



Dear Learner,

Thank you for your interest in completing the S2/S3 (SIRCIND002 Support the supply of Pharmacy Medicines and Pharmacist Only Medicines) online module. The Guild is in the process of phasing out all paper-based enrolments and we encourage you to enrol via our new online education portal GuildEd (<https://guilded.guild.org.au>)

Listed below are a set of instructions that will allow you to complete your enrolment in the S2/S3 (SIRCIND002 Support the supply of Pharmacy Medicines and Pharmacist Only Medicines) online module. Once you have completed all of the required steps we will process your application as soon as possible and provide you with access to the course.

An important point for you to remember:

- Please complete **all** of the steps involved in the enrolment process. There is a **Part 1** and **Part 2** to the enrolment form, you must complete **both**.

Now that you have located the course please follow the steps as outlined below.

When you are ready to enrol, click on **Enrol** and you the following screen below will be displayed.



SIRCIND002 – Support the Supply of Pharmacy Medicines and Pharmacist Only Medicines Training

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**Pre-enrolment information** provides you with more information about this training, please make sure you download and read.

Pre-enrolment information

#### Pre-enrolment Information Guide

Download and read the pre-enrolment information guide that gives you more details about this training. Once you are ready to start the enrolment click on the tab above.

To start the enrolment process, click on each of the tabs above. There are **three** steps to complete the enrolment, you **must** complete all of the enrolment steps.

 Pre-enrolment Information Guide 566.8KB PDF document

There is also a copy of this enrolment steps information sheet.

**Step 1: Enrolment form** is the first part of the enrolment you **must** complete.

Step 1: Enrolment form

#### This is Step 1 of 2

There are two parts to the enrolment form. You must complete both parts as part of your enrolment. You will be automatically re-directed to Part 2 after completing Part 1.

Click on 'Enrolment form-Part 1' below to start your enrolment.

Once you have completed both parts you will be automatically re-directed to complete **Step 2: USI**.

 Enrolment form-Part 1

 Enrolment form-Part 2

There are **two parts** to the enrolment form and you will proceed directly to **part 2** once you have completed **part 1**. Both parts **must** be completed.

The form is submitted online once you have completed answering all of the questions.

#### Parental consent form

If you are under 18 years of age, please download the parental consent form as part of your enrolment, complete and return to Guild Training at the following email address: [training@vic.guild.org.au](mailto:training@vic.guild.org.au)

 Parental consent form 376.8KB PDF document

Once you have submitted both parts of the enrolment form you will proceed directly to **Step 2 USI**.

**Step 2: Unique Student Identifier** provides you with a link to enter and verify your student number.

If you have forgotten your student number or need to create one there is a link to the USI government website.

Step 2: Unique Student Identifier (USI) number

**This is Step 2 of 2**

Click the link next to the green USI icon to enter and verify your student number.

**IMPORTANT NOTE:**

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation.

It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI.

To check if you already have a USI or need to create one click on the link below to take you to the USI government website.

<https://www.usi.gov.au/>



**Step 3: Payment** will provide you with information and instructions on how to make payment for this course.

Payment

Guild Training will be in contact with you to arrange payment for your training.

Follow the instructions provided.

Once you have completed **all** of the steps in the enrolment process your state/territory Guild Branch will be in touch to finalise your enrolment and provide you with access to the course.