



Horizon Power Substation Entry Course

This document will show you how to enrol in the Horizon Power Substation Entry course.

1. Select the course

To enrol in the course, you will need to click on the course link supplied by Horizon Power.

You can process payment using a credit card or purchase order. Should you wish to process the booking using a purchase order, you will need to contact AVELING on (08) 9379 9999 prior to registering for the course.

2. Review course description

Read the course detail which includes duration, technical requirements and other important information. Then click on the **Enrol** button.



Read the course information

Short Course Name: Horizon Power Substation Entry
Long Course Name: Horizon Power Substation Entry
Course (Description) The Horizon Power Substation Entry modules focus on the safety requirements and procedures for work in substations.
Estimated Time to Take Course: 2.5 hours
Days to Complete the Course: 365 days
Course cost: AUD\$20.00 inc. GST
Methods of Delivery: By Email
Methods of Payment: Credit Card Or Purchase Order
Evidence of Completion: Certificate of Participation
Technical (Requirements): Internet Explorer 6.0 and above or Firefox 1.5 and above. Browser must have javascript enabled. Requires maximum 100mb of download (if entire course is viewed; individual pages approximately 750k in size). Please ensure window popup blockers are disabled. Speakers or headphones are required as course content is presented using audio.
Important (Notes) AVELING conducts assurance audits of participants completing Nationally Recognised eLearning courses to verify identification and ensure the participant did the course themselves.
[View Pre-Enrolment Information](#)

Enrol

Click
Enrol



3. Verification code

Type the verification code that appears, and then click on the Continue button.

AVELING TRAINING PORTAL

Verification2

To continue, please enter the letters you see below.

ENQFJ

[Choose new letters](#)

Type the letters and numbers you see above.

Type the verification code

Click continue

Continue

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4. Select New User.

If you have an existing account with AVELING, please select the 'Existing User' option.

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New Or Existing User

New User

Existing User

Click on New User

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5. Personal details

Enter your personal details on this screen. Fields marked with a grey asterisk (*) must be filled in. Create your own **User Name** and **Password** and key in your **Group Booking code** (if applicable).

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New Or Existing User

New User
 Existing User

Enter Your Personal Details

First name:* [text box]
Last name:* [text box]
Gender: * Female Male
Date of birth:* (DD/MM/YYYY) --Day-- -- Month -- 1982
Please check that you have entered a valid date
Email address:* [text box]
Telephone number:* 08 [text box]
User name:* [text box]
User password:* [text box]
Re-enter password:* [text box]
Group booking code: (leave blank unless you are part of a company booking) [text box]
Company Name: [text box]

Please ensure all information provided is correct.
This information may be used as part of our standard auditing process. If selected, you will be contacted by email or telephone to verify that you understand the learning material presented.
Please ensure your email address is correct as you will be emailed your receipt of payment and evidence of completion (if applicable) when you complete the course.

I have read and accept the [Terms and Conditions](#) *

Create My Account

Click on the tick-box
Enter your personal details
Enter a Group Booking code (if applicable)
Click on Create My Account

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Note: If you do not have a Group Booking code, you will then be asked for payment details which can be made with a credit card otherwise enter your Group Booking code to bypass the payment gateway. A tax receipt will be emailed to your shortly after payment has been submitted.



6. Completing the course

You've now enrolled and logged into the course. Click on the first link to begin the course and then follow the course instruction for the rest of the course.

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Test1212121 TEST1212121 [My Courses](#) | [My Details](#) | [Course Help](#) | [Log Out](#)

Please click the Course Introduction link, next to the arrow, to start the course.

Topic Structure	Section Passed
Course Introduction	n/a
Module 1: The Law, Your Employer and You	
Topic 1: OSH Legal Framework (12 mins)	
Topic Introduction	n/a
Section 1: The Act	
Section 2: The Regulations	
Section 3: OSH Supporting Documents	
Section 4: Sourcing OSH Documents	
Topic Summary	n/a

[Start Topic Assessment](#)

< Previous Topic
Next Topic >

[Course Structure](#) [Contact Us](#) [Course Details](#) [Finalise](#)

ALERTS AND MESSAGES

120 days remaining

Course progress: 0%

If no content appears after selecting a link, please ensure popup windows are enabled on your browser and any add-ins like Google toolbar.

Having Technical Problems? CLICK HERE!

Phone support: Available
1300 665 015



7. Finalising the course

Click on **Finalise** to continue.

The screenshot shows the Aveling Training Portal interface. At the top left is the Aveling logo. The page title is 'TRAINING PORTAL'. Below the header is a navigation bar with links for 'My Courses', 'My Details', 'Course Help', and 'Log Out'. A user ID 'Test1212121 TEST1212121' is visible on the left. A central notification box contains a warning icon and the text: 'Congratulations, you have passed the course. Click the Finalise link next to the arrow to continue.' Below this, a row of links includes 'Course Structure', 'Contact Us', 'Course Details', and 'Finalise'. The 'Finalise' link is highlighted with an orange arrow-shaped callout box containing the text 'Click Finalise'. On the right side, there is an 'ALERTS AND MESSAGES' section with a green progress indicator showing '100%' and the text 'Course progress: 100%'. Below this is a note: 'If no content appears after selecting a link, please ensure popup windows are enabled on your browser and any add-ins like Google toolbar.' Further down is a button that says 'Having Technical Problems? CLICK HERE!' with a wrench icon. At the bottom right, there is a phone icon and the text 'Phone support: Available 1300 665 015'. The footer contains the copyright notice 'Tony Aveling and Associates Pty Ltd © 2008-2013' and a 'Contact Us' link.