

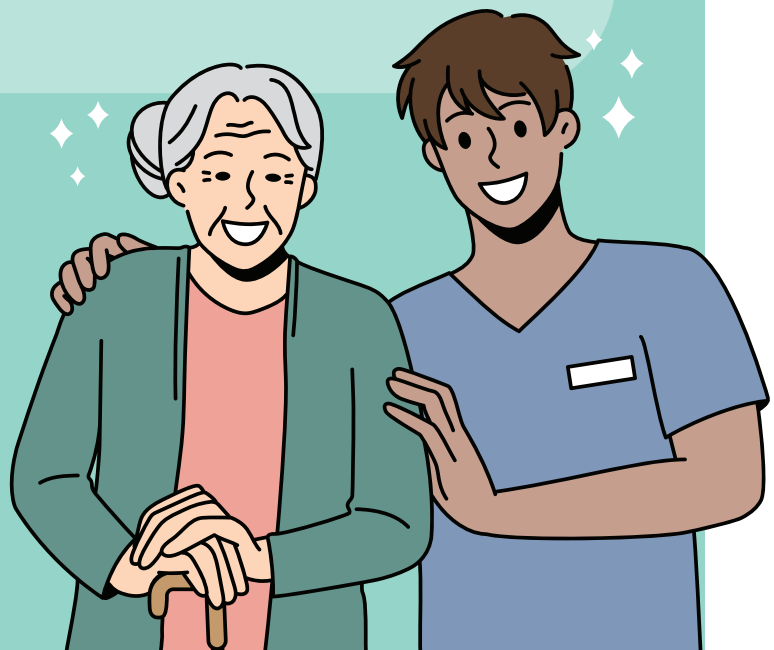
BERTIE

Better lives for residents through innovative education

How to access ALIS

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The Aged Care Learning Information Solution (ALIS)

BERTIE is hosted on the Aged Care Learning Information Solution (ALIS) which is the education and training platform managed by the Aged Care Quality and Safety Commission.

ALIS is free for Australian approved aged care providers and their employees. The education and training available on ALIS is designed to help you understand your obligations and provide safe, high-quality care. Some of the training available includes:

- Better lives for residents through innovative education (BERTIE)
- Telehealth for Residential Aged Care
- Welcome to Aged Care
- Aged Care Quality Standards
- Serious Incident Response Scheme (SIRS)
- Clinical Governance.

ALIS can be used on any internet-connected PC, laptop, tablet or phone.

Aged care provider registration

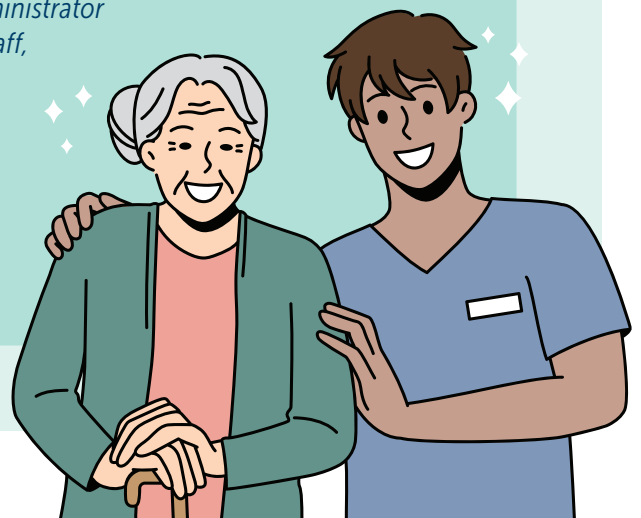
To access free content, individual learners must be linked on the ALIS platform to a Commonwealth-funded aged care provider.

Please **check the registration status** with your aged care provider administrators/managers:

- > If registration is required, an administrator should complete the form by visiting: [Online learning - Registration for providers](#)
- > If your aged care provider is registered, go to 'Learner Registration.'

YOU WILL NEED:

- Service or home name
- Service type
(residential service/home service/flexible care service)
- RACS/HCS/ATSI ID
- State or territory
- Contact person name:
(Automatically nominated as the account administrator and will have full administrative access. There can only be one administrator per account, who will be able to approve and enrol staff, and complete and view reporting)
- Contact person job title
- Telephone number
- Email



Aged care provider account administrators

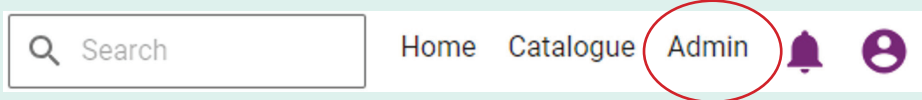
'Administrators' manage their organisation's account.

They can:

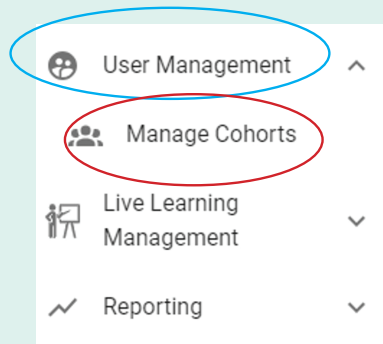
- add and approve learner
- access reports
- access learning material

Add and approve learners

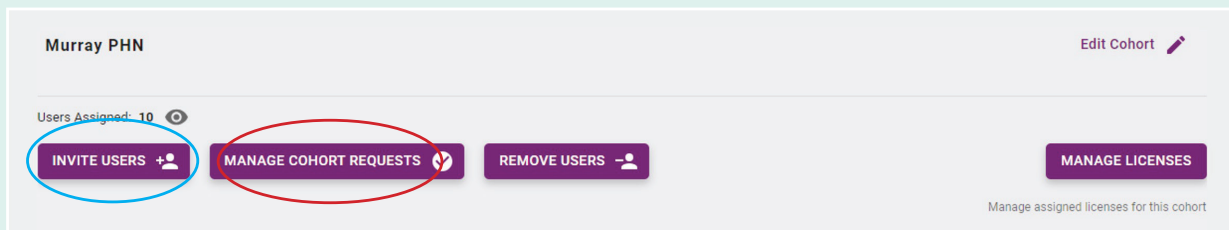
On the top right of your home screen, select "Admin"



Drop down the "User Management" tab and select "Manage Cohorts"



Select your Aged Care Provider and then select "Manage Cohort Requests"



Choose to either approve or deny requests as appropriate, for the staff who have registered themselves via the "Learner Registration" function – these will appear automatically.

Learners can be invited individually or in bulk by the provider.

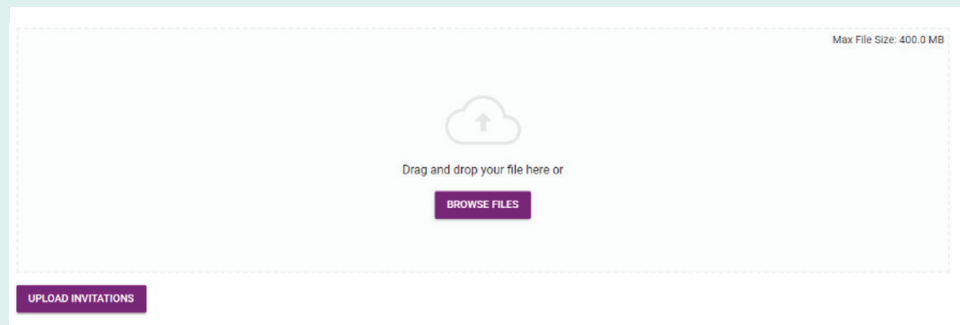
To register learners on their behalf, select "Invite Users". This method does not require individual approvals as it is done automatically.

Individual learners can be added by providing their first name, last name, creating a username and adding the learner's email address:

First Name	<input type="text"/>
Last Name	<input type="text"/>
Username	<input type="text"/>
Email	<input type="text"/>
	<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>

Bulk invitations are processed via an uploaded Excel or CSV file (a template is available on ALIS).

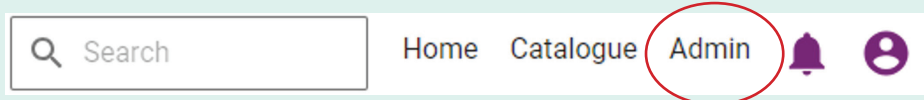
All you will need is an email address for each staff member to upload in bulk.



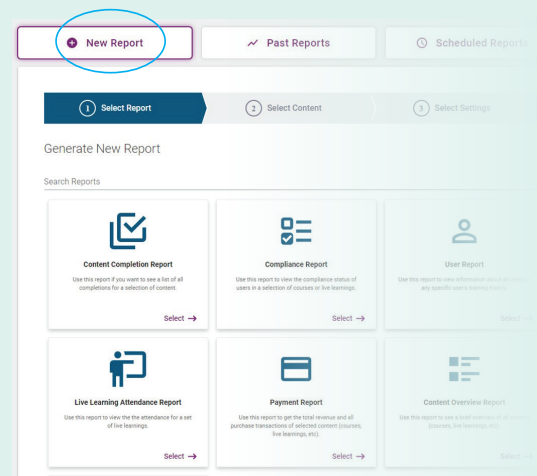
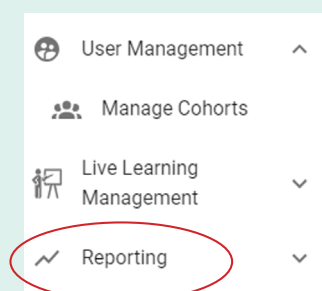
Reporting

Administrators can create reports on content completion, compliance, users course progress, live learning attendance, content overview, expressions of interest and user content status.

On the top right of your home screen, select "Admin"

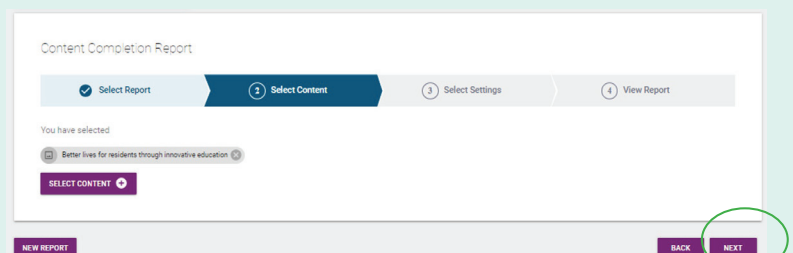
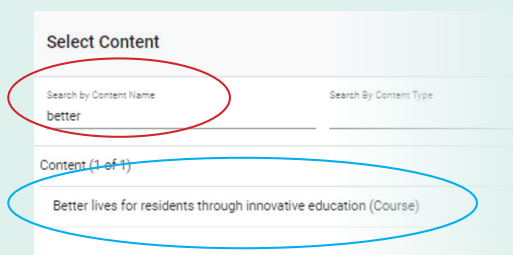


Drop down the "Reporting" tab and select "Reports" followed by "New Report"



Click "Select" on the desired report. Search for the course name via "Search for content name."

For BERTIE, type "better" then select "Better lives for residents through innovative education" from the list, then select "NEXT"



Further filters can be applied as below, noting that the "Cohorts" filter is mandatory.

Content Completion Report

1 Select Report 2 Select Content 3 Select Settings 4 View Report

Basic Filters

Filter by First Name _____ Filter by Last Name _____ Filter by Username _____

Show Suspended Users Show Email Show Not Completed

Date Filters

Completed Date After _____ Completed Date Before _____

Include User Fields

Supervisor

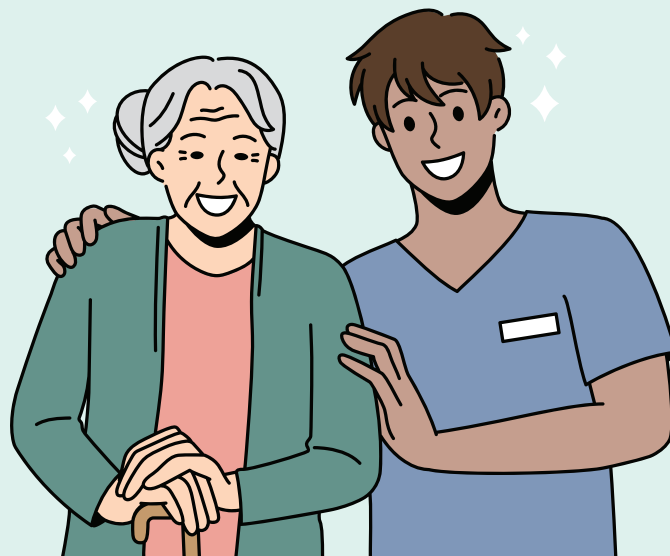
Cohorts

Filter by Cohort _____

Generated reports can be exported to a CSV file and graphs can be downloaded. Applied filters can be saved or the report can be bookmarked.

Learners who have completed the course will be automatically issued a **certificate ID**.

Content name	Content type	Completion Status	Content Status	Comment	Certificate ID	Time Completed
Better lives for residents through innovative education	Course	Completed	Active		C571L873JSEJLRH	04/06/2024, 4:23 PM
Better lives for						



Learner registration

Creating an account

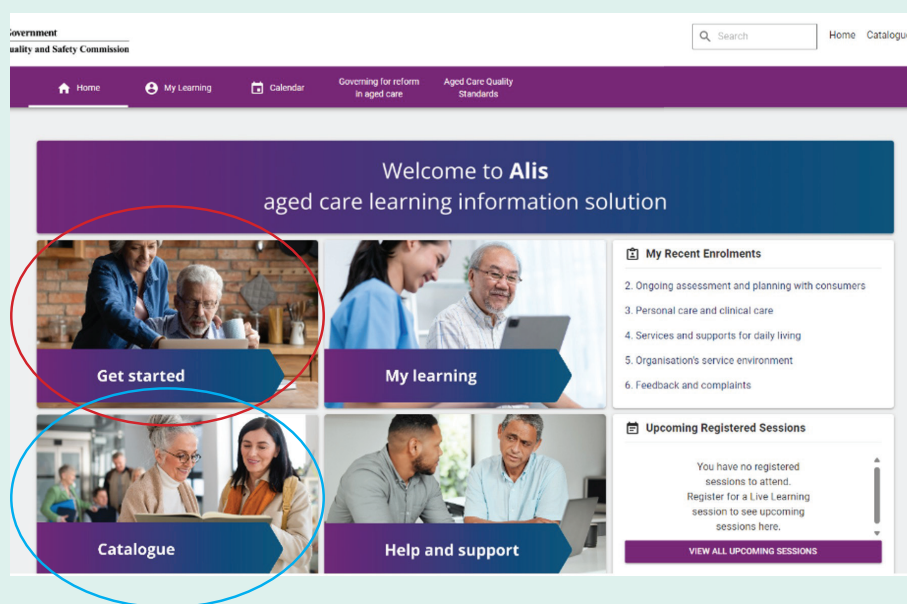
To create a free Learner account:

- Go to the ALIS home page
- Select the 'register' button
- Complete your user profile.

YOU WILL NEED:

- First and last name
- Username
- Email
- Password
- Position title
- Role (care, clinical, governance, leadership)
- Title
- Address of your workplace
- Contact number
(this can be your home's reception line)

Login with the username and password you just created and go to the '**Get started**' tile on the landing page.



Select '**Request to join**' button. Your request will be sent to your Administrator. On approval, you will receive an email confirming your request.

Log in via the [ALIS Login page](#), select the "**Catalogue**" tile, select BERTIE from the selection and click "**enrol**". You can now complete the course.

Registration by invitation

The administrator of the aged care provider may register learners via invitation. Learners will receive an email with a link to complete registration. These accounts are pre-approved by the aged care provider.