## Contractor Access to Learning Space

Apart from the Industry Specific Induction, all induction requirements are available online through Arrow's learning portal The Learning Space. The portal which provides 24/7 access to online courses and tracks your completed learning.

ĨOV

There is a minimum of 3 modules that you must complete:

- Arrow HSE Online Induction (Refreshed every 3 years)
- Arrow Facility & Field Site Specific Induction
- Arrow Energy Land Access Induction (Refreshed yearly)

Depending on your engagement with us there may be additional induction requirements for you to complete but you will be informed by your Arrow representative (usually your contract holder) for those additional training requirements.

You will need to self-register and create a user profile for the Learning Space before starting any training.

Please remember your username and password and save the website as a favourite so that you can log in again.

Once your profile is set up, you will be taken directly to your personal Welcome page where you can access the training courses.

It is your responsibility to ensure you have completed your online induction requirements prior to accessing an Arrow Energy controlled site. If you have not completed these, or cannot provide your Arrow Energy Land Access Induction card or printed training record, you will not be able to conduct any work activities.

# Ensure you have access to a printer to print your Arrow Energy Land Access Induction card/training record.

### Need help?



In the event of issues accessing the Learning Space or completing an online training course, contact Arrow ICT Service Desk on +61 7 3012 4848 (press 8) for assistance.

Please note: Other technical issues must be addressed by your company IT department.

If you have forgotten your password, click the link on the website to reset your password.

Note: if you don't receive an email within 24 hours to reset your password, please email <u>Arrow</u> <u>Training</u> as your user account may be inactive.



Safe Work. Strong Business.



#### STEP 1: SELF REGISTRATION AND ACCESS

- 1. For first time registration and access go to <u>https://www.arrowenergy.com.au/suppliers-</u> <u>contractors/supplier-portal/contractor-training-and-site-access-requirements</u>.
- 2. Under Online learning portal click the link to 'self-register and access for the first time'.
- 3. Complete the form and click the '**Log in**' button.

Your training profile will be created, and you will be automatically logged in and ready to start your online training.

	energy go further
* First name:	John
* Last name:	Smith
* E-mail Address:	jsmith@hotmail.com
* Username:	jsmith@hotmail.com
* I * Pas * Passw	Passwords must contain both alphabetic <u>and</u> numeric characters. swords cannot have three or more consecutive identical characters. * Passwords must be 6 - 20 characters. * Passwords cannot have leading or trailing spaces. vords cannot be the same as the Username, User ID or e-mail address.
* New password	•••••
* Confirm password	•••••
	Already a user? Login here Return to browsing? Click here Cancel Log in

Note: save your log in details somewhere you remember.

#### **Returning User**

Once you have registered, you can access and log in to the Learning Space site here: <u>https://arrowenergy.csod.com/</u>





#### **STEP 2: COMPLETE ONLINE TRAINING**

1. Search for the name of the training course you need to complete using the **Search** bar in the top right corner.

arrow go further	energy			land access	•
Home	Learn			Training	
A Law		94.[*s	LI MITTE	Arrow Energy Land Access Inductio	
K P		Ø 34	Completions	Hello	
LAR		图 56	Hours	C Search for learning Arrow Energy PCD Cyber Security T	M
	Your topics		Add	Build Teams to Perform LE-511	
	You don't have any t recommendations.	topics yet. Add	a few to get better	Decisive Creativity - strategic thinki	
	Your language(s) 🔻			Welcome to the Learning Spa 🤷 EAP Awareness for Employees Web	
	Training record Vie	w		Introduction to GIS TE-439	
	2 OVERDUE	0 DUE SOON	ASSIGNED / NO DUE	Fitzroy Joint Interaction Manageme	
			DALE	Introduction to Ariba TE-403	

- 2. From the search list, click on the course name. The course details page will open.
- 3. Select the 'Launch' button. The course will now be assigned to you to complete.

![](_page_2_Picture_7.jpeg)

#### If you need to leave the training and re-access the course later:

4. If you need to leave the course before finishing - close the window. You can re-launch the course from '*View Your training record*'.

![](_page_2_Picture_10.jpeg)

Safe Work. Strong Business.

![](_page_3_Picture_0.jpeg)

### Contractor Access to Learning Space go further

5. Select Yes to resume where you left off.

arrov go further	www. Wenergy		Search
Home (	Learn		
	View Your training record		
C.F.	Events Calendar	<ul> <li>⊘ 34 Completions</li> <li></li></ul>	Hello ! What would you like to learn today?
	Browse for Training		Q Search for learning
	Express class		
	Add external training		
	You don't have any recommendations.	Add topics yet. Add a few to get better	
	Your language(s) 🔻		Welcome to the Learning Space!

#### STEP 3: PRINT INDUCTION CARD/COMPLETED TRAINING RECORD

- 1. Go to Learn then 'View Your training record'.
- 2. Under 'Filter by Training Status' select **Completed**.
- 3. Find the training course name and select 'View certificate' to print a copy.

arrowenergy		
Home Learn		
View Your training record 130 - Training record		
Events Calendar		
Browse for Training		ך
Express class records to manage all active training.		J
Add external training		
Filter by Training Status Sort by Filter by training type	Search by keyword	
Completed Title Title All Types	LAND Access Q	
Search results (1)		
Arrow Energy Land Access Induction OB-110 Completed : 11/10/2023 Status : Completed Training purpose : Site Essentials Training Type : Online Course	View completio 🔻	
	View completion page	
	Launch	
	View Training Details	
	Move to Archived Training reco	ord

arrowenergy	arrow entrow
This certifies that John Smith has completed the: Arrow Energy Land Access Induction on 11/10/2023	ACKNOWLEDGEMENT: I acknowledge I have personally read and understood the induction, successfully answered the questions, and agree to abide by all requirements outlined in the induction. Signed: Date:

![](_page_3_Picture_10.jpeg)

Safe Work. Strong Business