

PALMLearn Course Finder Factsheet

PALMLearn is a learning site dedicated to supporting PALM scheme employers, their staff, host employers and other stakeholders to understand the PALM scheme Approved Employer Deed of Agreement (the deed) and the PALM scheme Approved Employer Guidelines (the guidelines).

Introduction

This factsheet gives you several ways to find and search for courses and content on PALMLearn.

In this factsheet you will find information on:

1. [Find a course from the home page](#)
2. [The course catalogue](#) and how to [search for](#) and [filter](#) courses.
3. [How to enrol into a course](#)
4. [Support](#)

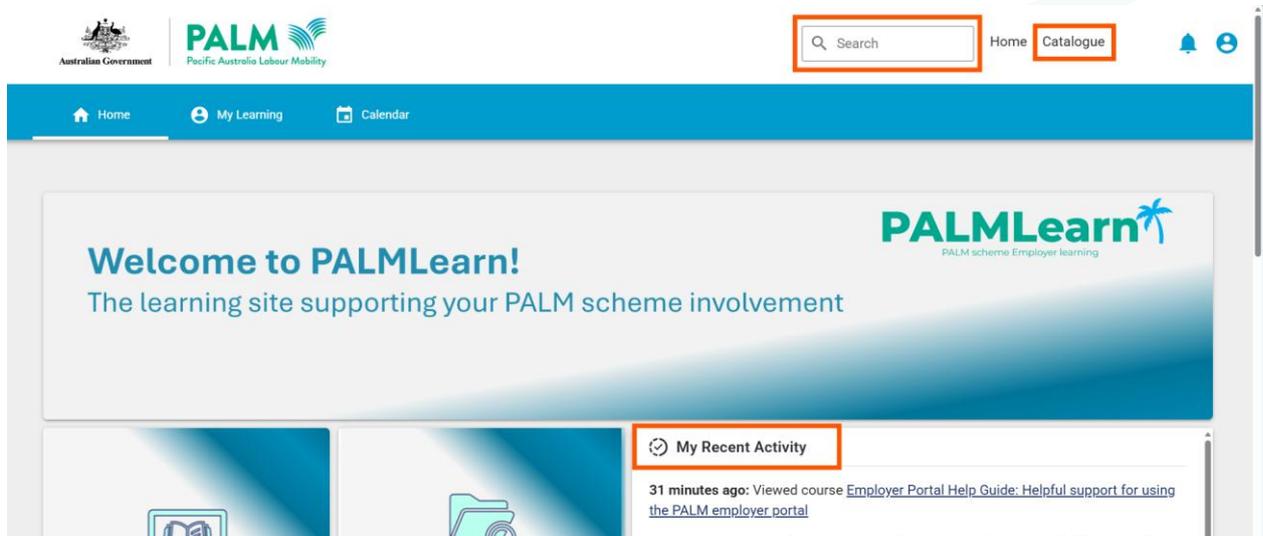
Find a course from the home page

On the [PALMLearn home page](#), there are several ways to access courses.

1. Course Catalogue home page menu
2. Search bar on the home page
3. Recent activity widget

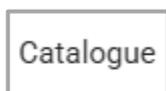
	<p>Course Home Page</p> <p>Your PALMLearn Home page may look different to what you see in the image below. Your home page is configured to the role you hold and the courses that you can access.</p> <p>This factsheet refers to functions that are available for all users, no matter what their homepage or catalogue includes.</p>
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Navigating the course home page

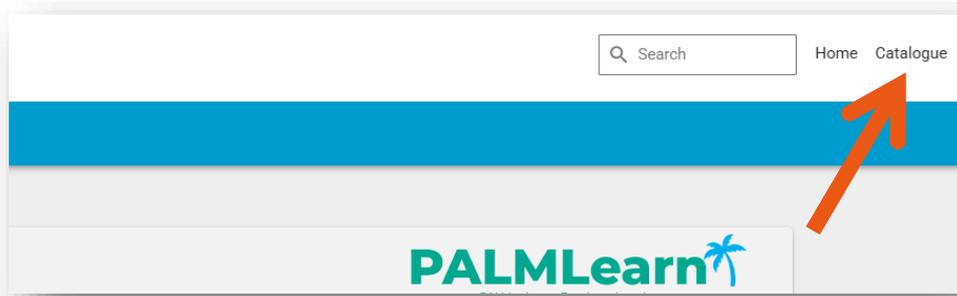


Using the home page

1 Course catalogue



Selecting the course catalogue menu on the home page will take you to the course catalogue page of PALMLearn.

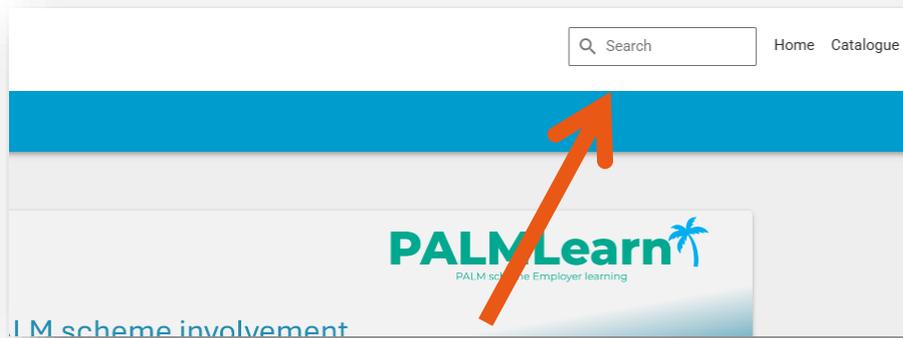


2 Search bar



Selecting the search bar on the home page will allow you to search for the topic, title of a course or a course program.

Type into the search bar the course, information or program you are looking for.



Home page search bar

Please note, the search bar function is only available on a desktop or laptop computer. To search on a handheld device, select the course catalogue and search via the course catalogue page.

3 Recent activity widget



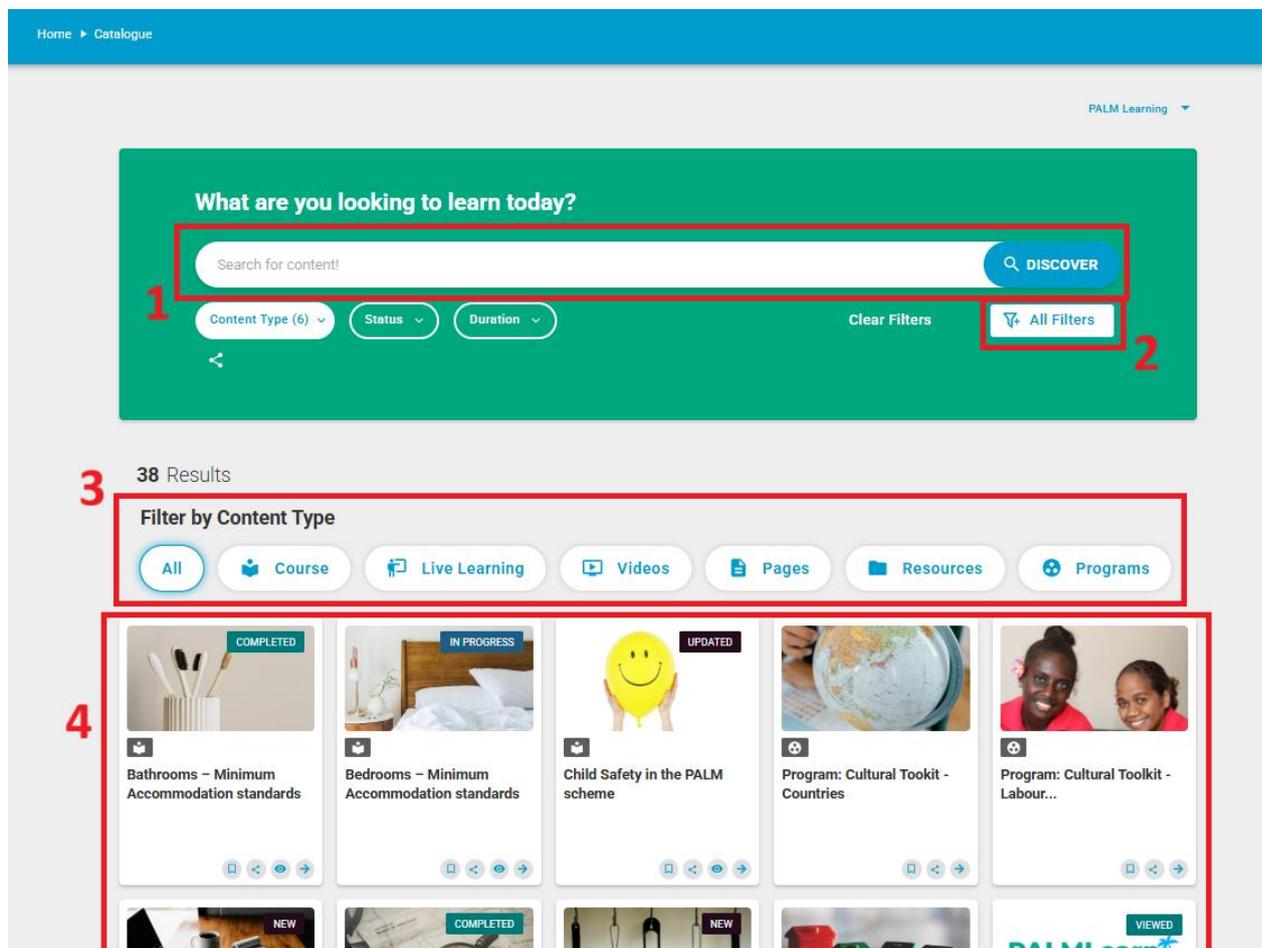
Recently viewed courses will be quickly available to select in the recent activity widget. Select the course you wish to return to.

Using the catalogue

The course catalogue is where you will explore, enrol into or access any of the courses and content available in PALMLearn.

There are several ways to discover or browse available courses, including:

1. [Searching for a course](#)
2. [Filtering using tags and categories](#)
3. [Filtering using content types](#)
4. [Browsing the list of available courses](#)



Home ▶ Catalogue

PALM Learning ▾

What are you looking to learn today?

Search for content!

1 Clear Filters 2

3 38 Results

Filter by Content Type

4

COMPLETED Bathrooms – Minimum Accommodation standards

IN PROGRESS Bedrooms – Minimum Accommodation standards

UPDATED Child Safety in the PALM scheme

Program: Cultural Toolkit - Countries

Program: Cultural Toolkit - Labour...

NEW

COMPLETED

NEW

VIEWED

1. Searching for courses and content

Selecting the search bar in the course catalogue page allows you to search for the title of a course, a course program, or resources available. You can also search by topic, for example, searching 'Fiji' will produce courses such as 'Supporting PALM scheme workers - Fiji' and '. Working with the labour sending unit - Fiji'.

2. Filtering using tags and categories

1. Selecting the 'All Filters' button on the course catalogue page will open a list of advanced filters you can use to find a course by its category or tag.

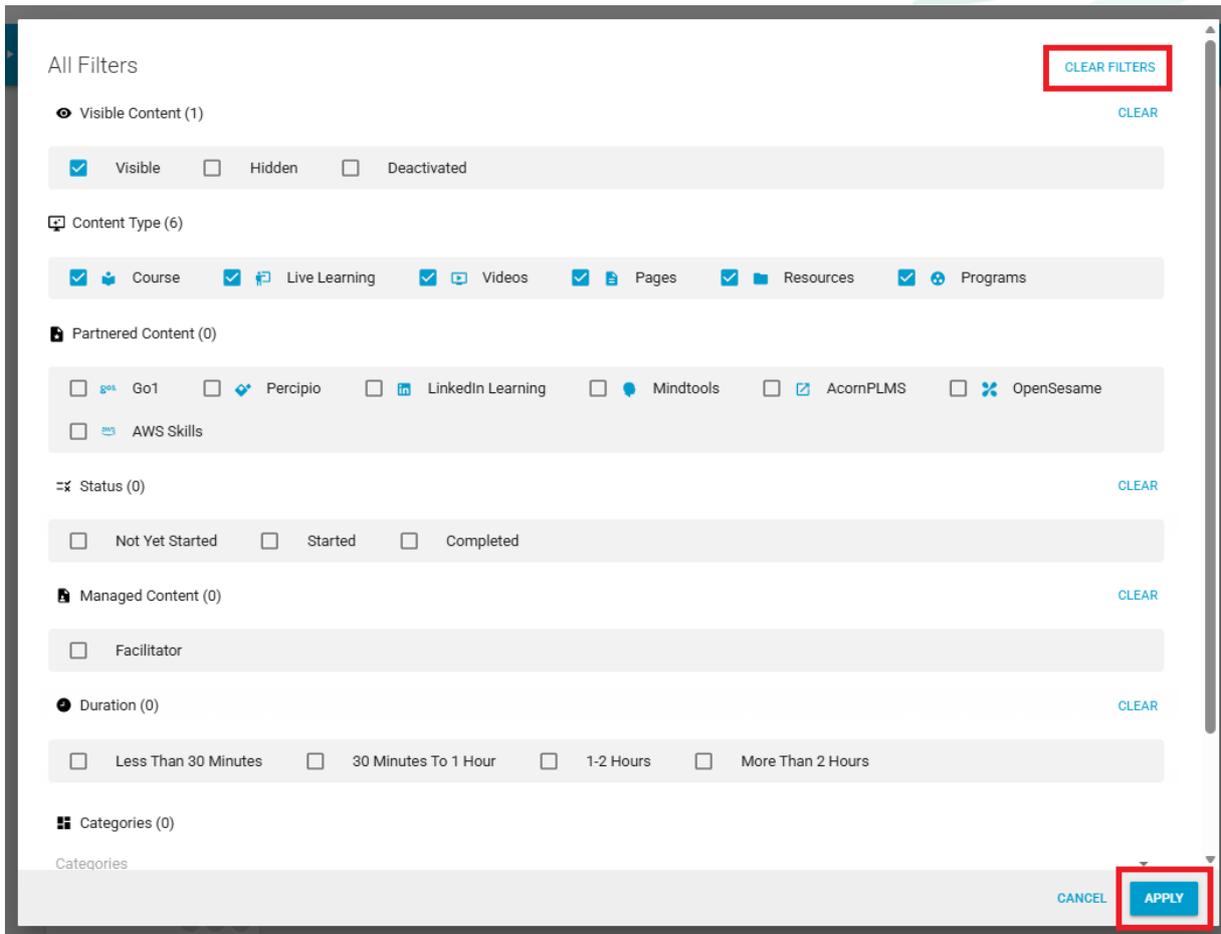
The screenshot displays the advanced filters interface. At the top, there are three checkboxes: 'Visible' (checked), 'Hidden', and 'Deactivated'. Below this, the filters are organized into sections:

- Content Type (6)**: Includes checkboxes for Course (checked), Live Learning (checked), Videos (checked), Pages (checked), Resources (checked), and Programs (checked).
- Partnered Content (0)**: Includes checkboxes for Go1, Percipio, LinkedIn Learning, Mindtools, AcornPLMS, and OpenSesame.
- Status (0)**: Includes checkboxes for Not Yet Started, Started, and Completed. A 'CLEAR' button is visible to the right.
- Managed Content (0)**: Includes a checkbox for Facilitator. A 'CLEAR' button is visible to the right.
- Duration (0)**: Includes checkboxes for Less Than 30 Minutes, 30 Minutes To 1 Hour, 1-2 Hours, and More Than 2 Hours. A 'CLEAR' button is visible to the right.
- Categories (0)**: A text input field labeled 'Categories' with a dropdown arrow highlighted by a red box.
- Tags (0)**: A text input field labeled 'Tags' with a dropdown arrow highlighted by a red box.

At the bottom right, there are 'CANCEL' and 'APPLY' buttons.

Selecting the drop-down button on the 'categories' and 'tags' boxes in the advanced filters will filter all courses based on their category, e.g. policy or cultural competency, or their tags, e.g. recruitment or LSU which further refines your search.

2. To apply filters, make sure you select the apply button before exiting the advanced filters popup.
3. To clear advanced filters, select the 'all filters' button and select 'clear filters' and apply.



All Filters CLEAR FILTERS

Visible Content (1) CLEAR

Visible Hidden Deactivated

Content Type (6)

Course Live Learning Videos Pages Resources Programs

Partnered Content (0)

Go1 Percipio LinkedIn Learning Mindtools AcornPLMS OpenSesame

AWS Skills

Status (0) CLEAR

Not Yet Started Started Completed

Managed Content (0) CLEAR

Facilitator

Duration (0) CLEAR

Less Than 30 Minutes 30 Minutes To 1 Hour 1-2 Hours More Than 2 Hours

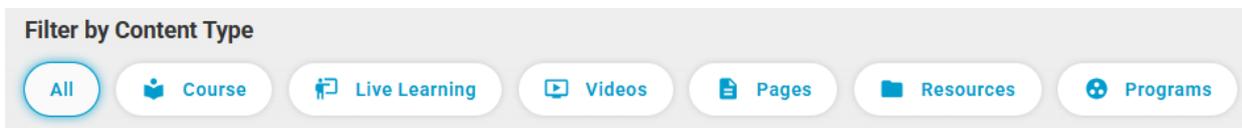
Categories (0)

Categories

CANCEL APPLY

3. Filtering using content types

To filter courses in the course catalogue based on the content type, select the buttons below to view the content. For example, selecting 'Resources' will only show the PALMLearn Information and Course Guide as well as other resource documents, this will not show courses or course programs.



Filter by Content Type

All Course Live Learning Videos Pages Resources Programs

4. Browsing all available courses

If you are not sure what you are looking for, or just want to view all courses, scroll down on your screen to browse all of the course titles, resources, and course programs available on PALMLearn.



Building understanding: Effective on-the-job training

Course Overview This course provides you with skills and knowledge to effectively provide on-the-job training through clear, effective and culturally safe communication. Providing effective on-the-job training has many benefits, both for...



Child Safety in the PALM scheme

Course Overview This course provides targeted learning for PALM scheme employers and their staff, specifically to employers who are participating in, or wish to participate in, the family accompaniment pilot. The course outlines definitions and...



Cultural Toolkit - Countries

Program Overview This program provides a range of courses that provide awareness about the importance of cultural competency as well as country specific information that assists you to better understand PALM scheme workers. After completing these courses, y...



Cultural Toolkit - Labour Sending Units

Program Overview This program provides a range of courses that provide awareness about country specific information that will help you work effectively with labour sending units. Labour sending units is a generic term that refers t...

How do I enrol into a course?

1. Select the course tile

From the catalogue or search results, select the course tile.

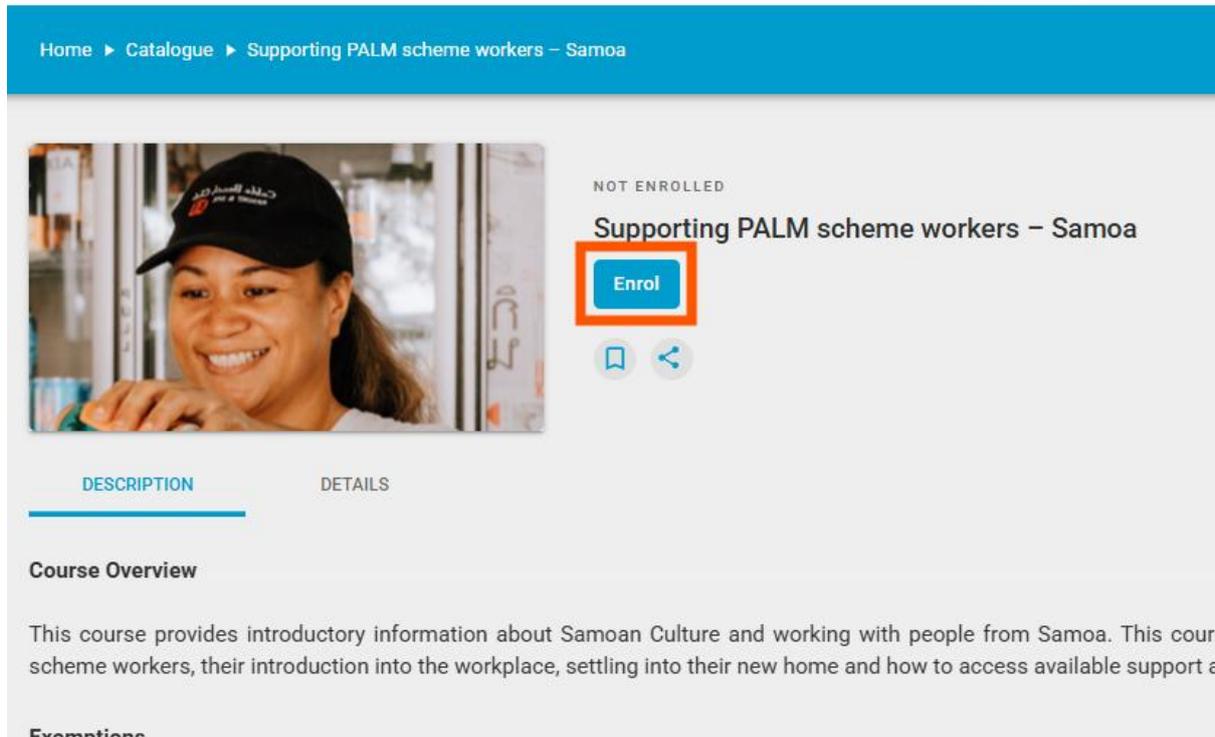


Supporting PALM scheme workers – Samoa

Course Overview This course provides introductory information about Samoan Culture and working with people from Samoa. This course provides cultural awareness information related to mobilisin...

2. Select the 'enrol' button

You can find the enrol button on the course page. Select this button to enrol into the course.



Home ▶ Catalogue ▶ Supporting PALM scheme workers – Samoa

NOT ENROLLED

Supporting PALM scheme workers – Samoa

Enrol

DESCRIPTION DETAILS

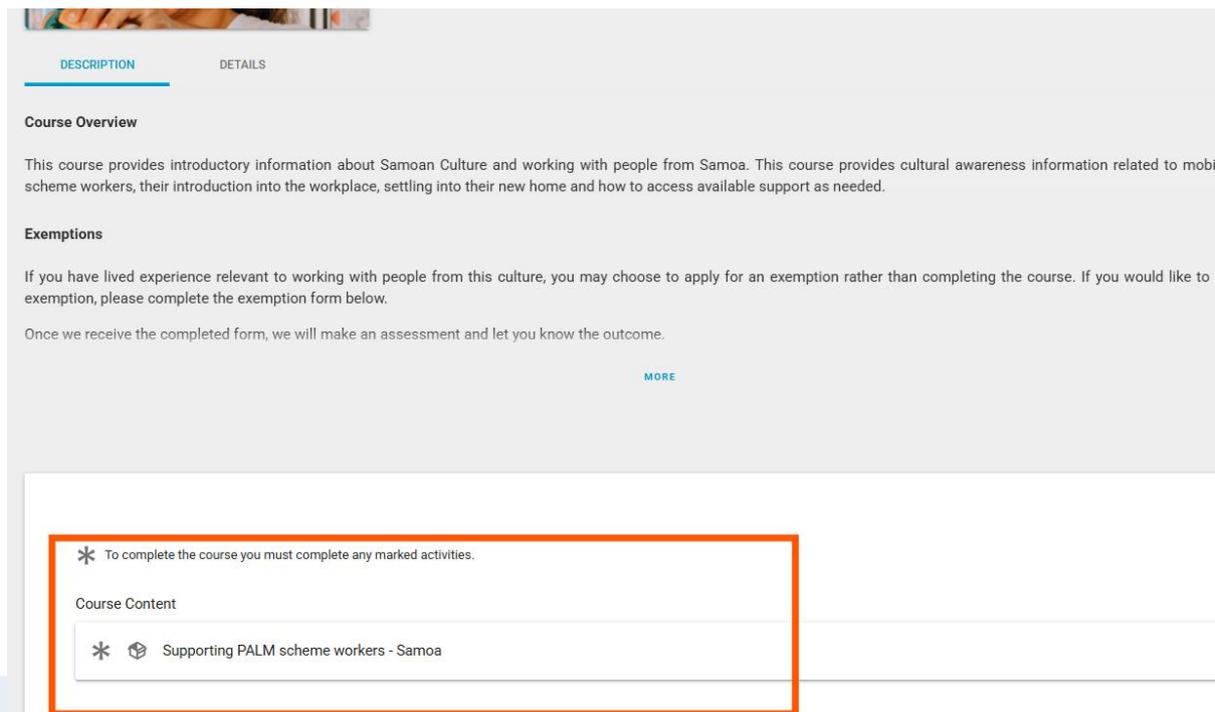
Course Overview

This course provides introductory information about Samoan Culture and working with people from Samoa. This course provides cultural awareness information related to Samoan scheme workers, their introduction into the workplace, settling into their new home and how to access available support as needed.

Exemptions

3. Open the course content

Select the course content to start your learning.



DESCRIPTION DETAILS

Course Overview

This course provides introductory information about Samoan Culture and working with people from Samoa. This course provides cultural awareness information related to Samoan scheme workers, their introduction into the workplace, settling into their new home and how to access available support as needed.

Exemptions

If you have lived experience relevant to working with people from this culture, you may choose to apply for an exemption rather than completing the course. If you would like to apply for an exemption, please complete the exemption form below.

Once we receive the completed form, we will make an assessment and let you know the outcome.

[MORE](#)

* To complete the course you must complete any marked activities.

Course Content

*  Supporting PALM scheme workers - Samoa

4. Support

If you need support during this process you can contact:

- Email the PALMLearn Administrator: PALMLearn@dewr.gov.au
- Phone the PALM support line 1800 51 51 31
- Email the PALM support line palm@dewr.gov.au