



Online Training Offer - Fact Sheet

Who is offering these courses?

CGU Safety and Risk Services is working in alliance with e3Learning Solutions, a leading Australian online learning provider, to deliver innovative online learning health and safety solutions.

Why train online?

- Easier to increase employee participation
- Convenient monitoring of each employee's progress
- Drives improvements in all safety outcomes
- Improves compliance to identified standards
- Lower cost and faster than classroom training

How do I access the FREE online training offer?

1. Go to www.cgu.com.au/freelearningoffer then click on 'Online Learning Portal'
2. Use your policy number to register
3. Select a free course for all your employees
4. Log in and add employee accounts
5. Commence training

You can also use the Learning Management System for easy management, monitoring and reporting.

Which training course can I choose with the FREE offer?

Choose one of the following:

- OHS Risk Management
- OHS Fundamentals
- Manual Handling
- Office Ergonomics
- Duty of Care

Can I get access for all my employees?

As the subscription owner you can create additional usernames and passwords for all your employees using the Learning Management System and your account. Once registered, each person who needs to do the training must login with their unique username and password.

If you are a large organisation (>200 employees) and would like help to sign up, e3Learning can help. There is a small charge of about \$200 (variable depending on the size of the organisation) for this service.

How long do employees have to do the training?

Once registered for the FREE offer your employees have 12 months to complete the training course and receive their certificate of completion.

What other training courses can I get for my employees?

A range of health, safety and injury management courses have been developed. To find out what courses are available, go to www.cgu.com.au/freelearningoffer then click on 'Online Learning Portal'.

How much do additional training courses cost?

Courses are provided on a subscription basis. You buy one subscription for each staff member for 12 months. 12 month subscriptions are as follows:

- OHS single course - from \$19.25 (inc GST)
- OHS course suite - \$79.20 (inc GST)
- IR single course - from \$19.25 (inc GST)
- IR course suite - \$35.20 (inc GST)
- Combined IR and OHS suite - \$107.80 (inc GST)

What do I need? – technological requirements

With an internet-enabled computer featuring the minimum requirements below you can start your online training today.

- Internet access - Dial up with a Microsoft internet compatible browser (Internet Explorer)
- A computer with at least a 400Mhz CPU and 64MBs of RAM
- Screen resolution of 800x600 pixels

Further inquiries

For information or advice, please contact one of our safety and risk experts:

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Phone: 1300 138 601