

## JobSafe SA – Virtual Classroom Course (conducted through Zoom)

### Before Enrolling into JobSafe SA Virtual Classroom Course

- Ensure you have access to a working computer/laptop. This computer/laptop must have a webcam compatible with the program Zoom, please check as not all webcams are compatible.
- Ensure you have access to reliable internet. If your internet connection is not reliable we may not be able to proceed with your training through virtual classroom, and may request you move to an in-house course held at JobSafe SA before we can sign off on your Certificate.
- If you do not have access to a computer/laptop and only have access to Zoom on an iPad, you must ensure that you have the ability to print your course materials prior to course start. Unfortunately JobSafe SA cannot guarantee postage of these materials would arrive to you in time. An alternative option is to collect a hard copy of these materials from our JobSafe SA office (22-24 Main Street, Mawson Lakes SA 5095). To do this you must provide 48 hours' notice before collection to allow sufficient print time as materials are not readily available and printed by demand.
- You will receive electronically through email your course materials one week prior to your course start. You will need access to these files throughout your course. The easiest way to access these files while also using Zoom is to use a computer/laptop with Zoom open and minimized to only half your screen, giving the other half of your screen the ability to have open a course material. As there are multiple documents, we suggest saving these documents to your desktop or having easy access to your email program on your training day.

### Process Outline

- 1) Enrolment form completed by participants and sent to JobSafe SA.
- 2) JobSafe SA to send participants Confirmation of Enrolment letter. This letter outlines the process to follow from Enrolment to Course Start day.
- 3) Approximately one week prior to course start participants receive an email from JobSafe SA with Zoom details for their course. In this email participants will find a Zoom Link, Meeting ID#, and Password. Participant will click the link and follow the prompts to join their course on the appropriate day.  
*It is not necessary for participants to have a Zoom account in order to attend virtual classrooms with JobSafe SA, its as easy as clicking the link provided to enter your classroom on the appropriate day.*
- 4) Approximately one week prior to course start participants receive an email from JobSafe SA containing an electronic version of their course materials. Participants will then either save to their desktop or print hard copies if needed.
- 5) On the first day of training participants will either click the Zoom link provided by email and follow the prompts. **Or** open up Zoom in your browser, select join a meeting, and then enter in the Meeting ID# and Password provided to you by email. The Trainer will **open** the meeting at approximately **9:00am** each day, until that time you will be placed in a virtual waiting room.