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 about:

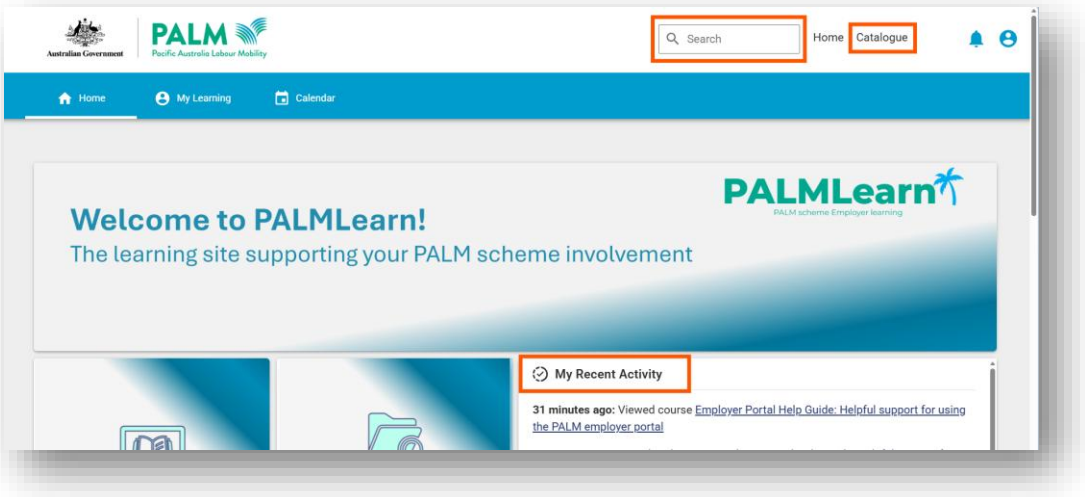
1. Finding a course from the home page
2. The course catalogue and searching and filtering to find courses.
3. Enrolling into a course
4. Support

1. Navigating the home page

The PALMLearn home page has several ways to find courses.

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

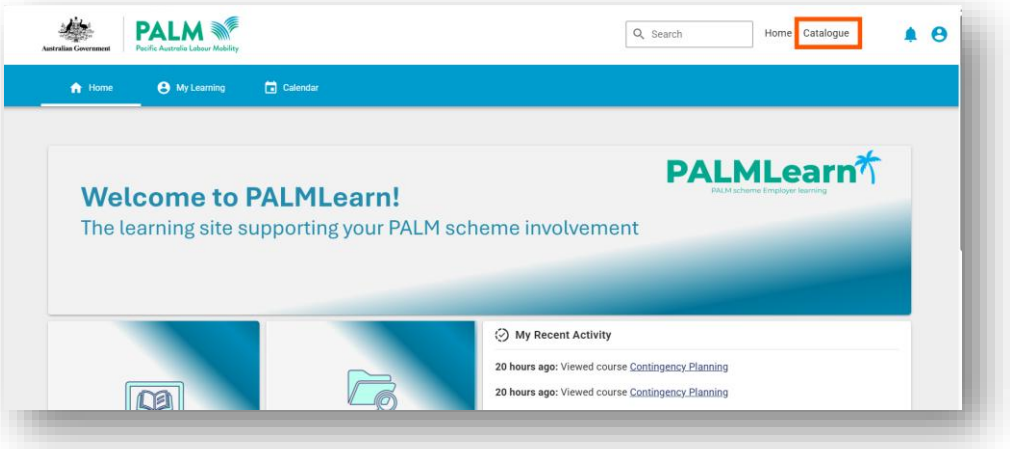
Once you have logged in you will see your home page. Your PALMLearn Home page may look different to what you see in the images below. Your home page is configured to your role and access permissions.



The home page look and layout may change from time to time, but the functions and options remain the same.

1 Course catalogue

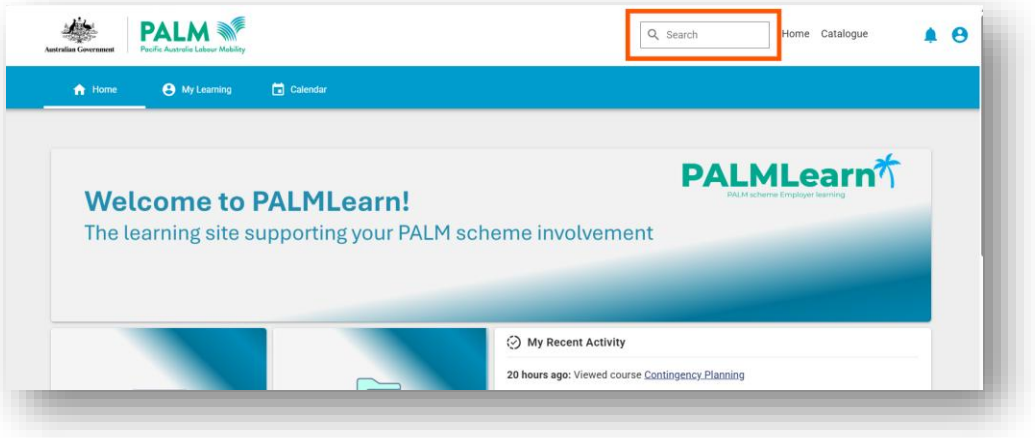
Selecting the course catalogue menu on the home page will take you to the PALMLearn course catalogue.



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 topic, course, information or program you are looking for.

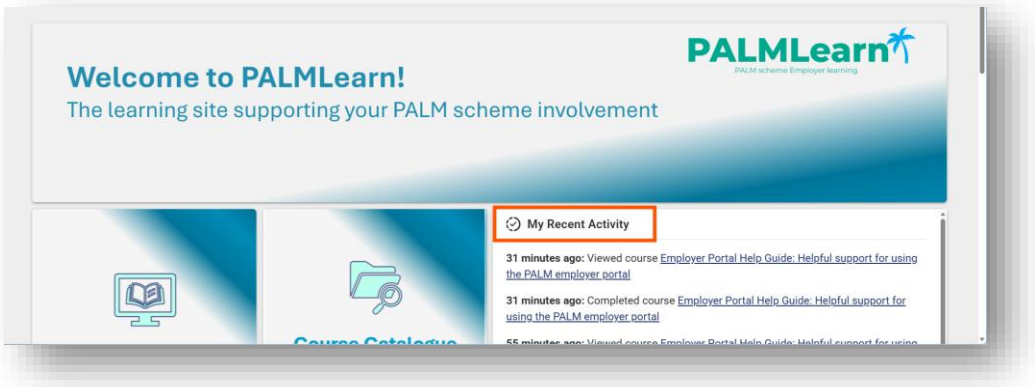


Home page search bar

Search using the search bar on a desktop or laptop. On a mobile device, search through the Course Catalogue.

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.

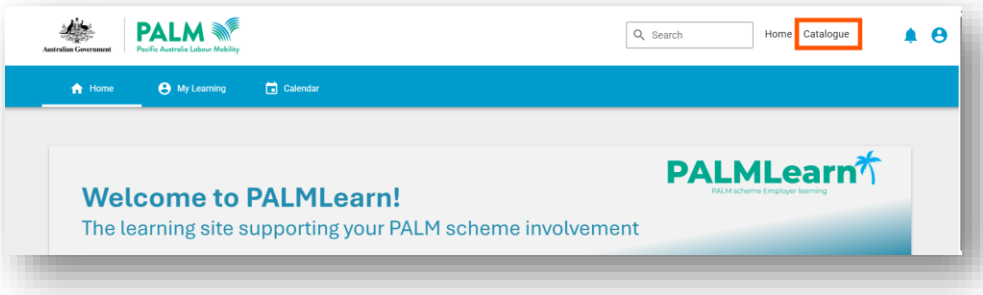


2. Using the catalogue

Explore, enrol in, and access courses and content through the Course Catalogue. You can browse available courses by:

A. searching for a topic or course title
B. filter by tags or categories
C. browsing all available content

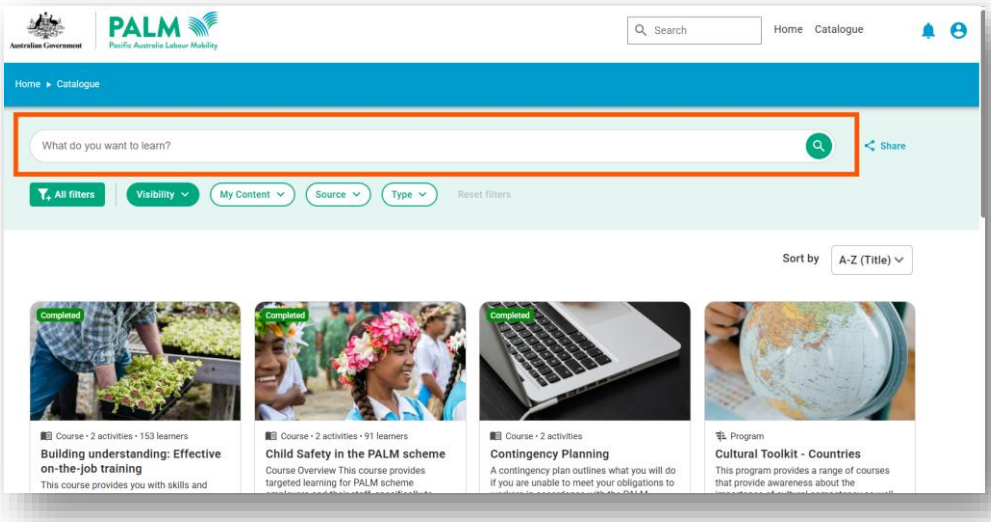
Open the catalogue from the course home page.



A. Searching for courses and content

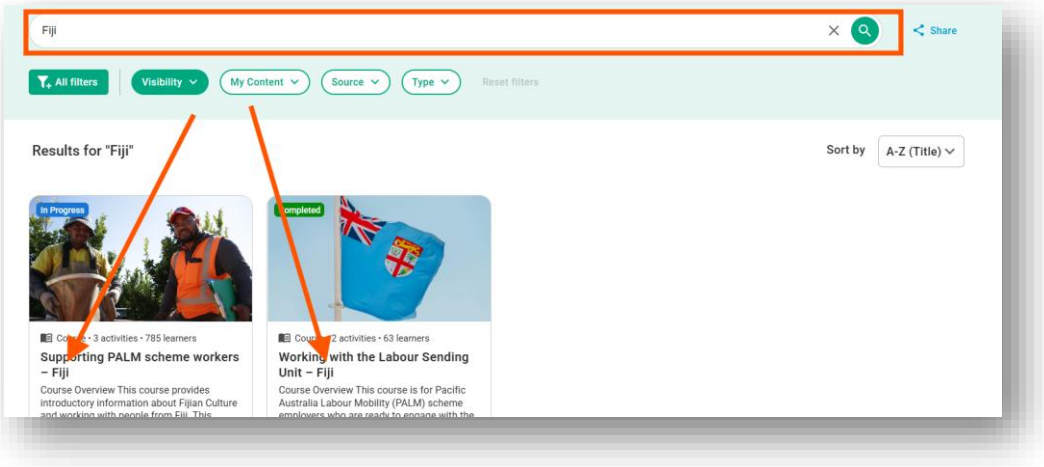
1 Search

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



2 Results

You can search by title or topic. For example, searching for **"Fiji"** will return content such as **Supporting PALM Scheme Workers - Fiji** and **Working with the Labour Sending Unit - Fiji**.

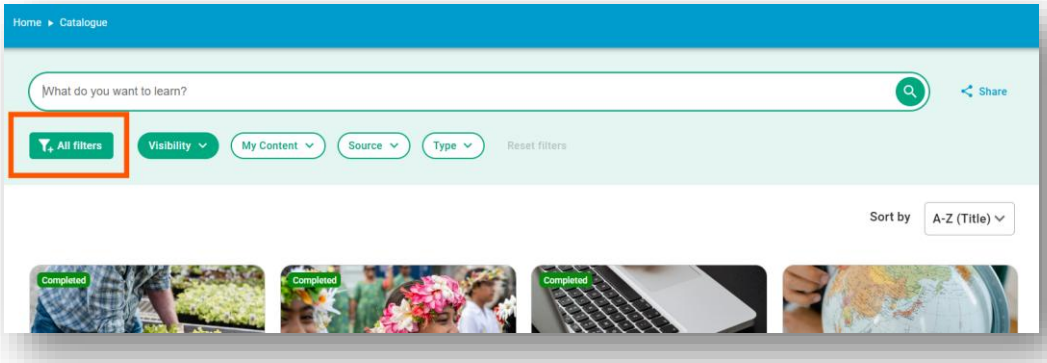


Select the content you want to view or access.

B. Filter using tags and categories

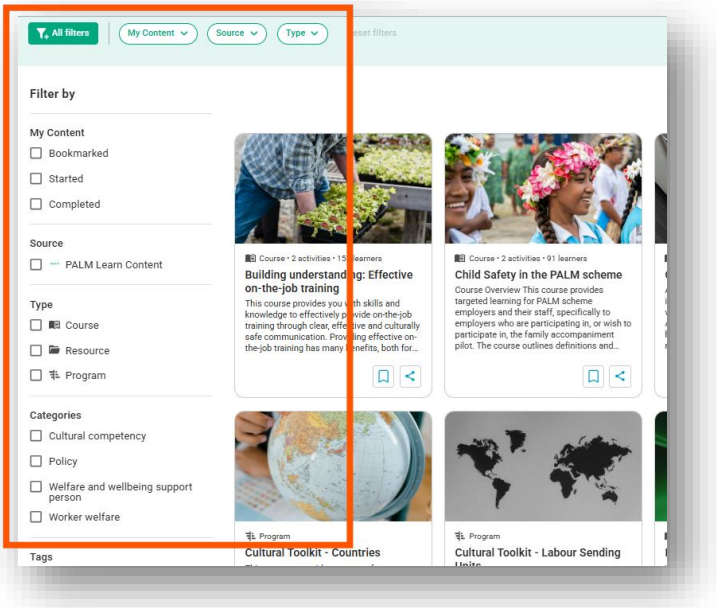
1 Open all filters

From the course catalogue select the button to open all filters. This opens a list of advanced filters you can use to find a course by its category or tag.



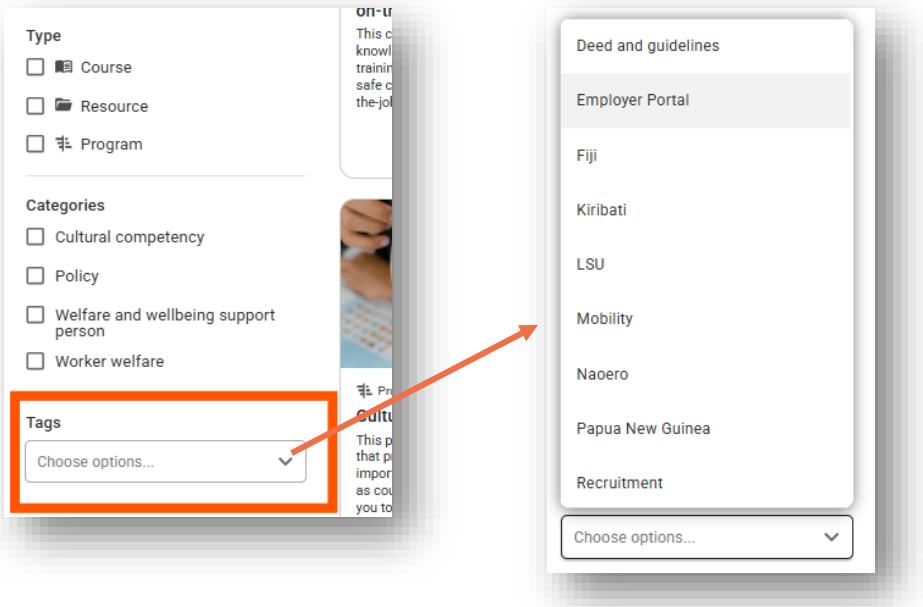
2 Select filters

Select the filters you want to apply. Select the content you want to view or access from the results.



3 Select tags

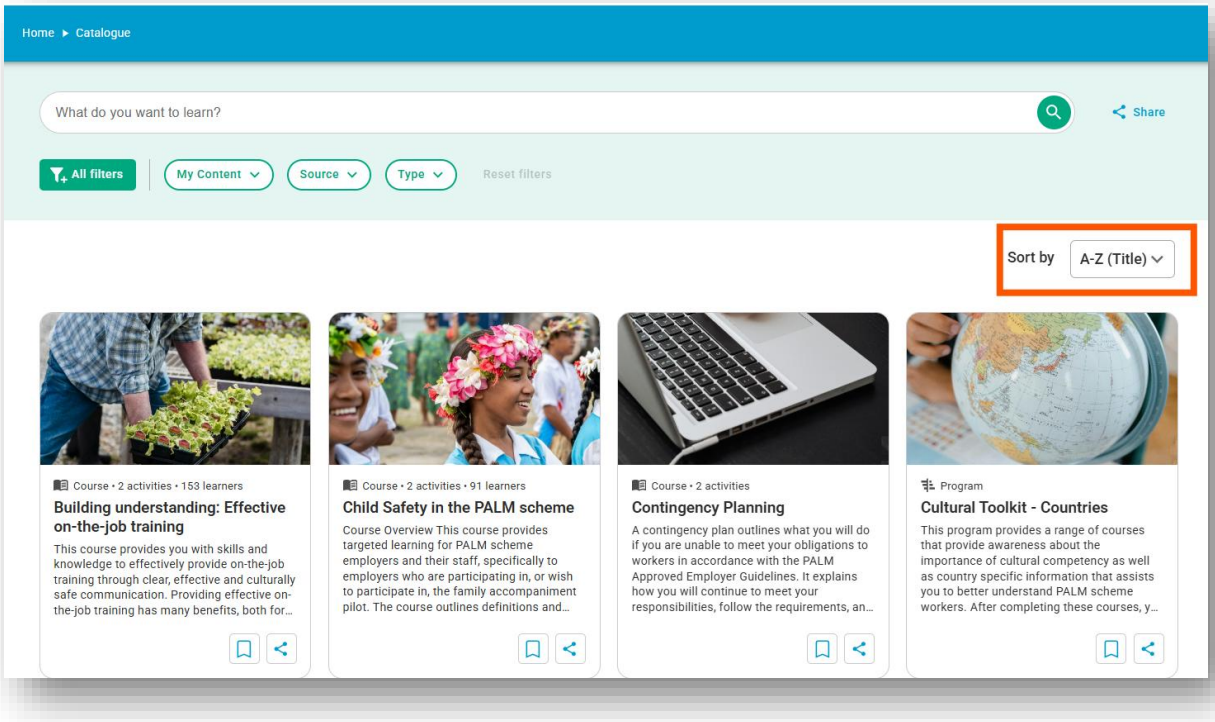
Open the menu to select from tags available.



C. View all available content

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

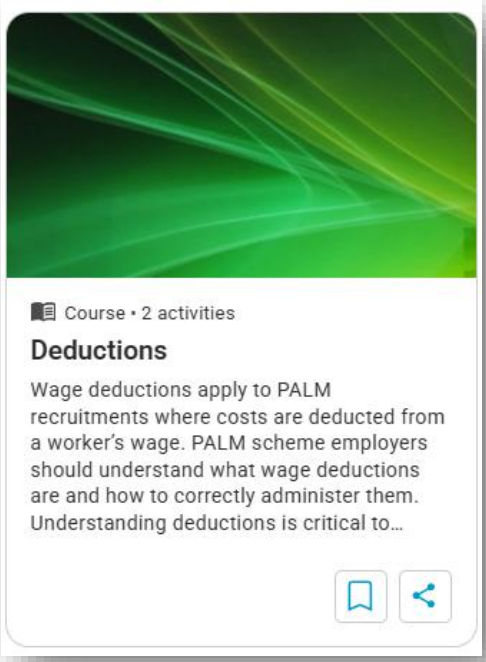
You can select ‘sort by’ to change the order of courses listed.



3. Enrolling into a course

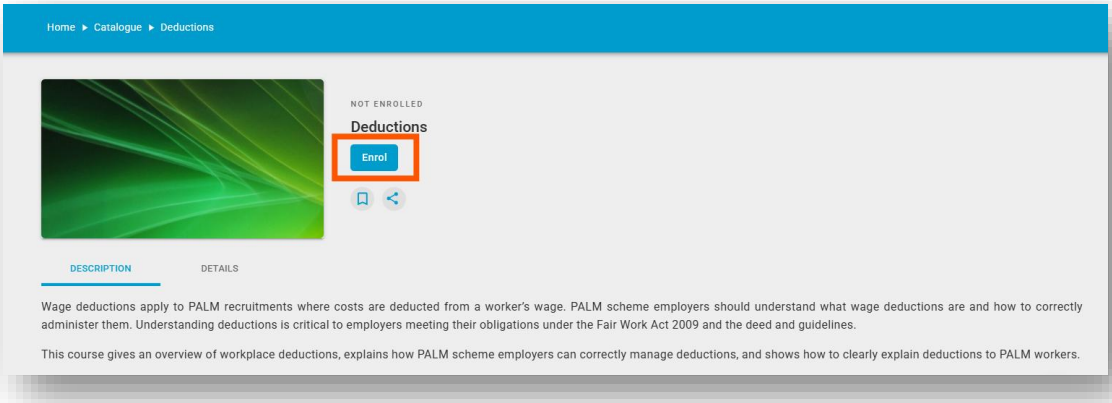
1 Select the course tile

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



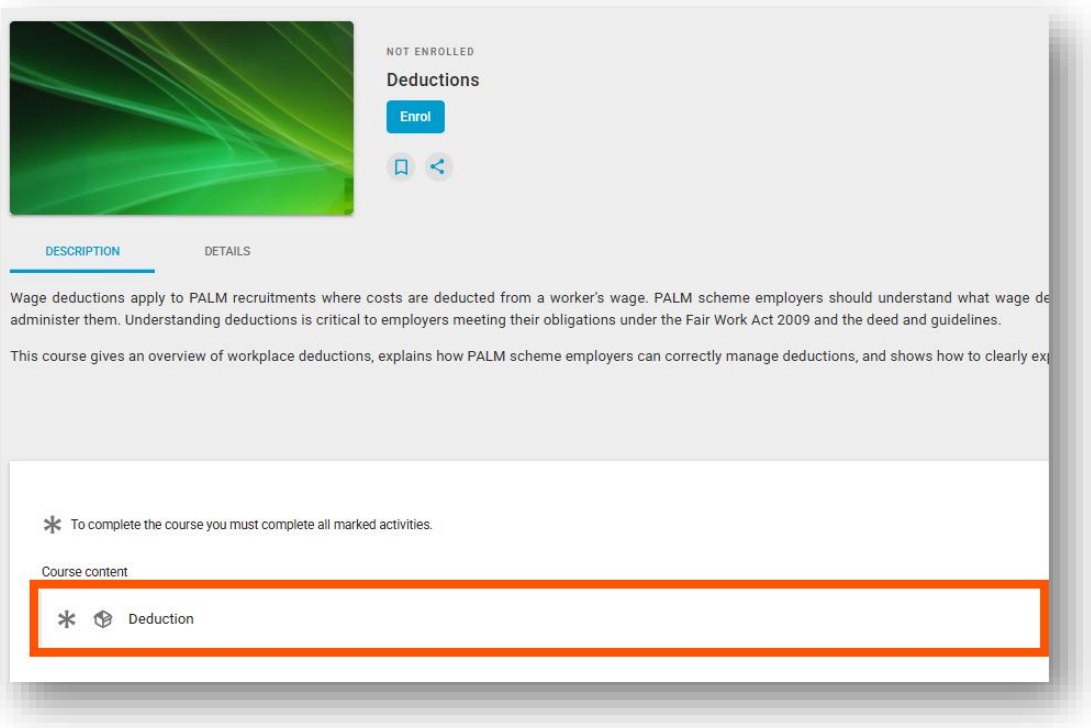
2 Select 'enrol'

The course page opens. Select 'enrol'.



3 Open course content.

Select the course content to open the resource.



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