## Appendix 1:

The following table provides instructions on how to find your ‘incomplete’ courses in Learnhub.

| Step | Action | Graphic |
| --- | --- | --- |
| 1. | Log into your Learnhub account at <https://learnhub.gov.au/> |  |
| 2. | From the ‘Training History’ tab, select ‘My Enrolments’. |  |
| 3. | Click on the name of the program you are enrolled in.  **Note:** If you are enrolled in more than one program, you will need to complete this step for each program. |  |
| 4. | * A list of courses will appear with a status of ‘complete’ or ‘incomplete’. * Click on and complete the courses that are marked ‘incomplete’. |  |