

# E-LEARNING MODULES – INFO SHEET

February 2018

Guidance for Electrical Workers aiming to complete the e-learning modules in preparation for attending an approved EWRB Competence Programme (CP).

You may have received an email from your CP Provider directing you to this site:

<https://ewrb-learning.co.nz/register/>

**To login** simply enter your names and either your registration or EW number, as well as **your** email address. The box for region helps us determine the demand in various regions throughout NZ.

**What is an EW number?** An EW number is your unique file number with the EWRB, if you have yet to get an EW number from the EWRB – discuss this with your Provider as they can offer an alternative ID.

This site is separate from the EWRB website/login and **does not** require Realme authentication. If this is happening you have been sent the wrong link.

If you don't complete the module in one go and need to leave the site you can easily login later by clicking on the "Login" link at the top right of the page. Or if you have logged in previously you can go directly to that page by this link:

<https://ewrb-learning.co.nz/login/>

As usual if you forget your password you can get a reset whereby a new password is emailed to you.

## What device to use?

The best views of the modules will be gained using a PC, laptop or medium sized tablet. The modules are not designed for smartphones and you will experience difficulty both navigating through the modules and downloading the completion certificate.

## Resolving issues with the modules

First step is to either contact your Provider or if they can't be contacted ring 0800 66 1000 and talk to the EWRB contact centre. They will either advise you or escalate the issue to the "experts".

The best advice we can give is don't leave doing the modules till the day before attending the course as problems can't always be attended to promptly.

## **Printing or downloading the completion certificates.**

Completion of the on-line modules is a compulsory part of the whole Competence Programme and only your course provider can confirm completion of the Competence Programme to the EWRB. Therefore they need to be able to see proof that the modules have been completed. There are a number of options; you can print a certificate following the instructions in the manual, or download a pdf or screen shot to show your provider on the day of the course. If all this fails please discuss with your Provider as they have access to lists of completed modules (hence the EW number ID to help identify you). As accessing is time consuming they would prefer that you turn up with the proof on the day. The 0880 66 1000 number can also be used to send a request through to the MBIE Occupational Licensing Team who can also access these lists to send confirmation to your Provider.