

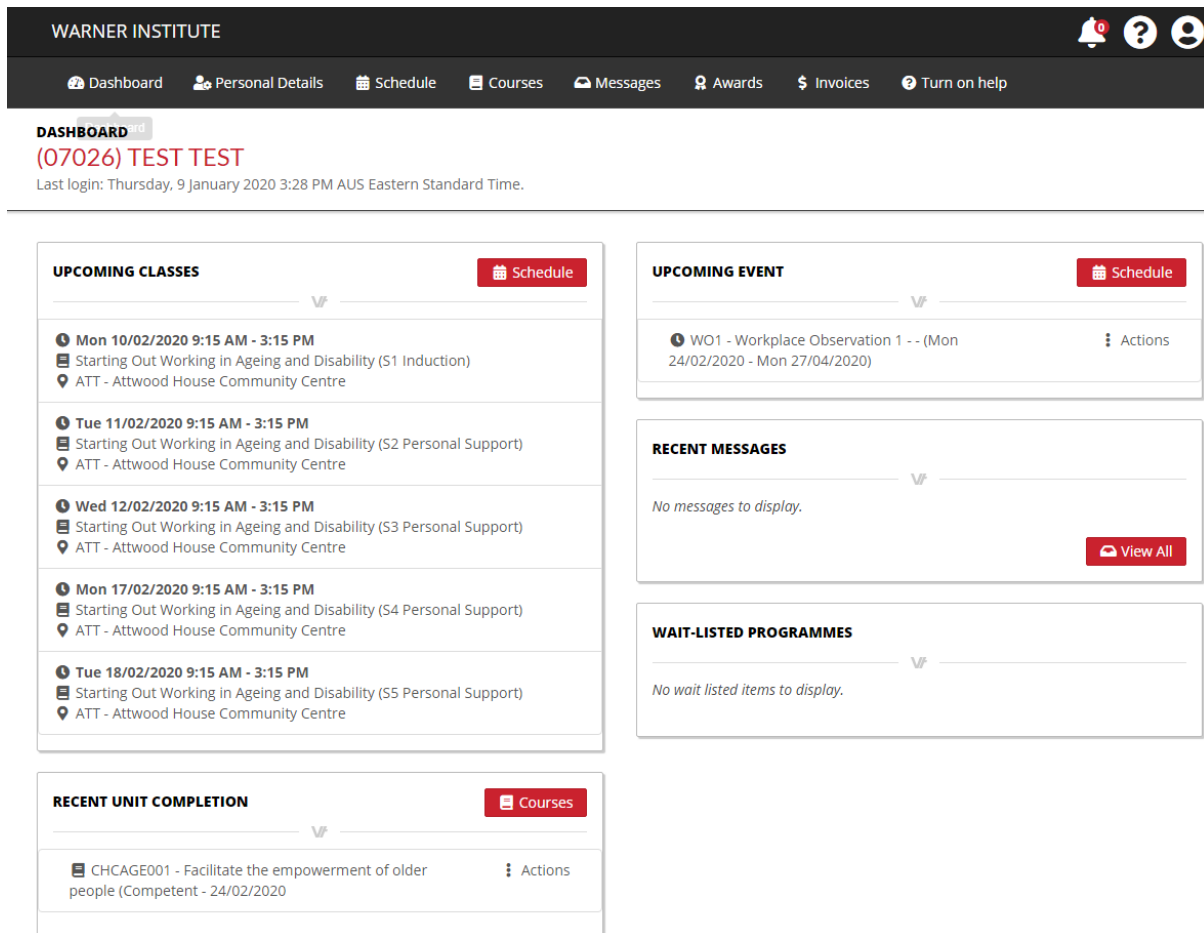


The screenshot shows the 'Password Change' page. At the top, there is a red graduation cap icon followed by the text 'Password Change'. Below this is a note: 'NOTE: ON A SUCCESSFUL CHANGE YOU WILL BE PROMPTED TO LOGIN AGAIN WITH THE NEW PASSWORD.' Underneath the note is a small 'v' icon. Below that is a message: 'The site administrator has flagged the account for a forced password update.' Below this message are three input fields: 'Old Password', 'New Password', and 'Re-enter new Password', each with a small lock icon to its left. Below the 'Re-enter new Password' field are two red buttons: 'Cancel' and 'Change password' with a white arrow. At the bottom of the page, the text 'Warner Institute' is displayed.

Dashboard Details

The Student Portal provides students with access to details regarding their training.

When you log into the Student portal, you will find yourself at the dashboard as pictured



The screenshot shows the Warner Institute Student Portal Dashboard. At the top, there is a navigation bar with the following items: Dashboard, Personal Details, Schedule, Courses, Messages, Awards, Invoices, and Turn on help. Below the navigation bar, the dashboard title is "DASHBOARD (07026) TEST TEST" and it shows the last login time as "Thursday, 9 January 2020 3:28 PM AUS Eastern Standard Time".

The dashboard is divided into several sections:

- UPCOMING CLASSES:** A list of five classes, each with a date, time, title, and location. Each class entry includes a "Schedule" button. The classes are:
 - Mon 10/02/2020 9:15 AM - 3:15 PM: Starting Out Working in Ageing and Disability (S1 Induction) at ATT - Attwood House Community Centre.
 - Tue 11/02/2020 9:15 AM - 3:15 PM: Starting Out Working in Ageing and Disability (S2 Personal Support) at ATT - Attwood House Community Centre.
 - Wed 12/02/2020 9:15 AM - 3:15 PM: Starting Out Working in Ageing and Disability (S3 Personal Support) at ATT - Attwood House Community Centre.
 - Mon 17/02/2020 9:15 AM - 3:15 PM: Starting Out Working in Ageing and Disability (S4 Personal Support) at ATT - Attwood House Community Centre.
 - Tue 18/02/2020 9:15 AM - 3:15 PM: Starting Out Working in Ageing and Disability (S5 Personal Support) at ATT - Attwood House Community Centre.
- UPCOMING EVENT:** A single event entry: "WO1 - Workplace Observation 1 - - (Mon 24/02/2020 - Mon 27/04/2020)" with an "Actions" button and a "Schedule" button.
- RECENT MESSAGES:** A section with the text "No messages to display." and a "View All" button.
- WAIT-LISTED PROGRAMMES:** A section with the text "No wait listed items to display."
- RECENT UNIT COMPLETION:** A section with one entry: "CHCAGE001 - Facilitate the empowerment of older people (Competent - 24/02/2020)" with an "Actions" button and a "Courses" button.

The key areas of the Dashboard are as follows;

- Navigation menu
- Upcoming classes
- Recent unit completions
- Upcoming events
- Recent messages
- Wait-Listed programmes (N/A)

Navigation menu

The page header consists of a series of icons in addition to the main navigations

- The **Notifications** icon will display any items that are configured to show as an alert for the student, such as messages from your trainer.
- The help icon toggles context sensitive help, which link back to articles here in the help centre.
- **Log Off** button to exit the student portal.

The navigation menu:

- **Personal Details** - view/edit your information.
- **Schedule** - calendar view of training related events.
- **Courses** - display the courses you are currently enrolled in and access history of courses completed with the training organisation.
- **Messages** - an archive of communications between yourself and your trainer.
- **Awards** - a list of certificates/qualifications awarded to you by the training organisation.
- **Invoices** - paid or outstanding payments

Upcoming Classes

This lists your future classes. View the full calendar of events by clicking the **Schedule** button in this section or from the navigation menu.

Recent Unit Completions

This shows units that were finished recently. You can see more detailed information on your courses by clicking the **Courses** button in this section or from the navigation menu.

Upcoming Events

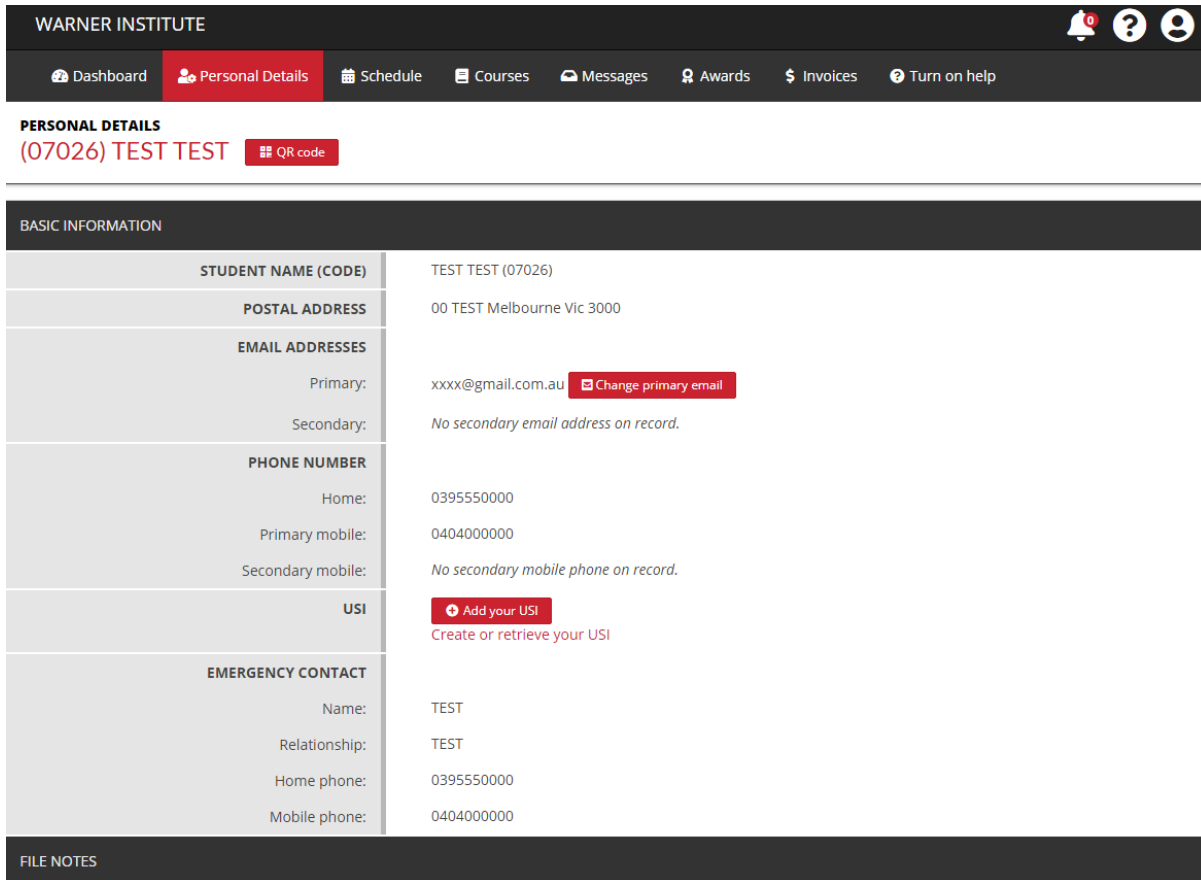
This lists relevant events occurring in the near future. View the full calendar of events by clicking the **Schedule** button in this section or from the navigation menu.

Recent Messages

This provides quick access to recent communications sent via SMS, or email.

A full record of communications can be accessed by clicking the **View All** button or selecting **Messages** from the navigation menu.

Personal Details



The screenshot shows the 'PERSONAL DETAILS' page for student (07026) TEST TEST. The page is divided into several sections: 'BASIC INFORMATION', 'EMAIL ADDRESSES', 'PHONE NUMBER', 'USI', and 'EMERGENCY CONTACT'. Each section contains specific details and interactive buttons.

BASIC INFORMATION	
STUDENT NAME (CODE)	TEST TEST (07026)
POSTAL ADDRESS	00 TEST Melbourne Vic 3000
EMAIL ADDRESSES	
Primary:	xxxx@gmail.com.au Change primary email
Secondary:	No secondary email address on record.
PHONE NUMBER	
Home:	0395550000
Primary mobile:	0404000000
Secondary mobile:	No secondary mobile phone on record.
USI	Add your USI Create or retrieve your USI
EMERGENCY CONTACT	
Name:	TEST
Relationship:	TEST
Home phone:	0395550000
Mobile phone:	0404000000

FILE NOTES

You can view your Personal Details from within the Student Portal, by clicking the **Personal Details** item in the **Navigation menu**.

The **Personal Details** page of the Student portal lists the details your training organisation has on record for you.

Changes to **Primary Email** can be made to enable to log into the portals and allow updates out of business hours.

The **USI** option is only available if USI is not on file and needed to be added. There is no option to change the USI once it is entered.

If you have changes, please contact Warner Institute at;

admin@warnerinstitute.com.au

Student Portal: Schedule

You can view your Schedule from within the Student Portal, by clicking the **Schedule** item in the **Navigation menu**.

The **Schedule** shows your classes, both past and present.

Your schedule details can be imported into your own personal calendar. To do this, click the **Subscribe** button.

Import instructions are provided for Google Calendar, Outlook and Apple iCloud.



The **Schedule** offers three different views:

1. **Calendar** - shows both classes and events in a traditional calendar style.
2. **Classes** - lists only classes occurring during the selected month.
3. **Events** - lists only events occurring during the selected month.

The *Calendar* is the default view; however your choice is remembered during your session.

If you view *Classes* in the **Schedule** and then briefly visit your **Dashboard**, *Classes* will still be selected when you return to the **Schedule**.

Each of the three views provided by the **Schedule** can be navigated by month using the buttons;

- for previous 
- *Current month* and next 

The selected view is remembered while browsing months.

In all views, clicking a class or event will open a pop-up containing further details.

Schedule: Calendar

Features of the Calendar:

- Today is highlighted on the calendar, typically in a pale yellow.
- Click an event or class to view further details.

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[Dashboard](#)
[Personal Details](#)
Schedule
[Courses](#)
[Messages](#)
[Awards](#)
[Invoices](#)
[Turn on help](#)

SCHEDULE
(07026) TEST TEST Subscribe

February 2020 🔍 Current month 🗓

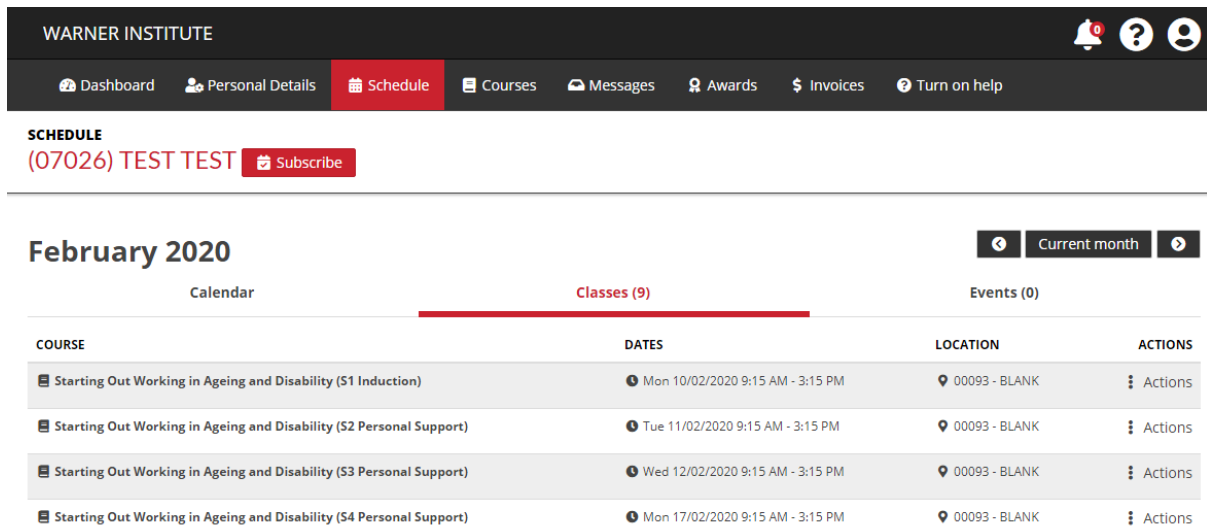
Calendar
Classes (9)
Events (0)

Class
Event

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10 9:15a Starting Out Wor	11 9:15a Starting Out Wor	12 9:15a Starting Out Wor	13	14	15
16	17 9:15a Starting Out Wor	18 9:15a Starting Out Wor	19 9:15a Starting Out Wor	20	21	22

Schedule: Classes

- The number of classes for the month are displayed in parentheses by the heading.
- Click on a course or click **Actions** and choose *View class* from the menu to show the Class Details pop up.



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Dashboard Personal Details **Schedule** Courses Messages Awards Invoices Turn on help

SCHEDULE
(07026) TEST TEST [Subscribe](#)

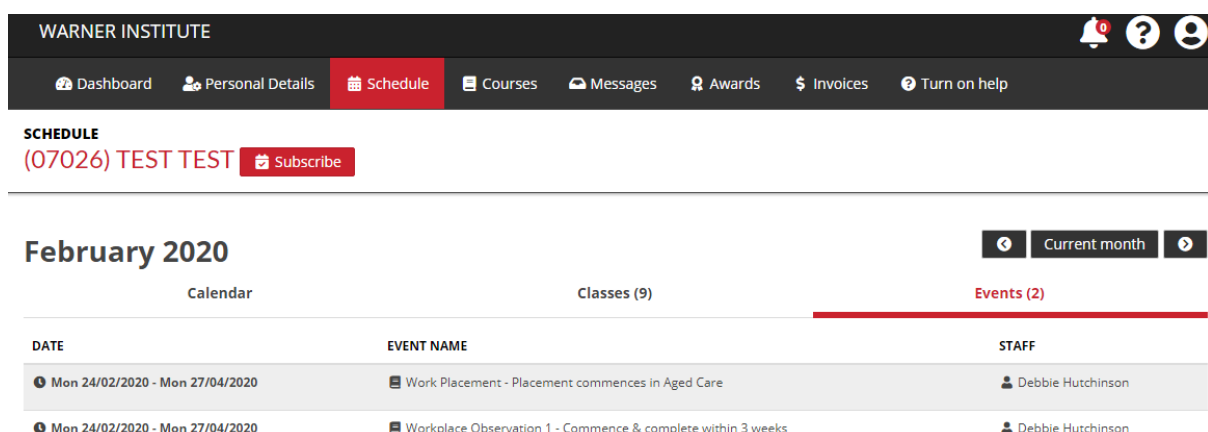
February 2020 Current month

Calendar **Classes (9)** Events (0)

COURSE	DATES	LOCATION	ACTIONS
Starting Out Working in Ageing and Disability (S1 Induction)	Mon 10/02/2020 9:15 AM - 3:15 PM	00093 - BLANK	Actions
Starting Out Working in Ageing and Disability (S2 Personal Support)	Tue 11/02/2020 9:15 AM - 3:15 PM	00093 - BLANK	Actions
Starting Out Working in Ageing and Disability (S3 Personal Support)	Wed 12/02/2020 9:15 AM - 3:15 PM	00093 - BLANK	Actions
Starting Out Working in Ageing and Disability (S4 Personal Support)	Mon 17/02/2020 9:15 AM - 3:15 PM	00093 - BLANK	Actions

Schedule: Events

- The number of events for the month are displayed in parentheses by the heading.
- Click on an event to show the Event Details pop up.



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Dashboard Personal Details **Schedule** Courses Messages Awards Invoices Turn on help

SCHEDULE
(07026) TEST TEST [Subscribe](#)

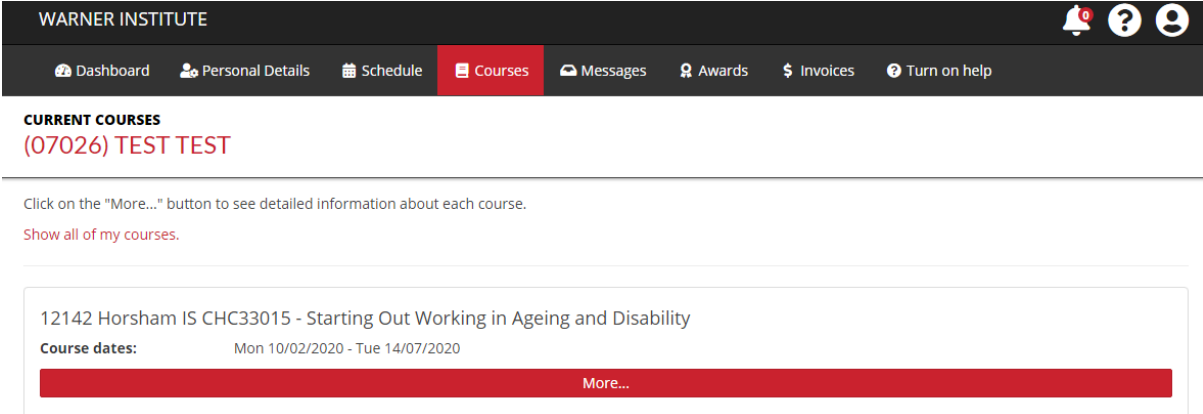
February 2020 Current month

Calendar **Classes (9)** **Events (2)**

DATE	EVENT NAME	STAFF
Mon 24/02/2020 - Mon 27/04/2020	Work Placement - Placement commences in Aged Care	Debbie Hutchinson
Mon 24/02/2020 - Mon 27/04/2020	Workplace Observation 1 - Commence & complete within 3 weeks	Debbie Hutchinson

Student Portal: Courses

The **Courses** page shows your current course progress and your course history. Toggle between Current Courses and All Courses using the link at the top of the page.



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Dashboard Personal Details Schedule **Courses** Messages Awards Invoices Turn on help

CURRENT COURSES
(07026) TEST TEST

Click on the "More..." button to see detailed information about each course.
[Show all of my courses.](#)

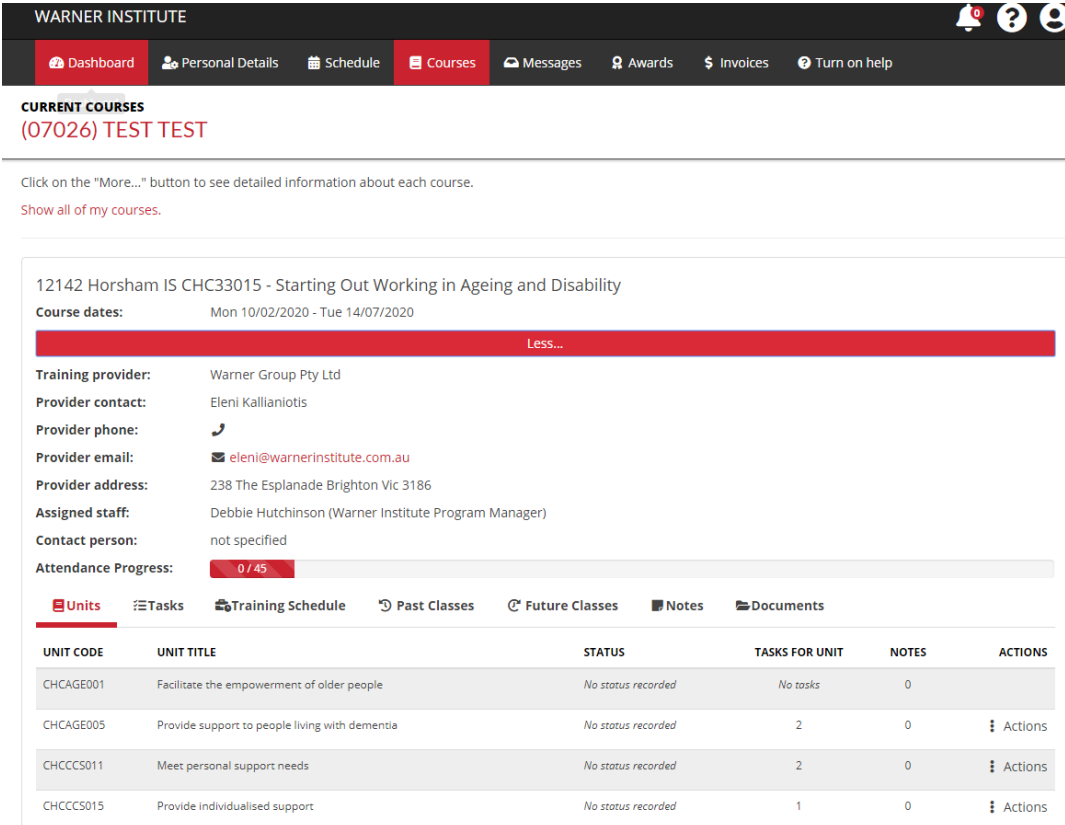
12142 Horsham IS CHC33015 - Starting Out Working in Ageing and Disability
Course dates: Mon 10/02/2020 - Tue 14/07/2020

[More...](#)

- Click the **More** button to see full details of a course.

Some basic information for your course will be displayed, and additional information can be found under the tabs provided:

- Units** - the default tab. These are the units you will be studying during your course.



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Dashboard Personal Details Schedule **Courses** Messages Awards Invoices Turn on help

CURRENT COURSES
(07026) TEST TEST

Click on the "More..." button to see detailed information about each course.
[Show all of my courses.](#)

12142 Horsham IS CHC33015 - Starting Out Working in Ageing and Disability
Course dates: Mon 10/02/2020 - Tue 14/07/2020

[Less...](#)

Training provider: Warner Group Pty Ltd
Provider contact: Eleni Kallianiotis
Provider phone: 
Provider email: eleni@warnerinstitute.com.au
Provider address: 238 The Esplanade Brighton Vic 3186
Assigned staff: Debbie Hutchinson (Warner Institute Program Manager)
Contact person: not specified
Attendance Progress: 0 / 45

Units Tasks Training Schedule Past Classes Future Classes Notes Documents

UNIT CODE	UNIT TITLE	STATUS	TASKS FOR UNIT	NOTES	ACTIONS
CHCAGE001	Facilitate the empowerment of older people	No status recorded	No tasks	0	
CHCAGE005	Provide support to people living with dementia	No status recorded	2	0	⋮ Actions
CHCCCS011	Meet personal support needs	No status recorded	2	0	⋮ Actions
CHCCCS015	Provide individualised support	No status recorded	1	0	⋮ Actions

- **Tasks** - these are tasks related to your course that shows the due date you need to complete the assessment.

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COURSES
(07026) TEST TEST

Click on the "More..." button to see detailed information about each course.
[Show all of my courses.](#)

12142 Horsham IS CHC33015 - Starting Out Working in Ageing and Disability
Course dates: Mon 10/02/2020 - Tue 14/07/2020

[Less...](#)

Training provider: Warner Group Pty Ltd
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 Provider email: eleni@warnerinstitute.com.au
 Provider address: 238 The Esplanade Brighton Vic 3186
 Assigned staff: Debbie Hutchinson (Warner Institute Program Manager)
 Contact person: not specified
 Attendance Progress: 0 / 45

Units **Tasks** Training Schedule Past Classes Future Classes Notes Documents

TASK CODE	TASK TITLE	STATUS	DUE DATE	NOTES
(I5)Assessment 1	Meeting personal support needs	No status recorded	No date recorded	0
(I5)Assessment 2	Healthy Bodies	No status recorded	No date recorded	0
(I5)Assessment 3	Understanding the legal & ethical requirements for Aged Care work	No status recorded	No date recorded	0
(I5)Assessment 4	Understanding & creating empowerment for people with disability	No status recorded	No date recorded	0

- **Training Schedule** - this shows the expected time frame for reporting to the government each of the units associated with your course.

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CURRENT COURSES
(07026) TEST TEST

Click on the "More..." button to see detailed information about each course.
[Show all of my courses.](#)

12142 Horsham IS CHC33015 - Starting Out Working in Ageing and Disability

Course dates: Mon 10/02/2020 - Tue 14/07/2020

Less...

Training provider: Warner Group Pty Ltd
Provider contact: Eleni Kallianiotis
Provider phone:
Provider email: eleni@warnerinstitute.com.au
Provider address: 238 The Esplanade Brighton Vic 3186
Assigned staff: Debbie Hutchinson (Warner Institute Program Manager)
Contact person: not specified

Attendance Progress: 0 / 45

Units
 Tasks
 Training Schedule
 Past Classes
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UNIT CODE	PLANNED START	PLANNED FINISH	DELIVERY STRATEGY	ASSESSMENT MODE	STAFF NAME
CHCAGE001	29/04/2020	3/06/2020	Classroom based	(O, CS, W, S) O, CS,...	Debbie Hutchinson
CHCAGE005	29/04/2020	3/06/2020	Classroom based	(O, CS, W, S) O, CS,...	Debbie Hutchinson
CHCCCS011	11/02/2020	3/06/2020	Classroom based	(O, CS, W, S) O, CS,...	Debbie Hutchinson
CHCCCS015	11/02/2020	20/04/2020	Classroom based	(R, CS, W, S) R, CS,...	Debbie Hutchinson

- **Past and Future Classes** - the dates and times for your classes, and your attendance status for them.

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CURRENT COURSES
(07026) TEST TEST

Click on the "More..." button to see detailed information about each course.
[Show all of my courses.](#)

12142 Horsham IS CHC33015 - Starting Out Working in Ageing and Disability

Course dates: Mon 10/02/2020 - Tue 14/07/2020

Less...

Training provider: Warner Group Pty Ltd

Provider contact: Eleni Kallianiotis

Provider phone:

Provider email: eleni@warnerinstitute.com.au

Provider address: 238 The Esplanade Brighton Vic 3186

Assigned staff: Debbie Hutchinson (Warner Institute Program Manager)

Contact person: not specified

Attendance Progress: 0 / 45

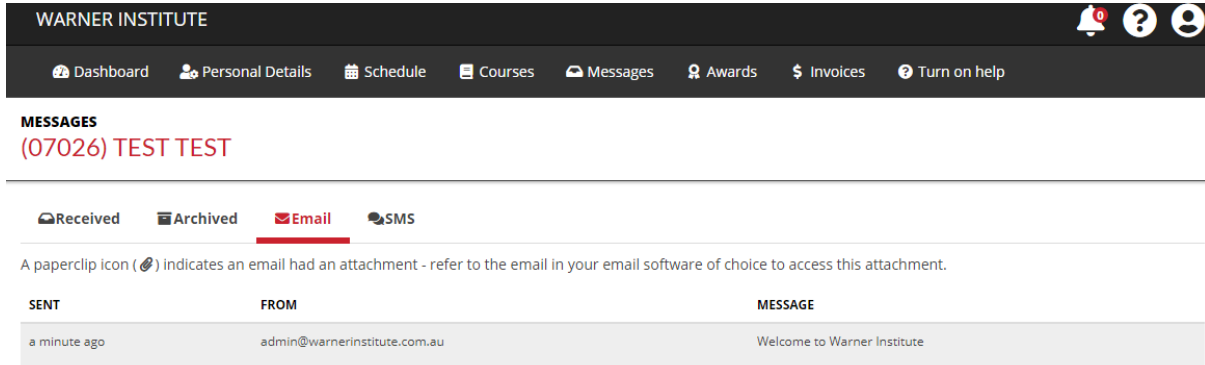
Units
Tasks
Training Schedule
Past Classes
Future Classes
Notes
Documents

DATE	CODE	STAFF MEMBER	ATTEND STATUS	LOCATION
Mon 10/02/2020 9:15 AM - 3:15 PM	S1 Induction	Debbie Hutchinson	Not recorded	00093 - BLANK
Tue 11/02/2020 9:15 AM - 3:15 PM	S2 Personal Support	Debbie Hutchinson	Not recorded	00093 - BLANK
Wed 12/02/2020 9:15 AM - 3:15 PM	S3 Personal Support	Debbie Hutchinson	Not recorded	00093 - BLANK

Student Portal: Messages

The **Messages** page of the Student portal provides your communication history.

You can review some emails and SMS that have been sent to you (providing those types of messages were sent in a way that allows them to be tracked by the Student Portal).



The screenshot shows the top navigation bar of the Warner Institute Student Portal. The navigation bar includes links for Dashboard, Personal Details, Schedule, Courses, Messages, Awards, Invoices, and Turn on help. Below the navigation bar, the Messages section is displayed, showing a message from (07026) TEST TEST. The message is categorized as Email. Below the message list, there is a note about the paperclip icon indicating an attachment. The message list table shows a message sent 'a minute ago' from 'admin@warnerinstitute.com.au' with the message content 'Welcome to Warner Institute'.

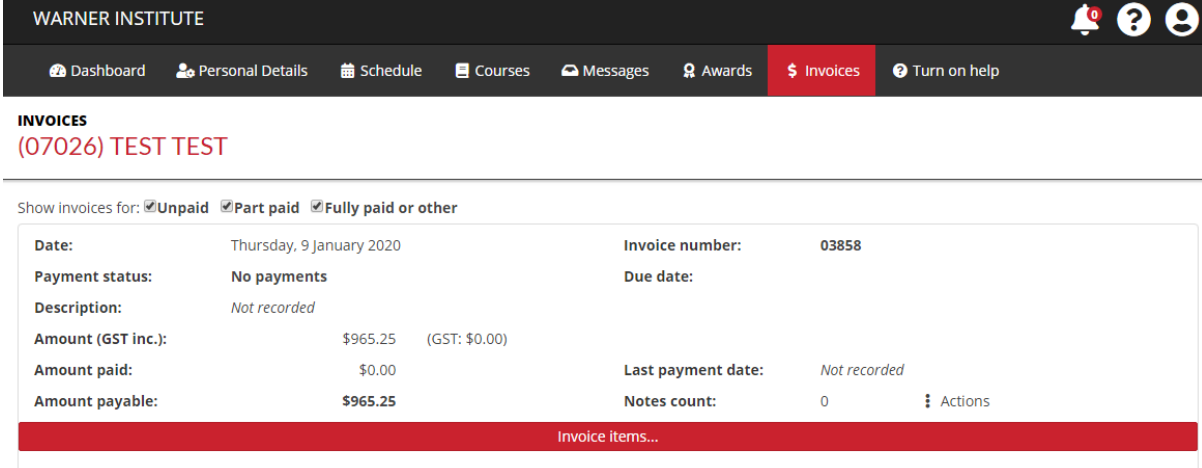
SENT	FROM	MESSAGE
a minute ago	admin@warnerinstitute.com.au	Welcome to Warner Institute

The message history is categorised:

- **Received** - messages you've received. They include messages direct to you and messages sent to your whole class.
- **Archived** – N/A
- **Sent** – N/A
- **Email** - Emails sent to you.
- **SMS** - SMS messages sent to you.

Student Portal: Invoices

You can view your Invoices from within the Student Portal, by clicking the **Invoices** item in the **Navigation menu**.



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Dashboard Personal Details Schedule Courses Messages Awards **Invoices** Turn on help

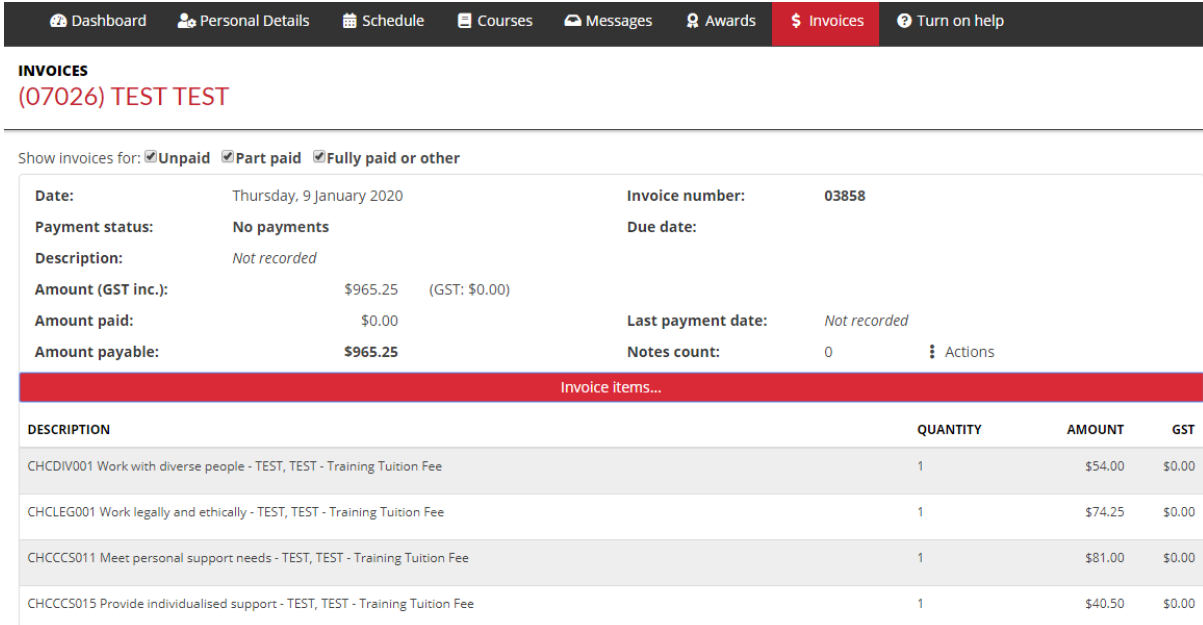
INVOICES
(07026) TEST TEST

Show invoices for: Unpaid Part paid Fully paid or other

Date: Thursday, 9 January 2020 **Invoice number:** 03858
Payment status: No payments **Due date:**
Description: Not recorded
Amount (GST inc.): \$965.25 (GST: \$0.00)
Amount paid: \$0.00 **Last payment date:** Not recorded
Amount payable: \$965.25 **Notes count:** 0 **Actions**

Invoice items...

- Click the **Invoice items** button to see full details of the invoice.



Dashboard Personal Details Schedule Courses Messages Awards **Invoices** Turn on help

INVOICES
(07026) TEST TEST

Show invoices for: Unpaid Part paid Fully paid or other

Date: Thursday, 9 January 2020 **Invoice number:** 03858
Payment status: No payments **Due date:**
Description: Not recorded
Amount (GST inc.): \$965.25 (GST: \$0.00)
Amount paid: \$0.00 **Last payment date:** Not recorded
Amount payable: \$965.25 **Notes count:** 0 **Actions**

Invoice items...

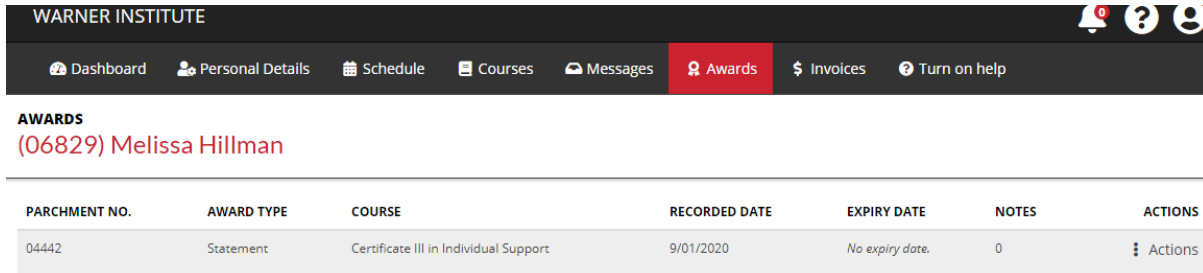
DESCRIPTION	QUANTITY	AMOUNT	GST
CHCDIV001 Work with diverse people - TEST, TEST - Training Tuition Fee	1	\$54.00	\$0.00
CHCLEG001 Work legally and ethically - TEST, TEST - Training Tuition Fee	1	\$74.25	\$0.00
CHCCCS011 Meet personal support needs - TEST, TEST - Training Tuition Fee	1	\$81.00	\$0.00
CHCCCS015 Provide individualised support - TEST, TEST - Training Tuition Fee	1	\$40.50	\$0.00

The Invoices page shows invoices that are unpaid or only part paid by default. Paid or other invoices can also be viewed by clicking the corresponding checkbox.

Student Portal: Awards

You can view your Awards from within the Student Portal, by clicking the **Awards** item in the **Navigation menu**.

The **Awards** page of the Student portal lists all the awards issued to you by the training organisation.



The screenshot shows the top navigation bar of the Warner Institute Student Portal. The 'Awards' menu item is highlighted in red. Below the navigation bar, the user's name '(06829) Melissa Hillman' is displayed. A table lists the awards issued to the user.

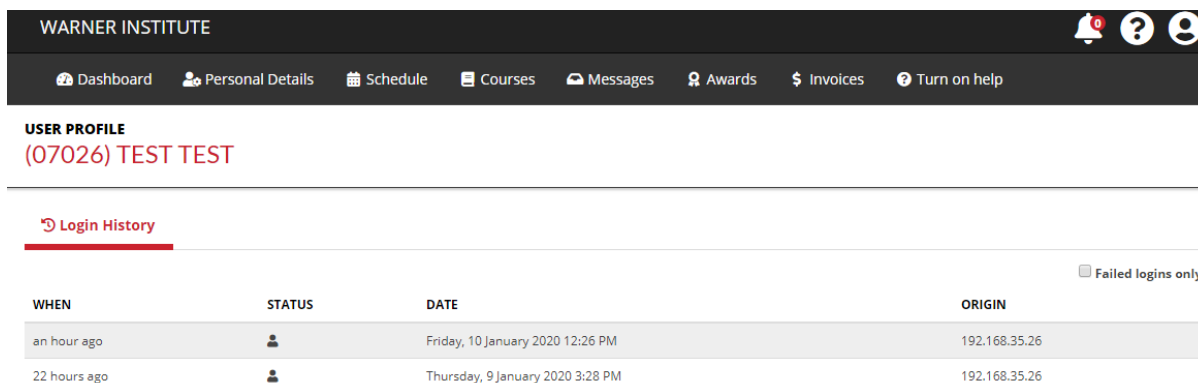
PARCHMENT NO.	AWARD TYPE	COURSE	RECORDED DATE	EXPIRY DATE	NOTES	ACTIONS
04442	Statement	Certificate III in Individual Support	9/01/2020	No expiry date.	0	⋮ Actions

- Click **Actions** to view files or notes associated with the award.

Student Portal: Login History

The **Login History** page of the Portal lists the details of login attempts for your account.

You can view your Login History from within the Student Portal, by clicking the **User Icon** item in the **Navigation menu**.



The screenshot shows the top navigation bar of the Warner Institute Student Portal. Below the navigation bar, the user profile is displayed as '(07026) TEST TEST'. The 'Login History' section is active, showing a table with columns for 'WHEN', 'STATUS', 'DATE', and 'ORIGIN'. A checkbox for 'Failed logins only' is visible at the top right of the table.

WHEN	STATUS	DATE	ORIGIN
an hour ago		Friday, 10 January 2020 12:26 PM	192.168.35.26
22 hours ago		Thursday, 9 January 2020 3:28 PM	192.168.35.26

The page shows:

- **When** the login attempt occurred. This is an easy-to-read description of how long ago the attempt was made.
- If the attempt was **successful**, indicated by a tick or exclamation icon.
- The **date** and time of the attempt.
- The **origin** of the attempt, which is the IP address of the computer/device used to attempt the login.

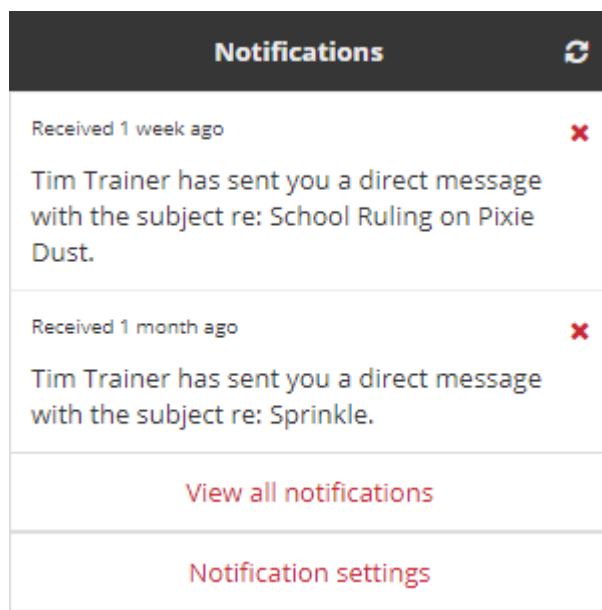
The list can also be filtered to **Failed Logins Only**, as per the checkbox at the top right of the list.

Student Portal: Notifications

The bell icon in the header of the Student Portal provides access to your notifications.

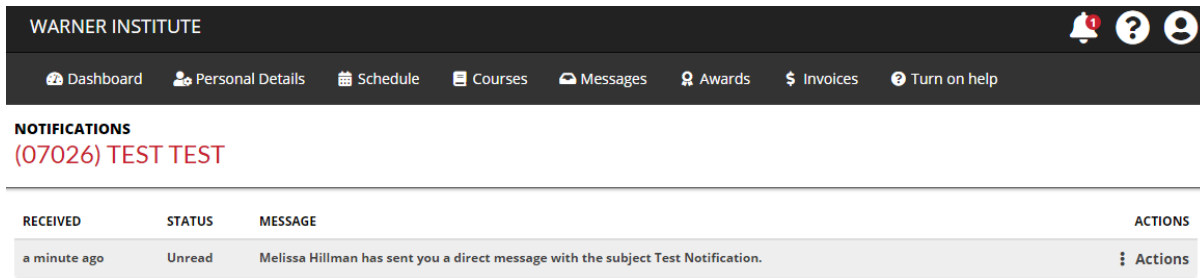
The number in the red circle indicates how many new notifications you have waiting to be read.

Click the bell icon to view a summary of your most recent notifications.



- Click a notification to view the message it relates to.
- Click the red **X** to dismiss a notification.
- Click **View all notifications** to see the Notifications page, which lists all notifications.
- Adjust when you receive notifications by clicking **Notification settings**.

All Notifications



RECEIVED	STATUS	MESSAGE	ACTIONS
a minute ago	Unread	Melissa Hillman has sent you a direct message with the subject Test Notification.	⋮ Actions

- Click on a notification to view it in full.
- Click **Actions** and choose *Dismiss Message* to clear the notification.

Notification Settings

- The *Notify* column indicates if you will receive a notification in the Student portal.
- The *Email* column indicates if you will receive an email



Community Services,
Aged Care & Disability



Government

warner
institute

learning that sticks

T: 03 9555 9100 1300 140099
warnerinstitute.com.au



Compliance & Animal
Management



Business

Warner Institute

a division of Warner Group Pty Ltd RTO: 21622 ABR: 26 935 546 475
Workplace Know-how Training is a brand of Warner Institute