



Online professional learning

Your guide to the ECA Learning Hub

Welcome to the Early Childhood Australia Learning Hub. This updated guide will assist you in making the most of your account.

Thank you for joining the ECA Learning Hub

We are glad to have you on board!

If you have joined as an annual subscriber, you will have access to all ECA Learning Hub modules and on-demand webinars for the life of your subscription. You will automatically get all new resources added to your subscription as soon as they are released.

We hope you enjoy the resources available on the ECA Learning Hub. We are always here to help. If you have any questions or problems accessing your account, please call our customer service team on 1800 356 900.

How to use the ECA Learning Hub

LEARNING MANAGEMENT SYSTEM

Our Learning Management System (LMS) is the online software that provides access to all the modules and webinars, and stores your learning progress. Whether you are an individual subscriber or are part of a team, the LMS allows you to:

- personalise your account with a photograph
- edit your contact details—make sure you always have a valid and unique email address associated with your account for security purposes, password resets and for us to keep track if something goes wrong
- add more courses to your account, if you have a Learning Hub subscription
- record any of your qualifications or professional learning activities via the 'External training records' tab—this can include recent ECA events or online courses
- assign courses and run reports to check on the progress of your team's learning, if you're the manager
- download a detailed transcript of your training.

BEFORE YOU LOG-IN

If you are using a computer, laptop or tablet, we recommend accessing the ECA Learning Hub using Firefox (for Apple Macintosh users) and Google Chrome (for Microsoft Windows users) as your Internet browser. We also suggest making sure that your Adobe Flash and JavaScript are up to date. You can find more about this on the '[Help and support](#)' page.

If you are unsure of these technical procedures, please talk to your IT department or supervisor before installing any of these browsers/programs, or call our customer service team at ECA on 1800 356 900 (free call in Australia).

**Forgotten password? Trouble logging in?
Contact us on 1800 356 900
(free call in Australia)**



Your guide to the ECA Learning Hub—continued

YOUR PERSONALISED DASHBOARD

After logging-in to the platform, your first access will be to the personalised dashboard. Here you will be able to see your learning progress and your recent activity, access the Learning Management System, or continue your learning with a new or ongoing course.

Your online learning will be categorised based on progress.

- **Due:** This indicates the courses that are due to expire soon. If you haven't already started, it's a good idea to complete them soon.
- **In progress:** Under this tab, you can pick up and continue your courses where you left off last time.
- **Not started:** This tab shows courses that have had no progress. You can start them at any time.
- **Completed:** This category shows courses that have been completed. Remember to download a certificate of completion.

The following are some handy links along the top of your profile:

- **My training**
- **Training transcript**
- **External training records**
- **Online store**
- **Resources**

My training is where you can see your entire library of courses. Pick a course you would like to start, or refresh your knowledge and go over a course you have already completed. You can **download certificates** here too!

Your **Training transcript** will show all of your training—including training completed with the ECA Learning Hub and any other training lodged within your 'External training records'. You can download your training records at any time.

The **External training records** section allows you to add information about other courses, events or training to your ECA Learning Hub account. You can upload your certificates and keep your records safe.

The **Online store** shows courses and premium products (such as the ECA Leadership Program) available for purchase—when you purchase resources via this shop, they will be added to your account instantly.

If you are looking for templates, information sheets and further learning, there's a library of information within the **Resources** tab.

Early Childhood Australia
LEARNING HUB

HOME HELP MY TRAINING TRAINING TRANSCRIPT EXTERNAL TRAINING RECORDS ONLINE STORE RESOURCES ADMIN

Hello, Portal User
You last logged in on Tue Mar 6 2018 13:42:21 AEDT

Recent activity

Outdoor Learning (1133)
Online Training - Completed: 18/1/2016 - Score: 0%

Your learning progress

35 of 59 completed. Over half way!

Due 3 In Progress 14 Not Started 19 Completed 35

Due in 30 days

25% Environments for Learning: Indoor Learning Spaces (11951)
Online Training - Started: 29/3/2017 - Due in 23 days: 29/3/2018



Your guide to the ECA Learning Hub—continued

EXTERNAL TRAINING RECORDS

Attended an event recently, or completed a course or qualification? Add your external training to your account and keep all your training records in one place.

Within the **ADMIN** menu, here is how you can add a new external training record within your Learning Management System (LMS):

1. In your LMS, click the tab 'ETR'.
2. Then click the green tab '+ Add new External Training Record'.
3. Select your provider, and then select relevant training from a mix of courses or events.
4. Due to the large number of courses and events running throughout the year, we may not have included specific training details within our database. If you cannot find the provider or course details, please contact Early Childhood Australia with information about the provider and training so we may add it to our database.
5. After filling in the details about your training, and uploading any relevant documents including certificates, click the green 'Save' button.
6. And you are done! This training will now be saved within your personal learning profile and you will be able to download your training records from the 'Home' tab.

NEW REPORTING FUNCTIONS

Generating reports on training is now easier than ever. Get information on the number of courses completed, when and by whom, to easily manage your team's learning from our easy reporting dashboard.

There are lots of report options to suit your needs. To get started, you might want to begin with one of these:

- Consolidated training report—to show the progress of training undertaken by your group.
- Email report—to send an email to your team members based on their progress.
- External training reports—to get detailed information of external training progress.

Or try any of the other 19 report options. You can also save custom reports and share reports with other people.

Find the reporting tab within your **ADMIN** menu.



Your guide to the ECA Learning Hub—continued

WHAT'S IN AN ECA LEARNING HUB COURSE?

ECA Learning Hub courses are easy-to-use, accessible and responsive. They feature videos, activities, graphics and quizzes around a particular topic. Each module is written by experts in their field, and quality-assured by Early Childhood Australia.

Each module allows you to print reflective questions, and provides a certificate of completion for your records.

ACCREDITATION

Selected modules are accredited with the New South Wales Education Standards Authority (NESA) at 'Proficient Teacher' level. To allow us to lodge your training with NESA, please add your NESA Teacher ID to your ECA Learning Hub account, and make sure that we always have an up-to-date email address to contact you on.

You can [browse selected NESA accredited module topics here](#).

The ECA Learning Hub resources can be used for meeting professional accreditation requirements in most states and territories. For information about accreditation in your state or territory, please contact the ECA Learning Hub team.

HELP AND SUPPORT

We know you will enjoy our new platform, but if you face any issues, please let us know and our friendly customer service representatives will be happy to help.

**Call us on 1800 356 900 (free call in Australia)
9 am to 5 pm, Monday to Friday, or email us at
learninghub@earlychildhood.org.au.**

**Click here to log in to the
ECA Learning Hub.**