

G6 Mandatory training for students

Preparing for your clinical placement

This factsheet outlines the minimum statewide mandatory training requirements for students, as prescribed for 'others' in [Queensland Health's Mandatory Training HR Policy G6](#) (G6 Policy).

Your manager or supervisor will advise you of any additional requisite or essential training on commencement at your placement facility. This includes any mandatory training listed in Table 1 that is not available for completion through iLearn prior to commencement.

iLearn account

The mandatory training listed in Table 1 is to be completed prior to commencement through Queensland Health's online learning management system, **iLearn**.

If you are **new to iLearn** and have **never previously created** an account, [click here to register](#). Select 'Student on clinical placement' from the list of account types and follow the prompts.

If you have **previously created** an iLearn account, [click here to login](#). If your account has been **deactivated** or you have **forgotten your login credentials**, please call **1800 198 175** for assistance.

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Table 1: Mandatory training requirements for students

Course title	Refresher	Access*
Code of Conduct	Annually	iLearn
First-Response Evacuation Instructions (FREI)	Annually	iLearn
Occupational Violence Orientation	Once only	iLearn
Prevention and Management of Musculoskeletal Disorders	Once only	iLearn
Public Interest Disclosure	Every 2 years	iLearn
Work Health, Safety and Wellbeing Induction	Once only	iLearn
General Evacuation Instructions (GEI)	Annually	Placement facility
Infection Prevention and Control	Once only	Placement facility

*If the access link does not work, [search for courses](#) by typing the course title into the search bar and selecting the matching course title from the corresponding search results.

How to enrol

1. Click the link next to each course in the **Access** column of Table 1 to open the corresponding enrolment page. If you have previously enrolled, you can also launch the course from here.
2. Click **Enrol** and/or **Launch course** to open and complete each course. You will receive a commencement badge **and** completion certificate for each course.

Note: printed copies of this document are uncontrolled and information may be out-of-date.

Completion certificates

Certificates are available for download through the **My Certificates** tab on the iLearn homepage or course navbars. **Please allow up to one (1) hour for your certificate to generate.**

If you have not received a certificate after 1 hour, follow these steps:

1. Log in to iLearn and locate the course you have completed.
The simplest way to do so is from **My Courses** on the homepage. My Courses displays all of your enrolled courses, sorted by pinned and last-accessed.
2. Select **My Progress** on the navbar within the course to check on your progress and ensure all required components have been completed.
3. From the menu panel on the left-hand side, select from the below options:
 - Select **Grades** and confirm you have a passing grade for the current year
 - Select **Content** and confirm you have visited all topics
 - Select **Quizzes** (if applicable) and confirm you have completed a passing attempt
 - Select **Surveys** (if applicable) and confirm you have completed an attempt
4. If any of the above indicate **review needed, not yet competent, not started** or **not visited** then you will need to return to the relevant section to complete/repeat.

Compliance and refresher periods

Some of the training listed in Table 1 requires a refresher to maintain compliance.

Please note, a course can only be completed once through iLearn within a calendar year. A new certificate will not be issued if attempting to repeat a course or the course content within the same calendar year. Where this is the case, you may still commence placement if your current certificate does not expire prior to your commencement date. You must complete any courses due to expire during your placement prior to their expiry date to ensure no lapse in compliance.

Support

- If you have any questions about course content or completion, please contact the **email listed on the course homepage**, e.g., no certificate generated, cannot access the next topic/module or resetting quiz attempts.
- If you experience a system-related issue please check the [iLearn Help Centre](#) or call **1800 198 175** for assistance, e.g. you receive a “Not Authorised” or “Unavailable Quicklink” error or you cannot access the course catalogue and you receive a “Contact System Admin” message.
- If you have any questions about your placement or any additional requisite or essential training required by your local facility, please contact your **placement coordinator**.
- If you have any questions about the G6 Policy and its application, please email LeadershipCapability@health.qld.gov.au.