

Training Academy Bulletin



Issued: 27/04/2018
Number L&D-BUL-75-2018

Renewal Training – Certificates of Completion

The purpose of this bulletin is to announce changes to how Certificates of Completion will be available to participants upon completion of their renewal training.

What is the Change?

As of Monday 30th April 2018 Certificates of Completion will be available for saving and/or printing directly from The Platform, MTM's Learning Management System. Certificates will be available within 24 hours of completion of the training.

The following courses are affected by this change:

- Metro Contractor Safety Recertification (TTSA Renewal)
- Lookout Renewal
- Handsignaller Renewal
- Track Force Protection Coordinator 3.1 Renewal
- Track Force Protection Coordinator 3.2 Renewal
- Track Force Protection Coordinator 3.3 Renewal
- Track Vehicle Operator 1 (TVO1) Renewal

Certificates of Completion for renewal training will no longer be emailed to participants by Metro Academy – it is expected that participants and/or an Administrator access the system to obtain the certificates for uploading to the RIW system.

What do the new Certificates of Completion look like?



How do I access the Certificate of Completion?

The following pages provide you with instructions on how to access the Certificate of Completion in The Platform.

When will this Change take effect?

As of Monday 30th April 2018.

Who can I contact for assistance?

Please direct all enquiries regarding this matter to metroacademy@metrotrains.com.au – your email will then be forwarded to the LMS team who will respond.

Print Certificates of Completion

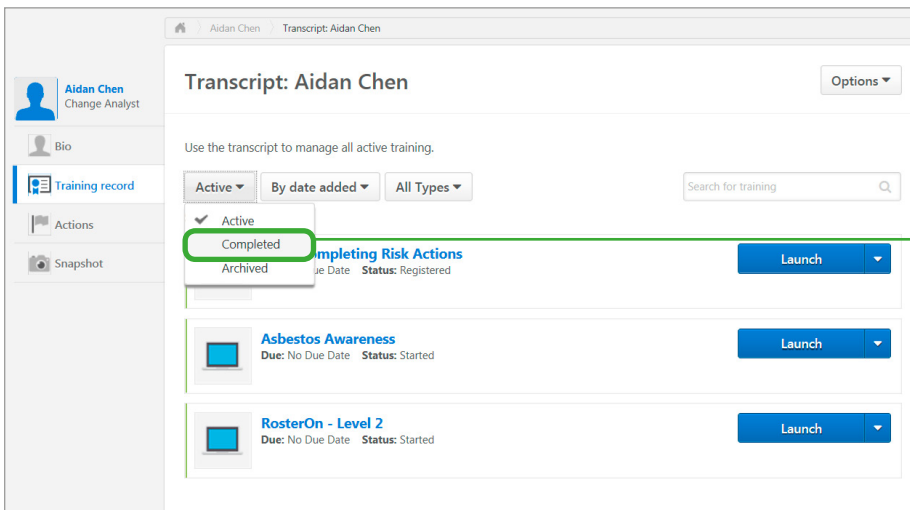
Print certificate for training courses that you have completed



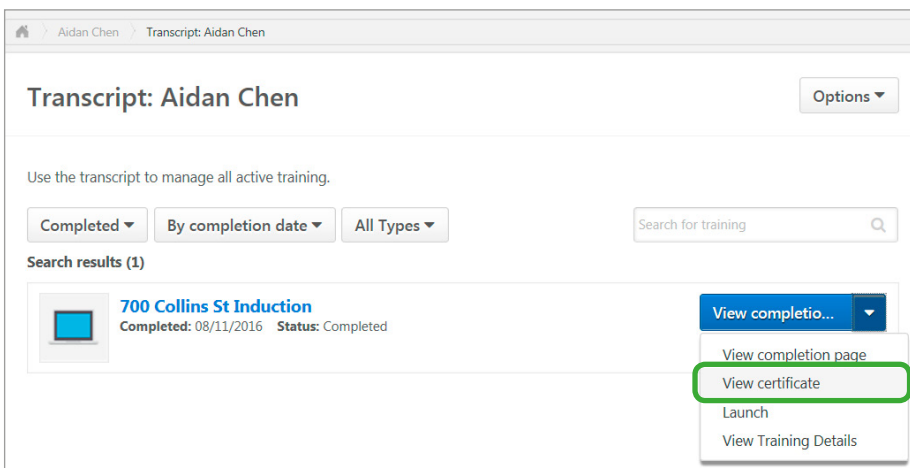
- 1 Hover your mouse over the **Learn** tab, then click on **View Your training record**.

Note: Straight after completion of some courses, there will be an auto pop-up with a certificate. In this case, you can print the certificate by right-clicking on the certificate.

Select **Print** & click **Print**.



- 2 Click on the **Active** dropdown arrow and select **Completed**. This will allow you to view your completed course/s.



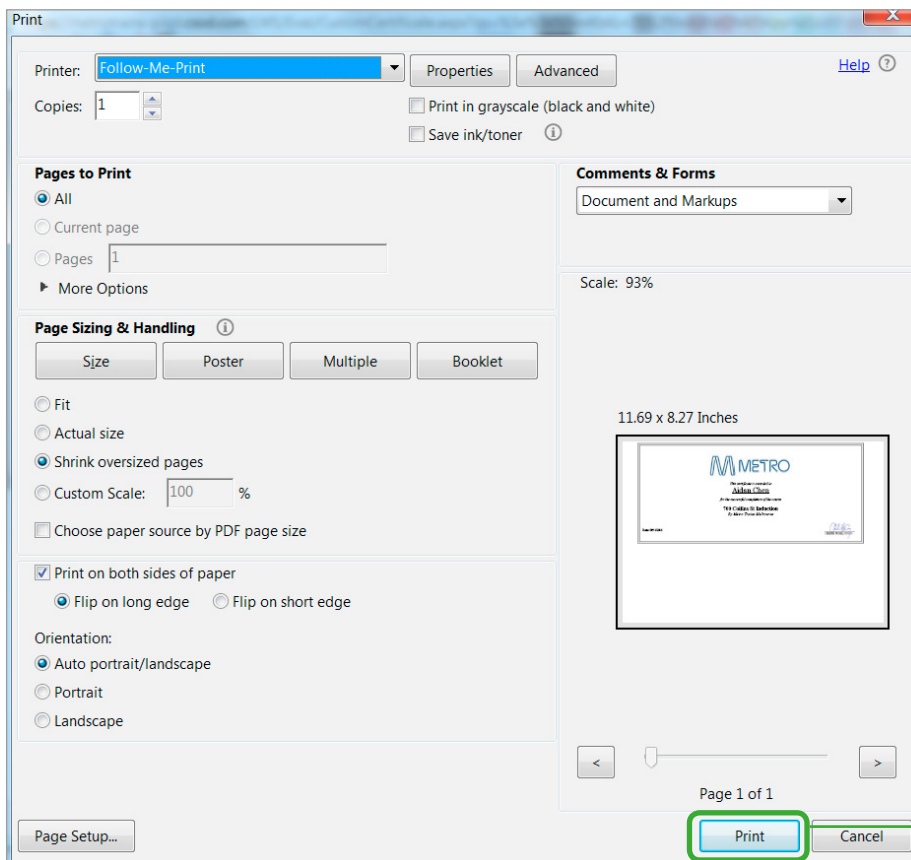
- 3 Next to the course that you want to print a certificate for, click on **View completion** and select **View certificate**.

Print Certificates of Completion

Print certificate for training courses that you have completed



- 4 A pop-up window with your certificate will now be displayed. To print, **right-click** on the certificate and select **Print**.



- 5 In the Print window click on **Print**, to print the certificate.