





BERTIE

Better lives for residents through innovative education

How to access ALIS

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For support or more information, contact education@agedcarequality.gov.au

The Aged Care Learning Information Solution (ALIS)

BERTIE is hosted on the Aged Care Learning Information Solution (ALIS) which is the education and training platform managed by the Aged Care Quality and Safety Commission.

ALLS is free for Australian approved aged care providers and their employees. The education and training available on ALIS is designed to help you understand your obligations and provide safe, high-quality care. Some of the training available includes:

- Better lives for residents through innovative education (BERTIE)
- Telehealth for Residential Aged Care
- Welcome to Aged Care
- Aged Care Quality Standards
- Serious Incident Response Scheme (SIRS)
- Clinical Governance.

Aged care provider registration

To access free content, individual learners must be linked on the ALIS platform to a Commonwealth-funded aged care provider.

Please check the registration status with your aged care provider administrators/managers:

- > If registration is required, an administrator should complete the form by visiting: Online learning - Registration for providers
- > If your aged care provider is registered, go to 'Learner Registration.'

YOU WILL NEED:

- Service or home name
- Service type (residential service/home service/flexible care service)
- RACS/HCS/ATSI ID
- State or territory
- Contact person name: (Automatically nominated as the account administrator and will have full administrative access. There can only be one administrator pe account, who will be able to approve and enrol staff, and complete and view reporting)
- Contact person job title
- Telephone number
- Email

ALIS can be used on any internet-connected PC, laptop, tablet or phone.

Aged care provider account administrators 'Administrators' manage their organisation's account. They can: • add and approve learner • access reports • access learning material Add and approve learners On the top right of your home screen, select "Admin" Admin Home Catalogue Q Search Drop down the "User Management" tab and select "Manage Cohorts" Oser Management Manage Cohorts Live Learning Management Reporting

Select your Aged Care Provider and then select "Manage Cohort Requests"

Murray PHN	Edit Cohort 🧪
Users Assigned: 10 O INVITE USERS + MANAGE COHORT REQUESTS REMOVE USERS -	MANAGE LICENSES

Choose to either approve or deny requests as appropriate, for the staff who have registered themselves via the "Learner Registration' function – these will appear automatically.

Learners can be invited individually or in bulk by the provider.

To register learners on their behalf, select "Invite Users". This method does not require individual approvals as it is done automatically.

Individual learners can be added by providing their first name, last name, creating a username and adding the learner's email address:

Last Name		
Username		
Email		
Email		

Bulk invitations are processed via an uploaded Excel or CSV file (a template is available on ALIS).

All you will need is an email address for each staff member to upload in bulk.

		Max File Size: 400.0 I
	Drag and drop your file here or	
	BROWSE FILES	
		 Drag and drop your file here or BROWSE FILES

Reporting

Administrators can create reports on content completion, compliance, users course progress, live learning attendance, content overview, expressions of interest and user content status.

On the top right of your home scr	reen, select "Admin"		_		
Q Search	Home Catalogue	Adn	nin 🌲 😝		
Drop down the "Reporting" tab and select "Reports"	😧 User Management	^	New Report	✓ Past Reports	Scheduled Reports
followed by "New Report"	🟩 Manage Cohorts		(1) Select Report	2 Select Content	
	化 Live Learning Management	~	Generate New Report Search Reports		
(✓ Reporting	~	Content Completion Report Use the report from works to a setem of or anise.	Compliance Report Use this report to view the compliance status of users in a selection of ocurses or twe interrings.	User Report User Neport Use this report to view information about all users or any specific user's training heatry
			Select →	Select \rightarrow	
			Live Learning Attendance Report	Payment Report	Content Overview Report
			Use this report to view the the attendance for a set of live learnings. Select \rightarrow	Use this report to get the total revenue and all purchase transactions of selected content (courses, live learnings, etc). Select ->	Use this report to see a brief convolve of all contem (courses, live learnings, ec.). $Select \to$

Click "Select" on the desired report. Search for the course name via "Search for content name.'

For BERTIE, type "better" then select "Better lives for residents through innovative education" from the list, then select "NEXT"

Select Content	Content Completion Report
Search by Content Name Search By Content Type better	Select Settings (4) View Report
Content (1 of 1)	You have selected Define lives for residents through incomeline education Extent Constant EXECT CONTENT
Better lives for residents through innovative education (Course)	NEW REPORT

Further filters can	Content Completion Report					
be applied as below, noting that the "Cohorts" filter	Select Report	Select Content	3 Select Settings	(4) View Report		
	Basic Filters					
is mandatory.	Filter by First Name	Filter by Last Name	Filter by Userna	ne		
	Show Suspended Users	Show Email	Show Not	Completed		
	Date Filters			^		
	Completed Date After Completed D	Date Before				
	Include User Fields			<u>^</u>		
	Supervisor					
	Cohorts			^		
(Filter by Cohort			÷		

Generated reports can be exported to a CSV file and graphs can be downloaded.

Applied filters can be saved or the report can be bookmarked.

Content name	Content type	Completion Status	Content Status	Comment	Certificate ID	Time Completed
Better lives for residents through innovative education	Course	Completed	Active		C571L873JSEJLRH	04/06/2024, 4:23 PM
Better lives						
TOP						

Learners who have completed the course will be automatically issued a certificate ID.



Learner registration

Creating an account

To create a free Learner account:

- Go to the ALIS home page
- Select the 'register' button
- Complete your user profile.

YOU WILL NEED:

- First and last name
- Username
- Email
- Password
- Position title
- Role (care, clinical, governance, leadership)
- Title
- Address of your workplace
- Contact number (this can be your home's reception line)

Login with the username and password you just created and go to the 'Get started' tile on the landing page.



Select '**Request to join**' button. Your request will be sent to your Administrator. On approval, you will receive an email confirming your request.

Log in via the <u>ALIS Login page</u>, select the "Catalogue" tile, select BERTIE from the selection and click "enrol". You can now complete the course.

Registration by invitation

The administrator of the aged care provider may register learners via invitation. Learners will receive an email with a link to complete registration. These accounts are pre-approved by the aged care provider.