

HOW **RAPID INDUCT** WORKS

a step-by-step guide to online induction

Login and go!

Providing your contractors, employees and visitors with an easy-to-use interactive induction program shows that you're serious about safety from the beginning.

With Rapid Induct, inductees simply receive a password and a link so they can complete their induction online before they arrive on site. It's simple, reliable and effective.



The Administrator



Create unlimited courses

- Divide each course into modules
- Using existing content, simply cut and paste information and upload images to build your new online course. Generic courses and an image library are also available.

1



Assign personnel type

- When you assign new inductees a personnel group, e.g. contractor, employee, visitor, they will be assigned all relevant courses and a personal password.

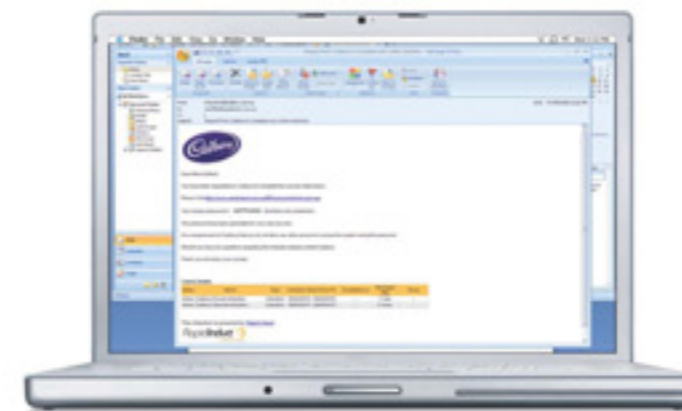
4



Create questions

- A variety of questions can be assigned to each module. If an answer is incorrect, the inductee is taken back to the relevant page, then asked a different question.

2



Send passwords

- Now you simply send your inductee their password and a link to their relevant induction courses via email or SMS and they can complete their induction.

5



Control your own content

- Your staff can make as many updates and changes to your courses in real-time at no charge.
- You can preview all your courses as you create and edit them.

3



Access results and reports

- All induction information, including contact information, time spent, success-rate by question, pass rates and more, is automatically recorded and can be accessed at any time.

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The Inductee



Receive password

- Inductees receive a password and link to their course by email or SMS. By following the link, they simply type in their password and begin the induction or training course online.

1



Begin induction

- Inductees review course material, using "next" and "previous" buttons to move through the course pages.
- Course Material can include text, images, audio and video.

2



Failsafe assessment

- When inductees finish a module, they are required to answer questions that test their knowledge on that module. If they answer a question incorrectly, they are taken back to that section to review. They are then asked an alternative question. This process can be repeated again if necessary.

3



Printed certificate

- Once the induction is successfully completed, inductees can print a certificate with their result. The certificate will also be available to the administrator immediately.

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contact **1800 307 595**

Level 14, 90 King William Street
Adelaide South Australia 5000

www.rapidinduct.com.au