



Memo

To: All community care employees

From: Learning and Development

Date: 19 April 2023

Subject: CHCSS00070 - Assist Clients with Medication Skill Set

Ref: Your Senior Co-Ordinator

Hi everyone!

Whiddon have Partnered with VERTO to deliver the CHCSS00070 - Assist Clients with Medication Skill Set to all Community Care employees.

Please use the below link to complete VERTO's online enrolment application:

<https://verto.assessapp.com/webforms/72560/new>

You will be required to provide a copy of your Smart and Skilled initial eligibility and fee concession / exemption evidence. If you aren't able to upload to sections provided on Page 9 of the application, you can text message or email a picture of them to a mwoodcock@verto.org.au or 0427363084.

Please ensure you list Whiddon as your employer on the enrolment form to speed up the process.

Once your enrolment form is processed you will receive the following emails:

1. Email directing you to activate your login to our online LMS- Cloud Assess.
2. Email/s notifying you there is 1 tasks in your 'To do list' in the online platform. Please complete the Participation in Training document/s to finalise your enrolment application.

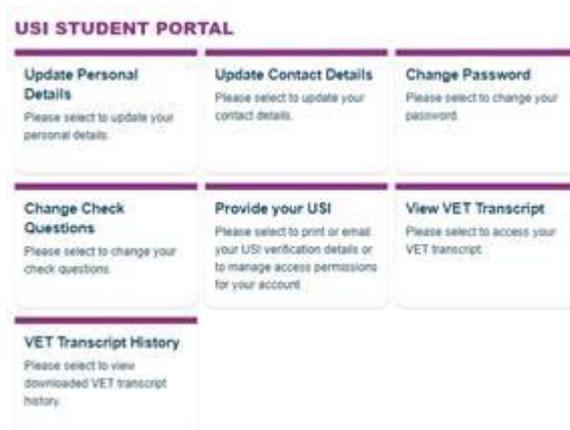
Once you have submitted your enrolment application please also provide VERTO with access to your USI transcript. Detailed instructions on how to do this are attached to this email

Upon finalisation of the above items, you will receive formal enrolment confirmation via a letter emailed to your preferred email address including details of your assigned trainer and assessor and access to your first unit/s (including learning resource and assessments)

How to provide access to your USI transcript

<https://www.usi.gov.au/help/login-to-usi-registry>

1. Click on the heading 'Provide your USI'



2. Scroll to the bottom to the heading "Set up access to your USI Account/Permissions"

SET UP ACCESS TO YOUR USI ACCOUNT / PERMISSIONS

You can set up access for organisations to view and/or update your USI account. You can also set up access for organisations to view your transcript. Providing access to your USI account and your transcript may assist your training organisation to process your enrolment.

If you have already set access permissions for an organisation to view and/or update your USI account they will be listed below.

Select **Edit** to update the current permissions, **Remove** to remove the current permissions or **Add Organisation** to search and set permissions for a particular organisation.

Organisation Name	Organisation Code	Expiry Date	View Details	Update Details	View VET Transcripts
Add Organisation					

3. Select "Add Organisation" and enter VERTO as the Organisation Name, then press search.

MANAGE PERMISSIONS - ADD ORGANISATION

Enter the Organisation's details and select **Search** to find an Organisation.

SEARCH DETAILS

Organisation Code:

Organisation Name:

Search

SEARCH RESULTS

Organisation Name	Organisation Code	Organisation Type	ABN	
Laverton Community Education Centre	6408	RTO	46782938029	Add
VERTO Ltd	6971	RTO	34145498571	Add

(2 search results found)

4. Please select VERTO to add and then let us know once you have completed this so we can download accordingly.