

www.valelearning.ca

Contractor Learning Management System Site How-To Guide

TIP: For best site function it is recommended you use Google Chrome to access www.valelearning.ca

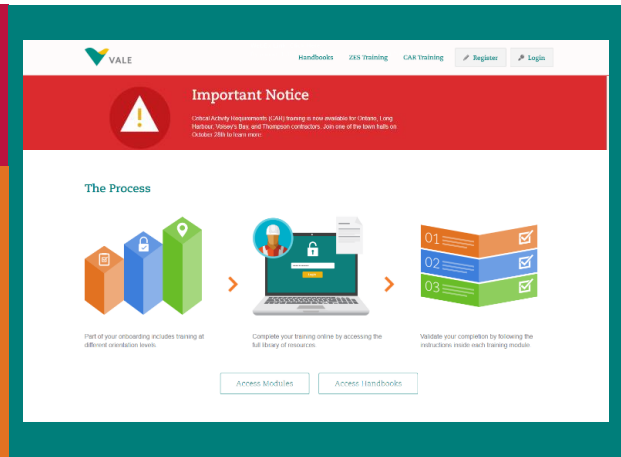


Critical Activity Requirements (CARs):

- Which CAR modules do I need to complete?

General Navigation:

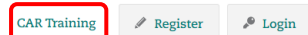
- Request module access
- Complete modules – Individually
- Check training completion
- Complete modules – Group (CARs only)



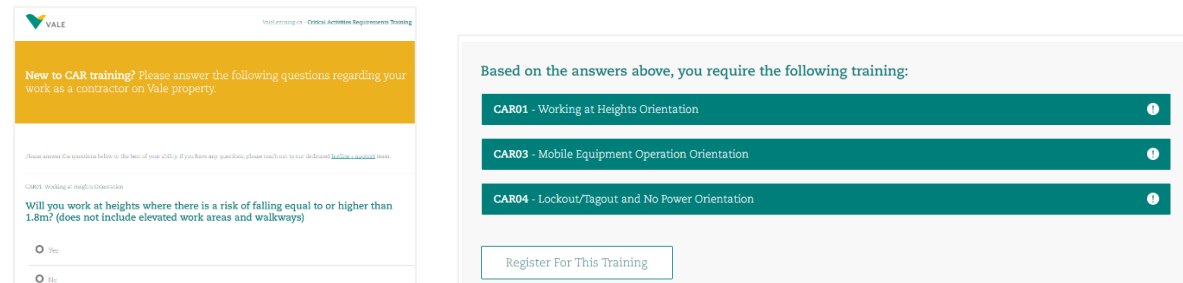
Critical Activity Requirements (CARs):

Which CAR modules do I need to complete?

Click on **CAR Training** from the menu bar to take the questionnaire.



The questionnaire will guide you through the applicability details for each CAR. Once you complete the Y/N questions it will indicate which modules you need to request a pin for.



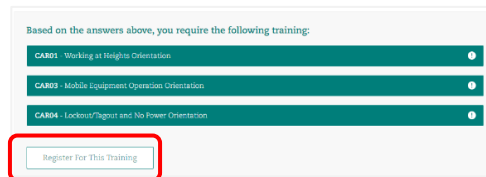
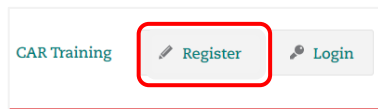
Clicking on **Register For this Training** will take you to the **Register** window to begin to request the pin. The system doesn't automatically pre-select the modules you need so when you complete the questionnaire either write them down or keep that window open to reference for when you request the modules.

General Navigation:

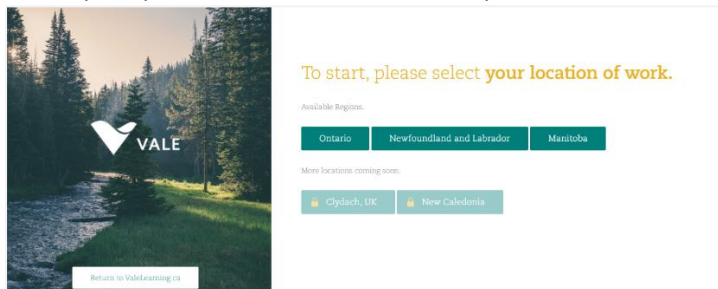
Request module access:

Click on **Register** from the menu bar.

For CAR modules clicking on the **Register For this Training** button after the questionnaire will also take you to the main registration page.



Select your provincial location and then your site location:

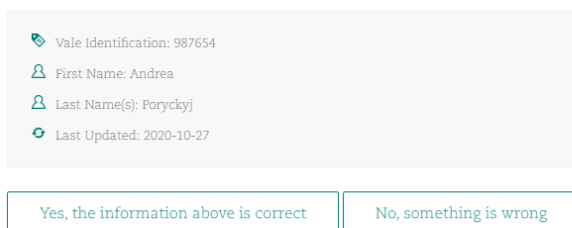


Enter your contractor number:

- Sudbury – use your contractor number / lanel card number or old NORCAT number
- Thompson – your contractor numbers start with **MB-C-0** and then your unique number
- Long Harbour - your contractor numbers start with **66LHC** and then your unique number
- Voisey's Bay – Coming soon – only the group training method is available right now (see below on how to access)
- Clydach – Coming soon – only the group training method is available right now (see below on how to access)

Confirm your name and number:

Please **verify** that the following is correct.

A screenshot of a confirmation form. It displays the following information: 'Vale Identification: 987654', 'First Name: Andrea', 'Last Name(s): Poryckyj', and 'Last Updated: 2020-10-27'. Below the information are two buttons: 'Yes, the information above is correct' and 'No, something is wrong'.

If you are not in the system yet it will prompt you to register your name with the number you enter.
We have **no record** of any previous training.
Please fill in the information below.

Your First Name	
Your Last Name	

NOTE: it is important you use your unique vale contractor number as this is what you will use for all training on Valelearning and will be what is used to check your training records.

Enter your *Additional Trainee Information*. Phone and Email are mandatory fields as they will be used to send pin information and/or contact you if needed.

Additional Trainee Information:

Company (Optional)	
Phone	
Email	
Coordinator Email Address (Optional)	

* Required Fields

Select ***I am familiar with what orientations I required to work at Vale***. The red box has a link to the CARs questionnaire if you are unsure what CAR modules you required. If you click on *I need assistance in dertermining which orietnations I need to work at Vale*, you will only submit your name an number and will need to wait for a Vale representative to call or email you to discuss which training you require.

IMPORTANT: Critical Activities Requirement Training (CAR) is now available to all locations. Please select your desired courses during the course selection process. If you are unfamiliar with CAR training, take our [questionnaire](#) to determine what training is required.

Training Module Selection:

I need assistance in determining which orientations I need to work at Vale.

I am familiar with what orientations I require to work at Vale.

Required.

A listing of the CAR modules and any other site specific modules available will s.

CAR Modules

Listed below are all modules for Critical Activities Requirement training (CAR). If you have any questions, please reach out to our dedicated [hotline + support](#) team. You can also select the "I need assistance" option above to have an L&D representative contact you regarding your online training.

STOP: If you are unfamiliar with CAR training, take our [questionnaire](#) to determine what training is required.

- Select All CAR Modules

- CAR01 - Working at Heights Orientation

- CAR02 - Light Motor Vehicles Orientation

- CAR03 - Mobile Equipment Operation Orientation

- CAR04 - Lockout/Tagout and No Power Orientation

- CAR05 - Lifting of Loads Orientation

ZES Modules

Listed below are all modules for Zero Energy State training (ZES). If you have any questions, please reach out to our dedicated [hotline + support](#) team. You can also select the "I need assistance" option above to have an L&D representative contact you regarding your online training.

As of September 30, 2020, all contractors that require ZES003R will also be required to complete CAR04. Courses will be issued as a pair for each training account.

- ZES Annual Review - ZES003R

Tier Modules

Listed below are all modules for Vale Ontario operations. If you have any questions, please reach out to our dedicated [hotline + support](#) team. You can also select the "I need assistance" option above to have an L&D representative contact you regarding your online training.

As of July 31, 2019, all underground workers at CGM South require both "Project General Underground" and "Project Ramp Travel" orientations. Courses will be issued as a pair for each training account.

- Select All Ontario Modules

- Tier 1: General Orientation

After selecting the modules you need click **Continue** at the bottom of the list.

This will submit a pin request. You will get an email confirming your pin request was submitted.

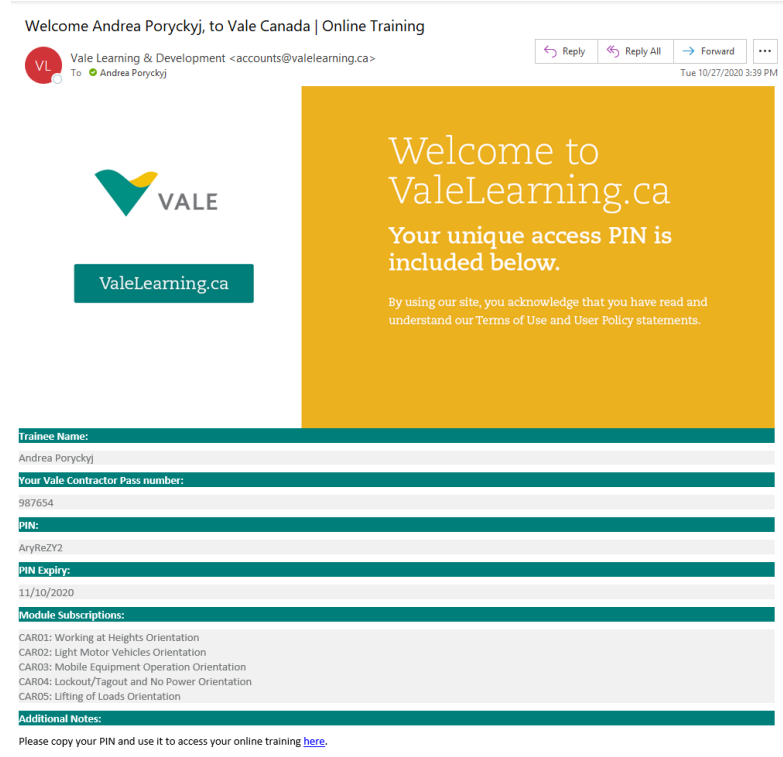
NOTE: This is not your pin to access training. That will come via email from **Vale Learning & Development**



Your request has been received and your PIN access will be sent to you shortly. Please check your email for login instructions.

If you do not receive your login information within 48 hours, please kindly check your SPAM folder from the provided email(s) on your application. If you still cannot locate your login instructions, please call the L&D hotline for assistance. Thank you for your patience and for using Vale Learning & Development.

Check your email for your pin number to access the training modules you requested. It will come from **Vale Learning & Development**

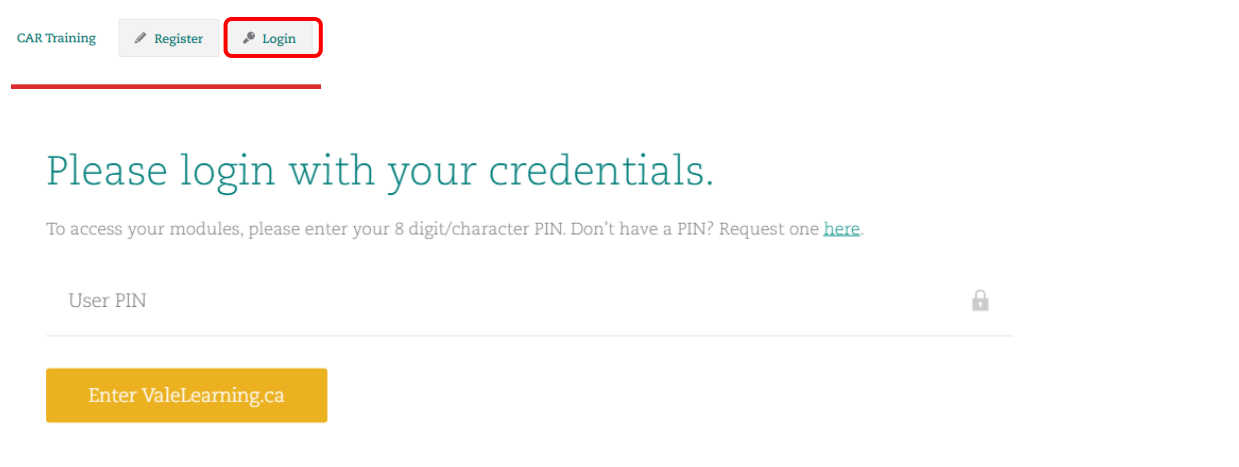


Copy your pin number to use when you **Login** to complete the training.

NOTE: your pin number is 8 characters long with no spaces. Occasionally mail servers will add a space to this pin number in this email depending on your security settings so ensure you note the 8 character pin and remove any spaces when logging in to complete the training.

Complete modules - Individually:

Click on **Login** from the menu bar to use your pin to complete the training.



You will see the modules you requested to complete and which you have already completed. Click on **View Course** and then **Launch Course** to access and complete the training modules.



CAR02: Light Motor Vehicles Orientation
Length: N/A

View Course



CAR03: Mobile Equipment Operation Orientation
Length: N/A

View Course

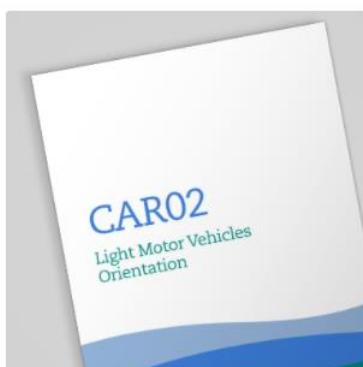


CAR04: Lockout/Tagout and No Power Orientation
Length: N/A

View Course

Course ID: 70

Estimated Duration: N/A



Launch Course

Download PDF

Once you complete the training it will be logged in the system and can be check in the **Training Check**. See the 'Check training completion' section below for how-to.

Check training completion:

Click on **Conduct a Training Check** from the top menu bar to for completed training.

Conduct a Training Check

Group Training

FAQs

Support

Handbooks

ZES Training

CAR Training


Register


Login


Enter the contractor number and first or last name

Training Checkr

To access Vale training records, please enter a users Vale Contractor Pass along with their first or last name.

First Name 

Last Name 

Vale Contractor Pass Number 

Pull Training Records

Click on the name





1 Training results found for:

First Name: Andrea **Last Name:** Not provided **Vale ID:** 987654

86.9K Searches **21.9K** Records


 987654  **Andrea Poryckyj**  2020-10-27


This will list all the completed and logged training in the system.

 987654  Options  

Andrea Poryckyj.

All available training records for this user are listed below. If you see an error, please report it [here](#).

CAR Training 

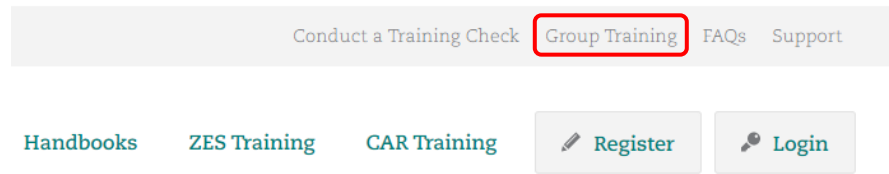
CAR01 - Working at Heights Orientation 

Status: Completed on 2020-10-26 - 100%

Expiry: 2022-10-26

Complete Modules - Group (For CAR modules only):

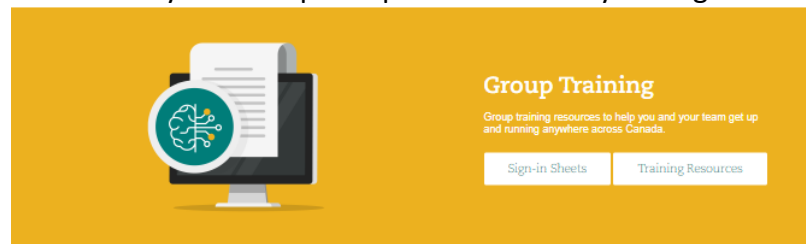
CAR modules may be completed via group training method by a contractor representative. Click on **Group Training** from the top menu bar to for completed training.



Download and print off a sign-in sheet.

Click on each module to launch them.

Ensure everyone who participates successfully through the module signs the sign in sheet.



Sign-in Sheets

Download the appropriate sign-in sheet for training completion tracking.



E-Learning Modules

Access online e-learning modules on any device.



NOTE: This group training method does not log completion automatically in the Training CheckR. The sign in sheet must be submitted to the email address indicated on the sheet and then a Vale representative will load the training in the system.