

Mandatory Reporting Training

Instructions for Staff — Term 3, 2026

Protecting Children – Mandatory Reporting and Other Obligations (Non-Government Schools)

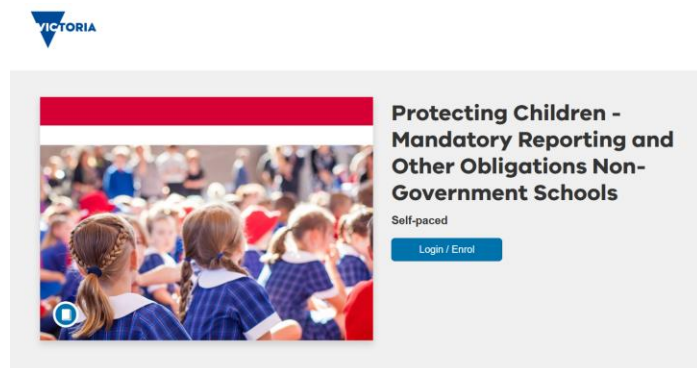
All Marymede staff are required to complete the Department of Education Victoria's 'Protecting Children – Mandatory Reporting and Other Obligations (Non-Government Schools)' training module during Term 3, 2026. Please follow the steps below carefully and allow approximately 1 hour to complete the training.

Step 1 — Access the training portal

Click on the following link (or copy it into your browser):

<https://protectngstraining.education.vic.gov.au/courses/non-government-schools-protecting-children-training>

This will take you to the course landing page shown below, where you can choose to log in or enrol.



Step 2 — Log in or enrol

- If you have previously used the system, click Login. You will receive an email shortly afterwards (it can take a few minutes) with a link to start the training (see Image 3, below).
- If this is your first time using the system, click Enrol. This is quick and simple, and you will receive an email immediately (see Image 2, below) inviting you to set up a password.

Hi Adrian Puckering,

You're now enrolled in the Protecting Children Mandatory Reporting and Other Obligations training module for Non-government Schools.

You can start the training at any time by clicking the button below.

Kind regards,
Department of Education Victoria

[Start the training](#)

Image 3 — Email received when logging in (returning users)

Welcome to the Protecting Children Mandatory Reporting and Other Obligations for Non-Government Schools training

Hi Adrian Puckering,

You've successfully registered for the Protecting Children Mandatory Reporting and Other Obligations training for non-government school staff.

Image 2 — Email received when enrolling (new users)

Step 3 — Start the training

From the email, click Start the training. If you are a new user, you may be prompted to set up a password before you can proceed.

Step 4 — Access your course

Once set up, you will have access to the course from your dashboard, as shown below.



Image 4 — My Courses dashboard

Step 5 — Complete the training module

- The module contains 66 slides.
- Be sure to click on any icons and anything shown in red text — these often reveal additional content required to progress.
- There are small quizzes throughout the module as you progress.
- You can use 'Save and Exit' at any point and return to the module later at a more convenient time — your progress will be saved. You can switch off the Audio if you wish.
- The module takes approximately 1 hour to complete in full.

Step 6 — Complete the final assessment

Once you reach the end of the 66 slides, click 'Save and Exit', and then click 'Next' to access the final assessment.

- The assessment contains 10 questions.
- You need to score at least 9 out of 10 to successfully complete the module.

On successful completion, you will see the confirmation message shown below.

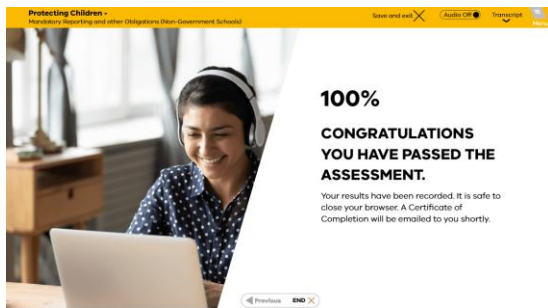


Image 5 — Assessment completion confirmation

Step 7 — Certificate and upload to EMS360 Pro

- Your results are recorded automatically once you pass the assessment.
- A Certificate of Completion will be emailed to you separately after you finish. This usually takes around 10 minutes or so

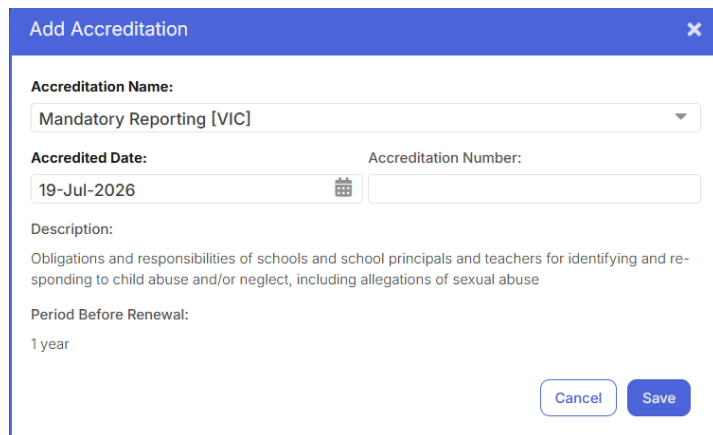


Please upload your certificate to **EMS360 Pro (Accreditations)** once received.

- Login to EMS360 Pro
- Click on 'My EMS'
- Scroll down to 'Professional Development', and across to 'My Accreditations'
- Click on 'Add Accreditation'

July 2026: Marymede Catholic College

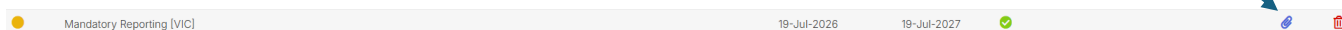
- Name it 'Mandatory Reporting (VIC)' – see below



The screenshot shows a web form titled "Add Accreditation" with a blue header bar containing a close button (X). The form contains the following fields and text:

- Accreditation Name:** A dropdown menu with "Mandatory Reporting [VIC]" selected.
- Accredited Date:** A date field showing "19-Jul-2026" with a calendar icon.
- Accreditation Number:** An empty text field.
- Description:** A text area containing the text: "Obligations and responsibilities of schools and school principals and teachers for identifying and responding to child abuse and/or neglect, including allegations of sexual abuse".
- Period Before Renewal:** A text field showing "1 year".
- At the bottom right are two buttons: "Cancel" and "Save".

- Click 'Save'
- Then click the 'paper clip icon' to upload your certificate:



The screenshot shows a table with accreditation records. A blue arrow points to the paper clip icon in the rightmost column of the first row.

●	Mandatory Reporting [VIC]	19-Jul-2026	19-Jul-2027	✓		
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- Upload.

Thank you.