



Horizon Power Generation 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, select the following link:

<http://www.avelingonline.com.au/enrol1CourseSelect.aspx?courseID=367>

2. Review course description

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

Selected Course



Horizon Power Generation

Read the **Course Information**

Short Course Name: Horizon Power Generation

Long Course Name: Horizon Power Generation Course

Course (Description) The Horizon Power Generation course is designed for anyone who works in or around Generation infrastructure at Horizon Power.

Estimated Time to Take Course: 2 hours

Days to Complete the Course: 365 days

Course cost: AUD\$20.00 inc. GST

Methods of Delivery: By Email

Methods of Payment: Pay Online, Pay in Person, Pay by Phone, Pay by Direct Debit

Evidence of Completion: Certificate of Participation

Technical (Requirements): Google Chrome, Mozilla Firefox, Safari or Internet Explorer 8.0 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) Not applicable.

[View](#) Pre-Enrolment Inf

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**

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4. Select New User

(You can also select Existing User, if you have an existing account with AVELING.)

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New Or Existing User

New User

Existing User

Select **New or Existing 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 type your **Group Booking code** which your supervisor has provided (please contact them if you don't have it).

New Or Existing User

- New User
- Existing User

Enter Your Personal Details

Enter your personal details

First name:*

Last name:*

Gender: * Female Male

Date of birth:* (DD/MM/YYYY) --Day-- -- Month -- 1984

Email address:*

Telephone number:* 08

User name:*

User password:*

Re-enter password:*

Group booking code: (leave blank unless you are part of a company booking)

Company Name:

Please ensure all information provided is correct.

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.

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.

Enter the **Group Booking code** (speak to your supervisor if you don't have it)

this category, AVELING will notify the student and their application for enrolment cannot be accepted. Regulation 1.03 of the Migration Regulations 1994 - "student visa " means any of the following subclasses of visa:

- a Subclass 500 (Student) visa;
- a Subclass 570 (Independent ELICOS Sector) visa;
- a Subclass 572 (Vocational Education and Training Sector) visa;
- a Subclass 573 (Higher Education Sector) visa;
- a Subclass 574 (Postgraduate Research Sector) visa;
- a Subclass 575 (Non-Award Sector) visa;
- a Subclass 576 (Foreign Affairs or Defence Sector) visa.

3. By agreeing to these Terms and conditions, Students understand that it is their responsibility to provide correct and accurate information to AVELING if they are a Student Visa Holder prior to or at Enrolment and understand that they cannot complete training with AVELING if they meet t

Read and scroll down to the bottom of the **Terms and**

Read and scroll down to the bottom of the Terms And Conditions, then select:

I have read and accept the Terms And Conditions

Accept the **Terms and Conditions**

Create My Account

Click on **Create My Account**



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.

The screenshot shows the Aveling Training Portal interface. At the top, the Aveling logo and 'TRAINING PORTAL' are displayed. Below the header, the user's name 'Jane Smith' and navigation links 'My Courses', 'My Details', 'Course Help', and 'Log Out' are visible. The main content area is titled 'Horizon Power Generation'. A warning box with a yellow triangle icon contains the text: 'Please click the Course Introduction link, next to the arrow, to start the course.' Below this is a table with two columns: 'Topic Structure' and 'Section Passed'. The first row shows a blue arrow icon next to the link 'Course Introduction', with an orange callout box pointing to it that says 'Click on Course Introduction'. The 'Section Passed' column for this row is 'n/a'. Below the table, there are several sections listed: 'Module 1: Generation', 'Topic 1: Power stations overview (14 mins)', 'Topic Introduction', 'Section 1: How power stations work', 'Section 2: Types of power stations', 'Section 3: Battery storage technology', 'Section 4: Microgrids', 'Section 5: Standalone Power System (SPS)', and 'Topic Summary'. The 'Section Passed' column for the 'Topic Introduction' row is 'n/a'. At the bottom of the table, there is a 'Start Topic Assessment' button. To the right of the table, there is an 'ALERTS AND MESSAGES' section. It shows '365 days remaining' and a progress indicator with a blue circle and '0%' text, with 'Course progress: 0%' below it. A note below the progress indicator says: 'If no content appears after selecting a link, please ensure popup windows are enabled on your browser and any add-ins like Google toolbar.' Below the alerts, there is a button with a wrench icon that says 'Having Technical Problems? CLICK HERE!'. At the bottom right, there is a phone icon and the text 'Phone support: Available 1300 665 015'. At the bottom of the page, there are navigation links: '< Previous Topic', 'Next Topic >', 'Course Structure', 'Contact Us', 'Course Details', and 'Finalise'.



7. Finalising the course

At the end of the course, you should click on **Finalise** to continue.

The screenshot shows the Aveling Training Portal interface. At the top left is the Aveling logo. To the right, it says 'TRAINING PORTAL'. Below this is a navigation bar with links for 'My Courses', 'My Details', 'Course Help', and 'Log Out'. A central message 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 message is a row of links: 'Course Structure', 'Contact Us', 'Course Details', and 'Finalise'. An orange callout box points to the 'Finalise' link with the text 'Click on Finalise'. On the right side, there is an 'ALERTS AND MESSAGES' section showing a green progress indicator at 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 'Tony Aveling and Associates Pty Ltd © 2008-2013' on the left and 'Contact Us' on the right.



8. Authorising


Select **Yes**, to allow Horizon Power to receive a copy of you completion certificate and click on **Save** to continue.

The screenshot shows the AVELING TRAINING PORTAL interface. At the top left is the AVELING logo. To the right, it says 'TRAINING PORTAL'. Below this is a navigation bar with links: 'My Courses', 'My Details', 'USI', 'Course Help', and 'Log Out'. The main content area is titled 'Course Complete' and features a yellow warning icon with an exclamation mark. The text reads: 'Congratulations on completing the AVELING Online Course!'. Below this is a question: 'Do you authorise AVELING to share your result information with your named employer by providing a PDF copy of your attainment'. There are two radio button options: 'Yes, I authorise AVELING to share with my employer' and 'No, I do not authorise AVELING to share with my employer'. An orange callout box points to the 'Yes' option with the text 'Select Yes.'. Below the options is a black 'Save' button. Another orange callout box points to the 'Save' button with the text 'Click Save.'. At the bottom, a note states: 'Note: If your company has prepaid for this course, your will be delivered according to their instructions.'



9. Course completion acknowledgement

The course completion reference acknowledges you've finished the course. Your certificate will be emailed to you shortly after completion.



AVELING

TRAINING PORTAL

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

[Print](#) [Feedback](#) [Aveling home page](#)

This is a tax invoice only. It cannot be used to prove that you have passed the course.

Once your card has been printed, a copy of your Statement of Attainment including white card number will be sent to the email address provided. Your white card will then be posted to the nominated address by your chosen delivery method, unless you have selected pickup.

Please note; we are unable to provide a copy of the Statement of Attainment (SOA) or your card number until printing of cards has been completed. For printing times, please refer to the bottom of this receipt.

Please ensure that the name and address shown on this tax invoice is correct, as reissuing of cards may incur a charge. If details are not correct, please notify us **IMMEDIATELY**.

AVELING Online

ABN: 59079264654
Tax Invoice

Date: 16-Sep-2019
Tax Invoice Number: 00000142436

Training Provider: Tony Aveling & Associates Pty Ltd
Phone: 08 9379 9999
Fax: +61 8 9379 9888
Email: support@avelingonline.com.au
Web: www.aveling.com.au

Participant Details

First Name: Test
Last Name: TEST
User ID: 00000138215

Course Details

Short Name: Horizon Power Generation
Long Name: HP Generation
Evidence of Completion: Statement of Attainment
Date Enrolled: 16 September 2019
Date Completed: 16 September 2019

Payment & Delivery Details
Method of Delivery: Regular Post