

## 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

**Tickets (GST Inclusive)**

1
▼

Single Ticket x \$55.00 = \$55.00

**Event Registration (Invoice sent to this e-mail)**

First Name\*

Last Name\*

Organisation\* 
i

Email\*

Phone

Mobile Phone\*

**I Will Be Attending**

Membership Id 
i

▶ **Next**

## 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](mailto: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](mailto: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](mailto:messaging-service@post.xero.com)
2. The person or persons that you have registered will receive an email from [enquires@qinworld.net](mailto: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](mailto: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.

**QIN** Powering CodeSafe

### Sign up

First name

Last name

Username

Email address

Password

At least 10 characters.

I accept the QIN CodeSafe user agreement and privacy policy.

[Sign up](#)

Already a user? [Click here to log in.](#)

#### 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



AfPA on QIN CodeSafe <enquiries@qinworld.net>

To Your name



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:

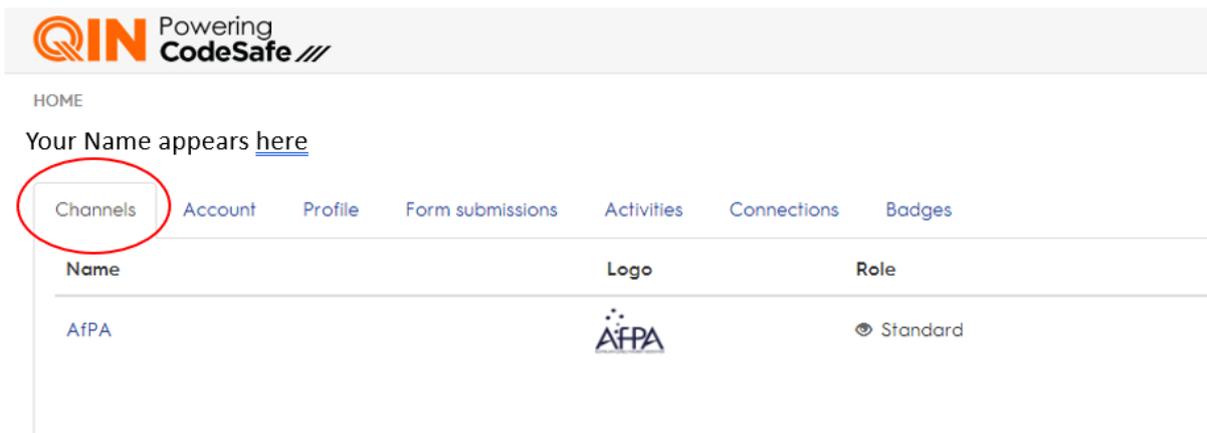


Then tap the link above and follow the instructions to access the course.

 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



The screenshot shows the QIN CodeSafe home page. At the top is the logo 'QIN Powering CodeSafe'. Below it is a navigation bar with tabs: HOME, Your Name appears [here](#), Channels (circled in red), Account, Profile, Form submissions, Activities, Connections, and Badges. Below the navigation bar is a table with columns: Name, Logo, and Role. The table contains one row for 'AfPA' with the AfPA logo and the role 'Standard'.

Name	Logo	Role
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**

Welcome to AfPA



**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

**1: Use 'Jump to section...'**

**2: Any incorrect/unanswered questions should be highlighted in red and will have this warning symbol ⚠**

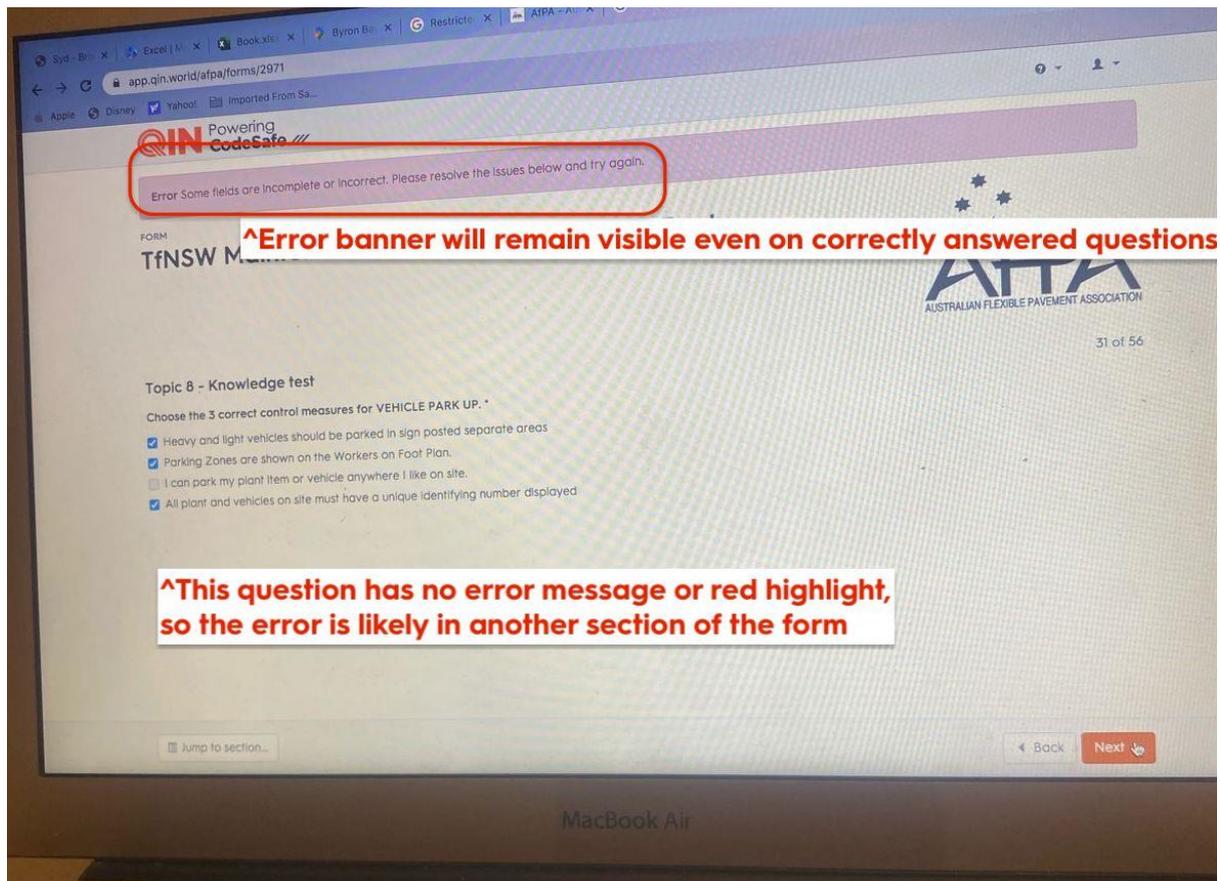
Topic	Progress
Vehicle Park up - there's a bit more to know here ...	30 of 56
⚠ Topic 8 - Knowledge test	31 of 56
⚠ Topic 9 - Shared Zones	33 of 56
⚠ Topic 9 - Knowledge test	34 of 56
⚠ Topic 9.2 - Site Marshal Knowledge test	36 of 56
⚠ Topic 10 - Site Planning	
⚠ Topic 10 - Knowledge test	
⚠ Topic 11 - Pedestrian Walkways	
⚠ Topic 11 - Knowledge test	42 of 56
Planning & Planning Considerations	44 of 56
Quick Quiz - Planning & Planning Considerations	45 of 56
Planning & Planning Considerations - continued	46 of 56
Planning and Considerations - continued	47 of 56
⚠ Quick Quiz - Site Communication Systems	48 of 56
Site Communication Systems	49 of 56
⚠ Site Communication Systems - continued	50 of 56
Site communication systems - Daily communication boards	51 of 56
Site communication systems - Unplanned events	52 of 56
Site communication systems - Vehicle numbering	53 of 56
⚠ Quick quiz - Site communication systems	54 of 56
⚠ Site marshal, site coordinators & spotters	55 of 56
⚠ Final Worker on Foot Assessment	56 of 56

Jump to section...

Back Next

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 accidentally 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](mailto: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](mailto: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 \(afpa.asn.au\)](https://afpa.asn.au/frequently-asked-questions)