

# AgLink Induction for new employees

## Enrolment Instructions



### Overview

AgLink and Agsafe have developed the AgLink Academy – Induction of New Employees, which is a high-level training module to help with the induction of your new employees. This process is designed to support your company's induction process.

AgLink has funded the development of this training module. Individual enrolment costs are the responsibility of the AgLink member and subject to approval, and may be claimed against allocated member Academy funds.

For those new employees who work with AgVet Chemicals, there are additional courses offered by Agsafe to equip them with the resources and skills to help them perform their role safely, effectively and professionally.

These courses include the flagship AgVet Chemical Retailers course, which would be a consideration after a new employee has completed a probation period. Please refer to the Agsafe website [www.agsafe.org.au](http://www.agsafe.org.au) for more details.

### Enrolment Process – by Member Business

1. If you are enrolling a new starter, [click here to Enrol in the training](#) this will take you to the event landing page. Then scroll down and select Register another person.

**Register for this event now and secure your attendance**

Register myself.

Register another person.

Register myself and a group of other people.

Register a group of other people only.

2. Then enter the new employees First Name, Last Name and email address (this email address is where the training module access instructions will be sent when the enrolment is complete).

**AgLink Academy – Induction of New Employees: Registration**

Time Remaining: 09:29

You have nominated to register another person.

Please enter the registration details of the person you wish to register.

\* First Name

\* Last Name

\* Email Address

Please contact Agsafe for further information

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3. A new set of fields will appear with four required fields – Company Name (click in the company field and a dropdown list of Agsafe contact companies is visible), Job Title, State and Group.

**New user entered. Please complete any remaining information to register yourself.**

\* Company Name

\* Job Title

Position Title

\* State

Postcode

Company Phone

Mobile

Fax

Receive Email  
 Receive marketing emails

\* Group (select one only)  
 AG Warehouse  AGnVET  Chemical Manufacturer  Cotton Grower Services  CRT  Delta Agribusiness  drumMUSTER Inspector  EE Muir & Sons  Elders  Independent reseller  Land Storage  Lindsay Rural  None of these  Norco  Nutrien Ag Solutions  Nutrien Ag Solutions Affiliate  Nutrien Ag Solutions Construction  Nutrien Ag Solutions Fertiliser  Nutrien Ag Solutions Real Estate  Nutrien Ag Solutions Water  Other reseller group

4. When complete this page will appear.

### Events

- Webinars
- Agsafe Online Training
- Face to Face Training Courses

## AgLink Academy – Induction of New Employees: Registration Complete

Thank you for your registration for the training: 'AgLink Academy – Induction of New Employees'. Please check your email for further instructions to complete the course.

[BACK TO TRAINING LIST](#)

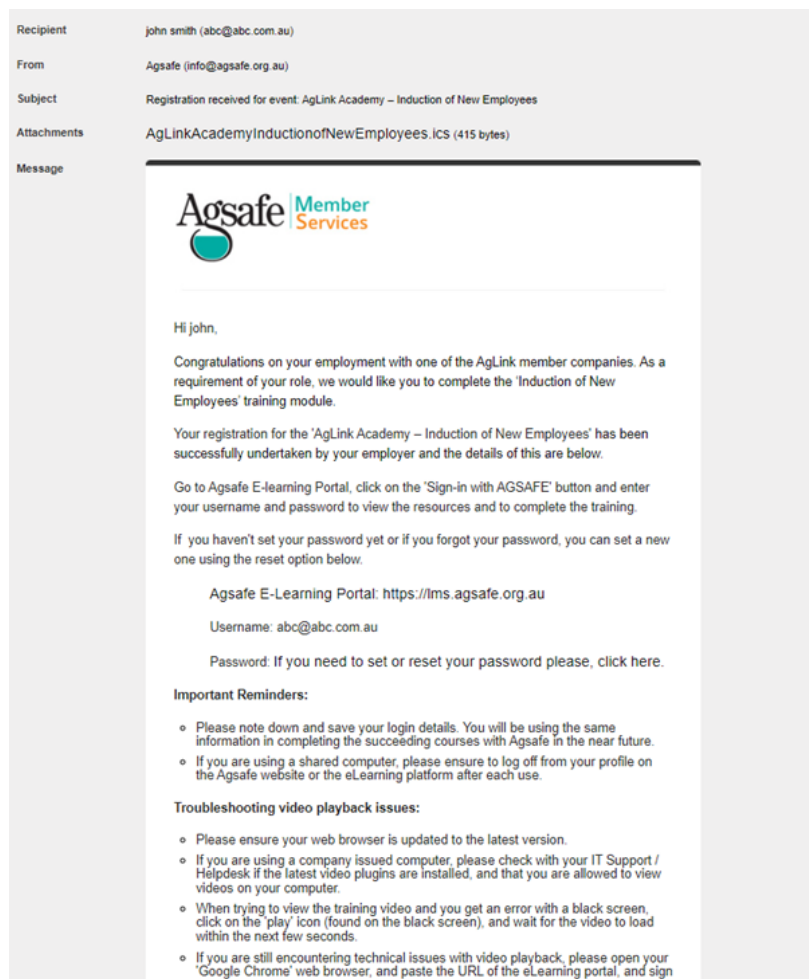
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5. The new employee will receive this email with the training module access instructions



6. When the training is completed a notification email is sent to Sharyn Kennedy at AgLink and Sharyn will notify you that the training is complete. The new employee will be sent a certificate upon successful completion of the training.

### Alternative Enrolment - AgSafe

Alternatively, you can email Agsafe – [training@agsafe.org.au](mailto:training@agsafe.org.au) and we can enrol the new starter, all we need to know is the new starters:

- First Name
- Last Name
- Email Address
- Company Name
- Job Title

If you require assistance, Agsafe's number is 02 6206 6888 during office hours.

Please contact Agsafe for further information