

# Implementation – Fire Safety Induction Program (FSIP)

## For Community Service Organisations

### Fire Safety Induction Program (FSIP)

All department and Community Service Organisation staff must complete the FSIP as part of their induction training program. Where possible, staff should be supported to undertake the **E- Learning program** either during the induction program or at a time and place that suits them.

#### E-learning

Once staff successfully completes the online learning FSIP program, a **Certificate of Completion** is available to download, which they must print and present to their first shift at a new location.

#### Below is the link to the online training module

<http://dhhs.e3learning.com.au/>

To access the certificate, staff must have viewed every page in the course and completed all activities and assessments. Once this has been completed, the notification '**Certificate Awarded**' will appear on the '**My Training**' page below the title of the completed course. Click on the '**View Now**' link to view and print the certificate. (Staff must have Adobe Acrobat reader to view the certificate)

CSO's are able to run reports via the e3Learning Management System (LMS) to identify staff that have successfully completed the FSIP module. **This information needs to be monitored and recorded by your organisation.**

To gain administrative access rights to run a report, please nominate a L&D staff member from your organisation to the [CentreforL&D@dhhs.vic.gov.au](mailto:CentreforL&D@dhhs.vic.gov.au).

Note: Any staff member can refresh their skills by completing all or part of the e-learning FSIP program at any time.

All Community Service Organisation are required to record and monitor this information using their own recording systems in order to demonstrate compliance when required.

### Further information

For further information refer to the Fire Risk Management Unit website

<http://www.dhs.vic.gov.au/about-the-department/plans,-programs-and-projects/plans-and-strategies/interim-department-wide-fire-safety-training-strategy>