

**School of Health and
Rehabilitation Sciences**

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e: enquiries.shrs@uq.edu.au
p: (07) 3365 4506

Level 3
Therapies Building (84A)
St Lucia Campus
University of Queensland

Office Hours:
8.30am to 5pm (Mon- Fri)

iLEARN HOW TO GUIDE

School of Health and Rehabilitation Sciences

Audiology

Occupational Therapy

Physiotherapy

Speech Pathology

Create your QH iLearn account

Step 1

Welcome to iLearn

iLearn hosts educational material for Queensland Health staff, external health professionals, contractors, students and members of the public.

First time here?

[Register here for an iLearn account](#)

Support and Assistance

[System Check](#) | [Reset your Password](#) | [iLearn Help](#)

For technical issues please contact the [Help Desk](#) on 1800 198 175

Access iLearn via

<https://ilearn.health.qld.gov.au/d2l/login>

Click on *Register here to create an iLearn account*



Create your QH iLearn account

Step 2

How can I Access iLearn@QHealth?

REGISTRATION PROCESS

You will need to complete our registration form to create your own user account.

Note: A Registered Email Address can only be used once (you cannot use one email address for multiple user accounts).

About System Emails: Some email providers may consider a system generated email as SPAM or Junk (Hotmail & Gmail are problematic). Please check these folders if you haven't received a registration confirmation email. If you experience issues with registration please contact **1800 198 175 for support**.

Select the most suitable category you belong to to get started:

IMPORTANT: Users are only entitled to one iLearn account.

If you have previously registered or have an existing account any new registration will not be processed. If you experience issues with registration please contact **1800 198 175 for support**.

I am a STUDENT on clinical placement

[Go here](#) (launches in new window) to complete our registration form to create a new user account.

Select 'Non Queensland Health Learner'

Click the Register button

Complete the form with the following information:

- Use your University email address (preferred) or personal email if you do not have a tertiary email account.
- List 'Student' as your Position
- List your University as Employer
- List Student Placement coordinator details within Supervisor 'Name & Contact'.

Registrations are processed daily Mon-Fri.

You will receive an email once your account has been set up.

If you are a returning student contact 1800 198 175 for assistance

Need more help?

For assistance on Clinical Student Placement Orientation requirements refer to 'Student Help' within our FAQs.

Under I am a STUDENT on clinical placement, click on [Go here](#)

Create your QH iLearn account

Step 2

How can I Access iLearn@QHealth?

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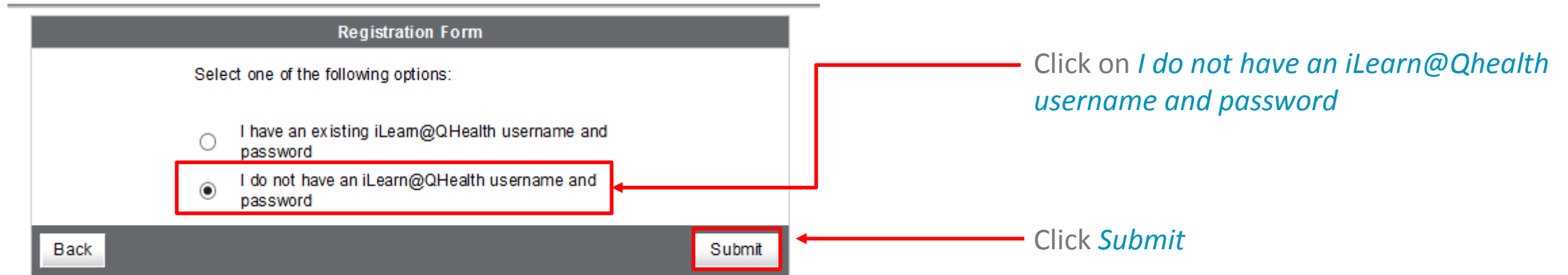
Need more help?

For assistance on Clinical Student Placement Orientation requirements refer to 'Student Help' within our FAQs.

Under I am a STUDENT on clinical placement, click on [Go here](#)

Create your QH iLearn account

Step 3



The image shows a registration form titled "Registration Form" with a dark header. Below the header, the text "Select one of the following options:" is followed by two radio button options. The first option is "I have an existing iLearn@QHealth username and password" with an unselected radio button. The second option is "I do not have an iLearn@QHealth username and password" with a selected radio button. This second option is enclosed in a red rectangular box. Below the options are two buttons: "Back" on the left and "Submit" on the right. The "Submit" button is also enclosed in a red rectangular box. To the right of the form, there are two red arrows pointing to the selected radio button and the "Submit" button. The arrow pointing to the radio button is accompanied by the text "Click on *I do not have an iLearn@Qhealth username and password*". The arrow pointing to the "Submit" button is accompanied by the text "Click *Submit*".

Registration Form

Select one of the following options:

I have an existing iLearn@QHealth username and password

I do not have an iLearn@QHealth username and password

Back Submit

Click on *I do not have an iLearn@Qhealth username and password*

Click *Submit*

Create your QH iLearn account

Step 4

Self Registering Course Offerings		
Course Offering Code ▲	Course Offering Name	Course Offering Cost
CP_Self Reg External	Non Queensland Health learner (e.g. student, trades, contractor, volunteer)	
CP_Self Reg Internal	Queensland Health employee (e.g. staff, contracted employee)	
CP_Self Reg MHA General Access	Mental Health Act (Non Queensland Health employee)	

Click on *Non Queensland Health learner*

Description

[Course Offering List](#) > **Course Offering Description**

Step 1: View Course Offering Information

Course Offering Name: Non Queensland Health learner (e.g. student, trades, contractor, volunteer)

Course Offering Code: CP_Self Reg External

Non Queensland Health iLearn@QHealth learner registration

Please complete this form to register for your new iLearn@QHealth account.

Description:

You should only use this form if:

- you are a health professional or student and
- are not a Queensland Health employee or contractor.

Cancel

Register

Click on *Register*

Create your QH iLearn account

Step 5

Registration Form

[Course Offering List](#) > [Course Offering Description](#) > Registration Form

Step 2: Enter Registration Information

Required fields are marked with a *

Privacy Notice: Personal information collected by the Department of Health is handled in accordance with the Information Privacy Act 2009. The Department of Health is collecting personal information in accordance with the Information Privacy Act 2009 in order to manage your iLearn user profile.

All personal information will be securely stored and only accessible by authorised officers of Queensland Health. Your

* First Name:

* Last Name:

* Email:

Email Tip: For faster registration, please use an email address that identifies your organisation (e.g. employer, learning institution, business etc) in preference to a personal email address (e.g.

* Business Phone:

* Position:

* Employer:

* Supervisor's Name:

* Supervisor's Contact Number:

Address 1:

Address 2:

* City:

* State/Province:

* ZIP/Postal Code:

* Country:

Office Use:

Back Submit

Enter your personal details

Enter your student e-mail address

Enter your phone number

Enter *Student* and *UQ*

Enter your Clinical Education Liaison Managers name
(SPCH: Lucy Hunter; AUDL: Daniella Cain; PHTY:
Michael Donovan; OCTY: Jodie Booth)

Enter 07 3365 4506 (SASU phone number)

Enter your address

Create your QH iLearn account

Step 6

Confirmation

[Course Offering List](#) > [Course Offering Description](#) > [Registration Form](#) > **Confirmation**

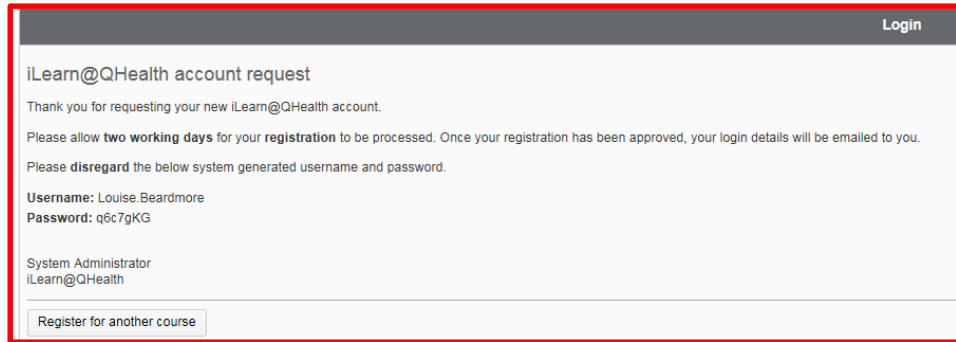
Step 3: Confirmation

First Name: Louise
Last Name: Beardmore
Email: l.beardmore@uq.edu.au
For faster registration, please use an email address that identifies your
Email Tip: organisation (e.g. employer, learning institution, business etc) in
preference to a personal email address (e.g. @hotmail etc).
Business Phone: 07 3365 5444
Position: Student
Employer: UQ
Supervisor's Name: Lisa Haigh
Supervisor's Contact Number: 07 3365 5406
Address 1:
Address 2:
City: St Lucia
State/Province: QLD
ZIP/Postal Code: 4072
Country: Australia
Office Use:

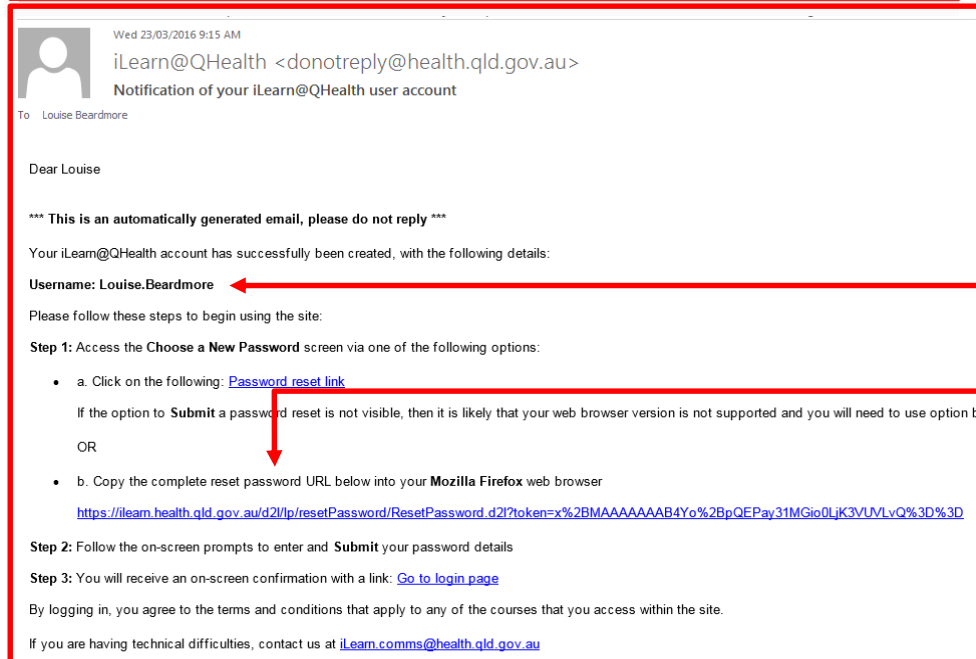
← Click on *Finish*

Create your QH iLearn account

Step 7



You will receive notification that your request has been received



Once your request has been processed (can take 2-3 working days) you will receive an e-mail notification which includes your Username, and a link to change your password.

You will not have entered a password when registering, so you will need to follow Step 1 b. Open Mozilla Firefox and paste the link in your browser

Create your QH iLearn account

Step 8



Queensland Government
Queensland Health

Choose a New Password

Enter a new password. Password must be between 8 and 50 characters in length.

Username *

New Password *

Re-enter Password *

[View password requirements](#)

Enter your Username (located in e-mail notification)

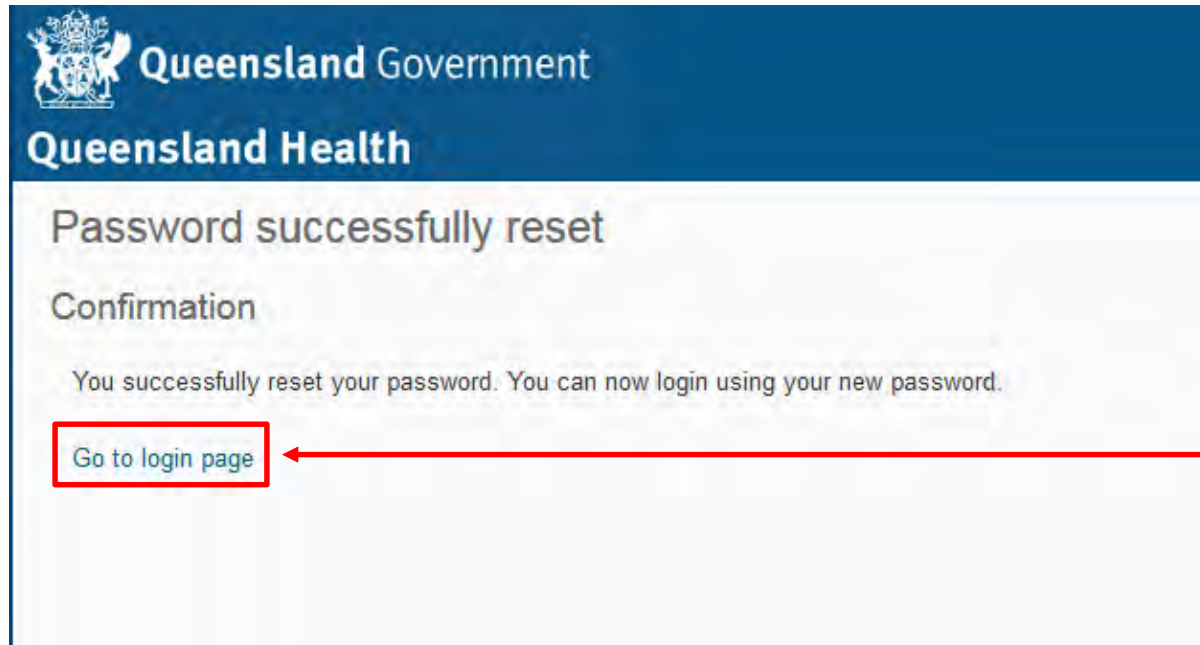
Select a new password

Re-enter your password (these are case sensitive)

Click on *Submit*

Create your QH iLearn account

Step 9



Queensland Government
Queensland Health

Password successfully reset

Confirmation

You successfully reset your password. You can now login using your new password.

[Go to login page](#)

Click on *Go to login page*

Log on to QH iLearn

Step 10


Copyright | Disclaimer | Privacy | Right to information | Accessibility | Jobs in Queensland Government | Other languages

Username *

Password *

Log In

Forgot your password?



Access iLearn via

<https://ilearn.health.qld.gov.au/d2i/login>

Enter the Username and Password that you registered when creating your account

Click on *Log In*

Register for QH iLearn courses

Step 11

The screenshot shows the iLearn@QHealth Home Page for non-QH users. The header includes the Queensland Government and Queensland Health logos, along with navigation links for Awards, Learner Help, and Documentation. The main content area is titled "Non QH Employee Course Catalogue" and features a large green banner with the text "Course Catalogue Click here to Find Courses and Enrol" and an illustration of school supplies. To the right, a "Students" dropdown menu is open, displaying a welcome message for Louise and a list of essential training courses for student clinical placement. A red box highlights the list of courses, and a red arrow points from the explanatory text on the right to this list.

Queensland Government
Queensland Health

Awards | Learner Help | Documentation

iLearn@QHealth Home Page (Non QH Users)

Non QH Employee Course Catalogue

Course Catalogue
Click here to Find Courses and Enrol

Students

Welcome Louise

Below are the enrollment links to **essential training courses** for student clinical placement with Queensland Health.

- Clinical Placement Student Orientation
- First-Response Evacuation Instructions
- Work Health and Safety Induction
- Occupational Violence Prevention Fundamentals
- Prevention & Mgt of Musculoskeletal Disorders (MSD)

Additional Information for Clinical Student Placements

The courses you will need to complete for the Queensland Health Student Orientation Checklist are identified on the right-hand pane.

Register for QH iLearn courses

Step 12

Queensland Government
Queensland Health

Awards | Learner Help | Documentation

iLearn@QHealth Home Page (Non QH Users)

Non QH Employee Course Catalogue

Course Catalogue
Click here to Find Courses and Enrol

Students

Welcome Louise

Below are the enrollment links to **essential training courses** for student clinical placement with Queensland Health.

- Clinical Placement Student Orientation
- First-Response Evacuation Instructions**
- Work Health and Safety Induction
- Occupational Violence Prevention Fundamentals
- Prevention & Mgt of Musculoskeletal Disorders (MSD)

Additional Information for Clinical Student Placements

Select the course you want to complete

Register for QH iLearn courses

Step 13

Queensland Government
Queensland Health

Home Back to iLearn MyHome Browse Courses My Courses Louise Beardmore

(DoH Corp-C) First-Response Evacuation Instructions

This course covers the method of operating manual fire alarms and fire fighting equipment in the building. This course takes approx. 20 minutes to complete. Important Note: The following course is ONLY to be completed if there is no specific site course for the building that you are currently working in. NOTE: To complete the General Evacuation Instructions, the training shall be conducted by your Line Manager or contact your local OHS Unit and request access to this instruction

Mandatory

MANDATORY TRAINING

Mandatory Training

Enrol

I agree to the Terms of Service and Privacy Policy ([Read](#))

Start Date: 10/10/2017
Enrolment opens: 10/10/2017
Enrolment closes: 31/12/2017

Video Lectures
Quizzes

Program: Clinical Student Orientation...
Program: Clinical Student Orientation...

Check the *I agree to the Terms of Service and Privacy Policy* and click on Enrol

Register for QH iLearn courses

Step 14

Queensland Government
Queensland Health

Home Back to iLearn MyHome Browse Courses My Courses Louise Beardmore

You have successfully enrolled in this course.

(DoH Corp-C) First-Response Evacuation Instructions

This course covers the method of operating manual fire alarms and fire fighting equipment in the building. This course takes approx. 20 minutes to complete. Important Note: The following course is ONLY to be completed if there is no specific site course for the building that you are currently working in. NOTE: To complete the General Evacuation Instructions, the training shall be conducted by your Line Manager or contact your local OHS Unit and request access to this instruction

Mandatory

MANDATORY TRAINING

Mandatory Training

Launch Course

Start Date: 10/10/2017
Enrolment opens: 10/10/2017
Enrolment closes: 31/12/2017

- Video Lectures
- Quizzes

Program: Clinical Student Orientation...
Program: Clinical Student Orientation...

Click Launch Course

Complete QH iLearn courses

Step 15

The screenshot shows the iLearn interface for the 'First-Response Evacuation Instructions' course. The page includes a navigation menu with 'Overview', 'Bookmarks', 'Course Schedule', and 'Table of Contents' (highlighted with a red box and a red arrow). The 'Table of Contents' section lists three items: '1. How to complete - First-Response Evacuation Instructions', '2. First-Response Evacuation Instructions', and '3. Completion Quiz'. The main content area displays the course overview, including a note that the course takes approximately 20 minutes to complete and an important note about site-specific courses. It also provides instructions on how to complete the training, mentioning the Queensland Building Fire Safety Regulation 2008 and listing requirements for occupants and wardens.

Department of Health
ourmandatorytraining

MANDATORY TRAINING

Course Home Content Class Progress Awards FAQs Learner Help

Search Topics

Overview

Bookmarks

Course Schedule

Table of Contents 2

Course enquiries

1. How to complete - First-Response Evacuation Instructions

2. First-Response Evacuation Instructions 1

3. Completion Quiz 1

Overview

Print

First-Response Evacuation Instructions course

This course takes approx. 20 minutes to complete.

Important Note: The following course is ONLY to be completed if there is no specific site course for the building that you are currently working in.

How to complete this training:

The on-line Building Emergency Procedures contain demonstrations of all the emergency equipment and procedures required to ensure you remain safe in your building.

The Queensland Building Fire Safety Regulation 2008 requires that new employees undertake this training within 48 hours of commencing work and that all employees undertake general evacuation instruction and first response evacuation instruction every year.

All occupants are to:

- review the **Emergency Procedures** and the **Interactive Plan** for your floor
- complete the Assessment

All Wardens (ECO) are to:

- Review **Emergency Control Organisation (ECO)** and **ECO Instructions**
- Complete the Assessment

The [Overview](#) page provides a short overview of the course outcomes and how much time you should allocate to successfully complete the course

Click on [Table of Contents](#)

This will provide you with a summary of what is required to complete the course.

It is broken down into 3 categories: How to complete, Instructions and Completion Quiz.

You will need to follow all instructions and complete the quiz.

Complete QH iLearn courses

Step 16

Course Home Content Class Progress **Awards** FAQs Learner Help

Search Topics

Overview

Bookmarks

Course Schedule

Table of Contents 1

Course enquiries

1. How to complete - First-Response Evacuation Instructions

2. First-Response Evacuation Instructions ✓

3. Completion Quiz 1

2. First-Response Evacuation Instructions

How to complete this course

Step 1: Click on the link below - this will launch in a new Tab in your browser.

Step 2: Complete the training and once completed close the Tab in your browser.

Step 3: Return to this course page upon completion.

Step 4: Complete the Completion Quiz. Ensure you save and submit your answers. Completing the quiz will release your certificate.

TIP: Complete the Completion Quiz (2 questions) as part of your course completion acknowledgement.

Step 5: Your certificate will appear in your Awards (link above) however this may take up to 15 minutes.

Completion Awards: Badges and Certificates

To access any of your Awards click on the Awards icon in the navigation menu.

Course Home Content Class Progress **Awards** FAQs

Note: there may be a slight delay to receiving awards. To generate the certificate please log out of your iLearn account and check back in 15 minutes.

To get started, click on the link below.

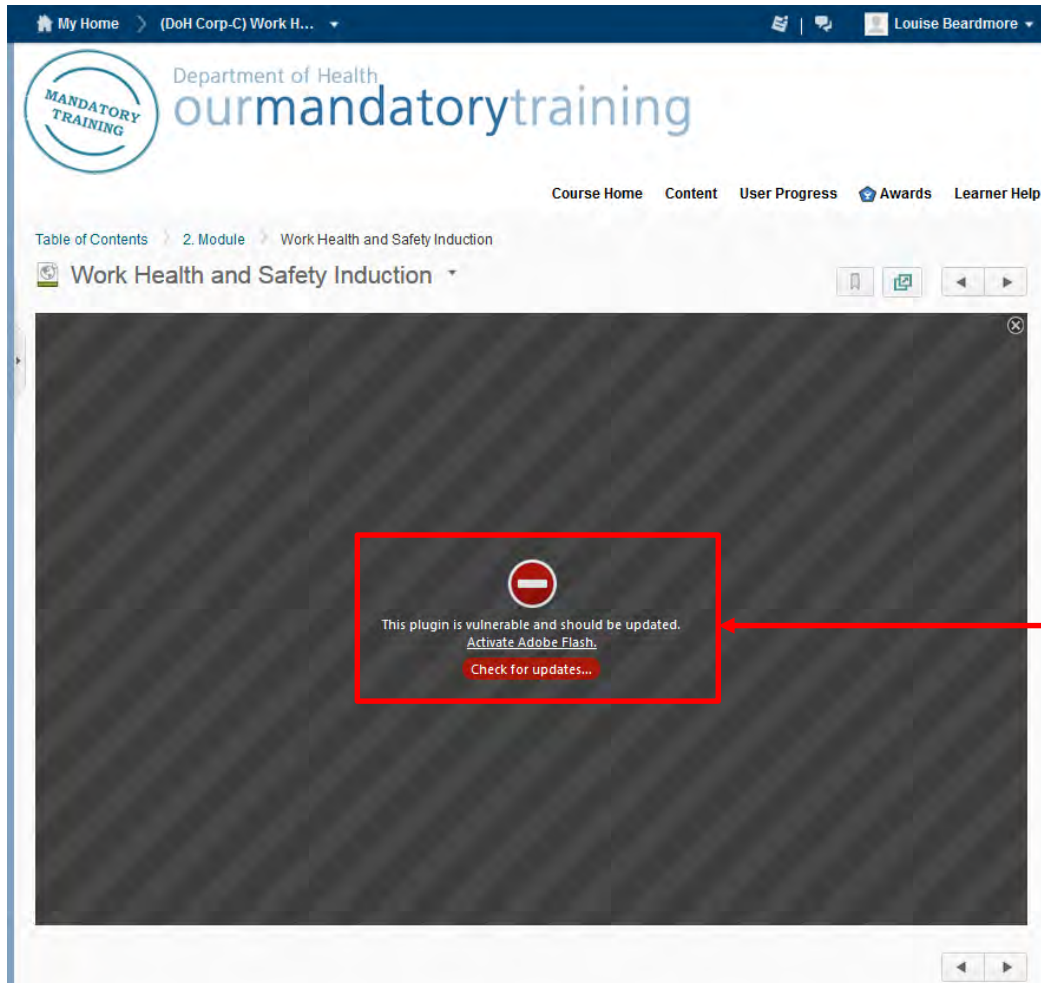
100 % 1 of 1 topics complete

After reading the required How to complete instructions, click on course *Instructions*.

Click on the Instructions link to load the instructional video

Complete QH iLearn courses

Step 16 continued



The screenshot shows the 'ourmandatorytraining' portal for the Department of Health. The user is logged in as Louise Beardmore. The course 'Work Health and Safety Induction' is selected. A security warning is displayed in the center of the content area, stating: 'This plugin is vulnerable and should be updated. Activate Adobe Flash. Check for updates...'. A red box highlights the warning, and a red arrow points from the text on the right towards it.

NOTE: if you receive this message, you will need to update Adobe Flash before you can continue

Complete QH iLearn courses

Step 16 continued

[Course Home](#) [Content](#) [Class Progress](#) [Awards](#) [FAQS](#) [Learner Help](#)

[Table of Contents](#) > [2. First-Response Evacuation Instructions](#) > [First-Response Evacuation Instructions](#)

[First-Response Evacuation Instructions](#) ▾



[Download](#) [Send to Binder](#)



Click on the arrows to navigate between pages, and to commence the questionnaire

Complete QH iLearn courses

Step 17



Department of Health
ourmandatorytraining

[Course Home](#) [Content](#) [Class Progress](#) [Awards](#) [FAQS](#) [Learner Help](#)

Search Topics

- Overview
- Bookmarks
- Course Schedule

Table of Contents 1

Course enquiries

1. How to complete -
First-Response
Evacuation Instructions

2. First-Response
Evacuation Instructions ✓

3. Completion Quiz 1

3. Completion Quiz ▼

[Print](#)

Please complete the Completion Quiz (2 questions) as part of your course completion acknowledgement.

Important: You must complete this quiz in order to receive your certificate of completion.

Completion Awards: Badges and Certificates

To access any of your Awards click on the Awards icon in the navigation menu.

[Course Home](#) [Content](#) [Class Progress](#) [Awards](#) [FAQs](#)

Note: there may be a slight delay to receiving awards. Please log out of your iLearn account and check back in 15 minutes.

0 % 0 of 1 topics complete

[? Completion Quiz](#) ▼

Click on *Completion Quiz*

Complete QH iLearn courses

Step 18



Department of Health
ourmandatorytraining

[Course Home](#) [Content](#) [Class Progress](#) [Awards](#) [FAQS](#) [Learner](#)

[Table of Contents](#) > [3. Completion Quiz](#) > [Completion Quiz](#)

? Completion Quiz ▾



Current Time
1:33 PM [Update](#)

Current User
Louise Beardmore (username: Louise.Beardmore)

Quiz Period
Always Available

Time Allowed
unlimited (estimated time required: 2:00:00)

Attempts
Allowed - unlimited, Completed - 0

Instructions

You can "Save" your response to each question as you work through the quiz. When you navigate to the Next Page or Previous Page, all your responses on the current page will be automatically saved.

Before you submit the quiz, you will have the opportunity to return to questions that you may have missed or have not yet answered. You can submit your quiz responses at any time.

When you have finished reviewing these instructions, click on "Start Quiz" to begin Attempt 1.

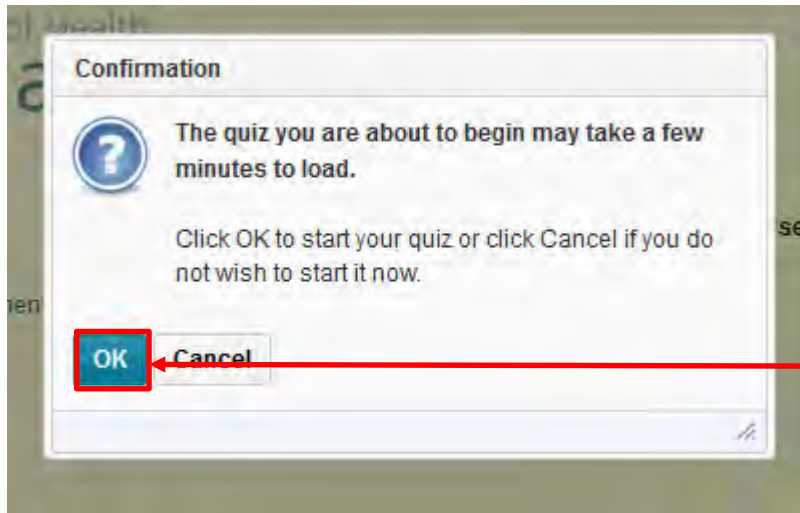
Note: Your quiz may take a few minutes to be set up.

Start Quiz!

Click on *Start Quiz!*

Complete QH iLearn courses

Step 19



Click *OK*

Complete QH iLearn courses

Step 20

Department of Health
ourmandatorytraining

Course Home Content Class Progress **Awards** FAQs Learner Help

Table of Contents 3. Completion Quiz Completion Quiz

Completion Quiz

Completion Quiz - Quiz

Est. Length: 2:00:00 Louise Beardmore: Attempt 1

Questions Quiz

0 of 2 questions saved

Page 1:

1 2

Legend

- Saved Response
- Unsaved Response
- Info Item

Question 1 (1 point)

I have completed the required training.

Yes

No

Save

Question 2 (1 point)

I understand the content of the training course and can apply the knowledge in the workplace.

Quiz Status

Quiz Started

Yes

Use the boxes to select your answers

Scroll down to access the next question and to submit your quiz.

Complete QH iLearn courses

Step 21

Save All Responses

Go to Submit Quiz

Click on *Save All Responses*

Click on *Go to Submit Quiz*

Complete QH iLearn courses

Step 22

Table of Contents > 3. Completion Quiz > Completion Quiz

Completion Quiz

Completion Quiz - Quiz

Est. Length: 2:00:00 Louise Beardmore: Attempt 1

Questions

2 of 2 questions saved

Page 1:

1 2

Legend

- Saved Response
- Unsaved Response
- Info Item

Quiz Status

Page 1 Saved

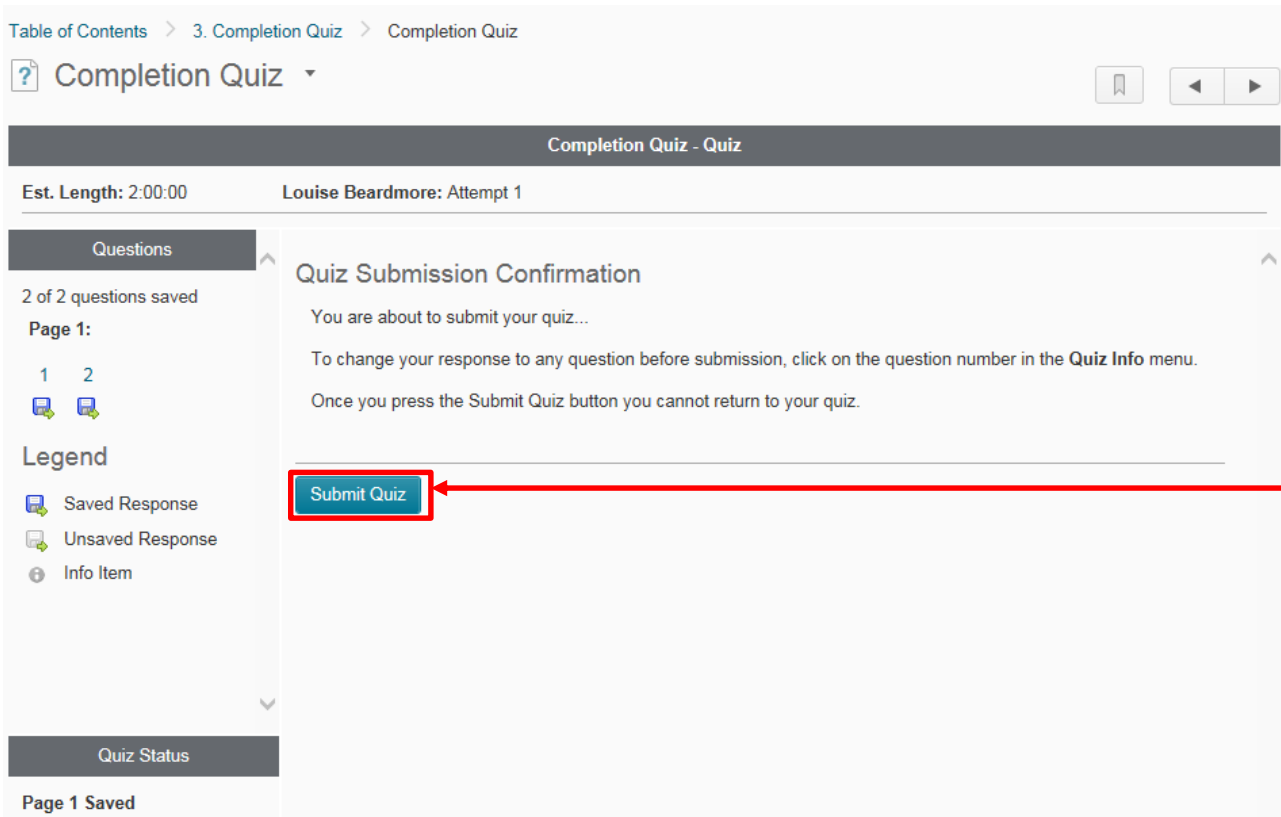
Quiz Submission Confirmation

You are about to submit your quiz...

To change your response to any question before submission, click on the question number in the **Quiz Info** menu.

Once you press the Submit Quiz button you cannot return to your quiz.

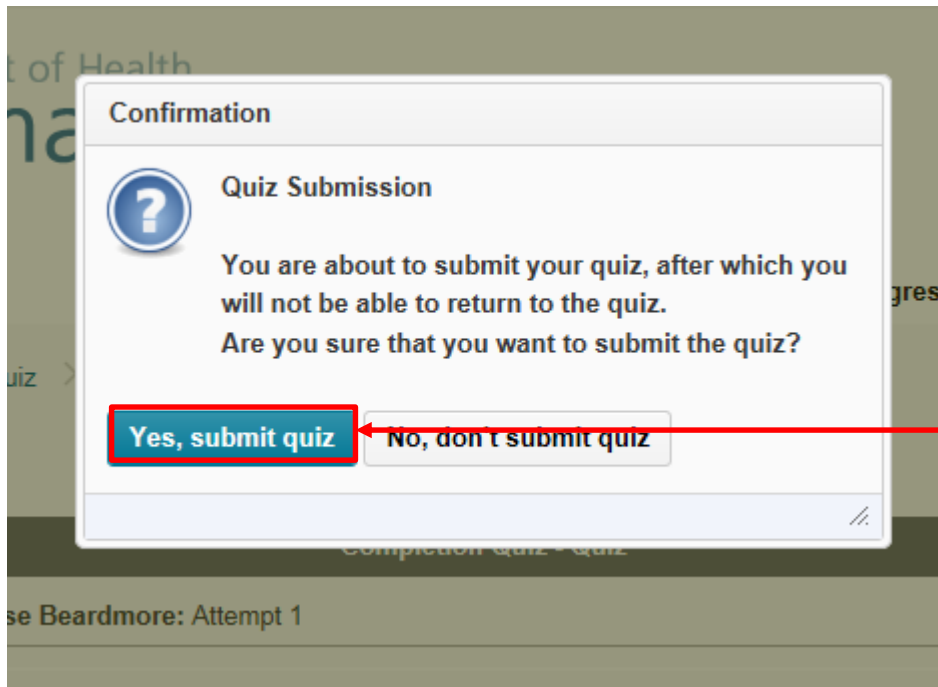
Submit Quiz



Click on *Submit Quiz*

Complete QH iLearn courses

Step 23



If you are confident with your answers, click on *Yes, submit quiz*

Complete QH iLearn courses

Step 24

My Home (Bell Corp. CI Work H... Louise Beardmore

MANDATORY TRAINING Department of Health ourmandatorytraining

Course Home Content User Progress Awards Learner Help

Table of Contents 3. Acknowledgement Completion Quiz

Completion Quiz

Louise Beardmore (username: Louise.Beardmore)

Attempt 1

Written: Mar 24, 2016 9:49 AM - Mar 24, 2016 9:51 AM

Submission View

Your quiz has been submitted successfully.

Attempt Score: 2 / 2 - Pass

Overall Grade (highest attempt): 2 / 2 - Pass

You will receive notification of quiz completion

Click on [My Home](#) to return to the home page and complete the remaining courses

Complete QH iLearn courses

Step 25

Queensland Government
Queensland Health

Awards | Learner Help | Documentation

iLearn@QHealth Home Page (Non QH Users)

Non QH Employee Course Catalogue

Course Catalogue

Click here to Find Courses and Enrol

My Courses

- (DoH Corp-C) Clinical Placement Student Orientation
- (DoH Corp-C) First-Response Evacuation Instructions
- Non Queensland Health learner (e.g. student, trades, contractor, volunteer)

Students

Welcome Louise

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- Occupational Violence Prevention Fundamentals
- Prevention & Mgt of Musculoskeletal Disorders (MSD)

Additional Information for Clinical Student Placements

- Clinical Student Placement
- Allied Health Students

Support & Assistance

Click here to search for courses

Contact 1800 198 175 for assistance.

Click on the course you would like to complete next.

You will need to **repeat Steps 12-24** for each course.

Your completed courses will now be displayed under *My Courses*.

Note, additional iLearn courses are required for the Evidence Record of Allied Health Student Training

Complete QH iLearn courses

Step 26

Queensland Government
Queensland Health

[Awards](#) | [Learner Help](#) | [Documentation](#)

iLearn@QHealth Home Page (Non QH Users)

Non QH Employee Course Catalogue

Course Catalogue
Click here to Find Courses and Enrol

My Courses

- (DoH Corp-C) Clinical Placement Student Orientation
- (DoH Corp-C) First-Response Evacuation Instructions
- Non Queensland Health learner (e.g. student, trades, contractor, volunteer)

Students

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- Occupational Violence Prevention Fundamentals
- Prevention & Mgt of Musculoskeletal Disorders (MSD)

Additional Information for Clinical Student Placements

- Clinical Student Placement
- Allied Health Students

Support & Assistance

[Click here to search for courses](#)

Contact 1800 198 175 for assistance.

Click on Awards to see the courses you have successfully completed.