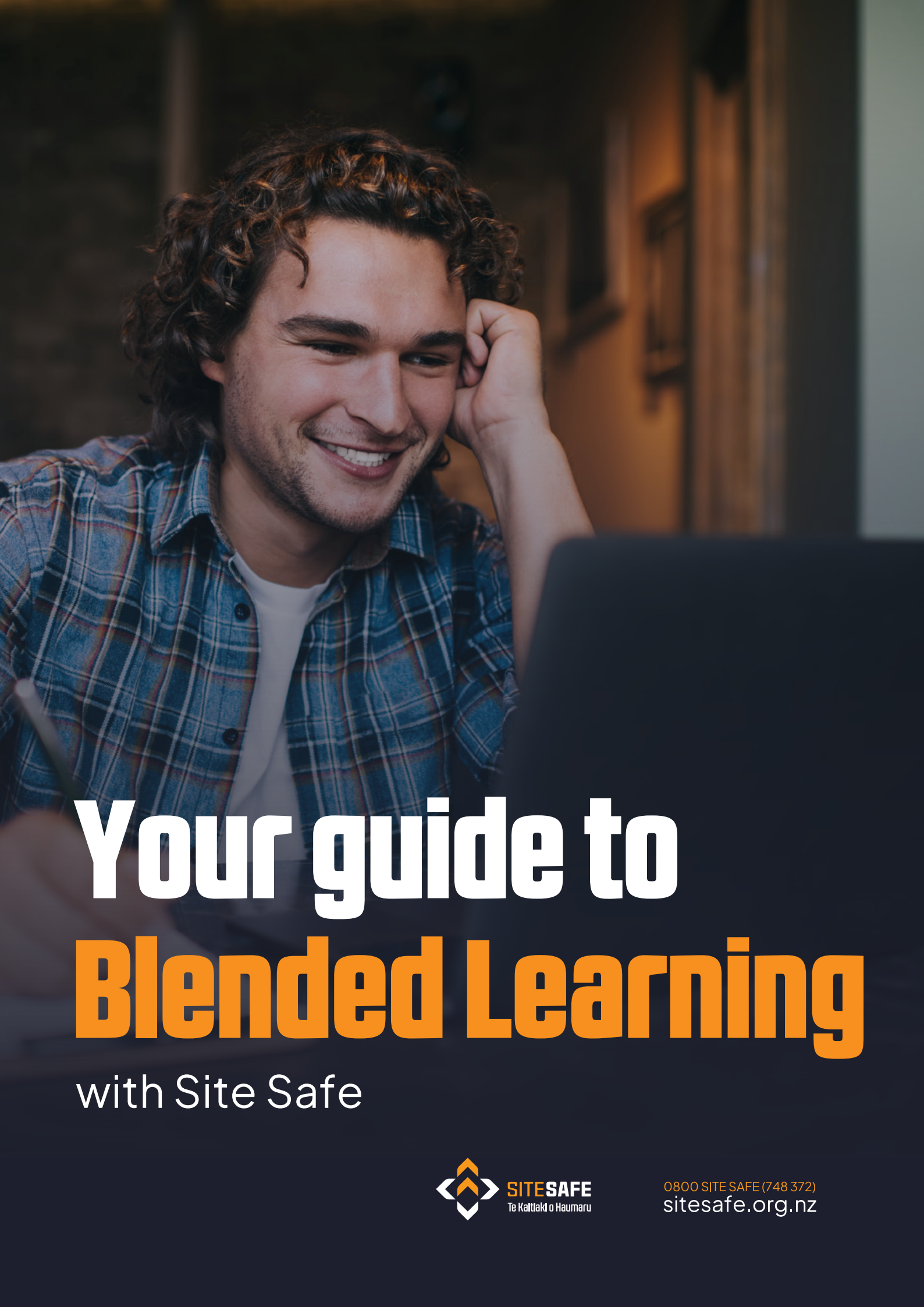




# Your guide to **Blended Learning** with Site Safe



**SITESAFE**  
Te Kaitiaki o Hau maru

0800 SITE SAFE (748 372)  
[sitesafe.org.nz](https://sitesafe.org.nz)

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# Introduction

Thanks for choosing to train with Site Safe! This document will help you understand the requirements for your Site Safe Passport Plus – Flexi (Online + Webinar) course, what to expect during your learning, how to get started, and where to find support.

## How Passport Plus – Flexi works

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To complete the course, you'll need to:

- Take part in a two-hour interactive webinar facilitated by a Site Safe trainer
- Complete two self-paced online modules within two months (60 days) of booking.

You can do these in any order. Once both are completed successfully, you'll receive your Site Safety Card.

## Requirements

The following requirements are to enable you to have the best learning experience and ensure you can successfully participate in and complete your course.

If you need help understanding whether you meet these requirements, please contact Site Safe before your course begins. We can answer any questions you may have and recommend a more suitable course if required.

### Device and internet requirements

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#### Required

- Laptop or desktop with a working webcam and microphone
- Fast and reliable internet connection
- Access to a power source to charge your device

#### Recommended

- Headphones
- Additional monitor or screen

### Browser and operating system requirements

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For the best learning experience when attending your webinar and completing your online modules, keep your browser and operating system up to date and use the latest available versions.

**Browser:** We recommend using Chrome, Microsoft Edge or Firefox.

**Operating system:** Your operating system should be on one of the following versions:

- Windows 10 or 11
- macOS Ventura (13.77 or later)

## Digital literacy requirements

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You need a basic understanding of how to use your device. You will be required to:

- use Microsoft Teams (browser) including typing in the chat
- move between browser tabs
- complete online activities and quizzes in Moodle and Microsoft Forms

## Learning environment requirements

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To be able to participate in the course, you will need a quiet learning environment where:

- you can listen to audio, speak freely, and participate in discussions without distractions
- you can keep your camera on throughout the webinar, with an appropriate backdrop.  
Background blur may be used if required.



Each person attending the webinar must use a separate device, be in a separate room, and participate independently.

## Participation requirements

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To successfully complete the course, you must actively participate and engage in the learning experience.

You must be able to read, speak and understand conversational English, and be able to hear and follow spoken and recorded content used throughout the course.

For the webinar component, participation requirements include:

- contributing to discussions and activities
- remaining engaged and participating throughout the session
- keeping your camera on throughout the webinar, to enable your trainer to support you during the training and deliver a fair and consistent learning experience for everyone attending.



Keeping your camera on during the webinar is a participation requirement. If you are unable to have your camera on, please contact Site Safe before your course begins.

For the online module component, participation requirements include:

- completing all learning independently
- engaging with the learning content and completing all required activities.

For more information about requirements and learning with Site Safe, see our [Learner Guide](#).

# Webinar

This section explains what to expect during your webinar, how to join your webinar session, the different functions you'll use during your webinar, and troubleshooting tips.

Site Safe webinars are hosted on Microsoft Teams, a widely used and reliable platform.



You do not need a Microsoft account or the Microsoft Teams app to attend. You can join the webinar as a guest using your web browser.

## What to expect during your webinar

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### Housekeeping

- At the start of the webinar, your trainer will explain how the session will run, including what to do in an emergency, when breaks will be provided, how to minimise distractions, expectations for active participation and how to complete your digital enrolment form.

### What to expect during your learning

- Your trainer will present the course content by sharing their screen. You will be asked to participate in discussions by speaking and typing in the chat.

### Assessment

- During the webinar, you will complete a 10-question multiple-choice Review of Understanding using Microsoft Forms. Your trainer will share the link during the webinar and explain how to complete the assessment. You will need to open the Microsoft Form in a separate browser tab or window.
- You need to answer 8 out of 10 questions correctly to pass the Review of Understanding. If you don't pass on the first try, your trainer will support you through reassessment and explain the next steps.

## How to join your webinar on the day

Your webinar takes place on a set date and time. You can find these details in your course booking confirmation email.

### Step one



We recommend you join your session five minutes early to get set up and check your camera and microphone are working.

Open your course booking confirmation email from [theteam@sitesafe.org.nz](mailto:theteam@sitesafe.org.nz) and click the link next to **Join the webinar**.

Kia ora Learner

Thanks for choosing to train with Site Safe. We're looking forward to seeing you on 23/06/2025 7:45 a.m. until 23/06/2025 10:00 a.m. for your Passport Plus - Flexi (Online + Webinar).

Reference: COU-00000000

**Before you start**

- You must complete your [registration](#), to get access to join the webinar and start your online modules.
- Please note, to complete this course successfully, NZQA require that you must be able to speak and understand conversational English. You can find a copy of their requirements [here](#). Before your course starts, please contact us if you have any questions or concerns.
- Before you start your course, please read the Learner Webinar Guide attached to this email and check that your microphone and camera are working.

**Join the webinar on the day**

- Join the webinar [https://teams.microsoft.com/join/19%3ameeting\\_ODq5YzZiZDAiZDRhNS00NWQwLTljZGMtZWU0MjFhZGZkZjA3%40thread.v2/0?context=%7b%22id%22%3a%22559ebbc4-f890-4333-b2b5-309c77650b92%22%2c%22oid%22%3a%223f39cf1-cbb6-4087-ada5-ebdda503469%22%7d](https://teams.microsoft.com/join/19%3ameeting_ODq5YzZiZDAiZDRhNS00NWQwLTljZGMtZWU0MjFhZGZkZjA3%40thread.v2/0?context=%7b%22id%22%3a%22559ebbc4-f890-4333-b2b5-309c77650b92%22%2c%22oid%22%3a%223f39cf1-cbb6-4087-ada5-ebdda503469%22%7d)
- We recommend you join 5 minutes before the session begins so you can type in your name and get ready. Ensure you are on time. If you're late, you will be unenrolled.

**Note:** This course is not designed for multiple learners to participate in one room or on one device.

**Post Course**

- After you have attended your webinar, you are required to complete two modules. You have 60 days to complete these from the date of the course booking.
- These modules are not to be completed at the webinar.

To access your online learning please log in at [www.sitesafe.org.nz](http://www.sitesafe.org.nz) for your personal portal and upcoming courses. If you don't know your login details, please follow the steps to "Reset your password".

**Questions about your course?** Check out our [Learner Guide](#) for answers to commonly-asked questions, or get in touch with us using the contact details below.

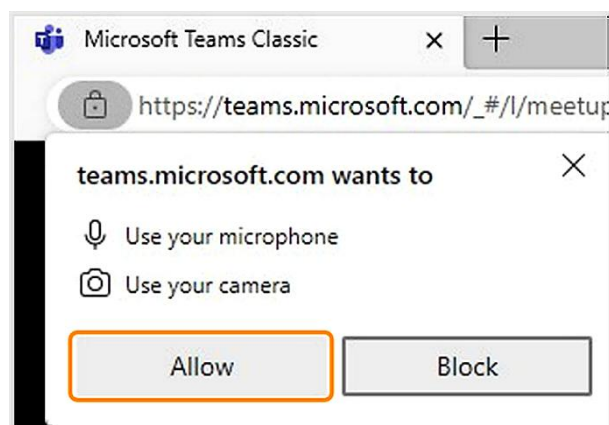
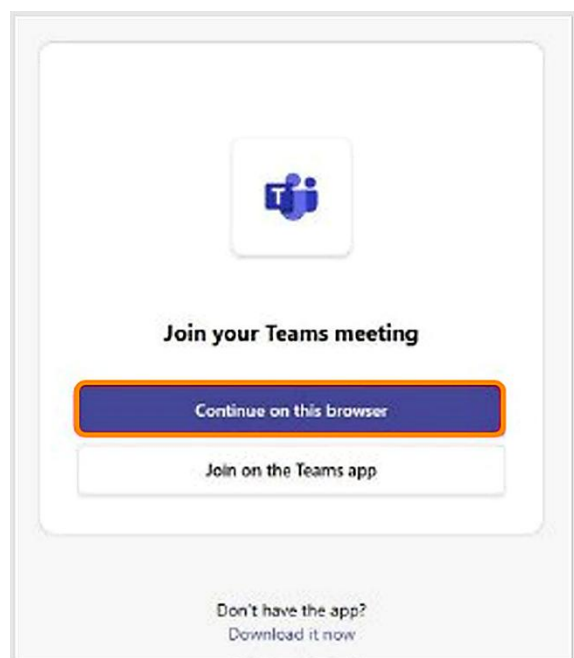
Ngā mihi

The Team at Site Safe  
0800 SITE SAFE (748 372)  
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## Step two

Select the option to **Continue on this browser**.

If you already have Microsoft Teams installed on your device, you can choose to join using the Teams app instead.

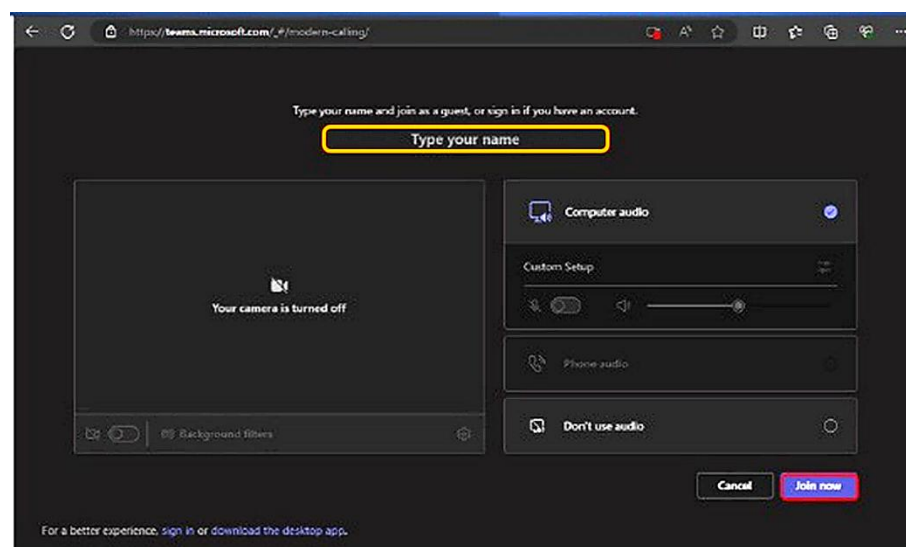


If you see this prompt, select **Allow** to give your browser access to your microphone and camera

## Step three

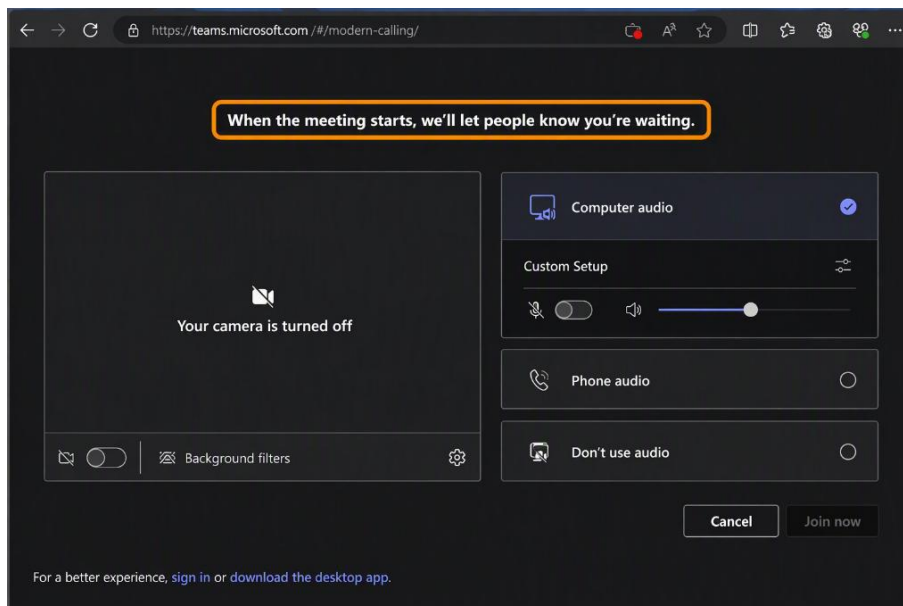
Type your first and last name in the **Type your name** text field. Make sure this matches the name used for your course booking.

Select **Join now**



## Step four

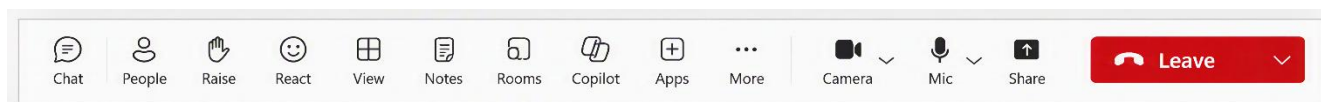
Once you've joined, you will see a waiting screen until your trainer starts the webinar.



## Webinar functions

Familiarise yourself with the key webinar functions at the top of the screen.

Your trainer will explain how you can use them throughout the session.



Select **Chat** to view and type messages during the webinar. Messages you send in the chat are visible to everyone in the session.



Select **Raise** to let your trainer know you have something to say. Select Raise again to lower your hand.



Select **React** to send an emoji reaction, such as a thumbs up, clap or laugh. Reactions are visible to everyone in the session for a few seconds.



Select **Camera** to turn your camera on or off. You are required to keep your camera on throughout the webinar, except during scheduled breaks.



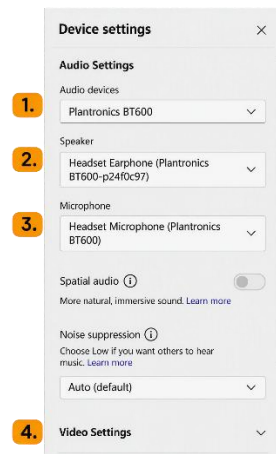
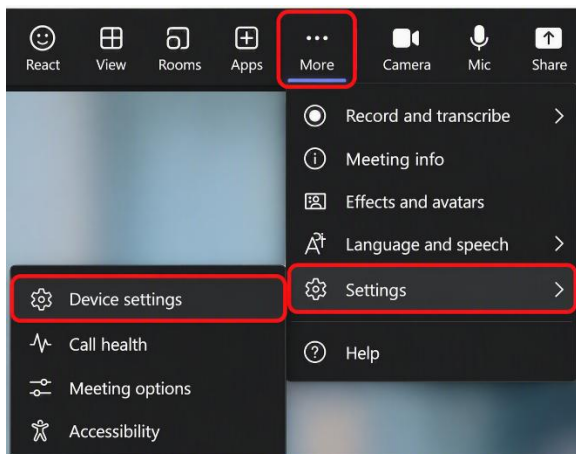
Select **Microphone** to turn your microphone on or off. Your trainer may ask you to mute or unmute yourself during the webinar.



## Webinar troubleshooting

If you're experiencing audio, video or connection issues, contact Site Safe for assistance or try the following:

- **Leave and rejoin the webinar**  
Try leaving and rejoining the webinar using the same link you originally used to join. This can often resolve temporary connection or device issues. If possible, message your trainer in the chat to let them know before leaving the webinar.
- **Check your device settings**  
If the issue persists, check your device settings. To do this, select **More** in the meeting controls, then **Settings**, then **Device settings**, and make sure the correct audio, speaker, microphone and camera options are selected.



1. Audio
2. Speaker
3. Microphone
4. Camera

### Useful links

[I can't join a meeting in Microsoft Teams](#)

[My connection keeps dropping](#)

[My speaker isn't working](#)

[My camera isn't working](#)

[My microphone isn't working](#)

# Online modules

This section explains what to expect during your online learning, how to access your modules, the different features you'll use throughout your course, and troubleshooting tips.

Site Safe online modules are hosted on Moodle, our learning management system, and can be accessed through your learner portal on the Site Safe website using a supported web browser.

## What to expect from your online modules

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### Choosing your modules

- For this component of your Passport Plus – Flexi course, you will complete two online modules of your choice. There are nine modules available to choose from, each covering a different topic. Choose the modules that are most relevant to your role, interests, or the type of work you do.

### What to expect during your learning

- Your online modules include a mix of learning content, practical scenarios, video and audio, interactive activities and reflections designed to help you apply what you've learned.
- The modules are self-paced, so you can work through them at a time that suits you. Your progress is automatically saved, allowing you to leave and return to your learning as needed.
- The images used throughout the modules have been generated using AI so we can safely illustrate realistic workplace hazards, high-risk situations and potential consequences without exposing people to actual danger or using images of real incidents.

### Assessment

- At the end of each main lesson, you'll complete one multiple-choice question about the content you've just covered. You'll answer five questions throughout each module.
- You must answer the question correctly before moving on to the next lesson.
- If you don't get it right, you'll be given another question from the same topic. You have unlimited attempts.
- You can go back and review the lesson content as many times as you need before trying again.

# How to access and select your online modules

You can access your online modules as soon as you are booked on a Passport Plus – Flexi course. Your online modules must be completed within 60 days of the date your course was booked.

## Step one

Open your course booking confirmation email from [theteam@sitesafe.org.nz](mailto:theteam@sitesafe.org.nz) and click the link to the Site Safe website, or type [www.sitesafe.org.nz](http://www.sitesafe.org.nz) into your browser.

Kia ora Learner,

Thanks for choosing to train with Site Safe. We're looking forward to seeing you on 30/07/2025 7:45 a.m. until 30/07/2025 10:00 a.m. for your Passport Plus - Flexi (Online + Webinar).

Reference: COU-00860125

**Before you start**

- You must complete your [registration](#) to get access to join the webinar and start your online modules.
- Please note, to complete this course successfully, NZQA require that you must be able to speak and understand conversational English. You can find a copy of their requirements [here](#). Before your course starts, please contact us if you have any questions or concerns.
- Before you start your course, please read the Learner Webinar Guide attached to this email and check that your microphone and camera are working.

**Join the webinar on the day**

- Join the webinar [https://teams.microsoft.com/j/19%3ameeting\\_Y2U4ZVU1M1U1h2M1V500MmF1TpxZGtNGMwMGExZTJhN2U1%40thread\\_v2/0?context=%7b%22Tid%22%3a%22559ebbc4-f890-4333-b2b5-309c77650b92%22%22%22%3a%223f39fc71-cbb6-4087-ada5-ebbda503469%22%7d](https://teams.microsoft.com/j/19%3ameeting_Y2U4ZVU1M1U1h2M1V500MmF1TpxZGtNGMwMGExZTJhN2U1%40thread_v2/0?context=%7b%22Tid%22%3a%22559ebbc4-f890-4333-b2b5-309c77650b92%22%22%22%3a%223f39fc71-cbb6-4087-ada5-ebbda503469%22%7d).
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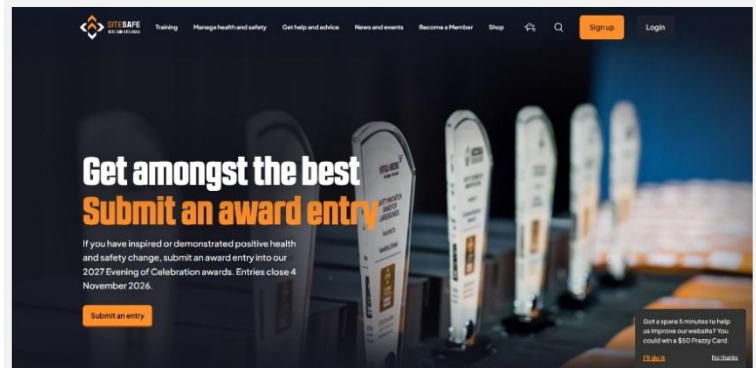
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Ngā mihi

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Important: This electronic message and attachments (if any) are confidential and may be legally privileged. If you are not the intended recipient, you may not legally copy, disclose, disseminate or use the contents in any way, and you should contact us immediately and destroy this message.

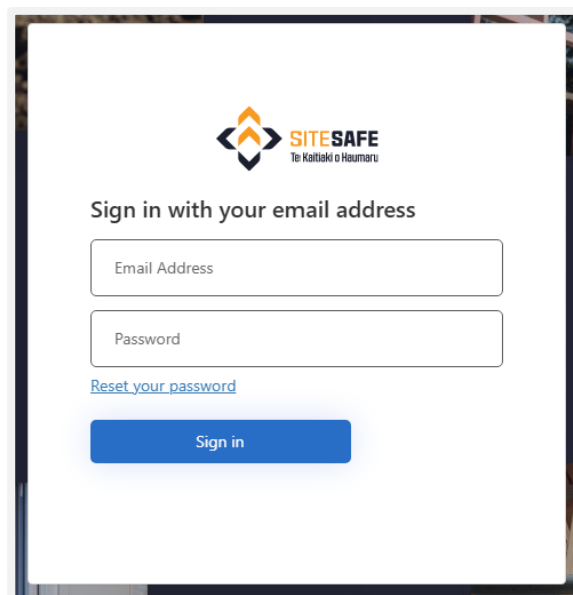
Then select **Login**.



## Step two

Enter your Email Address and Password and click **Sign in**.

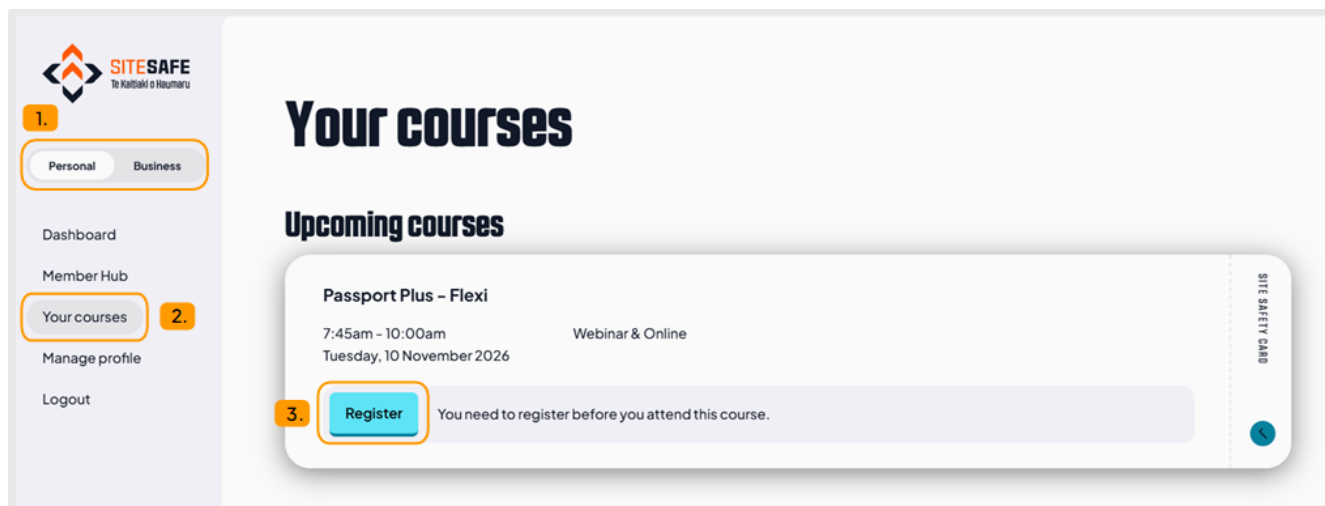
If you don't know your password, select **Reset your password** and follow the steps to reset it.



The screenshot shows the Site Safe login interface. At the top is the Site Safe logo with the text 'Te Kaitiaki o Hauauru'. Below the logo is the heading 'Sign in with your email address'. There are two input fields: 'Email Address' and 'Password'. Below the password field is a link that says 'Reset your password'. At the bottom is a blue button labeled 'Sign in'.

## Step three

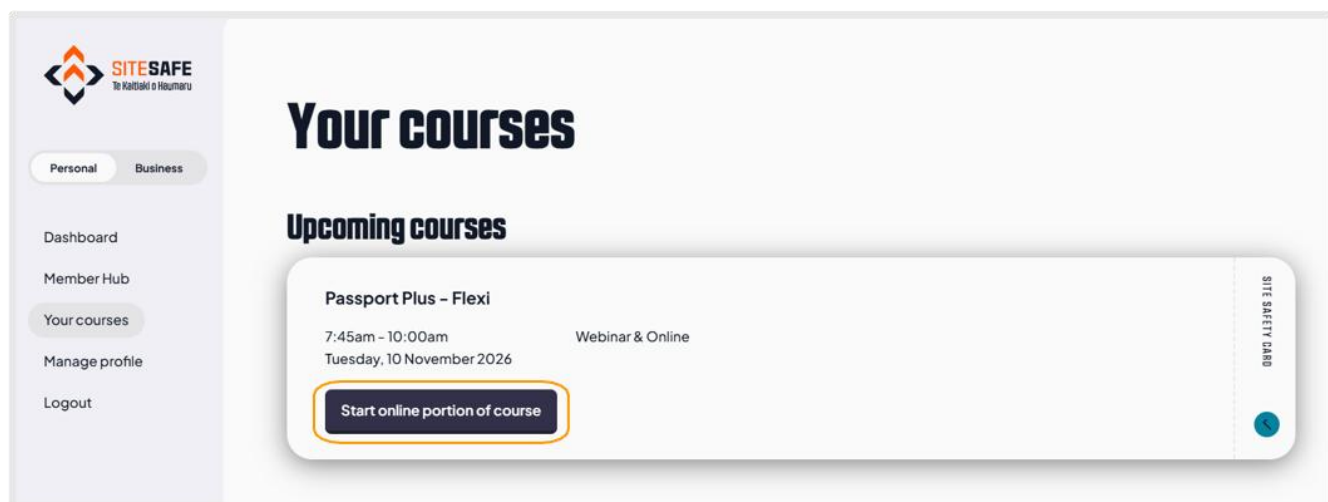
1. If you are in the Business Portal, select **Personal**.
2. Select **Your courses**.
3. If your course shows a **Register** button, select it to complete your digital registration form.



The screenshot shows the 'Your courses' page in the Site Safe portal. On the left is a sidebar with the Site Safe logo and navigation links: 'Dashboard', 'Member Hub', 'Your courses' (highlighted with an orange box and a '2.' label), 'Manage profile', and 'Logout'. Above the sidebar are two tabs: 'Personal' (selected, highlighted with an orange box and a '1.' label) and 'Business'. The main content area is titled 'Your courses' and 'Upcoming courses'. It features a course card for 'Passport Plus - Flexi' with details: '7:45am - 10:00am', 'Tuesday, 10 November 2026', and 'Webinar & Online'. A blue 'Register' button (highlighted with an orange box and a '3.' label) is on the card, with the text 'You need to register before you attend this course.' next to it. On the right side of the card, there is a vertical label 'SITE SAFETY CARD' and a circular icon.

## Step four

Select **Start online portion of course**.

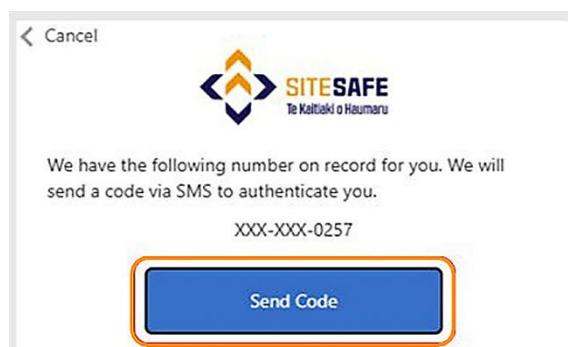


## Step five

Complete the Multi-Factor Authentication (MFA) process.

Check that the last four digits displayed match your mobile number, then select **Send Code**.

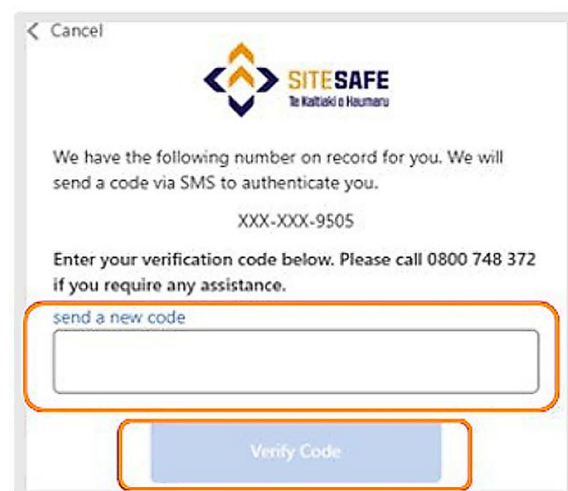
If the numbers displayed are incorrect, call Site Safe at 0800 748 372 for assistance.



## Step six

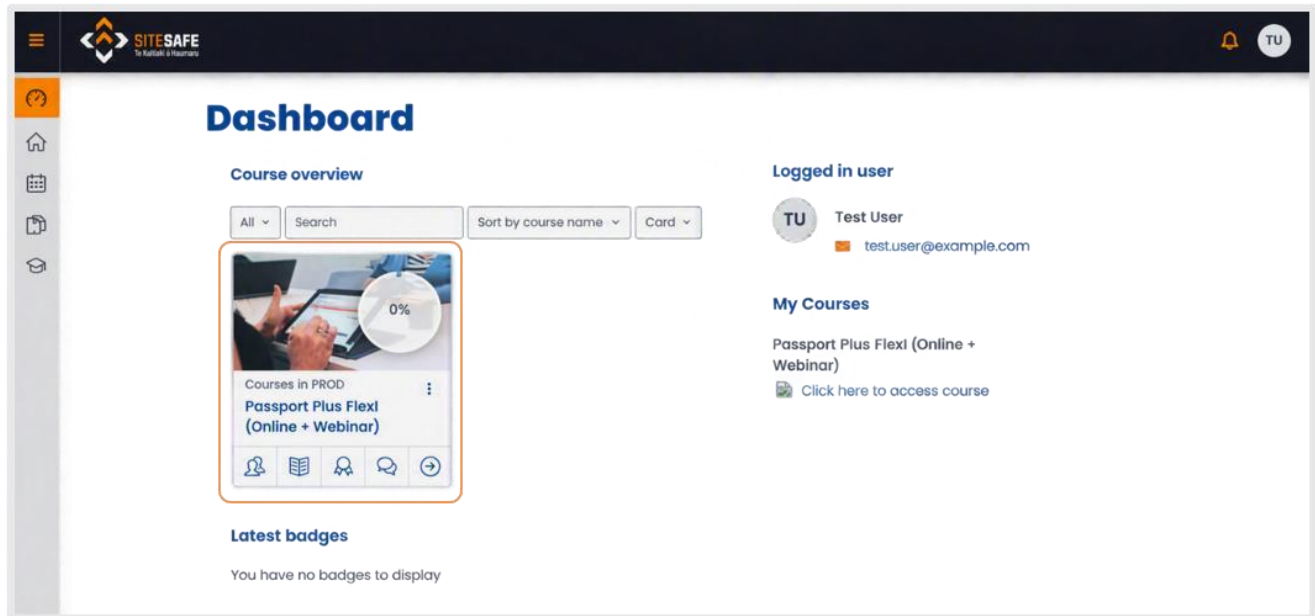
Enter the verification code sent to your mobile number, then select **Verify Code**.

If you don't receive the code, call Site Safe at 0800 748 372 for assistance.



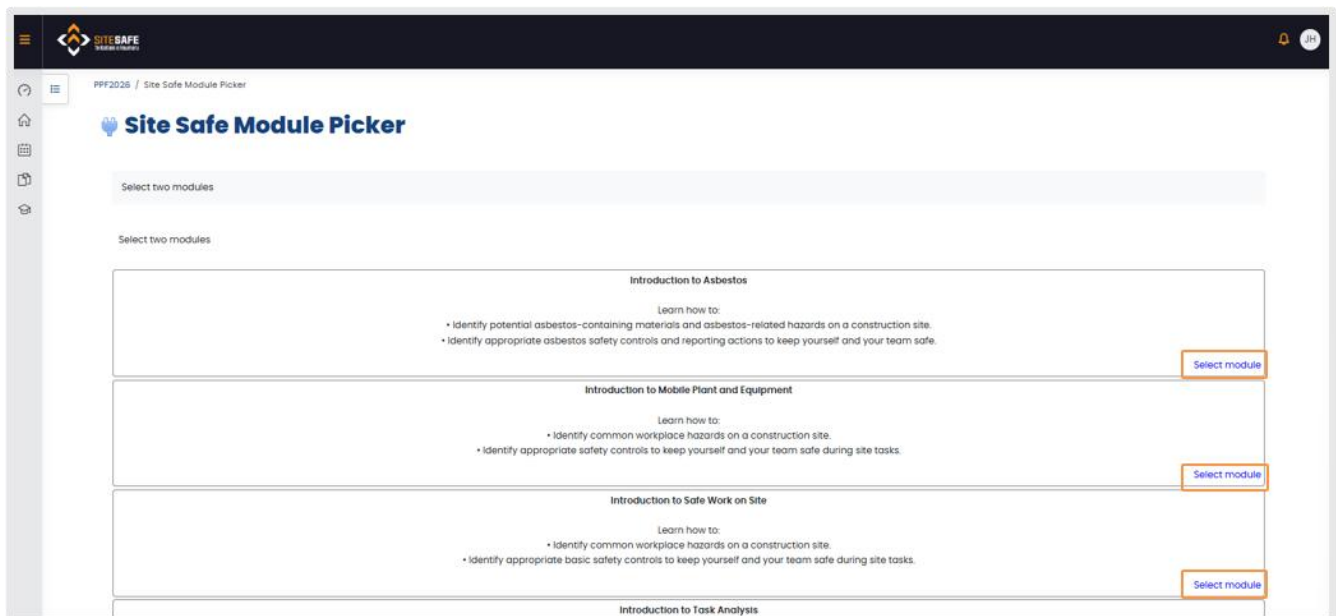
## Step seven

Select the course tile on the dashboard.



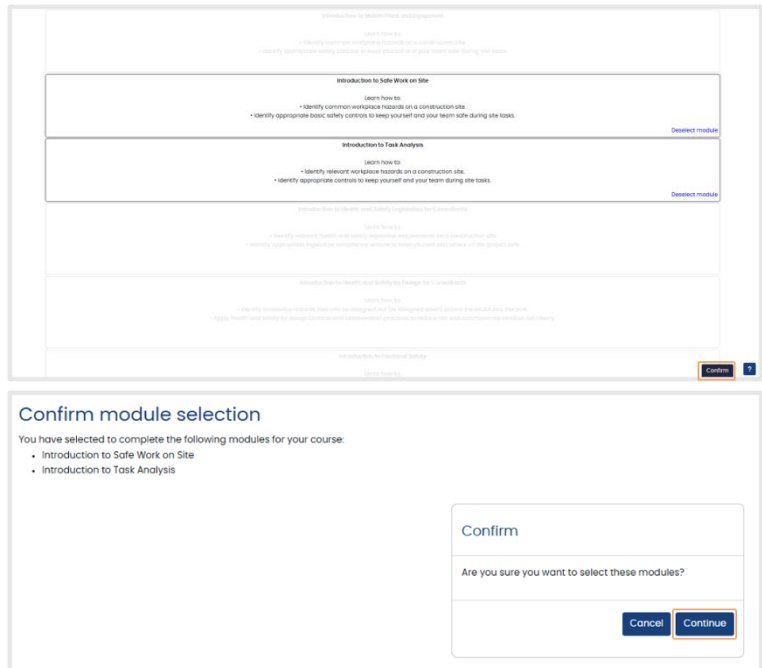
## Step eight

Review the available modules and their descriptions, then select **Select module** for the two modules you would like to complete.



## Step nine

Select the **CONFIRM** button at the bottom of the page.



The screenshot shows a multi-step process for selecting modules. The first step is 'Introduction to Safe Work on Site', which includes a 'Select module' button. The second step is 'Introduction to Task Analysis', which also includes a 'Select module' button. The third step is 'Introduction to Personal Safety', which includes a 'Select module' button. The fourth step is 'Introduction to Personal Safety', which includes a 'Select module' button. The fifth step is 'Introduction to Personal Safety', which includes a 'Select module' button. The sixth step is 'Introduction to Personal Safety', which includes a 'Select module' button. The seventh step is 'Introduction to Personal Safety', which includes a 'Select module' button. The eighth step is 'Introduction to Personal Safety', which includes a 'Select module' button. The ninth step is 'Introduction to Personal Safety', which includes a 'Select module' button. 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The ninety-second step is 'Introduction to Personal Safety', which includes a 'Select module' button. The ninety-third step is 'Introduction to Personal Safety', which includes a 'Select module' button. The ninety-fourth step is 'Introduction to Personal Safety', which includes a 'Select module' button. The ninety-fifth step is 'Introduction to Personal Safety', which includes a 'Select module' button. The ninety-sixth step is 'Introduction to Personal Safety', which includes a 'Select module' button. The ninety-seventh step is 'Introduction to Personal Safety', which includes a 'Select module' button. The ninety-eighth step is 'Introduction to Personal Safety', which includes a 'Select module' button. The ninety-ninth step is 'Introduction to Personal Safety', which includes a 'Select module' button. The hundredth step is 'Introduction to Personal Safety', which includes a 'Select module' button.

Then check your module choice and select **Continue**.



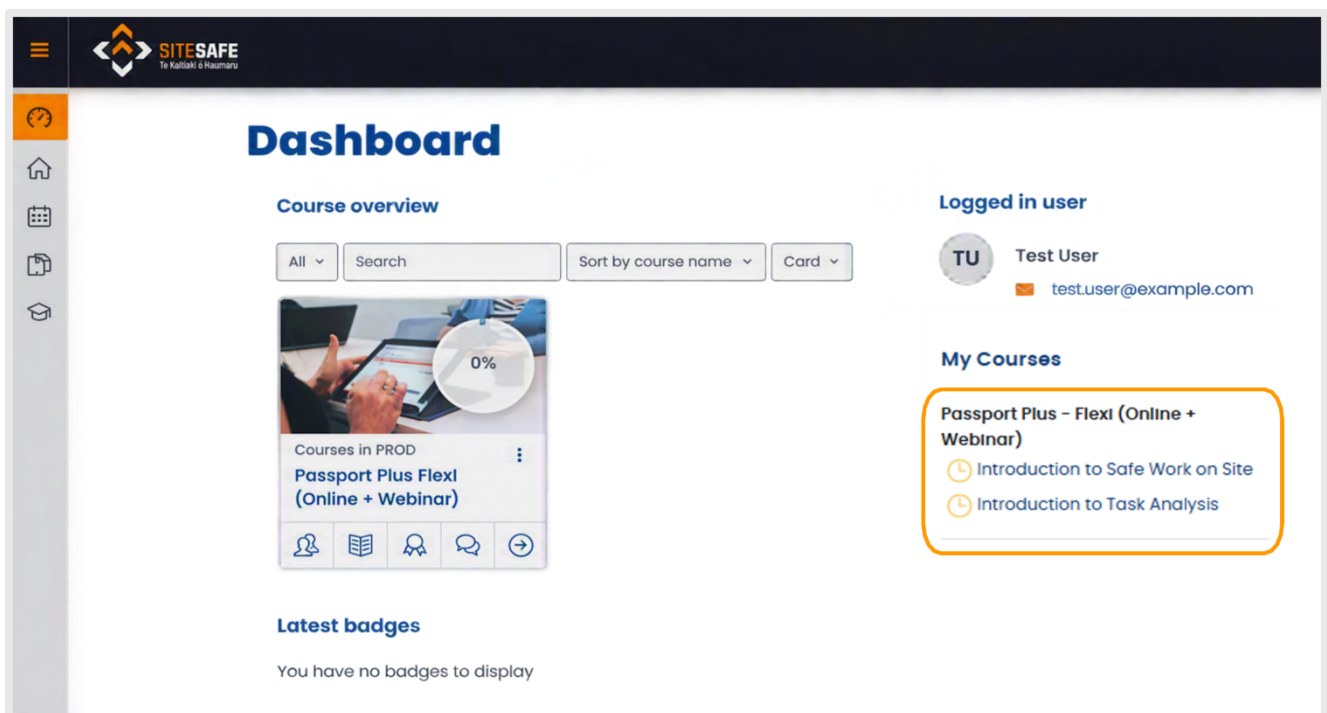
Once you select Continue, your module choices cannot be changed

## Step ten

You will now be taken back to your dashboard, from here you can access your modules on the right side of the page under **My Courses**. Select one of the module names to get started.



Selecting the course tile on the dashboard won't launch your modules. You need to select the module name under **My Courses** instead, as shown below.



The screenshot shows the Site Safe dashboard. The top navigation bar includes the Site Safe logo and a menu icon. The main content area is titled 'Dashboard' and features a 'Course overview' section with a search bar, a 'Sort by course name' dropdown, and a 'Card' dropdown. Below this is a 'Courses in PROD' section with a 'Passport Plus Flexl (Online + Webinar)' course tile. The 'Latest badges' section shows 'You have no badges to display'. On the right side, the 'Logged in user' section shows 'Test User' with the email 'test.user@example.com'. The 'My Courses' section lists 'Passport Plus - Flexl (Online + Webinar)' with two modules: 'Introduction to Safe Work on Site' and 'Introduction to Task Analysis'.

## Working through your online modules

This section explains how to navigate your online modules and highlights some of the key features you'll use throughout your learning.

For the best learning experience, we recommend completing your online modules on a larger screen such as a laptop or desktop. This will make it easier to view and interact with all course content and activities.

### Navigating your modules

The navigation pane on the left side of the module shows all the lessons and question checkpoints.

The lessons are designed to be completed in order, so you will not be able to skip ahead.

However, you can return to previously completed lessons at any time to review content.

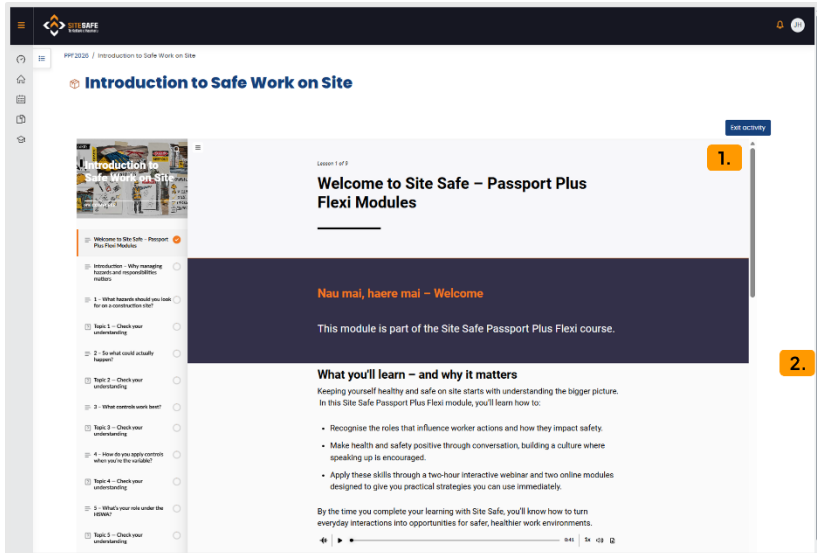
As you complete lessons and activities, the navigation pane will update to show your progress through the module.

When you've reached the end of a lesson, you can proceed to the next lesson by using the navigation pane or selecting the button at the bottom of the screen.

The screenshot displays the 'Introduction to Safe Work on Site' module interface. On the left, a navigation pane lists lessons: 'Welcome to Site Safe - Passport Plus Flexi Modules' (completed), 'Introduction - Why managing hazards and responsibilities matters', '1 - What hazards should you look for on a construction site?', 'Topic 1 - Check your understanding', '2 - So what could actually happen?', 'Topic 2 - Check your understanding', and '3 - What controls work best?'. The main content area shows 'Lesson 1 of 9' with the title 'Welcome to Site Safe - Flexi Modules'. Below this, it says 'Nau mai, haere mai - Welcome' and 'This module is part of the Site Safe'. A section titled 'What you'll learn - and why it matters' follows, with the text 'Keeping yourself healthy and safe on site starts with...' and 'In this Site Safe Passport Plus Flexi module, you...'. At the bottom, a 'Ready to start?' section provides instructions to click on Lesson 2 or contact customer services at 0800 SITE SAFE or email [theteam@sitesafe.org.nz](mailto:theteam@sitesafe.org.nz). A progress bar and a 'Lesson 2' button are also visible.

## Scroll bars

Your module is displayed embedded within the learning platform page, so you may notice two scroll bars on your screen. To work through the lesson content, use the inner scroll bar within the module, rather than the larger scroll bar on the far right of the page.



1. **Module scroll bar**  
Use it to move through the module content.

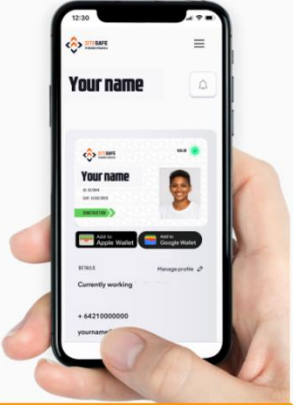
2. **Page scroll bar**  
Use it to move the page view.

## Audio

Audio voiceovers are available throughout the lessons and can be used to support your learning or give your eyes a break from reading. Playing the audio is optional. You can choose whether to read the content, listen to it, or do both.

The audio player may appear in different locations throughout the lessons, including beneath text and over images.

To listen, select the Play icon.



**How Passport Plus Flexi works**

To complete the course, you'll need to:

- Finish two self-paced online modules
- Take part in a two-hour interactive webinar

Once both are completed successfully, you'll receive your Site Safety Card (Passport).

You can complete these in any order, but the online modules must be finished within two months of booking.

**Module completion**

- To complete this module you need to answer all the 'Check your understanding' questions correctly.
- The full module takes about 30 minutes.
- You can retry the question as many times as you need.

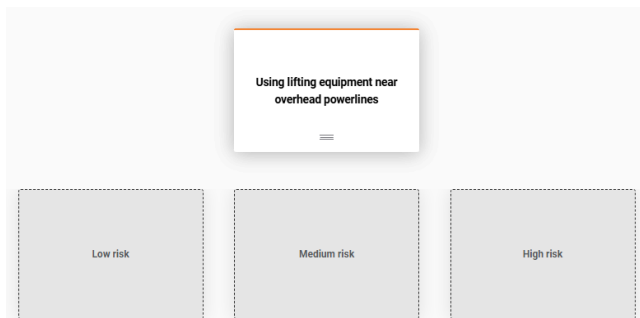
## Activities and interactives

Your online modules include a mix of learning content, practical scenarios, video and audio, interactive activities and reflections designed to help you apply what you've learned.

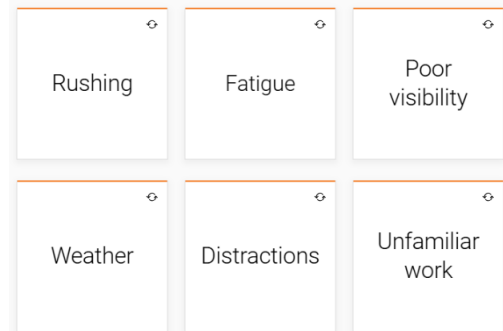
Instructions are provided throughout the module to guide you through each activity.

The examples below show some of the different activities you may come across.

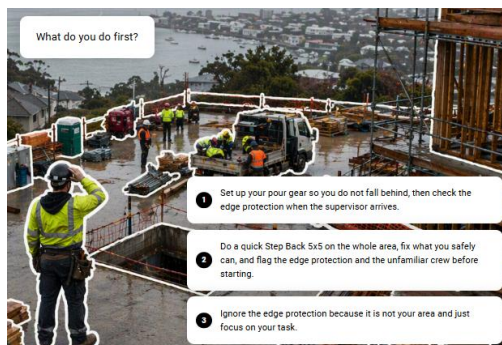
Sorting activity



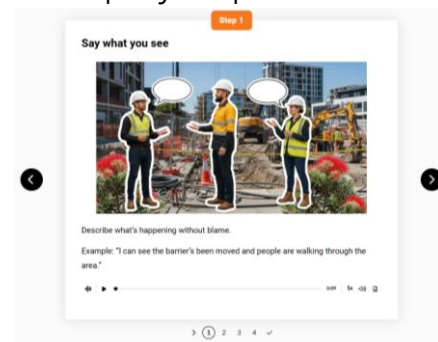
Flip cards



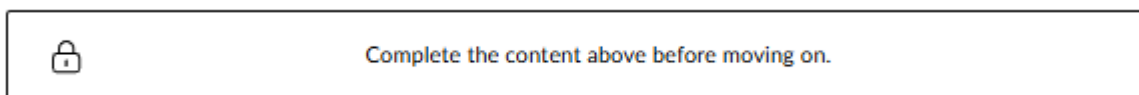
Scenarios



Step-by-step interactive

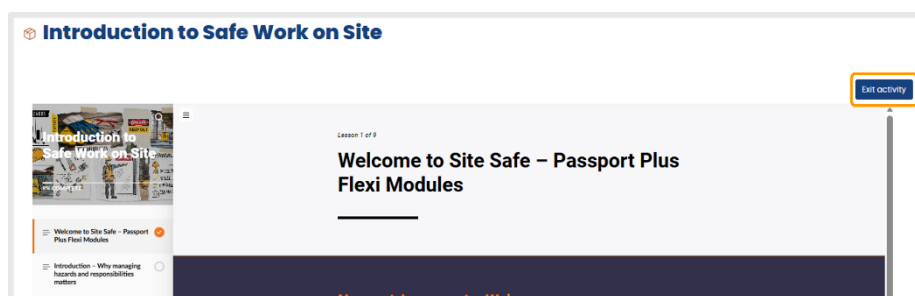


The message below will appear when there is an activity directly above that still needs to be completed. Once you've completed the activity, you'll be able to continue.



## Exiting your modules

To exit the module, select **Exit activity** in the top-right corner of the page. Your progress is saved automatically, but we recommend finishing the current lesson before exiting where possible.



# Further support

For questions, feedback, or additional support, contact our Customer Services team on **0800 SITE SAFE (748 372)** or email [theteam@sitesafe.org.nz](mailto:theteam@sitesafe.org.nz)

For more information on learning with Site Safe, see our **Learner Guide**.