

How much does the course cost?

\$250.00 (plus GST).

How can I pay for the course?

AVELING only accepts online payment by credit card.

How long is the course?

The completion time will vary depending on your role. A full course will take approximately twenty-two hours.

Where can I do the course?

You can do the course on any machine that has internet connection and Flash Player support.

Once you've paid for and received the login details for the course, you can access it any time of the day, seven days a week, for 90 days.

I've paid for the course. How do I access it?

AVELING will process your details and create an account on IMDG Code e-Learning. Once we've done this, we'll send you an email with your IMDG Code e-Learning student login details.

The username will be the same as your AVELING login, but a different password will be randomly generated by the IMDG Code e-Learning system. You can change this password after logging in.

Note: AVELING can only process details between 8:30am – 5pm WST weekdays. Processing can take up to 24 hours.

If you have any difficulties sitting the course or logging in to IMDG-Learning, do not hesitate to contact AVELING for technical support.

Phone: **1300 665 015**

Email: support@avelingonline.com.au

How do I log in to the course?

When you receive the e-mail with login details for the IMDG Code e-Learning course it will contain a link (<http://web.imdgc-learning.com/slog.asp>) to the login page.

We recommend you bookmark the course page in your web browser so that you can easily navigate to it again.

How do I log back into the course?

Just return to the login page via the student login link (<http://web.imdgc-learning.com/slog.asp>) and re-enter your credentials.

How do I complete the course?

You must complete each section and its assessment before you can proceed to the next. You may review completed sections but cannot jump forward other than to the one immediately following.

Your course scores are recorded as you progress and you may view your results and running pass mark at any time by clicking on **My Progress**.

Can I do a refresher course / do I have to redo the course after my qualification expires?

Refresher training applies to specific training types in the following ways:

- **General Awareness Training** – Periodic refresher training is not required.
- **Function-specific Training** - The need for periodic refresher training **is to be assessed by the employer with respect to individual roles prior to the 'current' edition of the IMDG Code being superseded.** Evidence of this assessment should be available. The period between periodic refresher training for any role cannot exceed 36 months.
- **Function-specific Training subject to AMSA acceptance** - Periodic refresher training is to be conducted prior to the 'current' edition of the IMDG Code being superseded. This would nominally be a period not exceeding 24 months but cannot exceed 36 months.

How do I get my certificate?

Once you've completed the course and received an assessment of **75%** or higher, you will be able to print out or save a copy of your Course Completion Certificate.

I have lost my certificate, how can I get another copy?

Once you finish and pass the course, the program will prompt you to save it to ensure you have a stored copy. If you need another copy, either get it from the location you saved it or go back to the system and access the certificate at any time.

I have done the course with my previous employer; do I need to do it again for my new job?

No, if you have previously undertaken the course and meet the periodic refresher course requirements that comply with section 1.3.1 of the IMDG course, you do not have to take the course again.

Successful course completion must be verified by the new employer. Your employer is expected to determine if the training already received is consistent with the role and to update the training records accordingly.

What training records are to be kept?

You and your employer must keep details of all training undertaken. These records must contain sufficient information to determine that the individual has received the training appropriate to their role.



I do not have a credit card, how can I pay for the course?

At present AVELING can only accept payment by credit card.

How secure are online payments?

AVELING takes security very seriously and treats it with the highest importance. We encrypt all personal information and credit card details using Secure Sockets Layer (SSL) technology. You will know that your details are being encrypted when the letters "https:" appear in the address bar and a small padlock appears at the bottom of your browser.

Please note: for extra safety, AVELING will never e-mail or call you to ask you to disclose/verify your username and/or password or confirm credit card details. Any such requests should be disregarded.

How do I start the course?

Within one working day of receiving your payment, AVELING will set up your user account and you will be emailed all the details you need to get started. If you have not received an email providing you these details within in 2 working days, please contact us at support@avelingonline.com.au - or phone **1300 665 015**.

What happens if I do not achieve a score of 75% or more?

You will have to reset the course and complete it again. Keep in mind you can only reset the course **once**.

Who can I contact if I need technical support?

Feel free to contact AVELING about any technical difficulties you encounter.

Email: support@avelingonline.com.au.
Phone: 1300 665 015

Can I go to AVELING's website and do the E-Learning course from there?

Once you have registered your details with AVELING and have paid for the course, it can only be accessed via your student log in link <http://web.imdgc-learning.com/slog.asp> through our training provider's (EXIS Technologies) IMDG Code e-learning site.



Enrolment and Course Instruction Process

Thank you for taking the time to enrol in the Maritime Dangerous Goods online IMDG Code e-learning course. Please read through the enrolment and course instruction process below. If you have any clarifications in the process, please do not hesitate to contact AVELING on **1300 665 015** or email us at support@avelingonline.com.au.

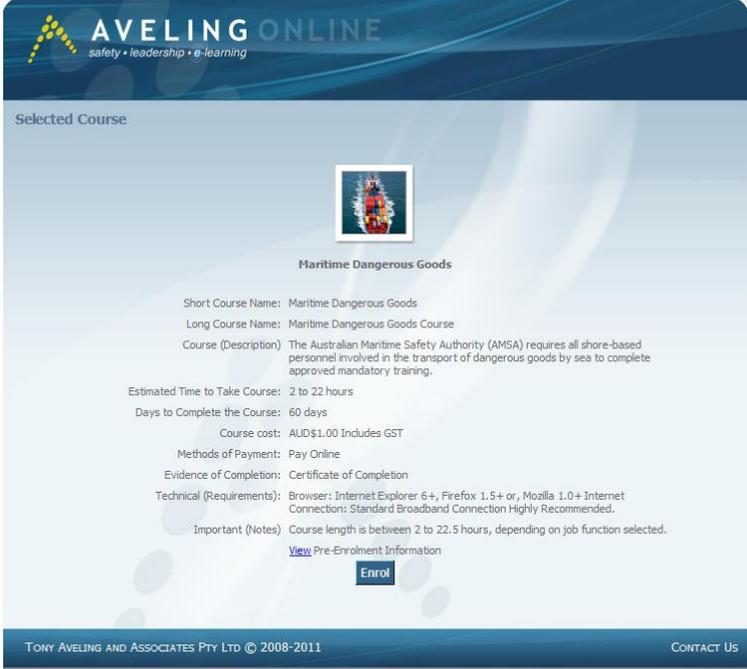
1. Log on to the www.aveling.com.au website and access the **Enrol Now** link (via Home > Safety Courses > Maritime Dangerous Goods Course)



The screenshot displays the AVELING ONLINE website interface. The header features the AVELING ONLINE logo with the tagline "safety • leadership • e-learning". The navigation menu includes links for HOME, ABOUT US, OUR COURSES, OUR SERVICES, CONTACT US, and EMPLOYMENT. The breadcrumb trail reads "Home > Safety Courses > Maritime Dangerous Goods Course". The main content area is titled "Maritime Dangerous Goods Course" and "Mandatory IMDG E-Learning Course (AMSA Approved)". Below the title are icons for email, social media, and a printer icon, with the text "Print Friendly Version". A prominent red button with the text "Enrol now!" is positioned at the bottom of the page.



2. On the page below, briefly **read through** the course details, and then click on the blue **Enrol** button.



The screenshot shows the 'Selected Course' page on the AVELING ONLINE website. The page features the AVELING ONLINE logo at the top left, with the tagline 'safety • leadership • e-learning'. The main heading is 'Selected Course'. Below this, there is a small image of a ship with a red and white hazard symbol. The course title is 'Maritime Dangerous Goods'. The page lists the following details:

- Short Course Name: Maritime Dangerous Goods
- Long Course Name: Maritime Dangerous Goods Course
- Course (Description): The Australian Maritime Safety Authority (AMSA) requires all shore-based personnel involved in the transport of dangerous goods by sea to complete approved mandatory training.
- Estimated Time to Take Course: 2 to 22 hours
- Days to Complete the Course: 60 days
- Course cost: AUD\$1.00 Includes GST
- Methods of Payment: Pay Online
- Evidence of Completion: Certificate of Completion
- Technical (Requirements): Browser: Internet Explorer 6+, Firefox 1.5+ or, Mozilla 1.0+ Internet Connection: Standard Broadband Connection Highly Recommended.
- Important (Notes): Course length is between 2 to 22.5 hours, depending on job function selected.

At the bottom of the course details, there is a blue button labeled 'Enrol'. The footer of the page includes 'TONY AVELING AND ASSOCIATES PTY LTD © 2008-2011' and a 'CONTACT US' link.

3. On the **Verification** page, enter the required alphanumeric characters shown, then click on the **Continue** button.



The screenshot shows the 'Verification' page on the AVELING ONLINE website. The page features the AVELING ONLINE logo at the top left, with the tagline 'safety • leadership • e-learning'. The main heading is 'Verification'. Below this, there is a message: 'To continue, please enter the letters you see below.' Below the message is a small image showing the letters 'ARDNZ' in a stylized font. Below the image, there is a blue link labeled 'Choose new letters'. Below the link, there is a text input field containing the letters 'ARDNZ' and a blue button labeled 'Continue'. The footer of the page includes 'TONY AVELING AND ASSOCIATES PTY LTD © 2008-2011' and a 'CONTACT US' link.

4. Select **New User**



The screenshot shows the 'New Or Existing User' page on the AVELING ONLINE website. The page features the AVELING ONLINE logo at the top left, with the tagline 'safety • leadership • e-learning'. The main heading is 'New Or Existing User'. Below this, there are two radio button options: 'New User' and 'Existing User'. The 'New User' option is selected. The footer of the page includes 'TONY AVELING AND ASSOCIATES PTY LTD © 2008-2011' and a 'CONTACT US' link.



5. Enter your **details** and ensure that you have read the **Terms and Conditions** prior to clicking on the **Create My Account** link.

The screenshot shows the 'New Or Existing User' registration page. The 'New User' radio button is selected. The form is titled 'Enter Your Personal Details' and contains the following fields: First name (*), Last name (*), Gender (*), Date of birth (*), Email address (*), Telephone number (*), User name (*), User password (*), Re-enter password (*), and Group booking code. A checkbox for 'I have read and accept the Terms and Conditions *' is checked. A 'Create My Account' button is at the bottom. The footer includes 'TONY AVELING AND ASSOCIATES PTY LTD © 2008-2011' and 'CONTACT US'.

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New Or Existing User

New User
 Existing User

Enter Your Personal Details

First name:* John
Last name:* SMITH
Gender: *
 Female Male
Date of birth:* 3 July 1960
(DD/MM/YYYY)
Please check that you have entered a valid date
Email address:* john.smith@testonly.com.au
Telephone number:* 08 9355 0100
User name:* jsmith
User password:*
Re-enter password:* *
Group booking code:
(leave blank unless you are part of a company booking)

Please ensure all information provided is correct.
This information may be used as part of our standard auditing process. If selected, you will be contacted by email or telephone to verify that you understand the learning material presented.
Please ensure your email address is correct as you will be emailed your receipt of payment and evidence of completion (if applicable) when you complete the course.

I have read and accept the [Terms and Conditions](#) *

Create My Account

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6. Enter you **payment** details and click on the **Make Payment** button.

The screenshot shows the 'Online Payment' form. It is titled 'Please enter your credit card details' and contains the following fields: Credit Card Type (*), Credit Card Number (*), Expiry Date (MM/YYYY) (*), CVC** (*), Card Holder Name (*), Transaction Amount (AUD), and Comments. A 'Make Payment' button is at the bottom. The footer includes 'TONY AVELING AND ASSOCIATES PTY LTD © 2008-2011' and 'CONTACT US | PRIVACY POLICY'.

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Online Payment

Please enter your credit card details

Credit Card Type: *
Credit Card Number: *
Expiry Date (MM/YYYY): *
CVC**:* **The CVC is located on the back of the Visa or Mastercard and is the last three digits of the code. For an AMEX card, the CVC is a four digit code, located on the front of the card.
Card Holder Name: *
Transaction Amount (AUD):
Comments:
FOR TESTING PURPOSES ONLY!!!
AVELING Online Maritime Dangerous Goods
(Maritime Dangerous Goods Course)

Cancel Make Payment

TONY AVELING AND ASSOCIATES PTY LTD © 2008-2011 CONTACT US | PRIVACY POLICY



7. **Record** your payment receipt number, and then click on the **Continue** button.



8. Read through the **course instruction page**. A **copy of your invoice** will also be sent to your nominated email address.



9. Aveling will then process your enrolment details with **IMDG**. Once this has been completed, your course login details will be sent to your email address and will show the following details.

From: <imdge-learning@existec.com>
Date: 7 December 2011 10:34:27 AM AWST
To: <salam.aziz@aveling.com.au>
Subject: IMDG Code e-learning on the Web (V10) Access Details – Customer Name (Copy)

Dear Customer ,

Here are your access details to the IMDG Code e-learning course

Go to <http://web.imdge-learning.com/slog.asp> and log on.

Company Code: AVELING
Username: customer1
Password: 010101

Once logged on you may change your password to something more memorable by clicking the option CHANGE PASSWORD on the main menu.

When you start your course you have 90 days to complete it.

Your course details are:

Name to appear on certificate: John Smith

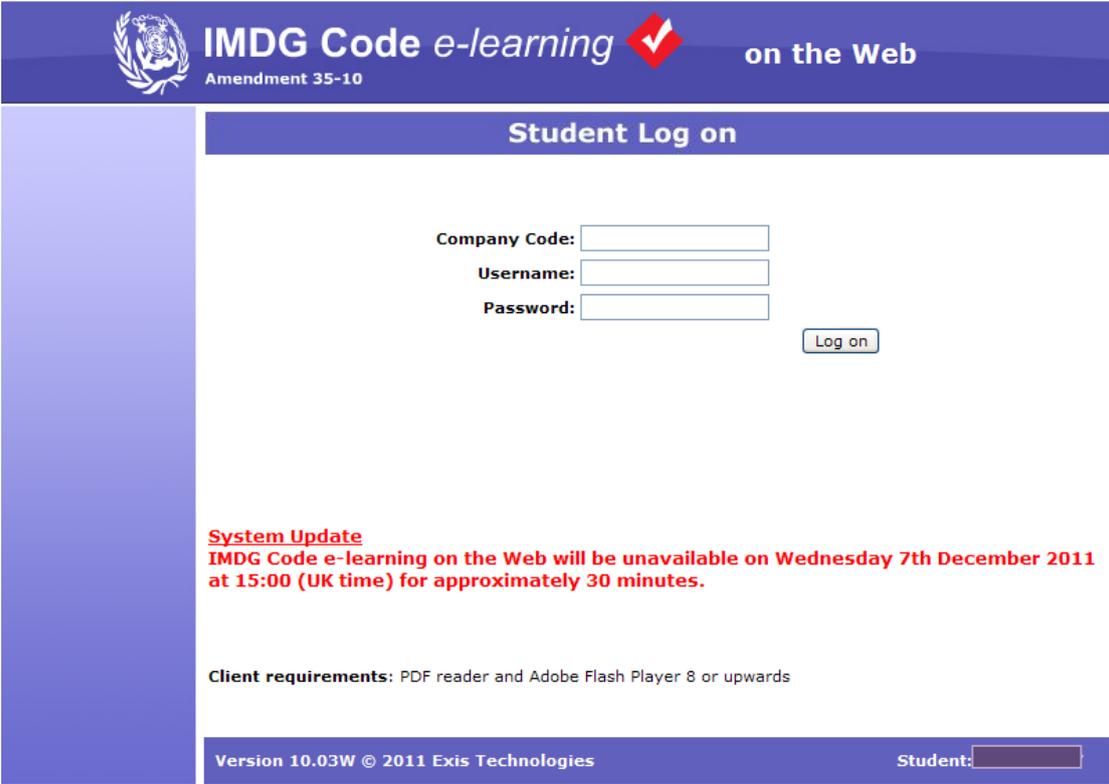
Course: Advanced course

IMDG Code access: YES

Target Pass Mark: 75%.



10. Click on the course link provided in the email that you have received (<http://web.imdgc-learning.com/slog.asp>) and enter your login details as prompted in the IMDG E-learning log on site. This will now allow you to begin the course.



 **IMDG Code e-learning**  **on the Web**
Amendment 35-10

Student Log on

Company Code:

Username:

Password:

System Update
IMDG Code e-learning on the Web will be unavailable on Wednesday 7th December 2011 at 15:00 (UK time) for approximately 30 minutes.

Client requirements: PDF reader and Adobe Flash Player 8 or upwards

Version 10.03W © 2011 Exis Technologies Student:

