The Platform eCommerce Functionality

EXTERNAL USER GUIDE
ONLINE RAIL SAFETY RENEWAL TRAINING
In some cases your company administrator may have already purchased training for you, if so, start at Step 4.

1. Search for the course using the top right search bar

2. Click on the Add to Cart button to purchase the course
   
   Note: Check you meet the pre-requisites prior to purchasing this course

3. Proceed with your shopping cart to pay for the course
   
   Note: If you are an administrator for your organisation, you will be asked if you are purchasing this for yourself or others
   
   When payment is complete, continue to step 4

4. Your course will be added to your transcript page
   
   Go to Learn>View Your Training Record
If you have met the pre-requisites of this course, you will be automatically marked complete for this section.

Click on the next section to proceed to the online learning modules.

5. Click ‘Open Curriculum’

6. Click ‘View Details’ for the Pre-Requisite Requirements Section

7. If you have met the pre-requisites of this course, you will be automatically marked complete for this section.

Note: refer to page 4 if you do not meet the pre-requisite training requirements

Click on the next section to proceed to the online learning modules

8. Click on the Activate button

Note: the button will change to display ‘Launch’

9. Click on the Launch button

Your course will now open in a new browser window

Note: eLearning modules must be completed in the order displayed.
You must meet the pre-requisites to enable enrolment onto your desired rail safety course (prior learning, medical category etc.).

The system will check if have records on your transcript matching the required pre-requisites. If you do not have the required records in the system you can still enrol on the course following steps 1 to 6. At Step 7 follow the below instructions to request an exemption for the pre-requisites.

When you request an exemption, Metro Academy will conduct a pre-requisite check. If Metro Academy can verify that you hold the required pre-requisites, your exemption request will be granted. (Metro Academy may request further information prior to approval being granted)

Once Granted, continue from Step 4 to complete your training.

If your request is denied, the training will remain on your transcript and once you satisfy the pre-requisites you can request exemption again following the steps (a & b) above.