UNIVERSITY *of* TASMANIA

Tasmanian Health Service (THS) Fire and Emergency Training:

The Tasmanian Health Service, being the public health provider for the state of Tasmania, requires ALL employees and students (inclusive of those enrolled in the Bachelor of Nursing) to have completed the organisations mandatory Fire and Emergency Training **PRIOR** to attending their first day of PEP.

As the THS is the largest placement provider for University of Tasmania students, it is highly likely that at various points during your degree you will undertake several PEP opportunities within the THS. Therefore, it is a requirement that all students, on a yearly basis, complete this training in addition to their Faculty of Health compliance requirements.

Please follow the instructions below in order to meet this requirement:

1.   Access the below link

2.   Read the instructions carefully on the home screen and click on 'Create new Account' (please use your Utas email address).

3.   Once access is granted and the course category options are shown Click on the '**Students & Volunteers' folder**.

4.   Click on '**Fire and Emergency**' Module and complete. You are not required to complete any other modules, but they are available to you if you wish. The Module duration is approximately 20 minutes.

5.   Generate the **Certificate of Achievement** and upload to the relevant compliance item on InPlace for verification.

<p align="center">http://dhhs.sproutlabs.com.au</p>

Please note:

- Students commencing their Bachelor of Nursing in 2017 are required to submit their certificate of completion no later than week one in semester two (unless otherwise advised by the School of Health Sciences) and renewed on commencement of a new calendar year.
- For existing Bachelor of Nursing students (pre-2017), your certificate of completion is required no later than four weeks prior to the commencement of your next PEP and renewed on commencement of a new calendar year.
- There is no cost involved to complete the training.
- The THS hosts the 'sproutlabs' site, therefore if you are having trouble with access, IT issues or broken links etc, **UTAS CANNOT PROVIDE ANY ASSISTANCE WITH SUCH ENQUIRIES**. Access to support is via the login tab at the top right of the screen, or via the following email address: support@sproutlabs.com.au
- The THS will check their database just prior to PEP commencement to ensure that all students have complied with this requirement. If it is found that a student has not completed this requirement, they may have their PEP placement cancelled which will result in a fail in the related PEP unit of study.
- It is advised that students retain a copy of, and produce their certificate of achievement for sighting by THS/UTas if/when required. –particularly for your first day of PEP.