

HOW DO I GET MY CERTIFICATE?

IMPORTANT: PARTICIPANTS NEED TO FOLLOW THIS WORKFLOW FOR ALL NATIONALLY RECOGNISED TRAINING COURSES

General information

The participant must have:

1. An email address or group email address
2. Basic computer skills
3. Access to a computer with broadband internet access
4. Access to a printer.
5. Ability to type assessment answers and submit via email, fax or post.

The participant visits the AlertForce website to learn about the Nationally Recognised courses offered.



The participant pays for the training online by entering in all required details and agreeing to the general terms and conditions.



For website purchases, AlertForce automatically emails participants with invoice and login details.
Please note for Internet Explorer 9 users you MUST switch browser to compatibility mode or use Google Chrome.



Participants undertake the training and quizzes achieving at least 90% in the online tasks.



AlertForce are the point of contact for any participant queries or trainer help required during the course.



Where a portfolio of evidence and other documentation is required for assessment, participants **MUST** submit typed evidence in Microsoft Word (or similar) emailed, faxed or posted.



AlertForce may accept handwritten evidence, provided that it is very neat and legible.



Whilst AlertForce strive for fast turnaround times you should allow 7 business days for your certificate once you have submitted all the appropriate material required (see Checklist).

CHECKLIST

I have checked my grades.

Please click on Grades in the top left hand corner and ensure you have at least 90% in each lesson/quiz before submission of the materials below.

I have filled out and sent my participant enrolment.

Participant enrolment with the statutory declaration signed by a witness (friend, partner, supervisor etc. This must be submitted via email, fax or post with other course evidence.

I have submitted my Portfolio of Evidence (if required).

Please type answers within the document provided. Include extra requirements such as photo's, video's, pdf's etc. This must be submitted via email, fax or post with other course evidence.

SEND DOCUMENTATION TO:

AlertForce.com.au Ph: 1300 627 246 Email: service@alertforce.com.au

Fax: 02 9012 0684 | G05/1a Tusculum St, Potts Point NSW 2011.