

## **e-Learning Bulletin-002-2020**

**April 6, 2020**

To further assist in the guidelines and usage of the e-Learning on Career Enhancement Program, please be advised of the following:

### **Registration/Nomination**

All RCs (Head Offices and PMOs) are requested to submit e-Learning Registration/Nomination Forms with the list of their target participants. This will be on a per course basis.

Kindly include the names, and other information of the employees required in the form. The form can be downloaded from:

<https://drive.google.com/file/d/1zDTo9XTdS5ezPYUtC4y7trpw77jeBLfB/view?usp=drivesdk>

**Please append the appropriate course module code on the filename.**

***e.g. “M2 – PMO PNG - e-Learning Registration/Nomination Form”***

Kindly prepare this for all courses. Once completed, please email the signed copy and the **excel file** to ppatielearning@gmail.com.

### **New Courses**

Please be advised of the new courses that are launched today, April 6, 2020. All RCs (Head Offices and PMOs) may share the courses to target participants by forwarding the links provided.

<b>Code</b>	<b>Course Title</b>	<b>URL</b>
M6	Ports 101	<a href="https://ppa-training-institute-3.thinkific.com/courses/m6-ports-101">https://ppa-training-institute-3.thinkific.com/courses/m6-ports-101</a>
M7	Government Procurement System-RA 9184 (refresher course)	<a href="https://ppa-training-institute-4.thinkific.com/courses/m7-government-procurement">https://ppa-training-institute-4.thinkific.com/courses/m7-government-procurement</a>
M13	Computer Operations 101	<a href="https://ppa-training-institute-4.thinkific.com/courses/m13-computer-operations">https://ppa-training-institute-4.thinkific.com/courses/m13-computer-operations</a>
M11	Port Security 101	<a href="https://ppa-training-institute-4.thinkific.com/courses/m11-port-security">https://ppa-training-institute-4.thinkific.com/courses/m11-port-security</a>
M17	Dangerous Goods (Refresher Course)	<a href="https://ppa-training-institute-5.thinkific.com/courses/m17-dangerous-goods">https://ppa-training-institute-5.thinkific.com/courses/m17-dangerous-goods</a>

M19	Health and Safety in the Workplace	<a href="https://ppa-training-institute-5.thinkific.com/courses/m19-health-safety">https://ppa-training-institute-5.thinkific.com/courses/m19-health-safety</a>
M20	Stress Management for Trades and Crafts	<a href="https://ppa-training-institute-5.thinkific.com/courses/m20-stress-management">https://ppa-training-institute-5.thinkific.com/courses/m20-stress-management</a>

***New enrollee accounts are required for platforms 2, 3, 4 and 5.***

<https://ppa-training-institute-2.thinkific.com/courses/>  
<https://ppa-training-institute-3.thinkific.com/courses/>  
<https://ppa-training-institute-4.thinkific.com/courses/>  
<https://ppa-training-institute-5.thinkific.com/courses/>

You may follow this instructional guide to create an enrollee account:  
<https://forms.gle/83D7AYSasafebAus8>

Please be advised that all courses will remain accessible during the duration of the Enhanced Community Quarantine (ECQ).

## **Certificate of Training**

Participants who completed the e-Learning course modules will be issued corresponding certificate of training (COTs) after the ECQ. Procedures for COT issuance will be as follows:

For regular employees – to be issued by PPATI  
 For outsourced personnel – to be issued by the respective RC Heads

Requirements to complete a course module:

1. Completed Pre-Test
2. Read through the entire course contents
3. Completed Post-Test (with 80% passing mark)  
*\*participants are allowed multiple re-takes until they reach the required passing mark*
4. Participant’s name should be included in the e-Learning Registration/Nomination Form

## **Support**

For any questions, concerns, and/or comments please email  
[ppatielearning@gmail.com](mailto:ppatielearning@gmail.com).