

## EMtrain User Guide

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## Introduction

Welcome to EMtrain – a web-based learning management system for the NSW Department of Primary Industries (DPI) emergency management learning and development program. EMtrain delivers foundation and role specific training in emergency response.

EMtrain hosts your information, courses, a course calendar and an exercise library. EMtrain allows you to enrol in courses, see and manage completed training and see what training you have left to complete in order to perform your nominated response role.

Your nominated response role(s) must be recorded in WebEOC by your manager before you commence role specific training.

## Access

EMtrain may be accessed using a computer or device with internet connection.

Access to EMtrain is available at: [emtrain.dpi.nsw.gov.au](http://emtrain.dpi.nsw.gov.au)

## Logging In

Log in to EMtrain via the log in screen.

New users can log in either by:

- entering the Username and Password issued to you, or
- creating a new account to set your Username and Password.

## Issued Username and Password

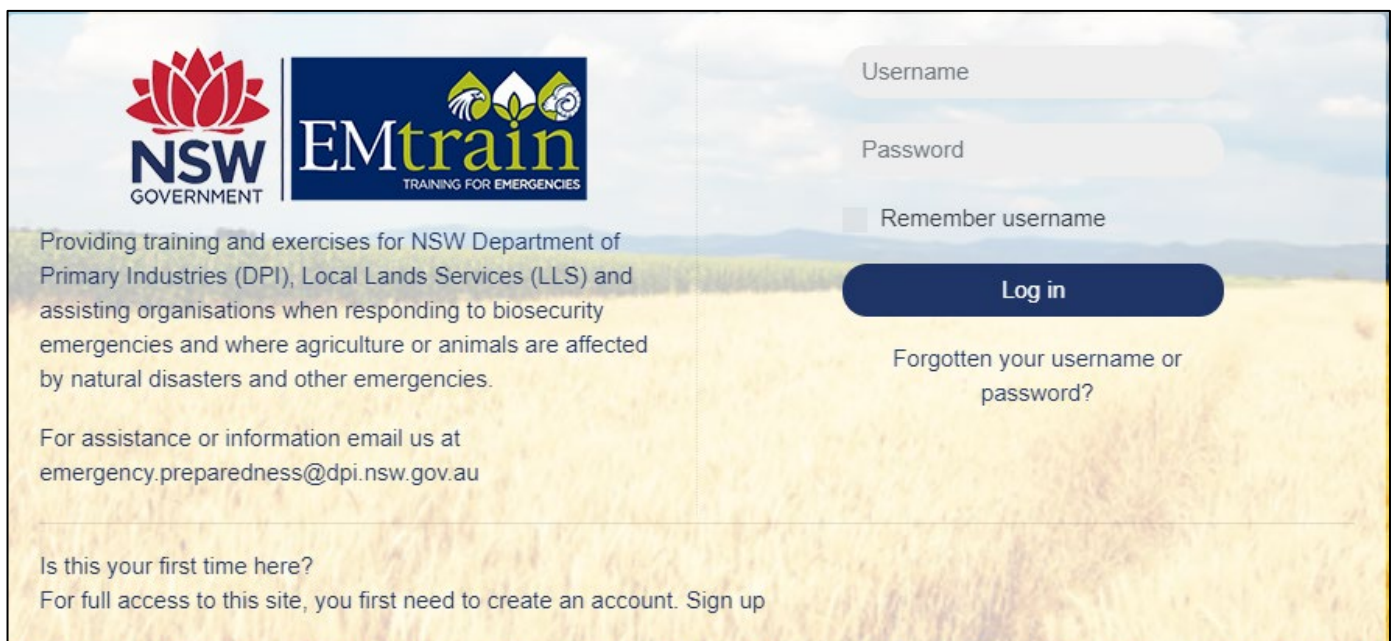
If you have been issued a Username and Password, you will have received an email titled 'EMtrain: New user account' outlining your current login information.

The password issued is temporary and will need to be changed after you have logged in for the first time. It is recommended you copy and past the password across to avoid key errors.

A link to the login page is also included in the email.

## Create a new account



To create a new account, click **"Sign up"** at the bottom of the log in screen.



The screenshot shows the EMtrain login interface. On the left, there is a header with the NSW Government logo and the EMtrain logo (which includes a stylized house and the text 'EMtrain TRAINING FOR EMERGENCIES'). Below the logos, a paragraph states: 'Providing training and exercises for NSW Department of Primary Industries (DPI), Local Lands Services (LLS) and assisting organisations when responding to biosecurity emergencies and where agriculture or animals are affected by natural disasters and other emergencies.' Below this, it says: 'For assistance or information email us at [emergency.preparedness@dpi.nsw.gov.au](mailto:emergency.preparedness@dpi.nsw.gov.au)'. At the bottom left, it asks 'Is this your first time here?' and says 'For full access to this site, you first need to create an account. Sign up'. On the right side of the screen, there are input fields for 'Username' and 'Password', a checkbox for 'Remember username', a blue 'Log in' button, and a link that says 'Forgotten your username or password?'. The background of the login area is a blurred image of a field.

Fields marked with a red exclamation point (!) are mandatory and data cannot be saved without an entry – an error message will be displayed.

When entering text do not use all capitals unless required for an abbreviation e.g. LLS, DPI, NSW

## New account

Expand all

### Choose your username and password

Username !

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s)

Password !

### More details

Email address !

Email (again) !

First name !

Surname !

City/town

Country

## Emergency Management Information

Organisation !

Emergency Management Region !

Normal Work Position Name

Street Address

City

State

Postcode

Date of Birth (dd/mm/yyyy)

Mobile Number

Phone Number !

Personnel ID (link to WebEOC personnel data)

Unique Student Identifier (USI)

Create my new account Cancel

There are required fields in this form marked !.

Field Name	Expected / Available Response	Comment
Username	Work email address	Use personal email address if you do not have a work email address
Password	Min 8 Characters, 1 Lower case, 1 Upper case & no spaces	
Email Address	Same as Username	
First Name	First letter capital e.g. Bill	Printed on certificates
Surname	First letter capital e.g. Goat	Printed on certificates
City/Town	Work Location	
Country	Select from drop down list	
Organisation	Select from list	
EM Region	Select from list	
Work position	Work role title	
Street address	Work details	
City/State/Postcode	Work details	
Date of birth	Optional	
Mobile number	Primary mobile number	
Phone number	Primary contact number	Include area code for land lines
WebEOC Personnel ID	Unique set of numbers generated by WebEOC	Email WebEOC enquiries to <a href="mailto:biosecurity.systems@dpi.nsw.gov.au">biosecurity.systems@dpi.nsw.gov.au</a>
Unique Student Identifier (USI)	10 letters/numbers	Find/create your USI at <a href="https://www.usi.gov.au/">https://www.usi.gov.au/</a>

After clicking '**Create my new account**' an email titled 'EMtrain: account confirmation' will automatically be sent to your email address containing instructions to complete your registration. You must confirm your email address by clicking the web address link. If you have any difficulties contact the site administrator at [emergency.preparedness@dpi.nsw.gov.au](mailto:emergency.preparedness@dpi.nsw.gov.au)

## Log In

After confirming your details you will be able to log in to EMtrain

1. Enter your Username (work email address)
2. Enter your Password
3. Click '**Login**'

## Passwords

Passwords are case sensitive and must meet the following criteria:

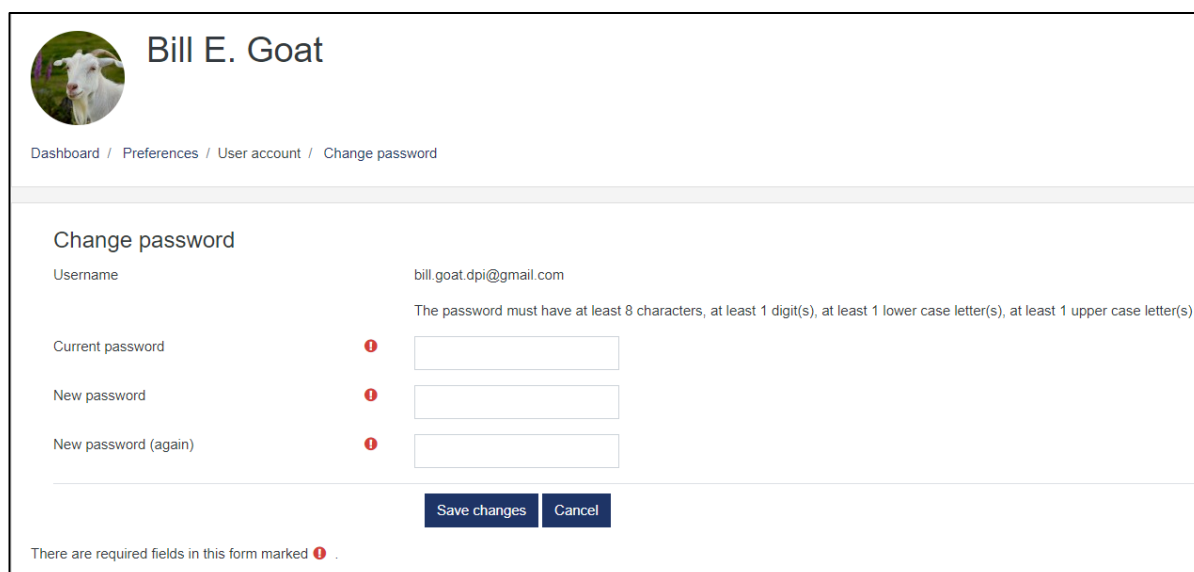
- At least eight characters
- No spaces are to be used
- At least 1 lower case letter(s) and 1 upper case letter(s)

## Changing your password

Select '**My Dashboard**' on the home page to open your learning profile and click '**Change Password**'.

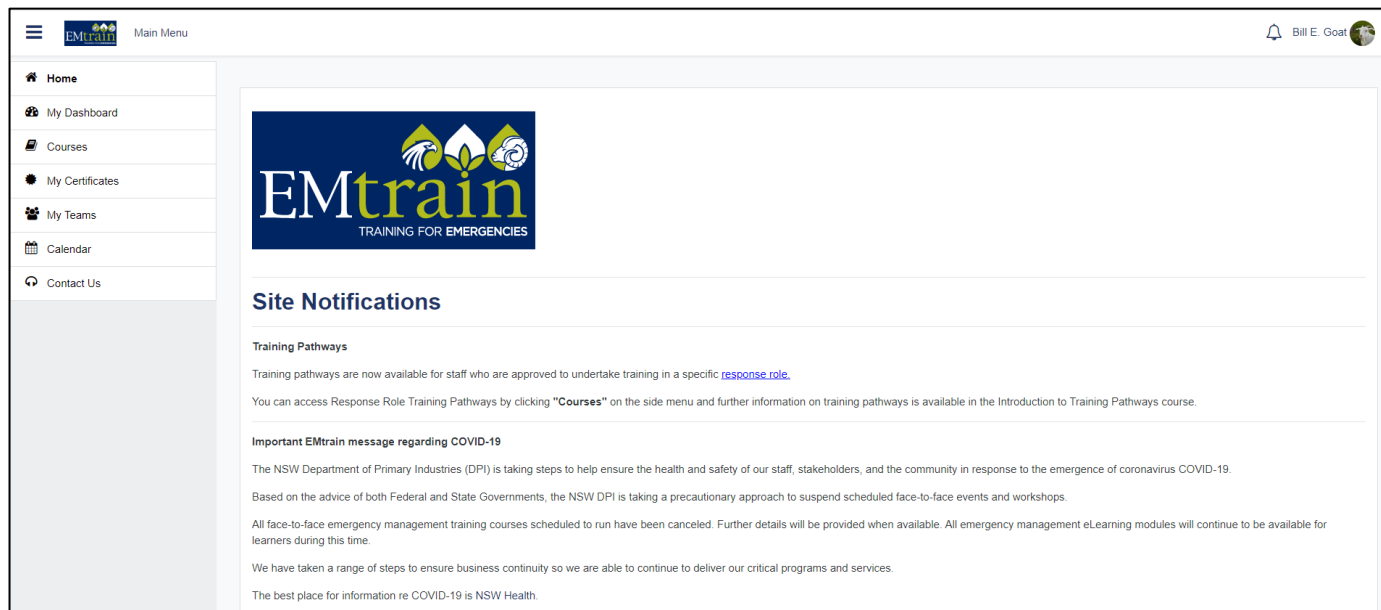


Complete details and click '**Save changes**'.



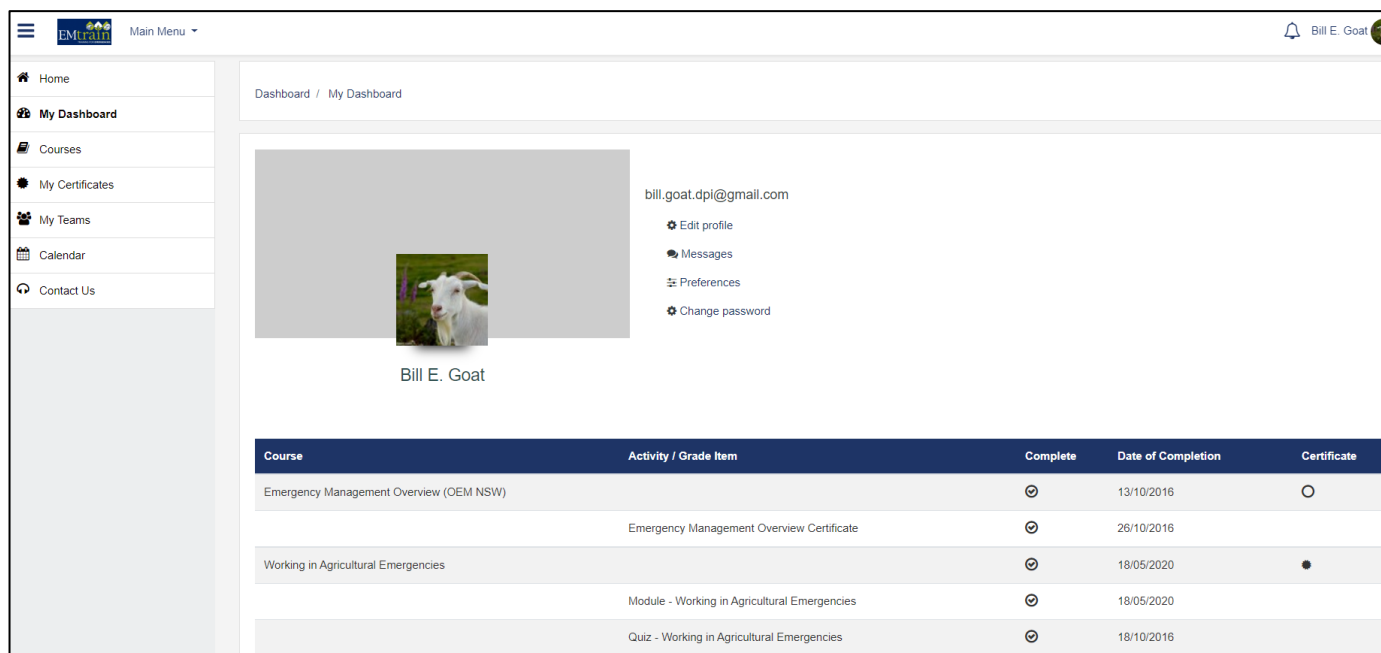
## Home

Once you have successfully logged into EMtrain, the home page will open.



## My Dashboard

My Dashboard contains links to edit your profile, change your password and lists the courses you are currently enrolled in and the completion status of each course. It also records participation in exercises.



Course	Activity / Grade Item	Complete	Date of Completion	Certificate
Emergency Management Overview (OEM NSW)		☑	13/10/2016	○
	Emergency Management Overview Certificate	☑	26/10/2016	
Working in Agricultural Emergencies		☑	18/05/2020	●
	Module - Working in Agricultural Emergencies	☑	18/05/2020	
	Quiz - Working in Agricultural Emergencies	☑	18/10/2016	

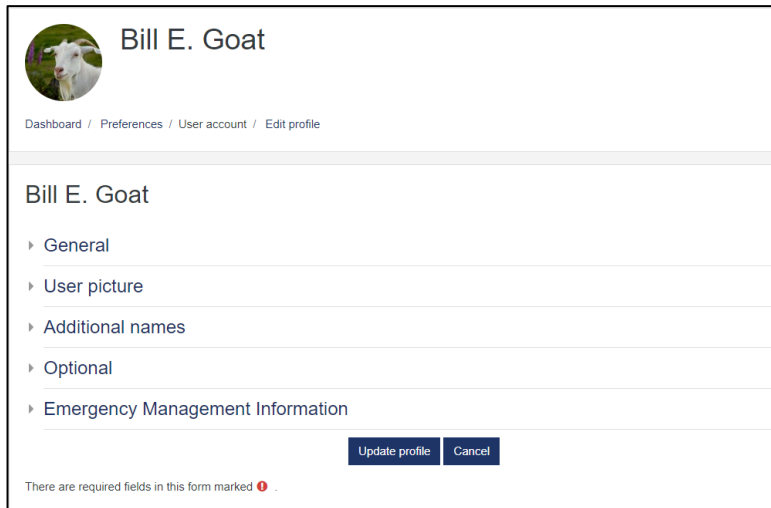
Field Name	Action or Data
Course	Click the response role pathway or course name to access
Activity/Grade Item	Each activity for the role pathway /course, including assessments, are listed separately
Complete	Ticked when role pathway/course activity is completed
Date of Completion	Date of completion for the role pathway/course activity – either automatically (online modules) or manually by EMtrain Administrators (face-to-face courses)
Certificate	Star shown if certificate is available for download from “Certificates tab”

## Edit Profile

Learners can self-manage their profile details.

Use **'expand all'** on right to reveal fields below the headings.

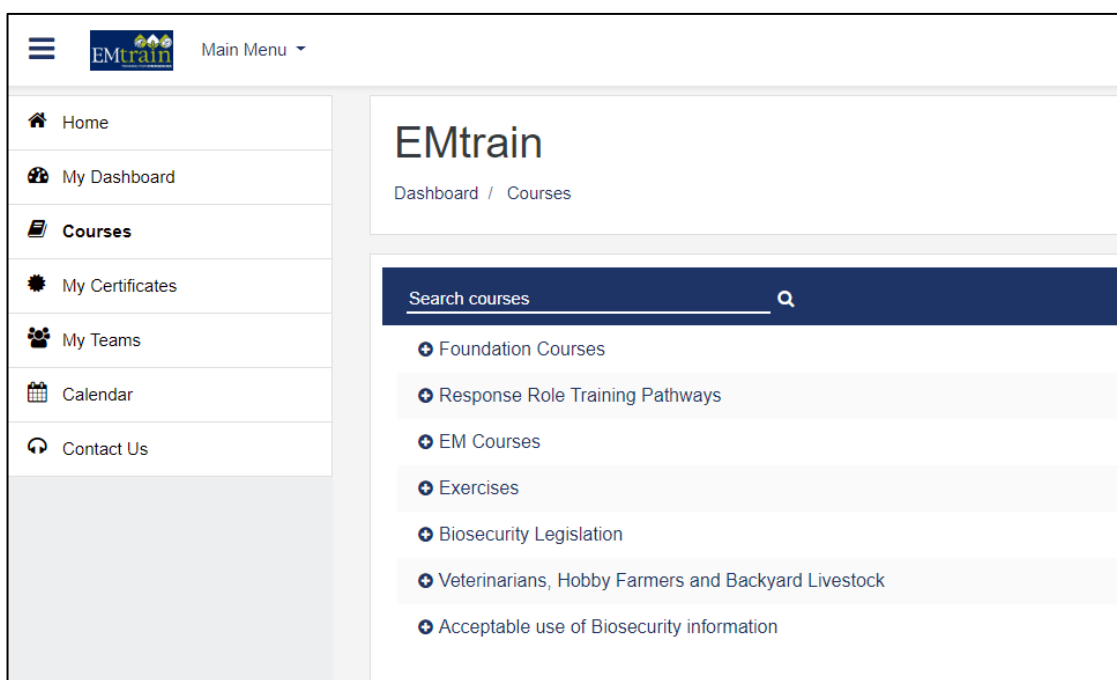
Click **'Update profile'** if you edit any of the information.



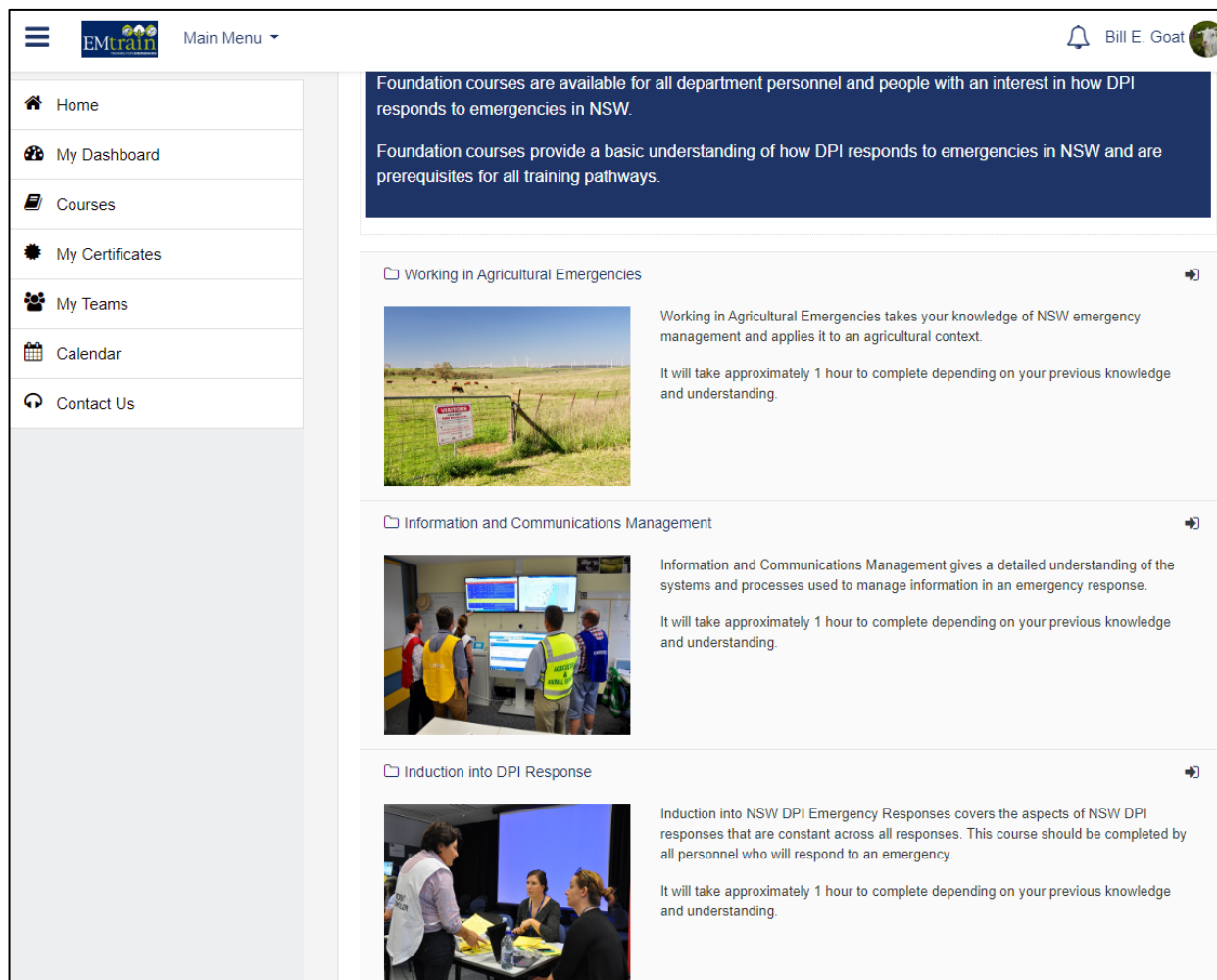
Field Name	Action or Data
General	Update or edit mandatory profile details
User picture	Add a passport style photo of yourself
Additional names	Optional Information
Optional	Optional Information
Emergency Management Information	Organisation and Emergency Management Region are mandatory - Date of Birth is optional

## Courses

Learners can navigate to individual courses or Response Role Training Pathways by clicking the category name.



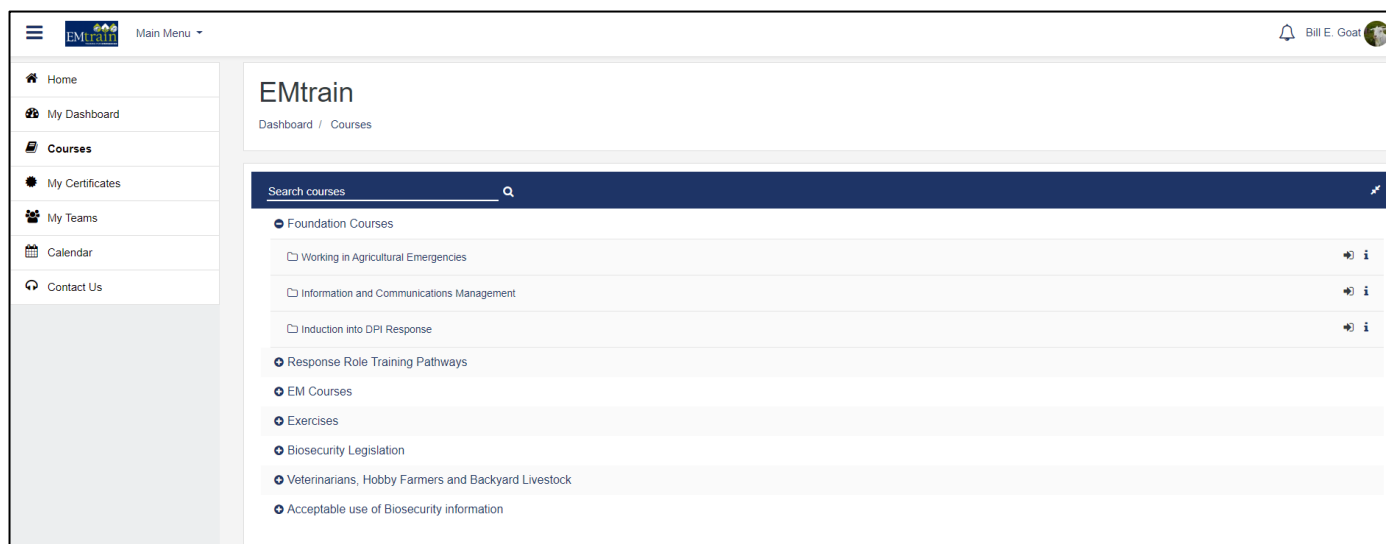
A link to and overview of each course within the selected category will be displayed.



The screenshot shows the EMtrain application interface. On the left is a sidebar menu with options: Home, My Dashboard, Courses, My Certificates, My Teams, Calendar, and Contact Us. The main content area displays a blue banner with text about foundation courses. Below this, three course categories are listed with icons, titles, descriptions, and completion times:

- Working in Agricultural Emergencies**: Working in Agricultural Emergencies takes your knowledge of NSW emergency management and applies it to an agricultural context. It will take approximately 1 hour to complete depending on your previous knowledge and understanding.
- Information and Communications Management**: Information and Communications Management gives a detailed understanding of the systems and processes used to manage information in an emergency response. It will take approximately 1 hour to complete depending on your previous knowledge and understanding.
- Induction into DPI Response**: Induction into NSW DPI Emergency Responses covers the aspects of NSW DPI responses that are constant across all responses. This course should be completed by all personnel who will respond to an emergency. It will take approximately 1 hour to complete depending on your previous knowledge and understanding.

If unsure which category to select, click  to preview courses within each category.



The screenshot shows the EMtrain application interface with the 'Courses' section selected in the sidebar. The main content area displays a search bar and a list of course categories:

- Foundation Courses**
  - Working in Agricultural Emergencies
  - Information and Communications Management
  - Induction into DPI Response
- Response Role Training Pathways**
  - EM Courses
  - Exercises
  - Biosecurity Legislation
  - Veterinarians, Hobby Farmers and Backyard Livestock
  - Acceptable use of Biosecurity information

Learners can enrol in individual courses or Response Role Training Pathways.

Learners should only enrol in an individual course in the first instance where a Response Role Training Pathway is not available or when accessing non-emergency response training which is also available on EMtrain.



## Exercises

The “**Exercises**” category contains

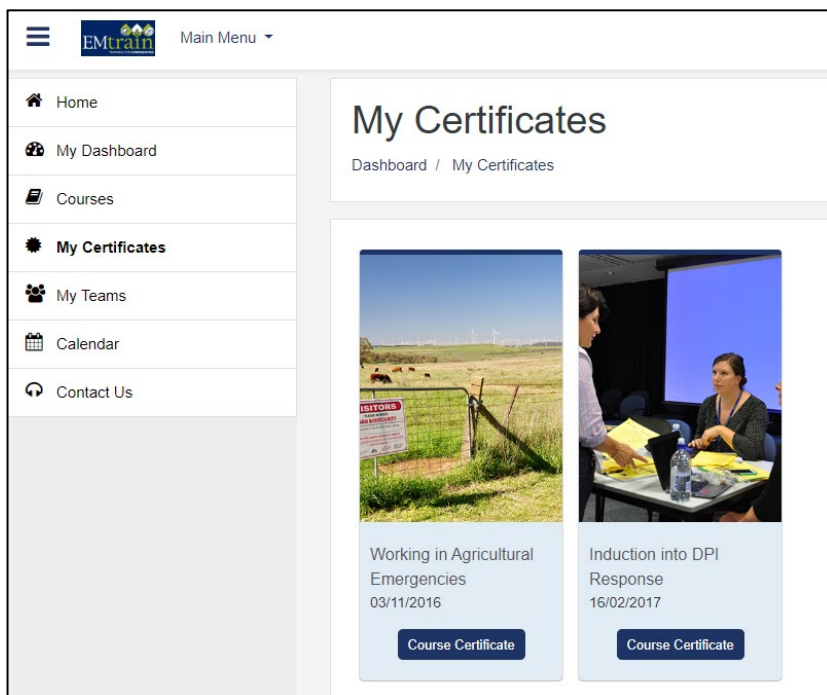
- Exercises - Nominations for participation in State and Regional exercises
- Exercise Library (restricted access) – variety of exercise plans with different scenarios and styles including discussion (desktop), functional & field exercises

Email [emergency.preparedness@dpi.nsw.gov.au](mailto:emergency.preparedness@dpi.nsw.gov.au) to request access to the Exercise Library

## My Certificates

My Certificates contains Certificates of Completion generated by EMtrain on completion of non-competency courses on EMtrain.

Qualifications and Statements of Attainment received for completing nationally recognised training must be manually uploaded to EMtrain for recognition.



A star is shown on My Dashboard when a Certificate of Completion generated by EMtrain is available for download from My Certificates.

A circle is shown on My Dashboard when a Qualification or Statement of Attainment has been manually uploaded to EMtrain.

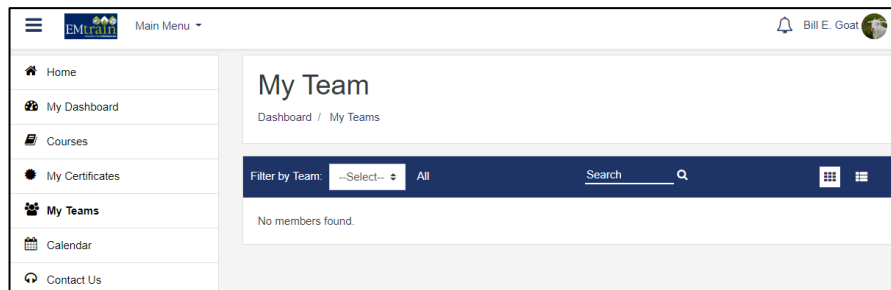
Course	Activity / Grade Item	Complete	Date of Completion	Certificate
Emergency Management Overview (OEM NSW)		☑	13/10/2016	○
	Emergency Management Overview Certificate	☑	26/10/2016	
Working in Agricultural Emergencies		☑	18/05/2020	★
	Module - Working in Agricultural Emergencies	☑	18/05/2020	
	Quiz - Working in Agricultural Emergencies	☑	18/10/2016	



## My Teams

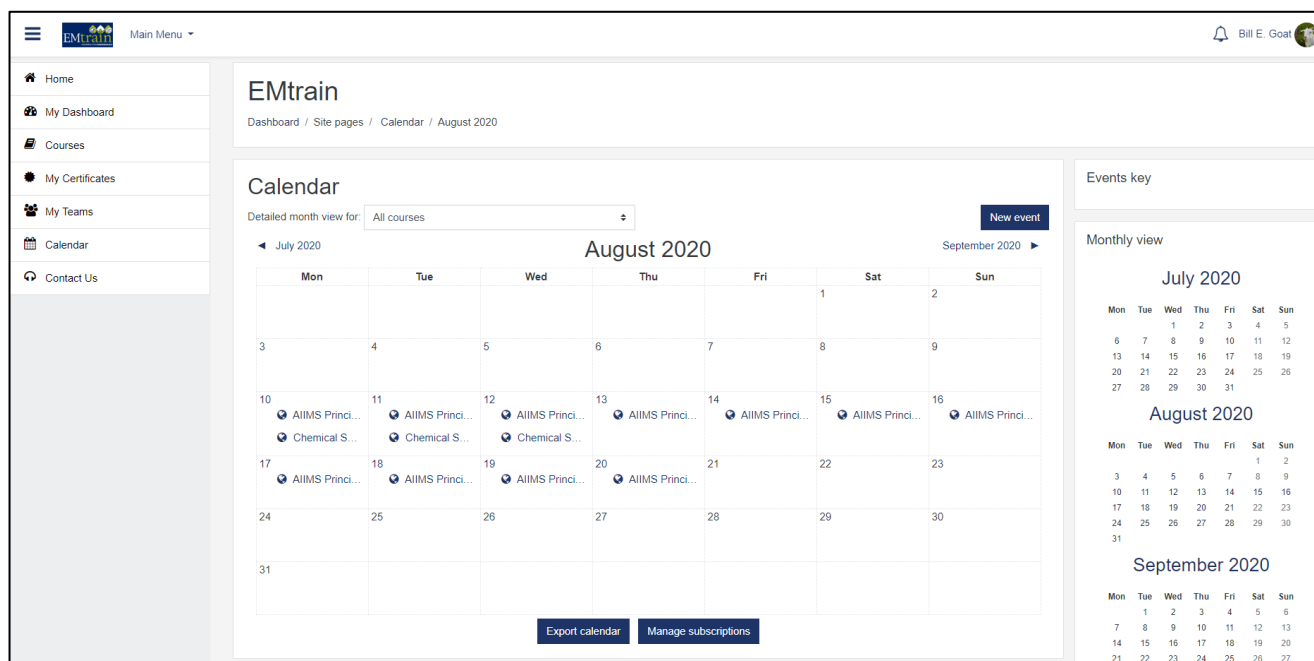
My Teams is only available to authorised Emergency Management Regional Coordinators.

EM Regional Coordinators can only view the learner profiles of staff in their specific region for reporting purposes.

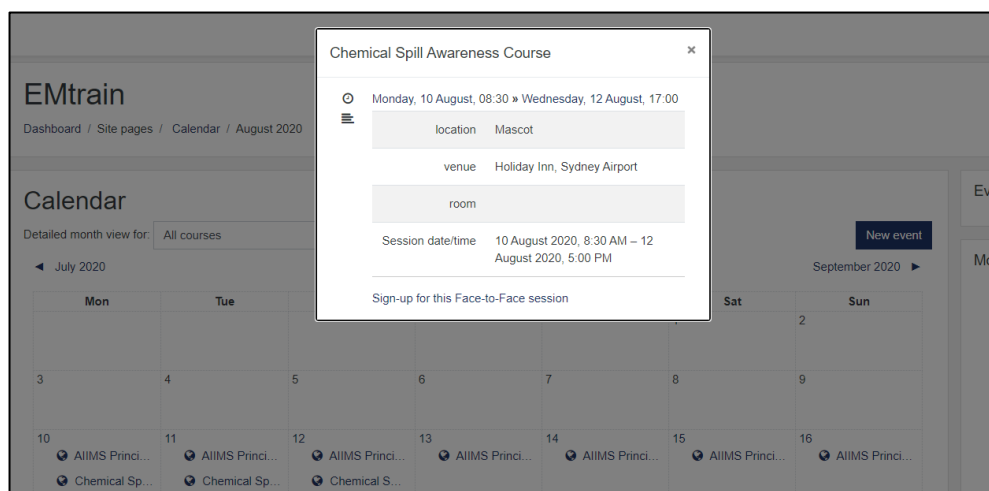


## Calendar

The Calendar displays face to face courses or workshops that are available for nomination.



Click on the course name shown in the calendar to see further detail and nominate to attend by clicking **'Sign-up for this Face-to-Face session'**.



## Course Enrolment

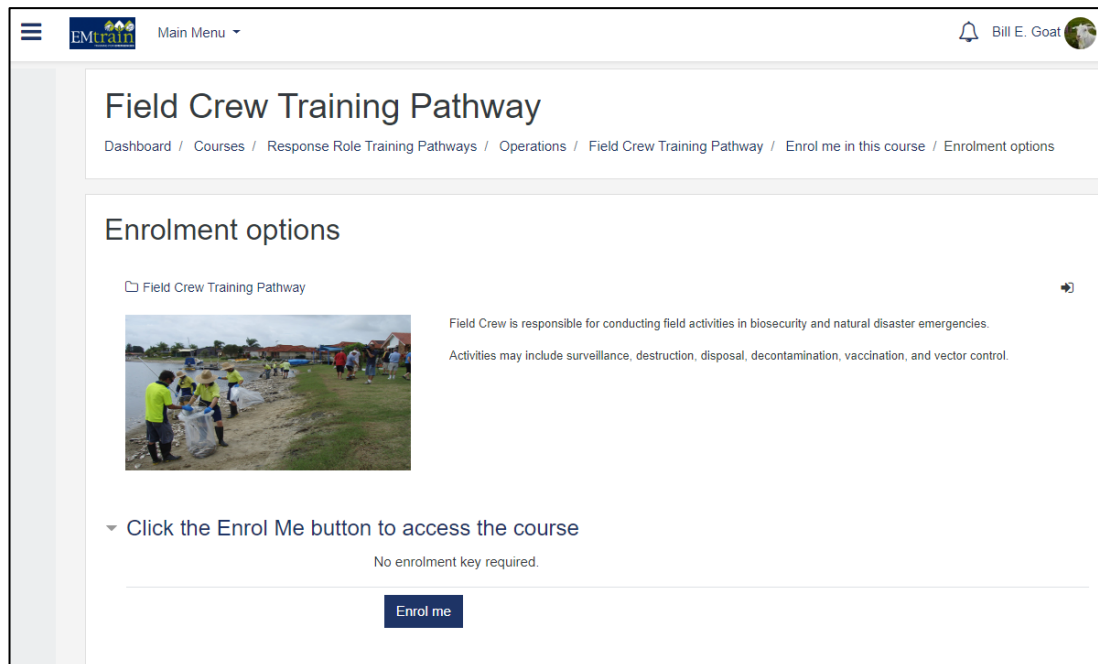
EMtrain provides the ability for learners to enrol in any internal or external online course and to nominate for any face-to-face (F2F) course available on the **'Courses'** page.

All nominations for F2F courses will be reviewed by an EMtrain Administrator and learners will receive notification of the outcome of their nomination via email after the closing date for nominations.

## Response Role Training Pathways

From the **'Courses'** page, click **'Response Role Training Pathways'** to view available pathways.

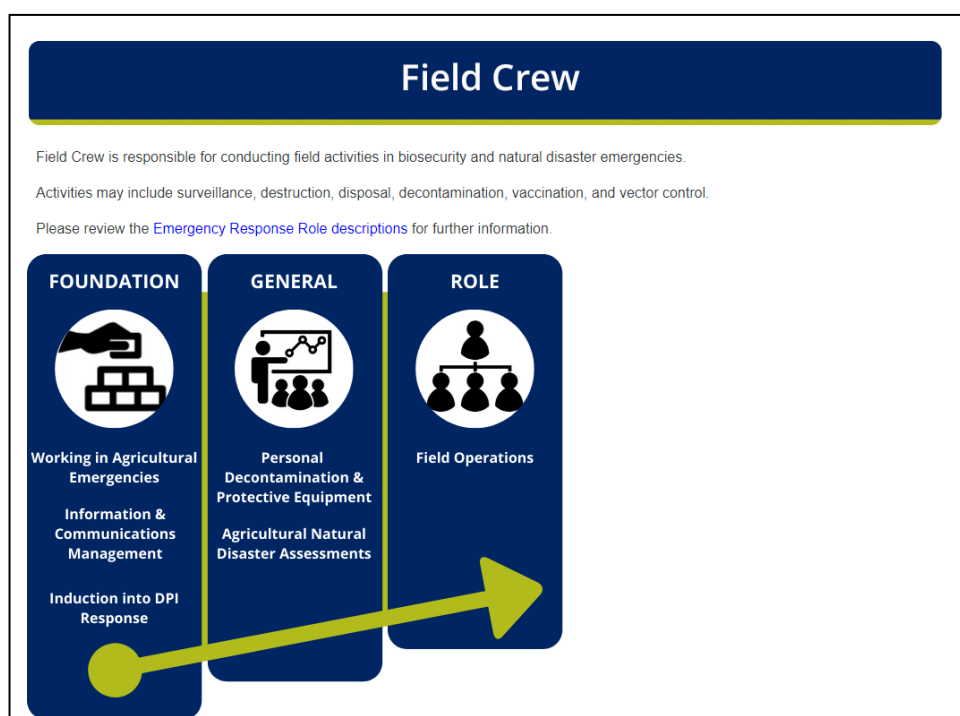
Click the training pathway for your nominated response role(s) if available.



The screenshot shows the EMtrain interface. At the top, there's a navigation bar with a hamburger menu, the EMtrain logo, and a 'Main Menu' dropdown. On the right, there's a user profile for 'Bill E. Goat'. Below the navigation bar, the page title is 'Field Crew Training Pathway'. A breadcrumb trail reads: 'Dashboard / Courses / Response Role Training Pathways / Operations / Field Crew Training Pathway / Enrol me in this course / Enrolment options'. The main content area is titled 'Enrolment options'. It features a checkbox for 'Field Crew Training Pathway' which is checked. Below the checkbox is a photograph of people in a field. To the right of the photo, text states: 'Field Crew is responsible for conducting field activities in biosecurity and natural disaster emergencies. Activities may include surveillance, destruction, disposal, decontamination, vaccination, and vector control.' Below this, a message says 'Click the Enrol Me button to access the course' and 'No enrolment key required.' At the bottom, there is a blue 'Enrol me' button.

Click the **'Enrol me'** button to access the training pathway.

A summary of the Response Role Training Pathway will be displayed.





The diagram is titled 'Field Crew' in a dark blue header. Below the header, it states: 'Field Crew is responsible for conducting field activities in biosecurity and natural disaster emergencies. Activities may include surveillance, destruction, disposal, decontamination, vaccination, and vector control. Please review the [Emergency Response Role descriptions](#) for further information.' The diagram is divided into three vertical columns: 'FOUNDATION', 'GENERAL', and 'ROLE'. The 'FOUNDATION' column lists: 'Working in Agricultural Emergencies', 'Information & Communications Management', and 'Induction into DPI Response'. The 'GENERAL' column lists: 'Personal Decontamination & Protective Equipment' and 'Agricultural Natural Disaster Assessments'. The 'ROLE' column lists: 'Field Operations'. A large yellow arrow points from the 'FOUNDATION' column towards the 'ROLE' column.


Click on each course link to individually enrol in and complete all required courses to become qualified in your nominated response role(s).

Foundation

Complete all foundation courses


 Working in Agricultural Emergencies


 Information and Communications Management

 Induction into DPI Response

General


Complete all general courses

 Agricultural Natural Disaster Assessments

 Personal Decontamination and Protective Equipment

Role

Complete all role-specific courses

 Field Operations

**Note:** Enrolment in a **Response Role Training Pathway** before enrolling in individual courses ensures that your qualification to perform the role is accurately reported by EMtrain.

## Online – Internal

From the ‘**Courses**’ page or **Response Role Training Pathway**, click the course name.


A summary of the course will be displayed.

Liaison Officer and EMC Representatives

Dashboard / Courses / EM Courses / Role / Liaison Officer and EMC Representatives / Enrol me in this course / Enrolment options

Enrolment options

☐ Liaison Officer and EMC Representatives



This course gives you the knowledge required to perform as an AASFA Liaison Officer or animal and agriculture representative on an emergency management committee.  
It will take approximately 1-2 hours to complete.

Click the Enrol Me button to access the course

No enrolment key required.

Enrol me

Click the ‘**Enrol me**’ button to access the course.

## Liaison Officer and EMC Representatives

This course gives you the knowledge required to perform as an AASFA Liaison Officer or animal and agriculture representative on an emergency management committee.

It will take approximately 1 hour to complete the learning module.

Click the "Learning Module" button to commence.

When you have completed the module, take the quiz to finish the course.

When you have passed the quiz, click "Certificate" to view and download your completion certificate.

Learning Module



Quiz



Certificate



To open the module, click the **'Learning Module'** button. Modules can be partially completed and will resume where you left off when you recommence.

To complete the quiz, click the **'Quiz'** button.

To download the certificate of completion, click the **'Certificate'** button.

### Online – External

External online courses are not owned or administered by DPI but can be accessed via EMtrain.

From the **'Courses'** page or **Response Role Training Pathway**, click the course name.

Click the **'Enrol me'** button to access the course.

A summary of the course will be displayed.

## Emergency Management Overview (OEM NSW)

Dashboard / My courses / Emergency Management Overview (OEM NSW)



Justice  
Office of  
Emergency Management

### Emergency Management Overview

Emergency Management Overview (EMO) course is administered by the NSW Office of Emergency Management external to EMtrain.

The course outlines current information on legislation, the planning framework, roles and responsibilities, committee structures and the Comprehensive Approach to emergency management in NSW.

This is an introduction to emergency management and is a mandatory training pathway for many training courses on the SEMC Emergency management pathway.

It is a self-paced online short course and will take approximately 1 hour to complete.

To access the training please click on the "Weblink" button and follow the NSW Office of Emergency Management instructions to enrol.

Upon completion of the training please ensure you download your participation certificate, you will need to upload a PDF copy of your certificate to EMtrain by clicking on the "Upload Certificate" button


Weblink



Upload Certificate



To view the external course, click the **'Weblink'** button and follow the course enrolment instructions provided by the external agency.


Communities  
& Justice

Search  
Enter your search

Home About Us Pathways Course Calendar Learner Portal Client Portal Recognition Scope of Registration Feedback FAQs


## Emergency Management Overview


BOOK NOW


### Introduction


Emergency Management Overview (EMO) outlines current information on legislation, the planning framework, roles and responsibilities, committee structures and the Comprehensive Approach to emergency management in NSW.

This is an introduction in emergency management and is a mandatory training pathway for many training courses on the SEMC Emergency management pathway. It is a self-paced online short course. It is the mandatory pathway into the Introduction to Emergency Management (Intro EM) class based course.




**Duration**  
Online self-paced short course consisting of 1 module (40 min)


**Course Dates**  
[View Course Calendar](#)


**Training Pathway**  
Nil

On completion of an external course learners must manually upload a copy of the certificate to EMtrain for recognition of completion.

To upload a certificate, click the **'Upload Certificate'** button.

## Face-to-Face (F2F)

Learners can nominate to attend a face-to-face course or a face-to-face workshop connected to an online course. The nomination page/process is the same in both instances.

From the course home page, click the **'Nomination'** button.

AIIIMS Principles

Dashboard / Courses / EM Courses / General / AIIIMS Principles

## AIIIMS Principles

*The course may be delivered or assessed by external providers either face to face or via video conference.*

Australasian Inter-service Incident Management System (AIIIMS) is the national incident management doctrine for all emergency services in Australia.

22459VIC Course in Australasian Inter-service Incident Management System course explains the principles of AIIIMS for those seeking to perform a particular role within an AIIIMS based structure (Incident Management Team).

Click on the nomination icon to see available course dates and nominate to attend. Nomination is not a guarantee you will attend the course. Places will be granted on a priority basis.

If you have completed the 22459VIC Course in Australasian Inter-service Incident Management System course competency, please upload a copy of your certificate to complete the course.

Nomination

Upload Certificate

All available sessions will be displayed.

All sessions in AIMS Principles							
Upcoming sessions							
All locations							
location	venue	room	Date	Time	Seats available	Status	Options
Online Delivery			10 August 2020	8:30 AM - 4:30 PM	0	Booking full	Sign-up
Online Delivery			19 October 2020	10:00 AM - 12:00 PM	1	Booking open	Sign-up

Click **'Sign Up'** to view course / workshop details.

### Sign-up for AIMS Principles

location

Online Delivery

venue

room

Session date/time

19 October 2020, 10:00 AM – 29 October 2020, 12:00 PM

Seats available

1

Details

Training Provider: Fireground

Course Cost: Free

Competency: 22459VIC Course in Australasian Inter-service Incident Management System

Course Dates: 19-29 October 2020

Delivery Mode: Online - 1 session per day for 9 days

Session Times:

Mon 19 Oct 10:00 - 12:00

Tues 20 Oct 10:00 - 12:00

Wed 21 Oct 10:00 - 11:00

Thur 22 Oct 10:00 - 11:00

Fri 23 Oct 10:00 - 11:00

Mon 26 Oct 10:00 - 11:00

Tues 27 Oct 10:00 - 11:00

Wed 28 Oct - 10:00 - 11:00

Thur 29 Oct - 09:00 - 12:00

**Prerequisites**

Completion of EM Foundation training on EMtrain

Up to date WebEOC Personnel Record

Notification Type

Email Notification and iCalendar Appointment

Sign-up

Cancel

To nominate to attend the course / workshop, select a **'notification type'** and click the **'Sign-up'** button. A booking confirmation will be displayed.

Your booking has been completed.							
You should immediately receive a confirmation email.							
All sessions in AIMS Principles							
Upcoming sessions							
All locations							
location	venue	room	Date	Time	Seats available	Status	Options
Online Delivery			10 August 2020	8:30 AM - 4:30 PM	0	Booking full	none
Online Delivery			19 October 2020	10:00 AM - 12:00 PM	0	Booked	More info

**Note:** Nominating / booking does not guarantee placement on the course. Nominees will be advised of the outcome of their nomination via email after the closing date for nominations.

To cancel your nomination please email [emergency.preparedness@dpi.nsw.gov.au](mailto:emergency.preparedness@dpi.nsw.gov.au)

## Upload Certificates

Certificates awarded for external online and face-to-face courses must be manually uploaded to EMtrain for recognition of completion.

From the course home page, click the **'Upload Certificate'** button.

IMT Operations Officer

Dashboard / Courses / EM Courses / Role / IMT Operations Officer

Operations Officer

The course may be delivered or assessed by external providers.

The course is aimed at staff who will perform the duties of an Incident Operations Officer as part of an IMT and provides the skills and knowledge to manage operational resources and to resolve a Level 2 incident in accordance with the objectives identified by the Incident Controller.

It includes establishing command and developing operational structure, contributing to the development of the incident action plan, managing operations, establishing communications, participating in incident management teams, and monitoring and reviewing operations functions.

An individual performing the role of Operations Officer is delegated responsibility by the Incident Controller. They support the Incident Controller and works with other members of the incident management team.

Click on the nomination icon to see available course dates and nominate to attend. Nomination is not a guarantee you will attend the course. Places will be granted on a priority basis.

If you have completed the Manage operations for a Level 2 incident unit of competency "PUAOPE023" or "PUAOPE023A", please upload a copy of your certificate to complete the course.

Nomination

Upload Certificate

Details of the required certificate will be displayed.

Operations Officer Certificate

If you have previously completed the Manage operations for a Level 2 incident unit of competency "PUAOPE023" or "PUAOPE023A", please upload a copy of your certificate to complete the course.

Submission status

Submission status	No attempt
Grading status	Not graded
Last modified	-

Submission comments

Comments (0)






Add submission

You have not made a submission yet.


Click the **'Add submission'** button to view the certificate upload page.



File submissions Maximum file size: 1MB, maximum number of files: 1

Files








You can drag and drop files here to add them.




Drag and drop a PDF copy of the certificate where indicated or click  to upload the file.

File submissions Maximum file size: 1MB, maximum number of files: 1


Files




Manage Ope...

Click **'Save changes'** to keep the file.

### Submission status

Submission status	Draft (not submitted)
Grading status	Not graded
Last modified	Thursday, 6 August 2020, 1:26 PM
Submission comments	 Comments (0)

File submissions



Manage Operations for a Level 2 Incident - B Goat.pdf 6 August 2020, 1:26 PM

You can still make changes to your submission.

Once this assignment is submitted you will not be able to make any more changes.

Click **'Submit Assignment'**.

## Contacts

For assistance please email [emergency.preparedness@dpi.nsw.gov.au](mailto:emergency.preparedness@dpi.nsw.gov.au)