



Vasto System Guide

Co-ordinator Portal

Step 1: Log On to MRNSW website, member services:



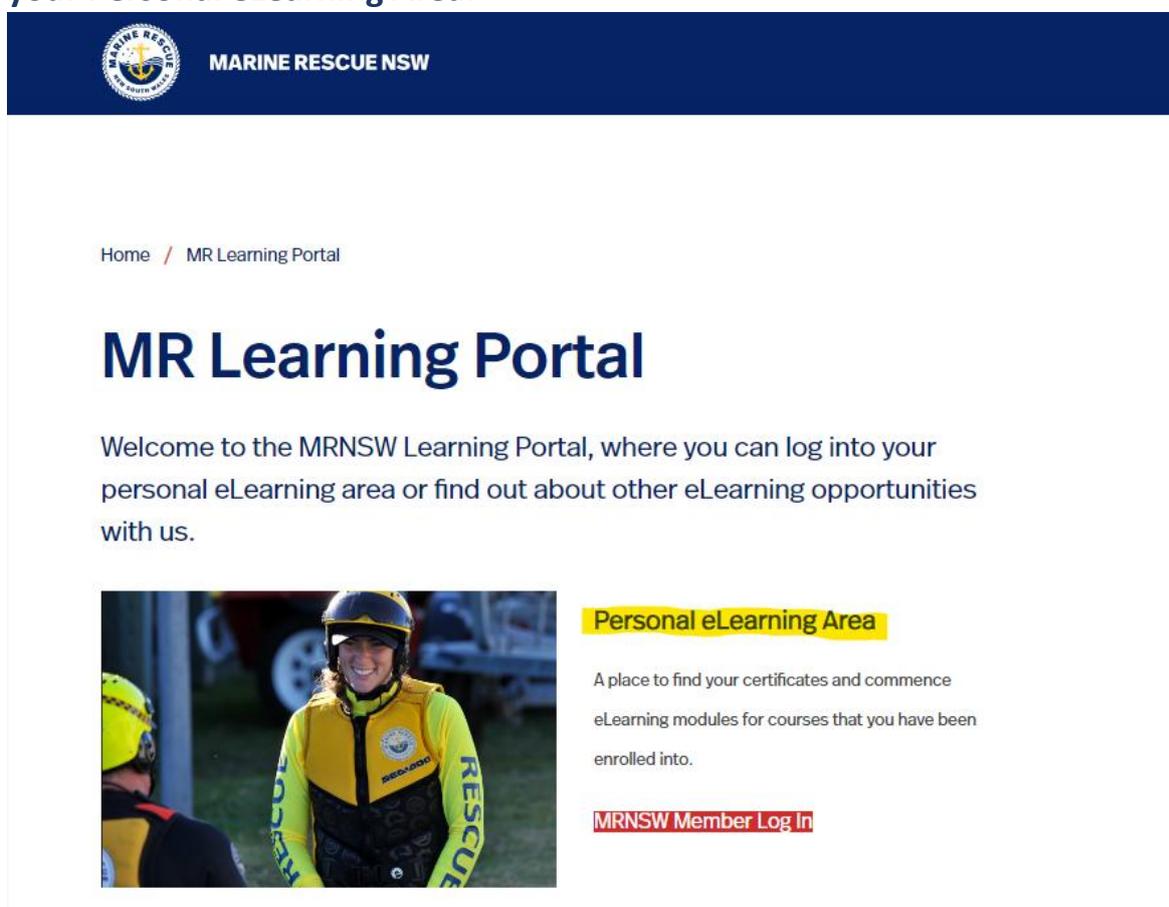
The screenshot shows the top navigation bar of the MRNSW website. On the left is the MRNSW logo and the text 'MARINE RESCUE NSW'. On the right is a 'Member services' dropdown menu. Below the header is a navigation menu with the following items:

- Otter
- Seahawk
- MR Learning Portal**
- Seahawk
 - Live
 - Training
- Radio Club
 - Live
 - Training
- Themis
 - Main
 - Statusboard
 - Lifejacket DB
- Roster
 - Live
 - Training
- Legacy Lifejacket Database
- Membership application logon
- MRNSW Online shop
- ServiceDesk
- Teamviewer
- Training Calendar
- Training videos
- Training Desk

Step 2: Click on MR Learning Portal:

> MR Learning Portal

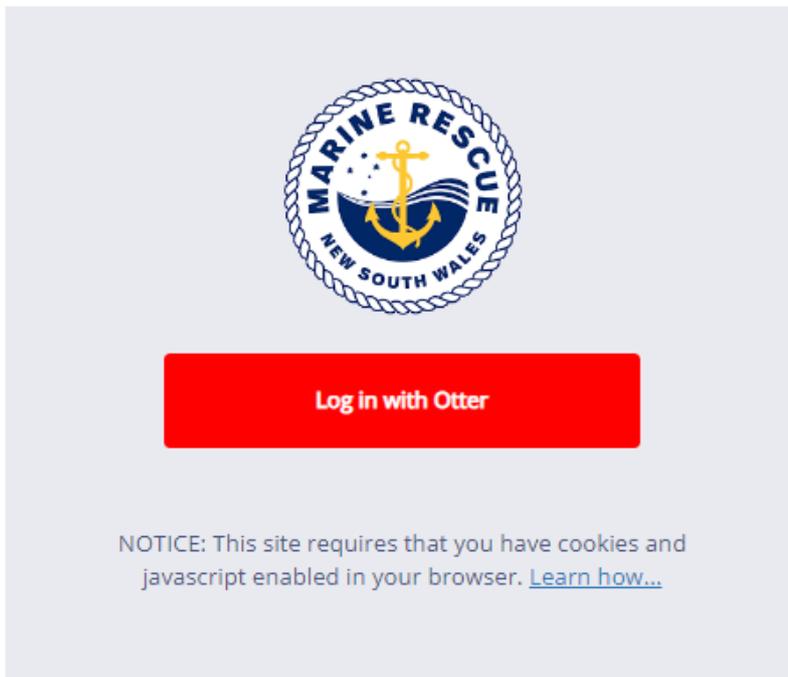
You will then be brought to the Learning Portal where you will need to go to your Personal eLearning Area:



The screenshot shows the MRNSW Learning Portal page. At the top is the MRNSW logo and 'MARINE RESCUE NSW'. Below the logo is a breadcrumb trail: 'Home / MR Learning Portal'. The main heading is 'MR Learning Portal'. Below the heading is a welcome message: 'Welcome to the MRNSW Learning Portal, where you can log into your personal eLearning area or find out about other eLearning opportunities with us.' To the left of the text is a photo of a smiling person in a yellow and black 'RESCUE' jacket. To the right of the text is a yellow box with the text 'Personal eLearning Area' and a paragraph: 'A place to find your certificates and commence eLearning modules for courses that you have been enrolled into.' Below this is a red box with the text 'MRNSW Member Log In'.

Please click on the MRNSW Member Log in button

Step 3: It will then take you to the below where you will press the red “Log in with Otter”



Please use your Otter credentials to log in as below:

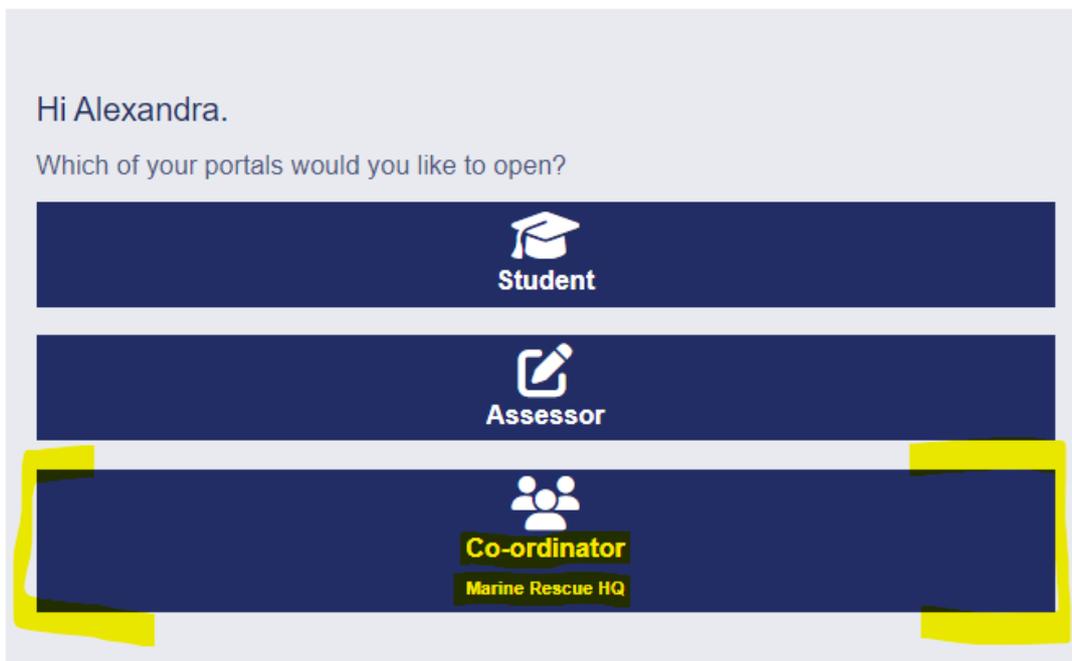
Please log in with your Otter credentials

N Number:

Password:

Log in

Log into your Co-ordinator Portal for your Unit:



You should be brought to a screen that looks like the below:



Hello Alexandra!

You are now viewing your corporate account portal.

My Unread Messages

✓ You have no unread messages.

My Students

Not Trained

?

In Training

7

Previously Trained

20

Surname search:



Upcoming Courses

request new private course

ⓘ No upcoming private courses found.

Enrolled Students Pending Completion

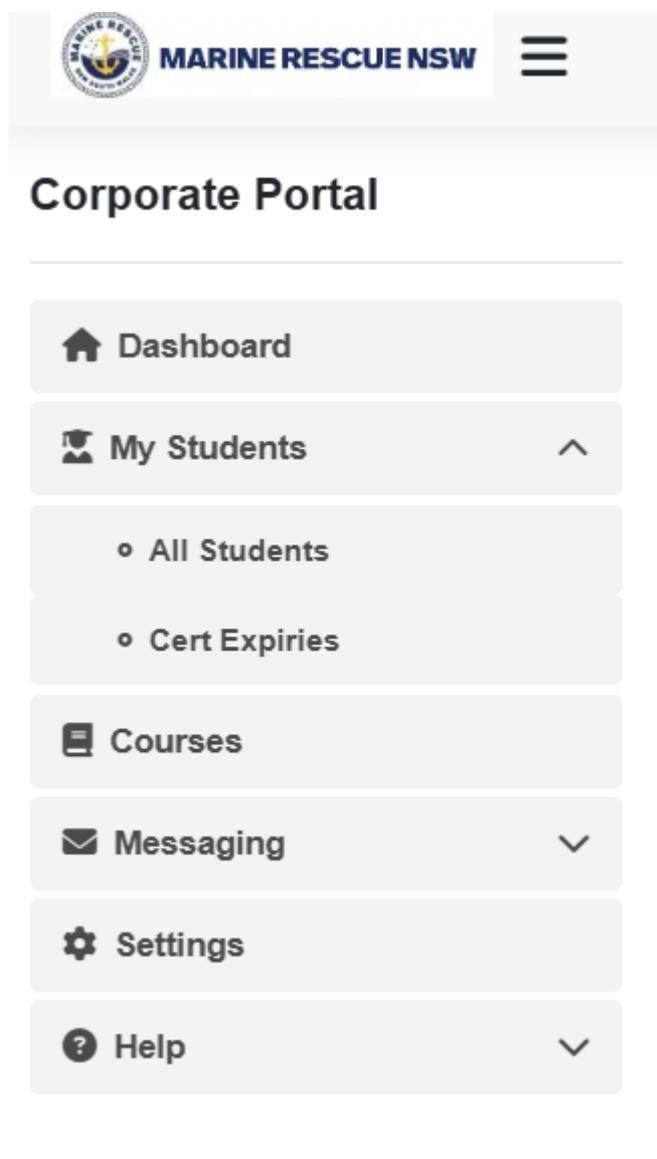
Name	Course	Date Enrolled	Commencing	Status	
Alexandra Downie	Rescue Water Craft Operator	11 May 2023	16 May 2023	0 of 3 units completed	
Alexandra Downie	Certificate I in Maritime Operations (General Purpose Hand Near Coastal)	17 Jul 2023	01 Apr 2023	1 of 4 units completed	
Alexandra Downie	COLREGS	16 Aug 2023	06 Jul 2023	0 of 1 units completed	
Alexandra Downie	Leading Crew	01 Sep 2023	01 Jan 2023	0 of 10 units completed	
Alexandra Downie	Bush Fire Awareness	07 Sep 2023	07 Sep 2023	0 of 1 units completed	
Alexandra Downie	General Boat Licence	11 Sep 2023	11 Sep 2023	1 of 2 units completed	
Alexandra Downie	Test Course	05 Oct 2023	30 Aug 2023	0 of 2 units completed	
Bradley Whittaker	General Boat Licence	19 Sep 2023	11 Sep 2023	0 of 2 units completed	

Recently Completed Training

Name	Course	Date Completed	
Alexandra Downie	State Operations Group (SOG) Induction Training Brunswick Heads 28-29th October	29 Oct 2023	
David Bowing	Bush Fire Awareness	15 Sep 2023	
Bradley Whittaker	Bush Fire Awareness	13 Sep 2023	
Bradley Whittaker	Electrical Safety	13 Sep 2023	
David Bowing	Electrical Safety	28 Aug 2023	
Alexandra Downie	Electrical Safety	23 Aug 2023	
Bradley Whittaker	Flood Rescue Awareness	07 Aug 2023	
David Bowing	Flood Rescue Awareness	01 Aug 2023	
Alexandra Downie	Flood Rescue Awareness	31 Jul 2023	
David Bowing	Provide advanced resuscitation and oxygen therapy	30 Mar 2023	

The above at a glance page is where you can see which members are enrolled and are pending completion and which members have recently completed training. To see how a member is progressing in their training please see below.

Along the left of the screen as shown below, you will have a My Students button, which will allow you to see any members assigned to you and also any Certificates that are expiring within the next 9 weeks:



Below My Students is the Courses tab, you can utilise this tab to see upcoming course or previously run courses. To do this please click on courses and it will bring up this page:



My Courses

Manage your courses.

request new

search

Upcoming

Nothing found.

Previously Run

ID	Course Details
1059420	[Private Course] Course: Provide First Aid At Marine Rescue Headquarters Commencing: Thu, 1 May 2025 Price: 0.00 AUD Places: unlimited

Please disregard the “request new” button as this has no function for Marine Rescue From this screen (if you have upcoming courses) you will be able to see them under “Upcoming” and you will see recent previously run courses under “Previously Run” As you can see, there is also a search function, which you can utilise to search for upcoming or previously run courses. You can use this search function to search for all courses within a date range or drill down further and search but student name or course title or both together:

Search

Student Name (or part thereof):

Date Range: to

Course Title:

Once you have run your search and you have found the course you can use the “eye button” on the far right to view the members enrolled within that course and their progress by clicking on their progress tracker on the right:

Previously Run

ID	Course Details	
1059420	[Private Course] Course: Provide First Aid At Marine Rescue Headquarters Commencing: Thu, 1 May 2025 Price: 0.00 AUD Places: unlimited	

Course Student List

1	Alex Barrell	FLAGGED COMPLETE (1 unit)	
2	Alison Dunsford	FLAGGED COMPLETE (1 unit)	
3	Colin Williams	FLAGGED COMPLETE (1 unit)	

[close](#)

Clicking the progress tracker (the light grey box) will bring up the members progress within a course:



Student Progress Tracker

Student Name	Alex Barrell
Course	Provide First Aid [ID: 41134]
Date Enrolled	Thursday, 1 May 2025
Brand	marinerescuensw
Current Assessor	Steven Allan
Status	FLAGGED COMPLETE* (1 unit)
Completion	✓ PASSED Enrolment completion date applied: 1 May 2025
Latest Unit Completion	1 May 2025
Core Units Completed	1 of 1 required
Elective Units Completed	0 of 0 required

Units and Activities	Status						
HLTAID011 - Provide First Aid [ID: 50876]  Clustered Activity Element	<table border="1"> <thead> <tr> <th>Actual Dates</th> <th>Planned Dates</th> </tr> </thead> <tbody> <tr> <td>Started: 01 May 2025</td> <td>Start: -</td> </tr> <tr> <td>Completed: 01 May 2025</td> <td>End: -</td> </tr> </tbody> </table> 	Actual Dates	Planned Dates	Started: 01 May 2025	Start: -	Completed: 01 May 2025	End: -
Actual Dates	Planned Dates						
Started: 01 May 2025	Start: -						
Completed: 01 May 2025	End: -						

- 
[Download enrolment confirmation letter](#)

- 
[Download the current enrolment transcription PDF](#)


The messaging and settings tab work the same as within the student portal. You will also have your Dashboard button on the far left, which will return you home to the first main screen.

If you return back to your dashboard, you will see 4 options under my students:

Here you will see 'Not Trained', 'In Training', 'Previously Trained' and "Inactive". There is also an option to search for a member via their surname:

This will bring up all training for that member as you can see below and will provide you with the status in the right hand column of how far along they are.

#	Name	Department/Location	Course	Status	
1	Downie, Alexandra	Training Officer	RWCO - Rescue Water Craft Operator	uncommenced	
2	Downie, Alexandra	Training Officer	MAR10220 - Certificate I in Maritime Operations (General Purpose Hand Near Coastal)	1 of 4 units completed	
3	Downie, Alexandra	Training Officer	Flood Rescue Awareness	FLAGGED COMPLETE (1 unit)	
4	Downie, Alexandra	Training Officer	COLREGS	0 of 1 units completed	
5	Downie, Alexandra	Training Officer	Electrical Safety	FLAGGED COMPLETE (1 unit)	
6	Downie, Alexandra	Training Officer	Leading Crew	0 of 10 units completed	
7	Downie, Alexandra	Training Officer	Bush Fire Awareness	0 of 1 units completed	
8	Downie, Alexandra	Training Officer	General Boat Licence	1 of 2 units completed	
9	Downie, Alexandra	Training Officer	Test Course	0 of 2 units completed	
10	Downie, Alexandra	Training Officer	State Operations Group (SOG) Induction Training Brunswick Heads 28-29th October	FLAGGED COMPLETE (9 units)	

Clicking on the status will bring up the student progress tracker screen:

Student Progress Tracker

Student Name	Alexandra Downie
Course	MAR10220 - Certificate I in Maritime Operations (General Purpose Hand Near Coastal) [ID: 40985]
Date Enrolled	Monday, 17 July 2023
Brand	marinerescuensw
Current Assessor	Bradley Whittaker
Status	1 of 4 units completed
Completion	<i>Not yet flagged as complete.</i>
Latest Unit Completion	3 August 2023
Core Units Completed	0 of 4 required
Elective Units Completed	0 of 0 required

Units and Activities Status

Unit56949 - MR Crew Unit Cluster [ID: 56949]	Started: 03 Aug 2023 Completed: -	
Compulsory Unit A: Bradley Whittaker		
Reading Material [optional activity] Crew Learner Information Guide	Completed: 27 Jul 2023	Result: 100%
File Submission (assessable) [compulsory activity] Boat Licence Validation	Completed: 8 Aug 2023	Result: 100%
File Submission (assessable) [compulsory activity] SROCP Licence Validation	Completed: 3 Aug 2023	Result: 100%
File Submission (assessable) [compulsory activity] First Aid/Advance Resus Certificate Validation	Completed: 15 Aug 2023	Result: 0%
File Submission (assessable) [compulsory activity] Fight Fires/Sea Survival Certificate Validation	Completed: 15 Aug 2023	
Assignment [compulsory activity] Skills Log	-	
Assignment [compulsory activity] Learner Activity Workbook	-	
File Submission (assessable) [compulsory activity] Marine Drills	-	

Here you will be able to see the member's progress in the course.

If you close out of the progress tracker, you will see that there are some symbols next to the status

Status

uncommenced

1 of 4 units completed

FLAGGED COMPLETE
(1 unit)

The person symbol  will take you to that member's student profile:

Student Profile

[back](#)

Personal & Contact Information

Full Name **Alexandra Downie**
 Date of Birth **29 Aug 1995**
 USI Provided? **Yes** 
 Email **alliedownie@gmail.com**
 Phone
 Postal Address
 Department **Training Officer**

Enrolments

Enrol Date	Course	Status	Progress	Open
2 Nov 2023	State Operations Group (SOG) Induction Training	Complete	FLAGGED COMPLETE (9 units)	
1 Jan 1970	HLTAID011 + HLTAID015	Cancelled	Cancelled Enrolment	
5 Oct 2023	Test Course	In Progress	0 of 2 units completed	
28 Jul 2023	Flood Rescue Awareness	Complete	FLAGGED COMPLETE (1 unit)	
17 Jul 2023	Certificate I in Maritime Operations (General Purpose Hand Near Coastal)	In Progress	1 of 4 units completed	

Competencies Achieved

Code	Unit Title	Means	Date
HLTAID011	Provide First Aid	Completed Satisfactorily	30 Aug 2023
HLTAID011015	HLTAID011015 Cluster	Completed Satisfactorily	9 Oct 2023
MARB027	Perform basic servicing and maintenance of main propulsion unit and auxiliary systems	Completed Satisfactorily	29 Aug 2023
MARC037	Operate inboard and outboard motors	Completed Satisfactorily	29 Aug 2023
MARF027	Apply basic survival skills in the event of vessel abandonment	Completed Satisfactorily	29 Aug 2023
MARF028	Follow procedures to minimise and fight fires on board a vessel	Completed Satisfactorily	29 Aug 2023
MARF029	Meet work health and safety requirements	Completed Satisfactorily	29 Aug 2023
MARF030	Survive at sea using survival craft	Completed Satisfactorily	29 Aug 2023
MARF036	Coordinate search and rescue operations	Completed Satisfactorily	23 Aug 2023
MARH013	Plan and navigate a passage for a vessel up to 12 metres	Completed Satisfactorily	29 Aug 2023
MARI003	Comply with regulations to ensure safe operation of a vessel up to 12 metres	Completed Satisfactorily	29 Aug 2023
MARJ006	Follow environmental work practices	Completed Satisfactorily	29 Aug 2023
MARK007	Handle a vessel up to 12 metres	Completed Satisfactorily	29 Aug 2023
MARN008	Apply seamanship skills aboard a vessel up to 12 metres	Completed Satisfactorily	29 Aug 2023

Here you can see any progress within all enrolments, and you can also see competencies that have previously been achieved.



The 3 lines symbol  will bring up the members academic transcript as below:

THIS IS NOT A STATEMENT OF ATTAINMENT

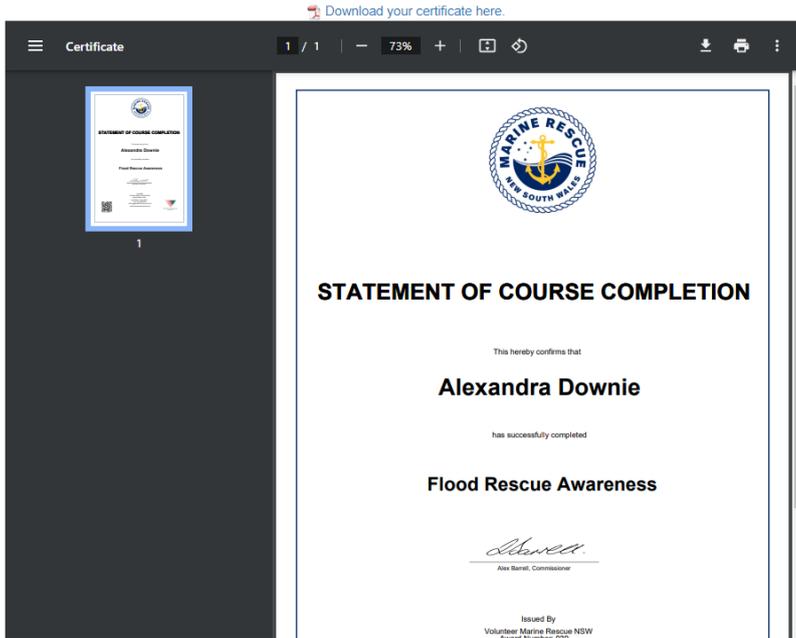
Alexandra Downie
Student ID: 3045143

ACADEMIC TRANSCRIPT

MAR10220 - Certificate I in Maritime Operations (General Purpose Hand Near Coastal)

Unit Code	Unit of Competency	Commenced	Completed	Hours Attended	Outcome
HLTAID011	Provide First Aid	03 Aug 2023	03 Aug 2023		CA
MARB053	Assist with routine maintenance on a commercial vessel	03 Aug 2023			CON
MARF027	Apply basic survival skills in the event of vessel abandonment	03 Aug 2023			CON
MARF028	Follow procedures to minimise and fight fires on board a vessel	03 Aug 2023			CON
MARF029	Meet work health and safety requirements	03 Aug 2023			CON
MARF030	Survive at sea using survival craft	03 Aug 2023			CON
MARG012	Work as part of a crew on a commercial vessel	03 Aug 2023			CON
MARN016	Apply general purpose hand skills aboard a commercial vessel	03 Aug 2023			CON

And finally the certificate symbol  will allow you to see the members certificate:



If you return back to the dashboard and click on the 'In Training':

My Students

Not Trained ?	In Training 7	Previously Trained 20
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Surname search:

My Students You will be given a full list of any active members currently in training:

Manage your students' training.

add students

Please note the add students button is NOT to be used as it has no current function for Marine Rescue

#	Name	Department/Location	Course	Status	
1	Downie, Alexandra	Training Officer	MAR10220 - Certificate I in Maritime Operations (General Purpose Hand Near Coastal)	1 of 4 units completed	
2	Downie, Alexandra	Training Officer	COLREGS	0 of 1 units completed	
3	Downie, Alexandra	Training Officer	Leading Crew	0 of 10 units completed	
4	Downie, Alexandra	Training Officer	Bush Fire Awareness	0 of 1 units completed	
5	Downie, Alexandra	Training Officer	General Boat Licence	1 of 2 units completed	
6	Downie, Alexandra	Training Officer	Test Course	0 of 2 units completed	
7	Whittaker, Bradley	Training Officer	General Boat Licence	0 of 2 units completed	

You can then repeat the same process as before to see the member's progress within the course through the Status Bar or you can click the person image to bring up the member's student profile.

My Students

Not Trained ?	In Training 7	Previously Trained 20
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Surname search: 

The 'Previously Trained' blue box will bring up all previously trained members from your unit:

Name	Department/Location	Course	Status	
Bowing, David	Training Officer	Bush Fire Awareness	FLAGGED COMPLETE (1 unit)	  
Bowing, David	Training Officer	Electrical Safety	FLAGGED COMPLETE (1 unit)	  
Bowing, David	Training Officer	Flood Rescue Awareness	FLAGGED COMPLETE (1 unit)	  
Bowing, David	Training Officer	HLTAID015 - Provide advanced resuscitation and oxygen therapy	FLAGGED COMPLETE (1 unit)	  
Downie, Alexandra	Training Officer	Flood Rescue Awareness	FLAGGED COMPLETE (1 unit)	  
Downie, Alexandra	Training Officer	Electrical Safety	FLAGGED COMPLETE (1 unit)	  
Whittaker, Bradley	Training Officer	HLTAID015 - Provide advanced resuscitation and oxygen therapy	FLAGGED COMPLETE (1 unit)	  
Whittaker, Bradley	Training Officer	MAR10318 - Certificate I in Maritime Operations (General Purpose Hand Near Coastal)	FLAGGED COMPLETE (8 units)	  
Whittaker, Bradley	Training Officer	HLTAID011 - Provide First Aid	FLAGGED COMPLETE (1 unit)	  
Whittaker, Bradley	Training Officer	Flood Rescue Awareness	FLAGGED COMPLETE (1 unit)	  
Whittaker, Bradley	Training Officer	MAR20321 - Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal)	FLAGGED COMPLETE (14 units)	  
Whittaker, Bradley	Training Officer	HLTAID007 - Provide advanced resuscitation	FLAGGED COMPLETE (1 unit)	  

The 'Not Trained' box will bring up a list of students who have uncommenced training.

Name	Department/Location	Course	Status	
Auckett, Anthony	Training Officer	MAR20321 - Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal)	uncommenced	
Auckett, Anthony	Training Officer	MARF036 - Coordinate search and rescue operations	uncommenced	
Baines, Lee	Training Officer	MARF036 - Coordinate search and rescue operations	uncommenced	
Blaylock, Robert	Training Officer	MAR20321 - Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal)	uncommenced	
Blaylock, Robert	Training Officer	MARF036 - Coordinate search and rescue operations	uncommenced	
Blaylock, Robert	Training Officer	MAR10220 - Certificate I in Maritime Operations (General Purpose Hand Near Coastal)	uncommenced	
Blaylock, Robert	Training Officer	MARN008 - Apply seamanship skills aboard a vessel up to 12 metres	uncommenced	
Henderson, Scott	Training Officer	MAR20321 - Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal)	uncommenced	
Henderson, Scott	Training Officer	MAR20321 - Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal)	uncommenced	
Knight, Stewart	Training Officer	MARF036 - Coordinate search and rescue operations	uncommenced	
Shirtley, Ross	Training Officer	MAR20321 - Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal)	uncommenced	
Shirtley, Ross	Training Officer	MAR20321 - Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal)	uncommenced	
Shirtley, Ross	Training Officer	MARF036 - Coordinate search and rescue operations	uncommenced	
Wardrop, Malcolm	Training Officer	MAR20321 - Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal)	uncommenced	
Wardrop, Malcolm	Training Officer	MARF036 - Coordinate search and rescue operations	uncommenced	