

## Online Training Procedure

### RECORD OF CHANGES

REVISION	TITLE OR BRIEF DESCRIPTION	ENTERED BY
1	Online Training Guide to register and complete training	Naas Herbst
2	Added extra steps under already registered users who cannot see any courses under my course tab.	Naas Herbst

## 1. Purpose

To ensure that all learners signing up on the **Waco Training Academy** online platform understand the registration process.

## 2. Scope

This Procedure refers to Waco training academy E-Learning platform.

## 3. Procedure (Step by Step Guide).

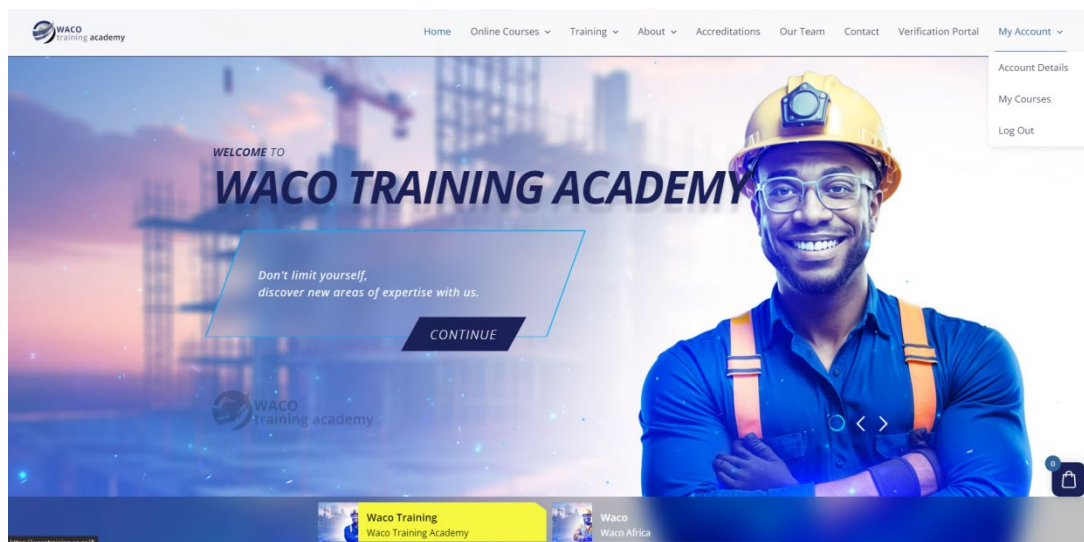
### Already registered users.

#### Step 1:

Visit: <https://wacotraining.co.za>

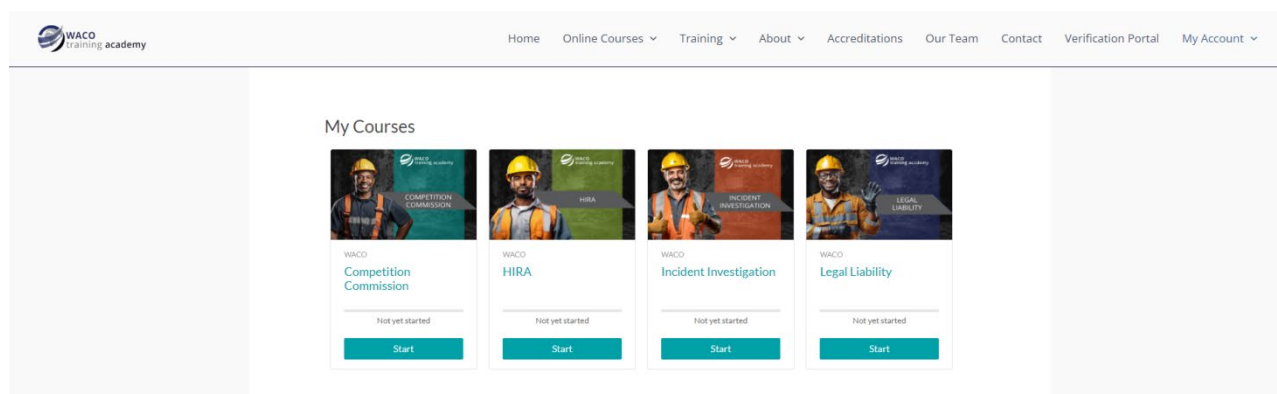
#### Step 2:

Click on **ACCOUNT** then on **MY COURSES**.



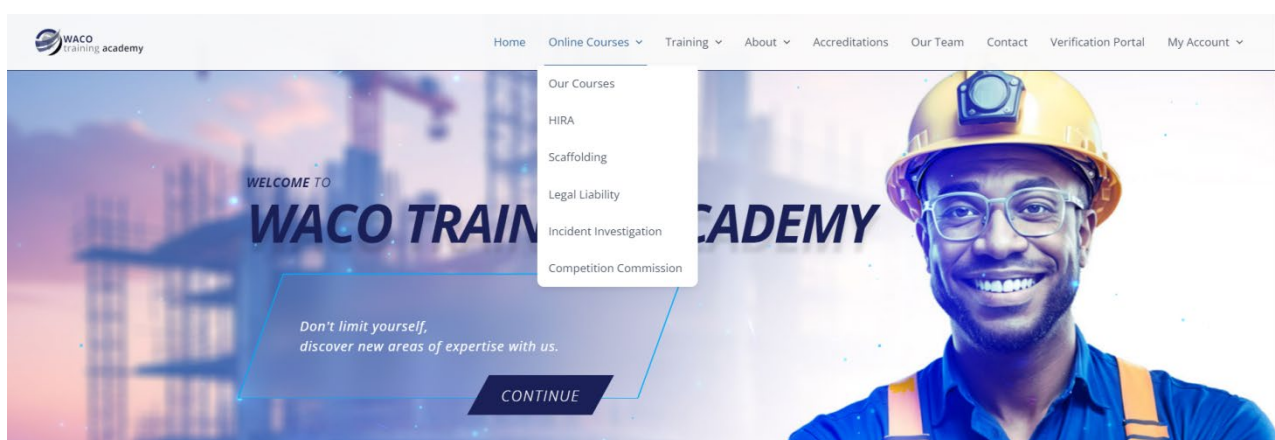
### **Step 3:**

- Here, you will find a list of all the courses for which you have been registered.
- Below the course details click **Start** to begin the course.



If you have already registered but can't find the specific course you want to enrol in, within the **My Courses** category, please follow these steps:

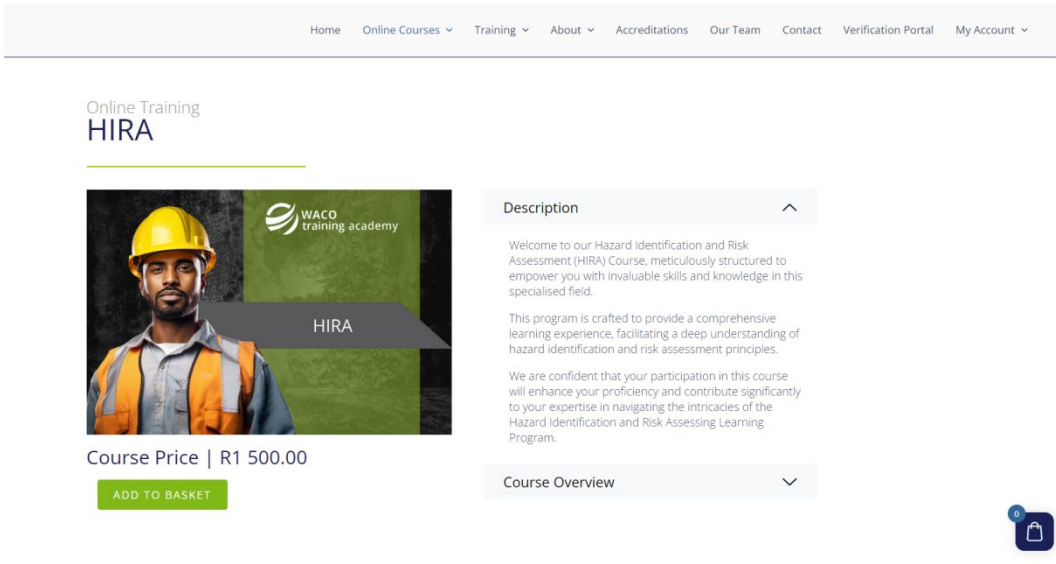
1. Click on the **Online Courses** tab found at the top of your screen.
2. Locate and select the desired course you wish to pursue.
3. Follow the instructions listed from step 2 onward (as outlined below on page 5)



## Registering for first-time users using coupon code.

### Steps 1

Click on: <https://wacotraining.co.za/course-hira/>



Online Training  
**HIRA**

**Description**

Welcome to our Hazard Identification and Risk Assessment (HIRA) Course, meticulously structured to empower you with invaluable skills and knowledge in this specialised field.

This program is crafted to provide a comprehensive learning experience, facilitating a deep understanding of hazard identification and risk assessment principles.

We are confident that your participation in this course will enhance your proficiency and contribute significantly to your expertise in navigating the intricacies of the Hazard Identification and Risk Assessing Learning Program.

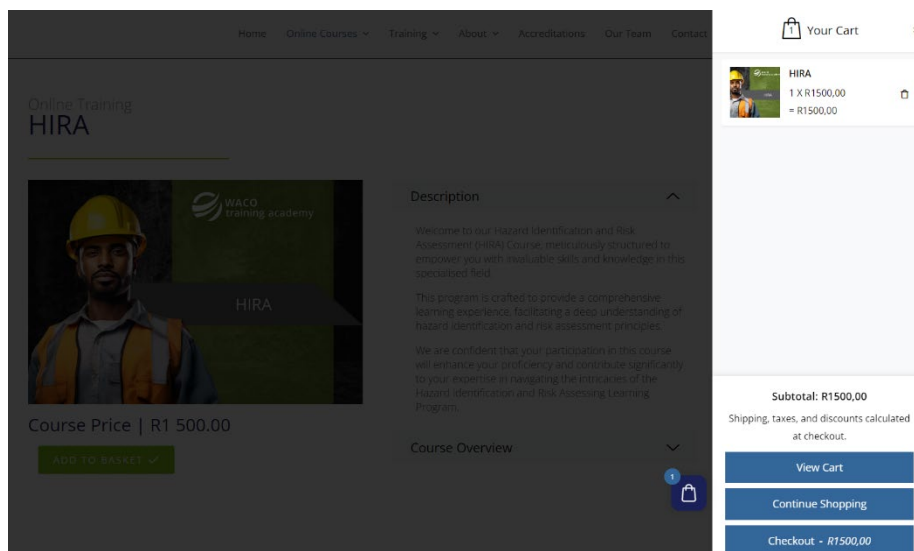
**Course Price | R1 500,00**

**ADD TO BASKET**

**Course Overview**

**Step 2:**

- Click on **ADD TO BASKET**
- The course description will display on the right of the screen together with a summary of what you have added to **Your Cart**.
- Click on your preferred selection of either **View Cart**, **Continue Shopping** or **Checkout**.



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**Course Price | R1 500,00**

**ADD TO BASKET**

**Course Overview**

**Your Cart**

**HIRA**  
1 X R1500,00  
= R1500,00

**Subtotal: R1500,00**  
Shipping, taxes, and discounts calculated at checkout.

**View Cart**

**Continue Shopping**

**Checkout - R1500,00**



STEP 3 OF 3

✓ MY CONTACT

michelle@bolteroom.co.za

Change

✓ BILLING TO

Michelle TBR  
00 street  
PTA  
Gauteng  
0000  
0723779799

Change

✓ ADDITIONAL NOTES

None.

Change

+ Add coupon code

PAYMENT METHOD

✓ Payfast

payfast

Secure payments with PayFast

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our privacy policy.


☐ I agree to the Waco Training POPI Act policy \*

PLACE ORDER

ORDER SUMMARY

Edit cart

x1



HIRA  
R1500,00

R1500,00

Subtotal

R1500,00

TOTAL

R1500,00

Upon selecting **Checkout**, you will be redirected to this page.

**Step 3:**

Click on **I agree to the WACO Training POPI Act policy**.

Click on **Place Order**

## STEP 3 OF 3

- |                    |   |                        |
|--------------------|---|------------------------|
| ✓ MY CONTACT       | michelle@boilerroom.co.za   | <a href="#">Change</a> |
| ✓ BILLING TO       | Michelle TBR<br>00 street<br>PTA<br>Gauteng<br>0000<br>0723779799 | <a href="#">Change</a> |
| ✓ ADDITIONAL NOTES | None.   | <a href="#">Change</a> |

⊕ Add coupon code

- Click on **Add coupon code** and enter the coupon code provided, for example **DBGXYE4T**. Remember to click **APPLY** after entering the coupon code.

DBGXYE4T

APPLY

**Click Apply**

Please note that the coupon displayed here is for demonstration purposes only. The relevant coupon code will be displayed for your specific order.

✓ Coupon code applied successfully.

Coupon: georgetest

-R1500,00 [Remove](#)

- Click on **Checkout**.
- The balance should display as zero after applying the code.

\*Please note that the quantity should always be set to 1; otherwise, the code will not work.  
The code will only be activated for one course per user.

#### ORDER SUMMARY

[Edit cart](#)



HIRA  
R1500,00

R1500,00

Subtotal

R1500,00

Coupon: georgetest

-R1500,00 [\[Remove\]](#)

TOTAL

R0,00

#### Step 4:


- Thoroughly complete the billing information.
- Include your ID number at the bottom of the order. Check that it is entered correctly.
- Click on **Agree to terms** and proceed to place the order.
- If available, please use your Waco email address for improved user tracking. This can be changed at a later stage, if necessary.

2 / 2



☒ **MY CONTACT**

Email address \*


 This is a required field.

Order number and receipt will be sent to this email address.


SAVE CHANGES

☒ **BILLING TO**

First name \*

 This is a required field.


Last name \*

 This is a required field.

Country / Region \*

South Africa


Street address \*

 This is a required field.

House number and street name

+ Add apartment, suite, unit, etc. (optional)


Town / City \*

 This is a required field.


Province \*

Gauteng

Postcode / ZIP \*

 This is a required field.

Phone \*

 This is a required field.

+ Add company name (optional)

SAVE CHANGES

*\*Note: One profile per user.*

DO NOT COMPLETE THE COURSE USING SOMEONE ELSE'S PROFILE, AS THIS WILL RESULT IN YOUR CERTIFICATE CONTAINING THAT USER'S INFORMATION.

**Step 5:**

- After placing your order, the following screen will display.

Thank you. Your order has been received.

ORDER NUMBER:	DATE:	EMAIL:	TOTAL:
3368	22 February 2024	michelle@boilerroom.co.za	R0,00

Order details	
Product	Total
HIRA x 2	R3000,00
Subtotal:	R3000,00
Discount:	-R3000,00
Total:	R0,00

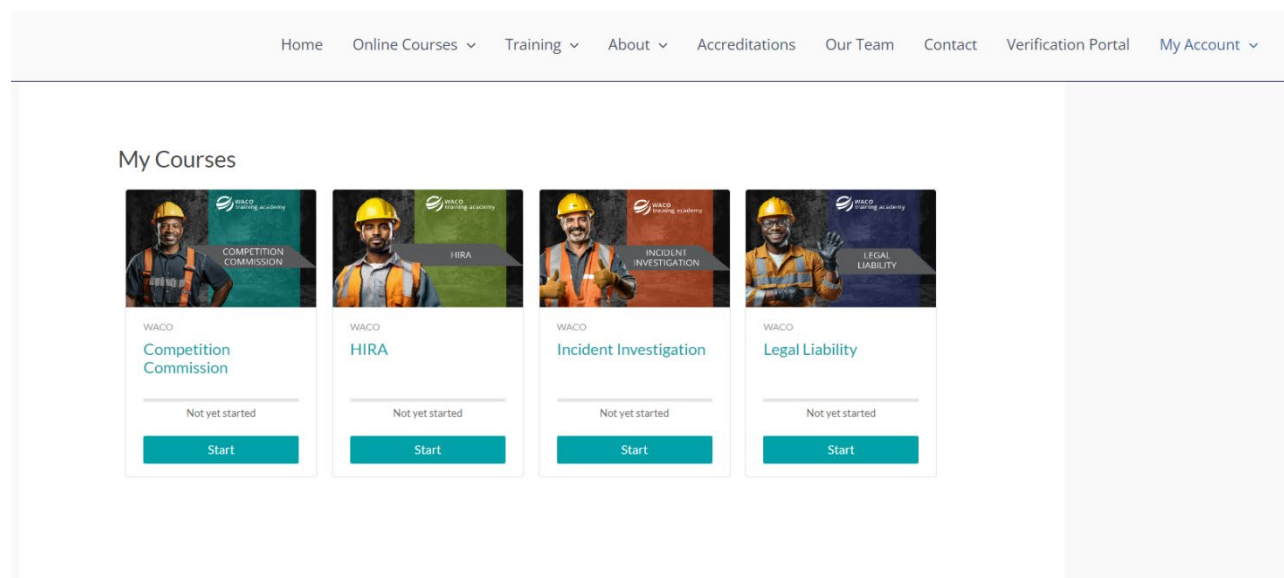
[ORDER AGAIN](#)

Billing address
Michelle TBR 00 Street 00 Gauteng 00 📞 0727611158 ✉ michelle@boilerroom.co.za

- Click on **My Courses** tab.

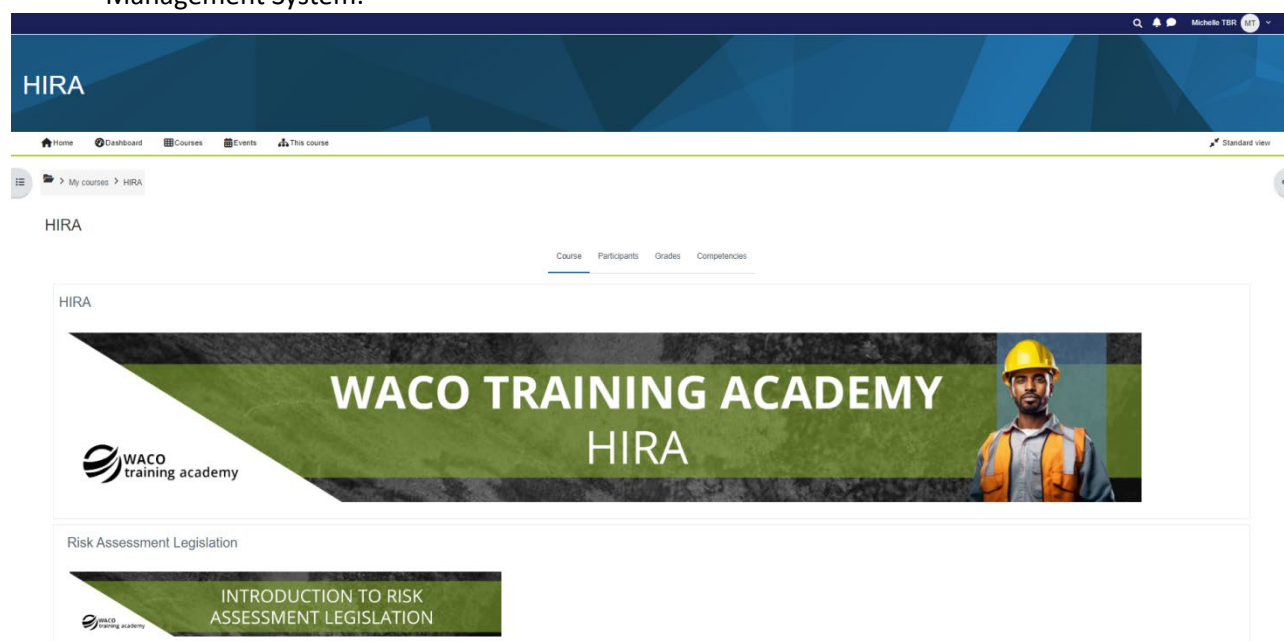
**Step 6:**

Click **Start**.



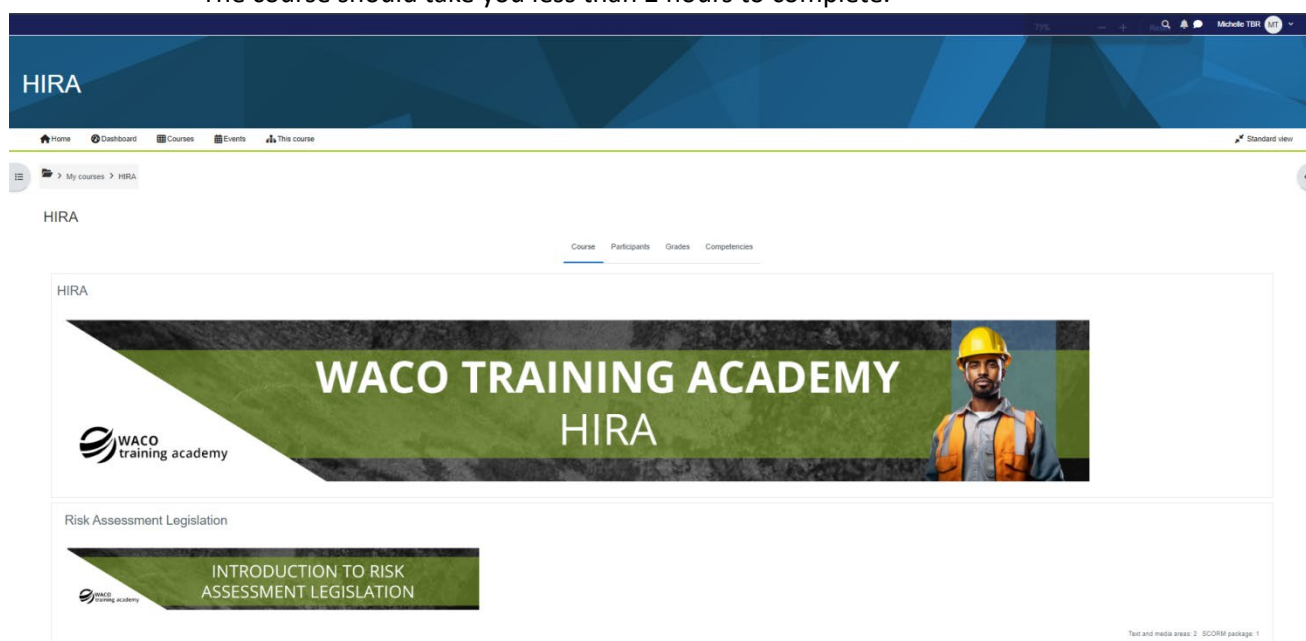
**Step 7:**

- You will now be directed to a tour of the **Moodle or Learning Management System**.
- If you are familiar with this platform, click on **End Tour** or click **Next** to tour the Learning Management System.



**Step 8:**

- Click on the first module that is displayed.
- Click **Start**.
- Follow the instructions.
- Complete the course and enjoy the content.
- Share your feedback on the course to help us make improvements.
- The course should take you less than 2 hours to complete.

**Step 9:**

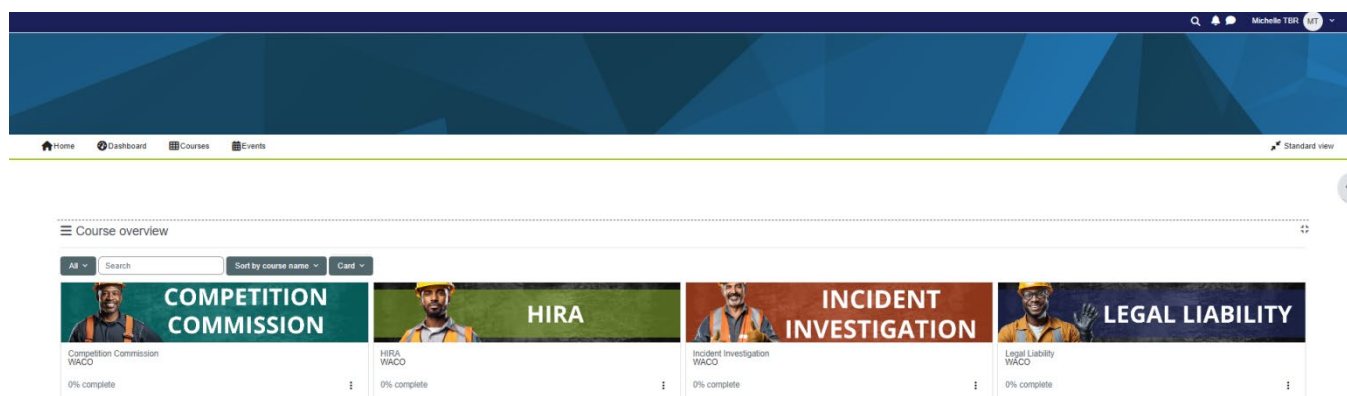
- After completing Summative assessments click on **EXIT** and close the window.

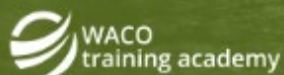
You have successfully completed the  
**Competition Commision** course.



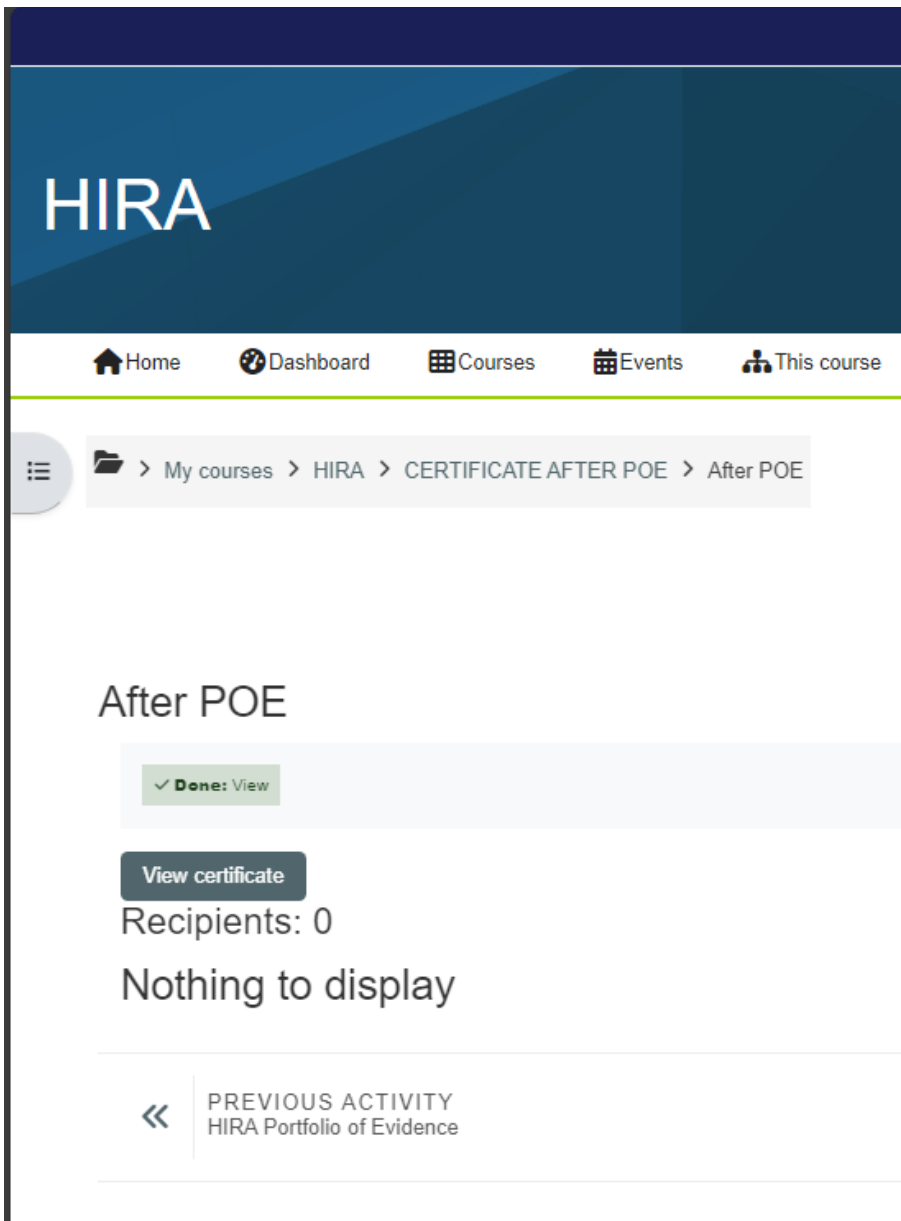
**Step 10:**

- To print your certificate, click on the **HOME** button.
- From the **Home** page select your course.
- Select **Certificate**.
- Select **View Certificate**.
- Finally, click on **Save Certificate**.

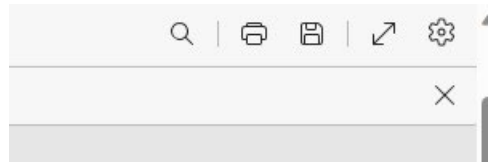




# CERTIFICATE



The screenshot displays the HIRA training academy interface. At the top, the word "HIRA" is prominently displayed in white on a dark blue background. Below this, a navigation bar includes links for Home, Dashboard, Courses, Events, and This course. A breadcrumb trail indicates the current location: > My courses > HIRA > CERTIFICATE AFTER POE > After POE. The main content area is titled "After POE" and features a green status bar with a checkmark and the text "Done: View". Below this is a "View certificate" button. The text "Recipients: 0" and "Nothing to display" are shown. At the bottom, a section titled "PREVIOUS ACTIVITY" with a double-left arrow icon points to "HIRA Portfolio of Evidence".



**Step 11:**

- Please send **your** Certificate to [CandiceC@wacoafrica.co.za](mailto:CandiceC@wacoafrica.co.za) after completion.
- Once this step has been completed, **Waco Training Academy's Pumatrack Invoices** will be dispatched.



The coupon code must be used within the specified timeframe before it expires.

### **6.3 Records**

All records generated following these Procedures will be managed and archived, in line with the Group's Quality Procedure for Document Control and Record Keeping.