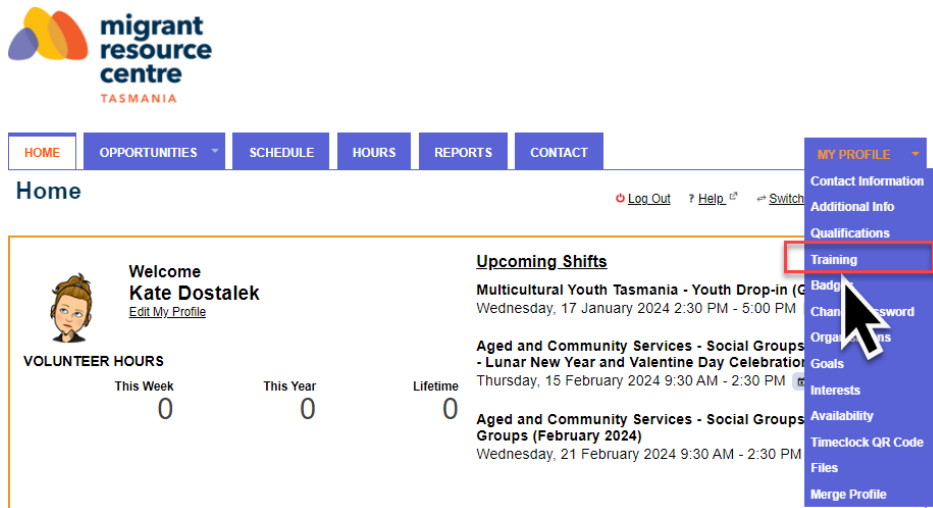


## How to complete an e-learning module in MyImpact Page

Log into your [MyImpact Page](#)

Click on My Profile - Training



The screenshot shows the MyImpact Page interface. At the top, there is a navigation bar with links for HOME, OPPORTUNITIES, SCHEDULE, HOURS, REPORTS, and CONTACT. Below this, the user's profile is displayed, including a welcome message for Kate Dostalek and a section for VOLUNTEER HOURS. To the right, there is a 'MY PROFILE' dropdown menu with options like Contact Information, Additional Info, Qualifications, Training (highlighted), Badges, Change Password, Organizations, Goals, Interests, Availability, Timeclock QR Code, Files, and Merge Profile. The 'Training' option is highlighted with a red box and a mouse cursor.

You will see a list of available e-learning modules (and modules you have completed)

For example:

Training Modules for Migrant Resource Centre Tasmania			
NAME	EXPIRY	STATUS	REVIEW
Code of Conduct - This e-learning module provides information on the MRC Tas Code of Conduct.			<a href="#">Take</a>
Diversity and Inclusion Policy			<a href="#">Take</a>
Grievance Policy and Procedure			<a href="#">Take</a>
Aged Care Code of Conduct Acknowledgement - Volunteers who are working with the Aged and Community Services team must complete a learning module on the Aged Care Code of Conduct and complete this e-learning activity to acknowledge they have read, understood and will comply with the Aged Care Code of Conduct.	Does Not Expire	Passed	<a href="#">Review</a>
Bullying, Harassment and Discrimination Policy - Quiz and Acknowledgement - This e-learning module provides information on the MRC Tas Bullying, Harassment and Discrimination Policy.	Does Not Expire	Passed	<a href="#">Review</a>
Child Safety and Wellbeing - Please read the MRC Tasmania Child Safety and Wellbeing Policy	Does Not Expire	Passed	<a href="#">Review</a>
Code of Conduct for Aged Care Volunteers - The Code - sets out how approved providers (providers) and their workers and governing persons must behave and treat consumers when providing aged care services - strengthens protections for older Australians against unsafe, poor-quality aged care services. The Code includes 8 elements that describe the behaviours expected of providers, their aged care workers and governing persons.	Does Not Expire	Passed	<a href="#">Review</a>
Driving MRC Tasmania vehicles - Many volunteers drive for MRC Tasmania, using MRC Tas vehicles and/or their own cars. This e-learning module should be completed if you are driving MRC Tasmania vehicles. Drivers of the mini-van (south only) should also complete the mini-van induction.	Does Not Expire	Passed	<a href="#">Review</a>
Privacy and Confidentiality - Client Information - This e-Learning module includes information on privacy and confidentiality and how you should manage personal and confidential information. Please read the Privacy and Confidentiality Policy and Procedure.	Does Not Expire	Passed	<a href="#">Review</a>
Using your own vehicle for Volunteering - This e-learning module is for volunteers who will be using their own cars for their volunteer support with MRC Tasmania	Does Not Expire	Passed	<a href="#">Review</a>
Work Health and Safety for Volunteers	Does Not Expire	Passed	<a href="#">Review</a>

To complete an e-learning module, click on **Take** next to the module name.

<b>Code of Conduct</b> - This e-learning module provides information on the MRC Tas Code of Conduct.	Take
<b>Diversity and Inclusion Policy</b>	Take
<b>Grievance Policy and Procedure</b>	Take

This will open the e-learning module. Review the information before completing the quiz and/or acknowledgement.

In some cases, you can view a presentation on the information. You can click forward and backward on the presentation and/or open a PDF to read information.

Please review the Code of Conduct. We will also talk to you about this at your Induction. Click on the link below to open the policy. You can also view a text-based presentation on the policy below.

[Code of Conduct \(PDF\)](#)



In most cases the e-learning module will have multiple choice question. Click on the answer(s) and when you are satisfied, select Submit:

accept the MRC Tas Code of Conduct.

Submit

A pop-up window will appear with your results. For example:

Results



Thank you for reading the Code of Conduct and completing this e-learning module.

Your Score 100 %

Go to My Homepage

Go to Training List

If you get something incorrect in the quiz, and/or do not achieve the Pass Mark (usually 100 per cent), you will have the opportunity to complete the e-learning module again. For example:

### Results



Please contact [volunteers@mrctas.org.au](mailto:volunteers@mrctas.org.au) if you would like assistance to complete this quiz.

**Your Score** 67 %

- Section # 1 is incorrect.

[Go Back to eLearning Module](#)