Registrations/How to pay for online courses

How to register/pay for a course for yourself/others

When you register for yourself, another employee/worker or multiple people follow step one to 3 for all scenarios:

1. On the first page select how many tickets you require (1 or more).

    PLEASE NOTE: YOU CAN REGISTER UP TO 20 PEOPLE ON SOME COURSES – IF YOU HAVE MORE THAN 20 YOU WILL NEED TO REGISTER TWICE

2. In the "Events Registration" section **fill in your details** (this ensures that you receive the invoice and receipt)

3. Click on the next button at the bottom of the page

Registering yourself

- On the next page ensure that the auto filled details are correct/or fill in your details
- Click save and next.

OR:

Registering others

- On the next page fill in your workers'/clients' details
- **PLEASE ENSURE THAT YOU USE A UNIQUE EMAIL ADDRESS RELATED TO EACH PERSON (PERSONAL OR WORK EMAIL)**
- Click save and next
- Continue to enter each persons details - click save and next after each person

When you have done this you will be taken to the payment page.

I have paid/registered a course for myself– What next

1. After you have paid you will receive an email from enquires@qinworld.net. with instructions. Please check your junk/spam folder if you cannot locate it in your inbox after 20 minutes. You will need to create a password and accept the invitation.
2. You will receive a tax invoice from messaging-service@post.xero.com.

   PLEASE NOTE: IT CAN TAKE UP TO 20 MINUTES FOR THE INVITATION TO SHOW UP IN YOUR INBOX

I have paid/registered a course for someone else or multiple people– What next

1. After you have registered (using your details on the first page of the form) you will receive an invoice from messaging-service@post.xero.com
2. The person or persons that you have registered will receive an email from enquires@qinworld.net with instructions. Please ask them to check their spam/junk folder if it is not in their inbox after 20 minutes. They will need to create a password and accept the invitation.

   PLEASE NOTE: IT CAN TAKE UP TO 20 MINUTES FOR THE INVITATION TO SHOW UP IN YOUR INBOX

How to accept the invitation

Accepting from a phone:

- Download the app (do not create a profile)
- Go back to email from enquires@qinworld.net and click on Join AfPA (Step 2: Accept Invitation)
- A page with your information will appear and you will need to add a password and accept the invitation (see picture below)

- Your course will be available for you to complete

Accepting from a laptop/other device:

- Go to email and click on Join AfPA
- A page with your information will appear and you will need to add a password and accept the invitation (see picture below)
- Your course will be available for you to complete

You have 60 days to accept the invitation before it expires.

When completing by phone or laptop/other device you should see the below sign up page. Your details are automatically filled in (example below has no details – this is just an example to show what the page looks like) and you will need to create a password and click the I accept the QIN CodeSafe box.

For those who have already completed a course on QIN previously

The invitation is slightly different. As you have already registered your details and accepted a previous invitation you will only need to click on the course name to open the QIN app.

Welcome to the AfPA workers on foot Online Training Course

AO   AfPA on QIN CodeSafe <enquiries@qinworld.net>
To   Your name

AfPA QINQIN Powering **CodeSafe** ///

Hi

You have been granted access to the AfPA workers on foot online training course.

Follow this link to access the course: **Course name**

📱 If you're on a mobile device and don't already have the app, download it here:

[Download on the App Store] [GET IT ON Google Play]

Then tap the link above and follow the instructions to access the course.

💻 If you're on a PC or Mac simply click the link above to access the course.

Where to go once you have accepted the invitation

On the home page you will see some tabs across the top. Select Channels and click on AfPA (located under **Name**). As per the picture below
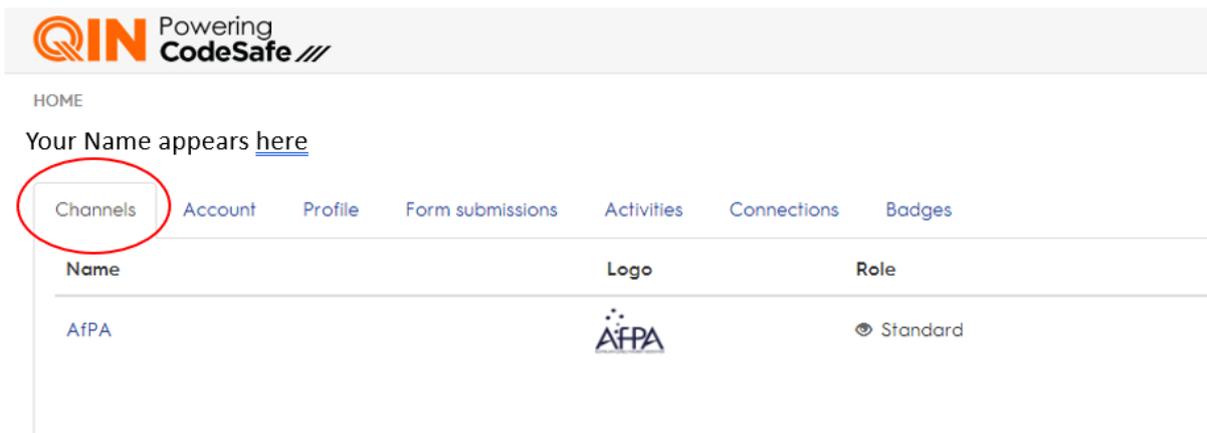
QIN Powering **CodeSafe** ///

HOME

Your Name appears here

| Channels | Account | Profile | Form submissions | Activities | Connections | Badges |

Name	Logo	Role
AfPA	AfPA	👁 Standard

Once you have clicked on AfPA a page with the courses you are eligible for will appear:

NOTE: **Below is only an example – if you have registered for Workers On Foot only that course will appear**

BE BITUMEN SAFE

WORKER ON FOOT

Completing the course

Follow the videos and answer the questions once you have clicked on the course.

Once you have answered all the questions press submit.

If there are any incorrect answers an error message will appear as either:

- Value required (if you missed a question)
- One or more values are incorrect

You can also double check all the questions by clicking "jump to section" on the bottom left-hand side of the form.

If you have corrected your answers and there is still an error message on the banner it is likely that there is still an incorrect or an incomplete answer in another section
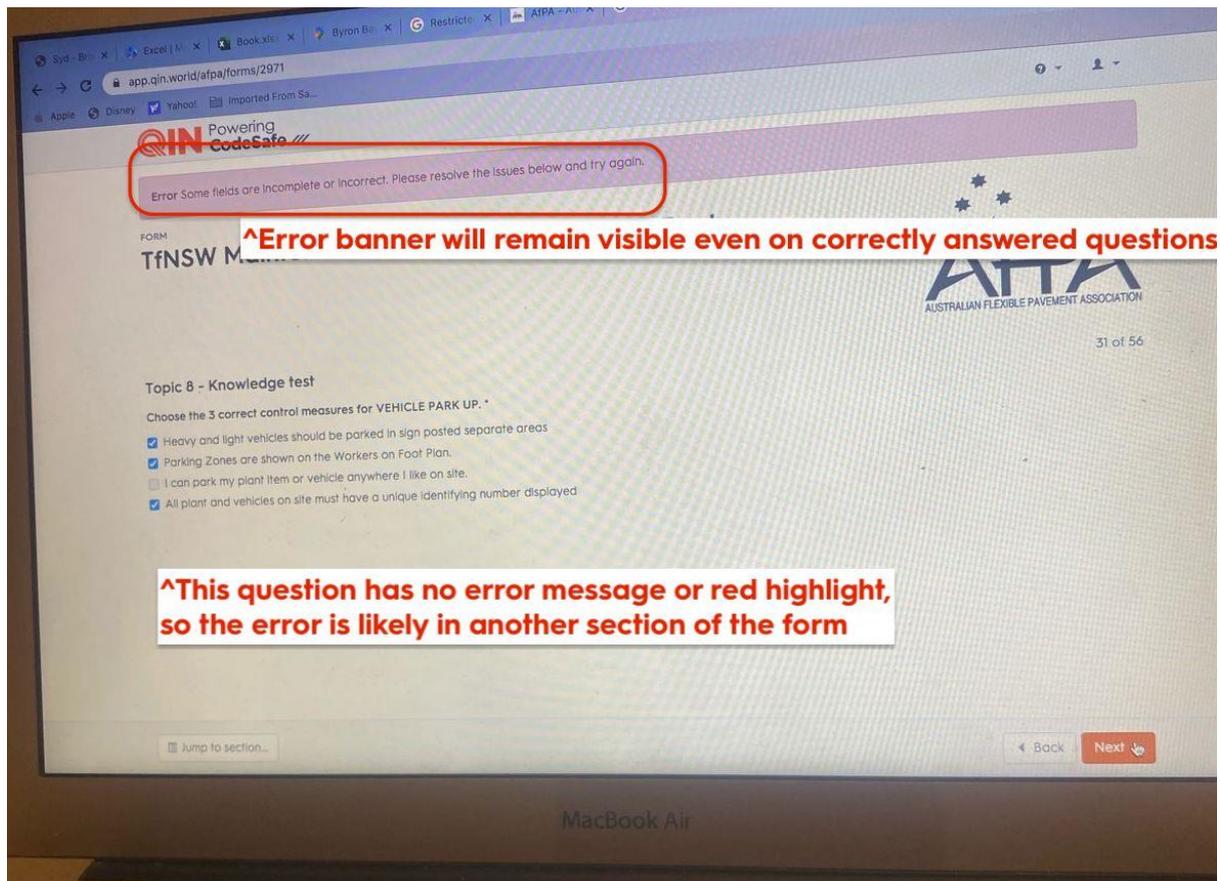
Once you have corrected the incorrect answers click through the "next" buttons until you get to the section to submit the form.

Certificates – where to find them for online courses

Sign in to the QIN Codesafe app: [QIN - Quality Information Now | CodeSafe Solutions](#)

> **NOTE: IF YOU DELETE THE APP – YOU WILL NOT BE ABLE TO FIND THE CERTIFICATE/BADGE. THE APP HOLDS ALL BADGES FOR COURSES COMPLETED (NOW AND IN THE FUTURE). REINSTALL THE APP AND SIGN IN.**

If you have completed the course on the phone:

- go to profile at the bottom of your screen
- click on badges
- You can open the badge and share or save

On a lap top/other device

- Go to the home page

- At the top – open badges
- Click on view and print or download as a pdf text

NOTE: Certificates are no longer awarded or sent to you. Badges have replaced certificates

Do I get a physical card/ certificate sent to me

No, you don't receive a physical certificate/card in post. The digital badge which acts as the certificate can be found under badge of QIN app on your mobile or on web as above.

Correcting mistakes while registering

I have accidently assigned myself for the course when I needed to assign my worker; what can I do now?

You will need to email enquiries@afpa.asn.au: Please include the below details

- Course registered for
- First and Last name of worker
- *Email – incorrect one*
- Email – correct one

I have misspelled the email when I registered for a course for myself or my worker

You will need to email enquiries@afpa.asn.au: Please include the below details

- Course registered for
- First and Last name of worker
- *Email – incorrect one*
- Email – correct one

Question not here

Please refer to our Frequently Asked Questions section for more information: Frequently Asked Questions (FAQ) - Australian Flexible Pavement Association (afpa.asn.au)