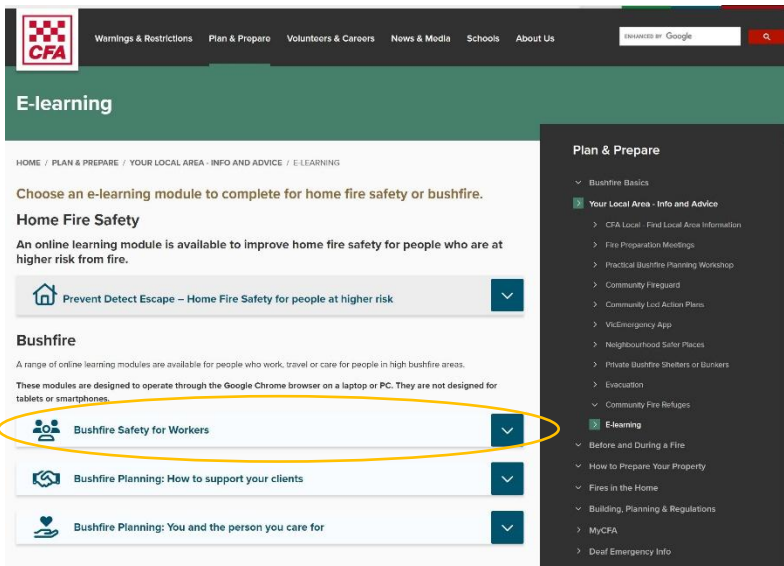
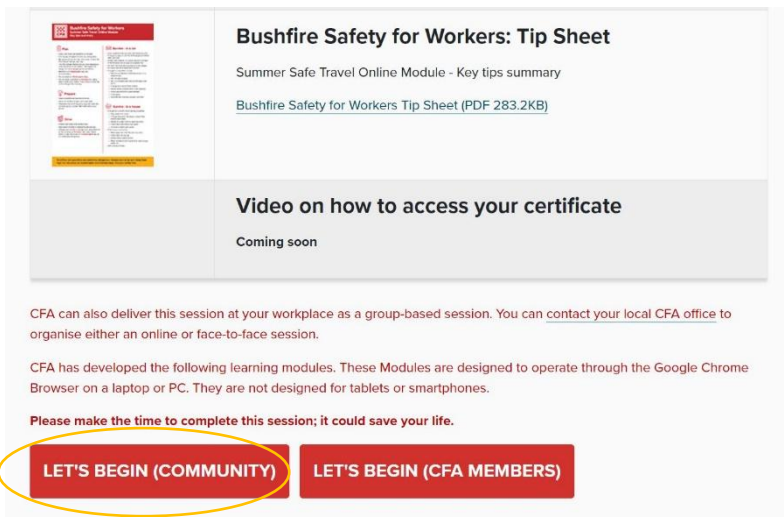
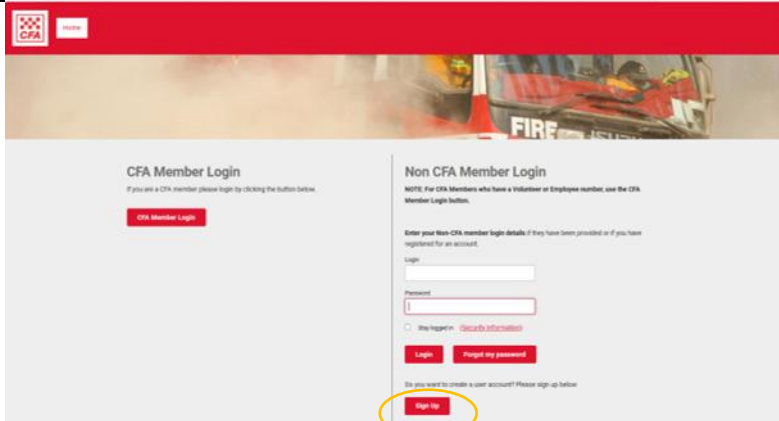


Bushfire Safety for Workers

A step-by-step guide to assist with completing the online module – July 2026



Part 1 – Creating a User Account (if you don't have an account already)

	Go to: www.cfa.vic.gov.au/workers Select 'Bushfire Safety for Workers'
	Scroll down the page Select 'Let's Begin (Community)'
	Select the red 'Sign up' button at the bottom of the screen

Bushfire Safety for Workers

A step-by-step guide to assist with completing the online module – July 2026

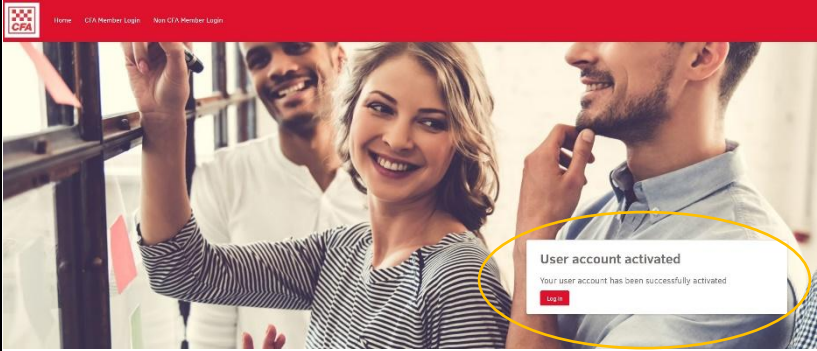
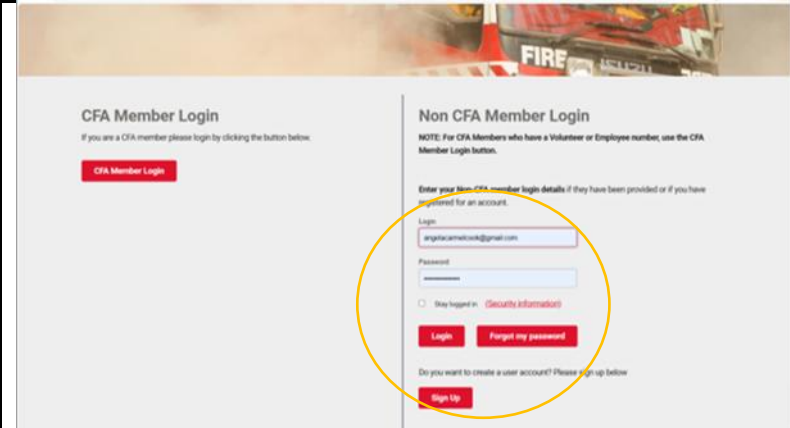
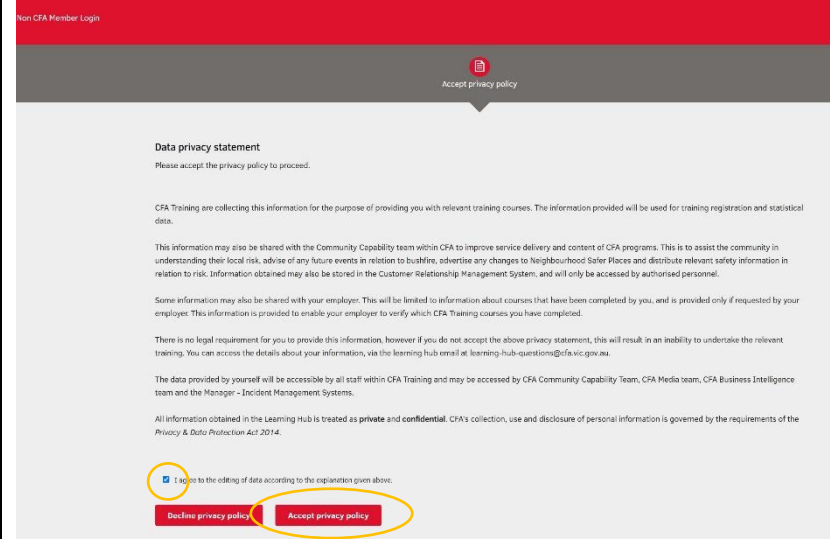


	Fill out all the details on the 'Sign up' page and record your password for future login Your reason for access is most likely to be 'As part of my work' Select your organisation from the drop-down 'Organisation' list if it is there. If not there, add it in the 'Other organisation' box
	Click the 'I accept the Terms of Use' box Click the 'Sign up' box
	You will receive TWO emails One email informs you that 'Your CFA Learning Hub Access has just been created!' (no need to click links in this email) A second email is for 'Activating your login information' (this is the email you'll need) Check your Junk Mail folder if the emails don't arrive in your Inbox
	Open the 'Activating your login information' email Click on the link to activate your account Contact: learning-hub-questions@cfa.vic.gov.au if you are having any problems

Bushfire Safety for Workers

A step-by-step guide to assist with completing the online module – July 2026



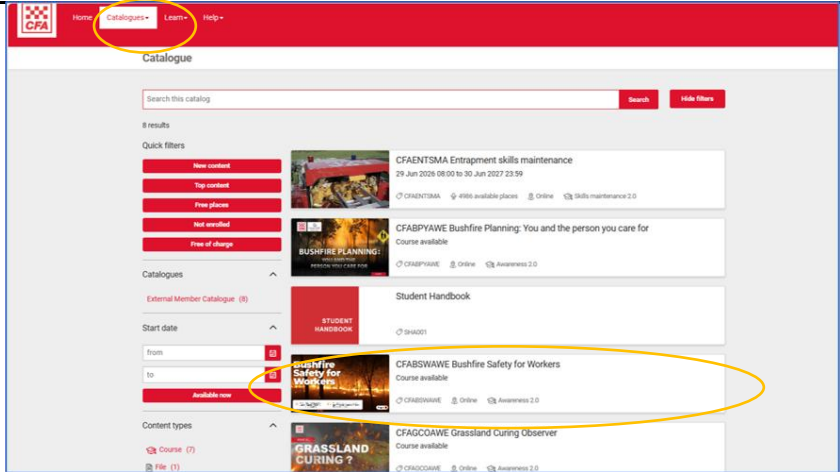
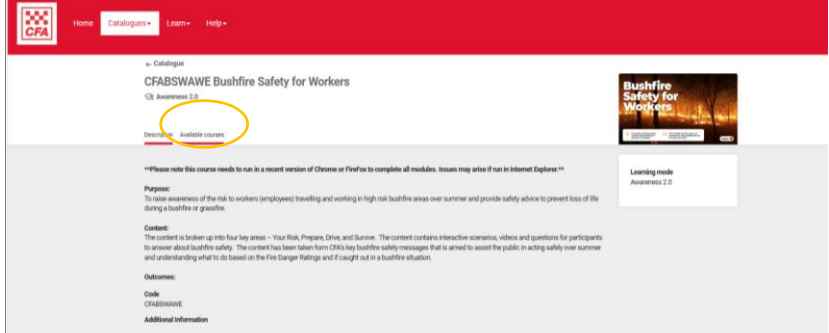
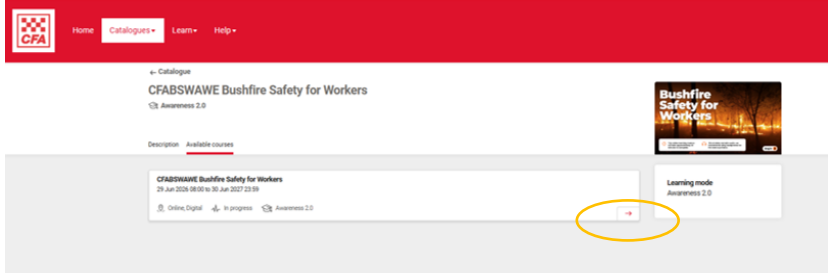
 A screenshot of the CFA website. At the top, there is a red navigation bar with the CFA logo and links for 'Home', 'CFA Member Login', and 'Non CFA Member Login'. Below the navigation bar is a large image of three people smiling. Overlaid on the bottom right of this image is a white box with the text 'User account activated' and 'Your user account has been successfully activated'. A red 'Log in' button is at the bottom of this box. A yellow circle highlights the 'Log in' button.	Click on the red 'Log in' box to access your new account
 A screenshot of the 'CFA Member Login' page. The page has a light grey background. On the left, there is a section titled 'CFA Member Login' with a red button labeled 'CFA Member Login'. On the right, there is a section titled 'Non CFA Member Login' with a note: 'NOTE: For CFA Members who have a Volunteer or Employee number, use the CFA Member Login button.' Below this note are fields for 'Login' (containing 'angelacamelock@gmail.com') and 'Password' (containing '*****'). There are 'Login' and 'Forgot my password' buttons. Below these is a 'Sign up' button. A yellow circle highlights the 'Login' button.	Enter your 'Login' details (your email address used during account setup) Enter your 'Password' (which you created during account setup) Click 'Login'
 A screenshot of the 'Accept privacy policy' page. The page has a light grey background. At the top, there is a red navigation bar with the CFA logo and links for 'Home', 'CFA Member Login', and 'Non CFA Member Login'. Below the navigation bar is a large image of three people smiling. Overlaid on the bottom right of this image is a white box with the text 'User account activated' and 'Your user account has been successfully activated'. A red 'Log in' button is at the bottom of this box. A yellow circle highlights the 'Log in' button.	Click the checkbox 'I agree to the editing of data according to the explanation given above' Click the red 'Accept privacy policy' box This will take you into Learning Hub

Bushfire Safety for Workers

A step-by-step guide to assist with completing the online module – July 2026



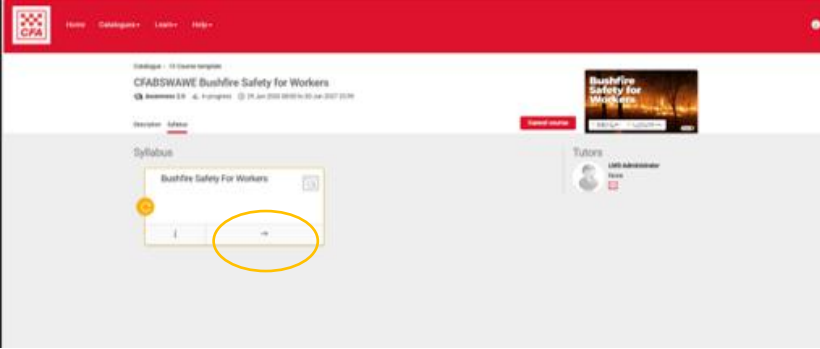
Part 2 – Accessing the Bushfire Safety for Workers module

	You are now in Learning Hub (learninghub.cfa.vic.gov.au) <i>Don't click on the red 'Enrol' box on the screen that comes up. Instead, we'll bring up all the modules available to you to select from, so you know where to find them</i> Click on the 'Catalogues' menu item in the upper left menu area Click on the 'External member catalogue' menu item that drops down You will now be able to see all the online modules that are available for you to complete Click on the 'Bushfire Safety for Workers' box to get started
	Click on the red 'Available courses' tab
	Click on arrow to get started.

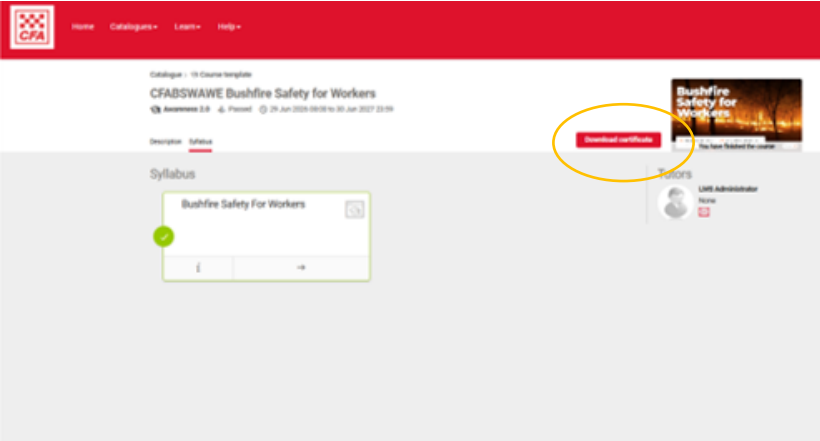
Bushfire Safety for Workers

A step-by-step guide to assist with completing the online module – July 2026

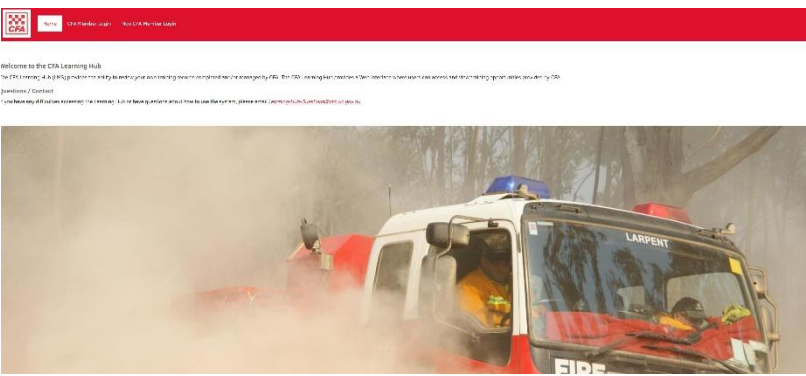


	You can now start the module by clicking on the title 'Bushfire Safety for Workers' or the 'right-pointing' arrow. Follow the module instructions Once the module is completed it will turn green If you exit and return you can resume where you left off by clicking on the module or the yellow circle 'In progress' icon '
---	---

Part 3 – Accessing a Certificate of Completion

	Once you have completed a module you can download a Certificate of Completion. Click on the red button that says "Download certificate". Save this certificate to your files.
--	---

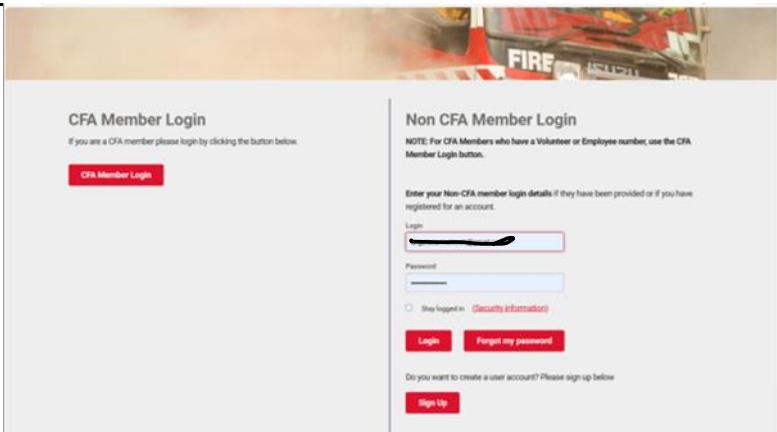
Part 4 – Returning to Learning Hub ... and logging back in

	To return to Learning Hub on your computer go to: learninghub.cfa.vic.gov.au
---	---

Bushfire Safety for Workers

A step-by-step guide to assist with completing the online module – July 2026



 The screenshot shows the CFA Member Login page. On the left, under 'CFA Member Login', there is a red button labeled 'CFA Member Login'. On the right, under 'Non CFA Member Login', there is a note about using the CFA Member Login button for Volunteers or Employees. Below this, there are input fields for 'Login' and 'Password', a checkbox for 'Stay logged in', and a link for '(Security Information)'. At the bottom, there are buttons for 'Login', 'Forgot my password', and 'Sign Up'.	Enter your 'Login' details (your email address used during account setup) Enter your 'Password' (which you created during account setup) Click the red 'Login' box This will take you to your personal Learning Hub page where you can review learning, continue modules, start new modules etc
--	---

Bushfire Safety for Workers

A step-by-step guide to assist with completing the online module – July 2026



Part 5 - Frequently Asked Questions

1. What if the module is not working properly on my computer?

Most likely it is a problem with your internet browser. Make sure you are using a recent version of either Chrome or Firefox as Internet Explorer may not run the module properly.

2. Can I do the module on my phone?

This online module is designed to operate from a computer or laptop and may not work as effectively from your phone. It will also make it hard to see some of the text on a small phone screen.

3. Can I do the module again?

This module has a built-in refresher component. Once you have completed the module you can answer “yes” and be taken to the refresher part. CFA recommends you do a refresher every year. However, once you have completed it, it will list your record as completed.

4. Who do I contact with any feedback?

You can contact communityprograms@cfa.vic.gov.au to email us any feedback or questions you have.