

Resource Guide

Young Worker’s Readiness Certificate Course (YWRCC)

This guide prepared by the Saskatchewan Safety Council is for students in the Career Safety Education program only.

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1.0 Introduction

Welcome to the Young Worker's Readiness Certificate Course (YWRCC)! Before you begin, you will need:

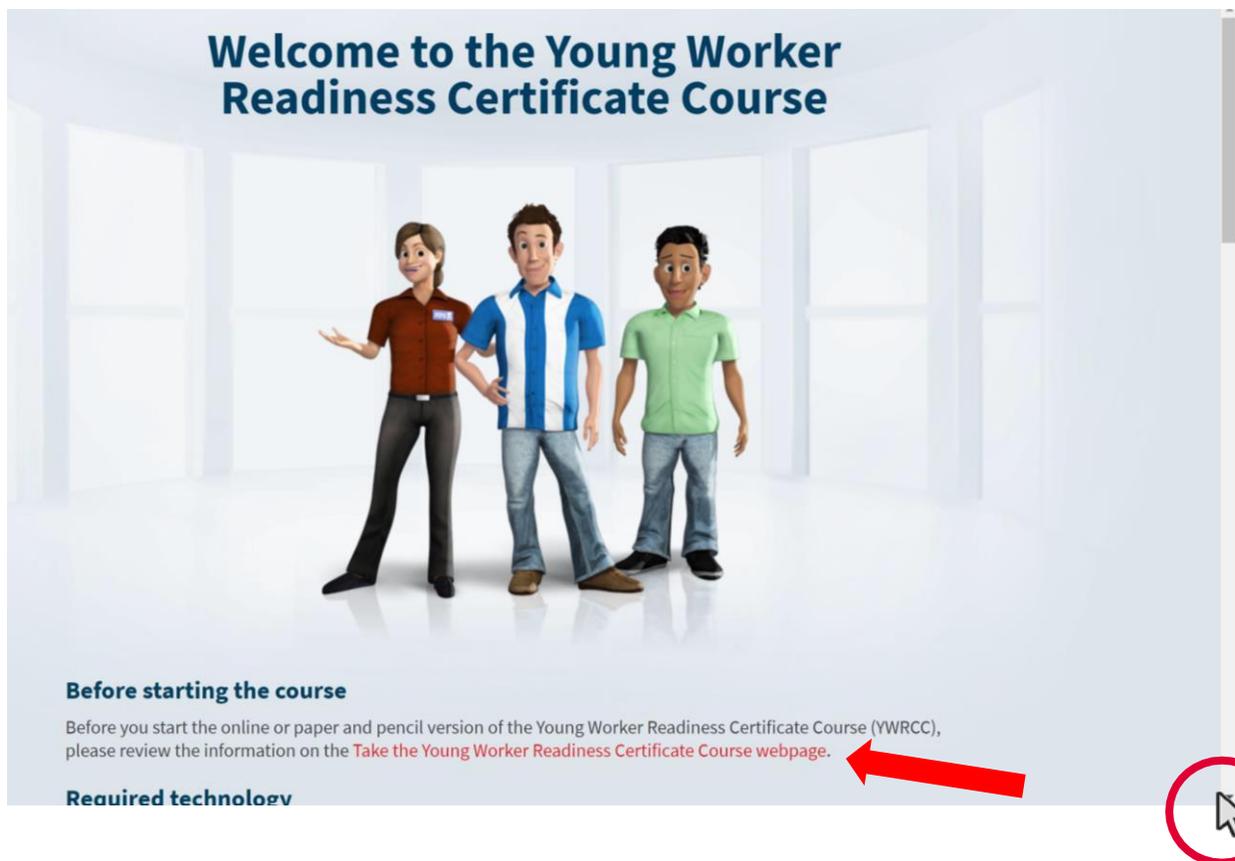
- A computer with an internet connection
- An internet browser (Google Chrome or Safari are recommended)
- Flash Player (link to download are on the first page of the YWRCC)
- Acrobat Reader (link to download are on the first page of the YWRCC)
- A current email address
- Speakers and/or headphones

This guide is intended to get you started on the YWRCC.

To begin the YWRCC, go to <https://ywrcc.ca>.

1.1 First Screen

This is the screen you will see when you click the link above.



1.2 Flash Player and Acrobat Reader

Scroll down the page and read the requirements. If you don't have Flash Player or Acrobat Reader, links are provided.

The screenshot shows a webpage section with the following content:

- Firewalls/email security settings**
If you are taking the course at school, you may need to ask your IT/Administrator to add this site to your "safe" list in order to sign-up and access the YWRCC website.
- Software**
To complete the course, you will need a computer with the latest versions of:
 - An internet browser (you can download one by clicking on the icons below).
 - We recommend using **Google Chrome** or **Safari** for this course.
- Four browser icons: Internet Explorer, Firefox, Google Chrome, and Safari.
- Flash Player (download by clicking on this link); [Flash Player icon]
- Acrobat Reader (download by clicking this link). [Acrobat Reader icon]
- A current email account.
Users without an email account can set up a Gmail account at no cost. Click here for [instructions](#)
- Internet Explorer Users**
 - ActiveX**
If running this course on Internet Explorer, make sure your ActiveX filter is turned off. If you need directions on how to turn off your ActiveX, please click [here](#).
 - Cookies**
If running this course on Internet Explorer, make sure you enable cookies. If you need directions on how to enable cookies, please click [here](#).
- Safari Users**
 - Cookies**
If running this course on Safari, make sure you are set to allow cookies. If you need directions on how to enable cookies, please click [here](#).

Two red arrows point from text boxes to the icons: one from 'Flash Player' to the Flash icon, and one from 'Acrobat Reader' to the Acrobat icon.

1.3 High and Low Bandwidth Versions of the Course

At the very bottom of the first screen, it asks if you are on a high-speed or low-speed internet connection.

High Bandwidth: This is Cable Internet, DSL, or fibre-optic internet.

If you choose this version, you will have animation and audio.

Low Bandwidth: This is dial-up or satellite internet.

If you choose this version, you will have audio, but no animation.

Please write down which version of the course you selected and keep it in a safe place with your email address and password.

If you try to access the other version of the course, you will get an error message.

High and Low Bandwidth Versions of the Course

The high bandwidth course has audio and animation. It is the recommended version. Use the high bandwidth version if you have a high-speed internet connection.

The low-bandwidth course has audio, but no animation. Use the low bandwidth version for slower internet connections.

If you have technical trouble during the course, use the “About this Course” and “Help” features in the course’s menu bar to get help.

High Bandwidth
Course

Low Bandwidth
Course

Click the button that is appropriate for your internet connection. The High Bandwidth Course is recommended.

2.0 Registering for the Course

The banner features the title "Young Worker Readiness" in a large, blue, sans-serif font, with "Certificate Course" in a smaller font below it. Two 3D-rendered characters, a man in a blue and white shirt and a woman in a brown shirt, stand on either side of a central glass door. A large red arrow points upwards from the bottom center towards the door, with the text "START HERE" inside it. A mouse cursor is positioned over the arrow. At the bottom, there are logos for the Government of Saskatchewan, WorkSafe Saskatchewan, and Mission Zero. To the right, a message reads "MAKE SURE YOU'RE USING AN UP-TO-DATE BROWSER." followed by icons for Internet Explorer, Firefox, Chrome, and Safari.

Click the big red arrow that says, “START HERE”.

2.1 Login Form

The image shows a 'Login Form' on a dark blue background. The form is white and contains the following elements: a title 'Login Form', an 'Email' input field with a callout '1', a 'Password' input field with a callout '2', a link 'Forgot your password? Reset here.', a green 'Login' button with a right arrow and callout '3', and a green 'Sign Up' button with a right arrow and callout '4'. Below the 'Sign Up' button is the text 'If you do not have an account, please sign up below.'

2.1.1 Existing Account

- Input your email in the box beside **1**.
- Input your password beside **2**.
- Click the 'Login' button beside **3**.

You will encounter a problem if you set up an account in the past in the same version of the course with the same name, email address, or password. If you try to set up a new account with the same information, you will get an error message. This will happen even if your original account was not confirmed.

2.1.2 New Account

- Click the 'Sign Up' button beside **4**. You are brought to a page entitled, "New User Signup Form".
- On the form, you will be asked to put your First Name, Last Name, Where you are taking the course, your school, age, City where you live, and your email address. You will also be asked to create a password.

New User Signup Form

* is a required field

First name *

Firstname

Surname *

Lastname

Where are you taking the course? *

Please select from the following:

Where do you live? *

(Type **and then** select your answer.)

City

School *

Select school

Age *

Select Your Age

Email *

Email Address

Confirm Email *

Confirm Email Address

You will receive an email confirmation at the email address you provide soon after you hit the 'submit' button. Click the link included in the email to complete your registration and start the course. Some firewalls may flag this email as spam. Please check your junk email folder if the email is not in your inbox. **Please remember to check the Terms of Use Box below to verify you accept the terms of use.** You will not be able to start the course if you don't accept the terms of use.

Password *

Password

Retype Password *

Retype Password

It should take approximately two - three hours to complete the course.

* I Agree to the Terms of Use.

Submit

Enter your first name
e.g. Jane
Do not use aliases or nick names

Use the "Where are you taking this course?" drop down list to select one of the following:

- Home;
- School;
- Home and school; or
- Other

Select your age from the drop-down list.

Enter and confirm your email address.

Make sure you:

- enter a valid email address;
- do not put spaces in your address; and

do not use someone else's email address an email address you have used to set up another account

Check the "I Agree..." box. Click on the "submit" button to send your information to the course server.

Wait for your confirmation email. **Do not empty your junk mail folder.** Your confirmation email should arrive quickly. However, sometimes your mail system may delay delivery.

Enter your last name
e.g. Smith

Type the name of the city (community) you are taking the course in. A drop-down list will appear when you start typing.

Use the drop-down list to select the school you are in.

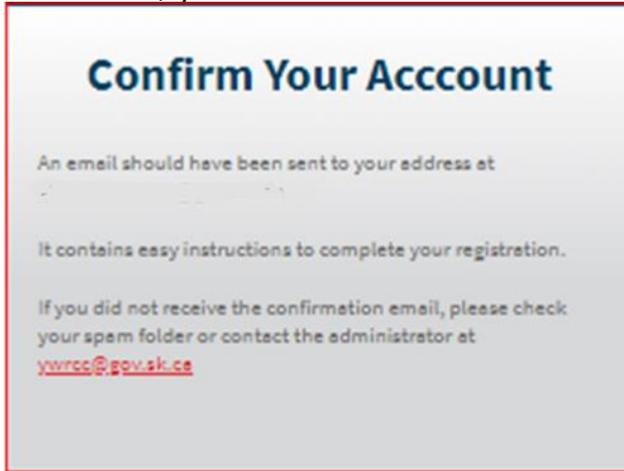
Type your password in the "Password" box. Please:

- use a password that is easy to remember;
 - write down your password; and
- keep it in a safe place with your email address, the name you used to set up your account, and the version of the course you selected.

Notes

- Do not use accent marks in your name (these may not display properly on your certificate)
- Write down the name you used to set up your account if it is different from the name you regularly use (for example, "Jane" instead of "Janelyn"). Keep it in a safe place.

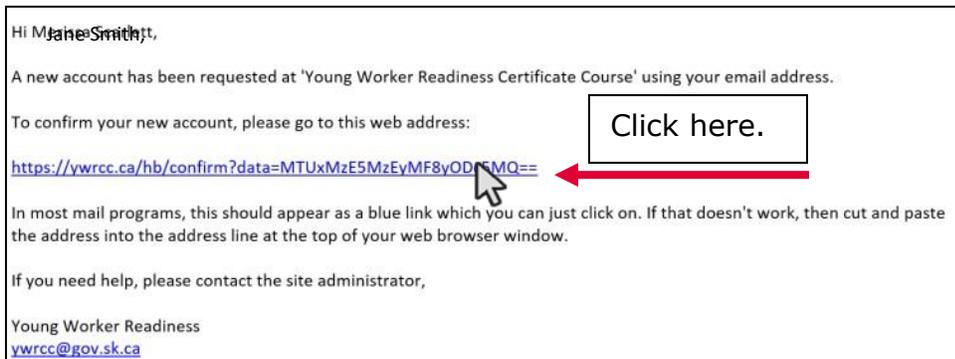
Once you click 'Submit', you will see the below screen:



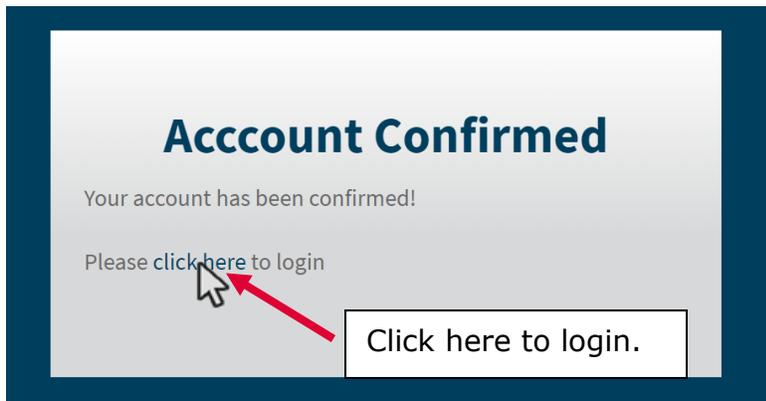
You should receive an email. **If you do not open the confirmation email and click on the confirmation hyperlink, you will not be able to use your account.**

Check your spam or junk folder if you don't receive it.

The email will look like this:



Click the link in the email. You will be brought to this screen on your browser.



You will be brought to the original [Login Form](#). Enter the email address you used to sign up and the password you created.

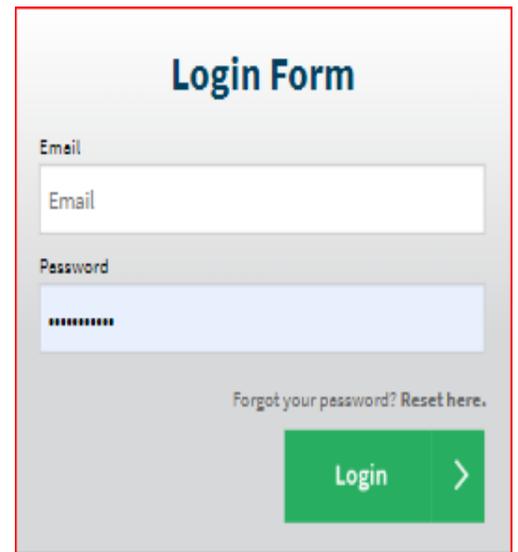
The course times out and breaks contact with the server after four hours of inactivity. Your browser may time out and break contact after a few minutes of inactivity. Therefore, when in the course, refresh/reload your pages every so often to maintain server contact.

Log out and log back in to the course if you are returning from a break. If you work on the course with a timed-out computer, and pass the test, your certificate will say "You are not logged in". The course database will not record your pass mark.

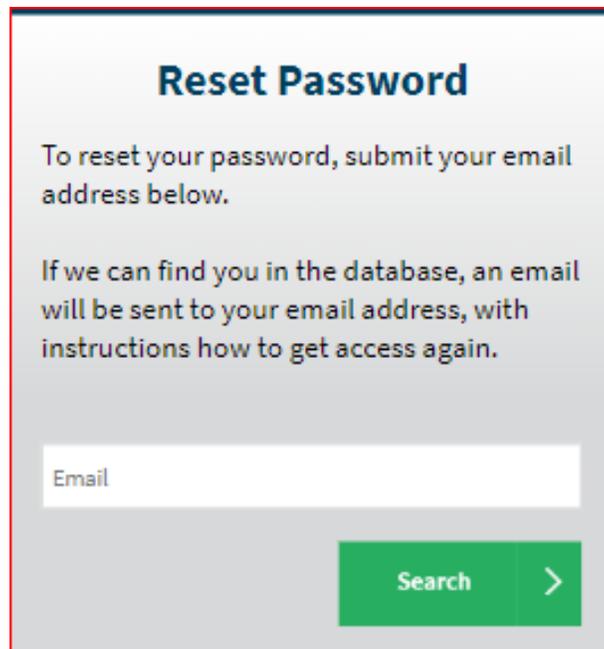
2.1.3 Resetting Your Password

Go to the YWRCC login form. Enter your email address and click on the "Reset here" link in the "Forgot your password?" line.

- Please remember to use the version (high or low bandwidth) of the course you set your account up in. You cannot access an account in one version of the course by using the other version.
- Please note that changing your password will not help you access the course if you did not confirm your account set up by opening the confirmation email and clicking on the hyperlink when you originally set up your account. In that case, you will need to set up a new account with a different email address.



The screenshot shows a login form titled "Login Form". It features two input fields: "Email" and "Password". The "Email" field contains the text "Email". The "Password" field contains a series of dots. Below the password field, there is a link that says "Forgot your password? Reset here." At the bottom right, there is a green button with the text "Login" and a right-pointing arrow.



The screenshot shows a form titled "Reset Password". It contains the following text: "To reset your password, submit your email address below." and "If we can find you in the database, an email will be sent to your email address, with instructions how to get access again." Below this text is an input field labeled "Email". At the bottom right, there is a green button with the text "Search" and a right-pointing arrow.

- Once you press the “search” button, this box should appear. A confirmation email will be sent to you.

- Do not empty your junk mail folder. Your confirmation email should arrive quickly.

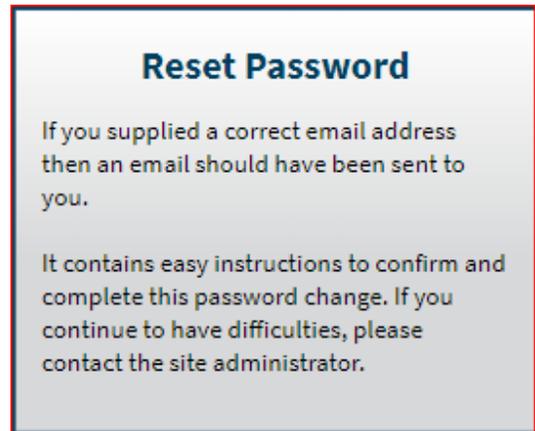
- Click on the hyperlink in the confirmation email to access the “reset password” page.

- If you do not receive a confirmation email quickly, check your junk mail folder. If the email is not there, your school IT security may have quarantined the email.

- Enter your new password and confirm it by typing it in a second time in the “Confirm your new password” box.

- Click on the “Reset” button.

Please write down your new password and keep it in a safe place keep it in a safe place with the name you used to set up your account, your email address, and the version of the course you selected.



Reset Password

Please enter and confirm your new password below and then click Reset.

Your new password will be saved, and you will be logged in.

The password must have at least 4 characters

New Password
Password

Confirm New Password
Password

Reset >

Starting the Course

You were successful in creating an account. After you log on, you see this screen again:



Click the big red arrow that says, "START HERE" to begin.

There is a voluntary 30 second survey that you can choose to participate in. If you choose to participate, respond to the statements and click 'Done' at the bottom.

If you choose not to participate, there are 2 red arrows at the bottom right hand corner.

This is a voluntary 30 second survey that was created by Dr. Sean Tucker at the University of Regina. If you take the survey your confidential and anonymous responses will be used in research to help improve knowledge of youth safety in Saskatchewan. For more information about this research and your rights as a participant, please follow [this link](#).

Young Worker Readiness Certificate Course

You are invited to complete this 30 second voluntary survey about safety in Saskatchewan. Your confidential responses will be used by a researcher at the University of Regina. For more information about the research, please click here.

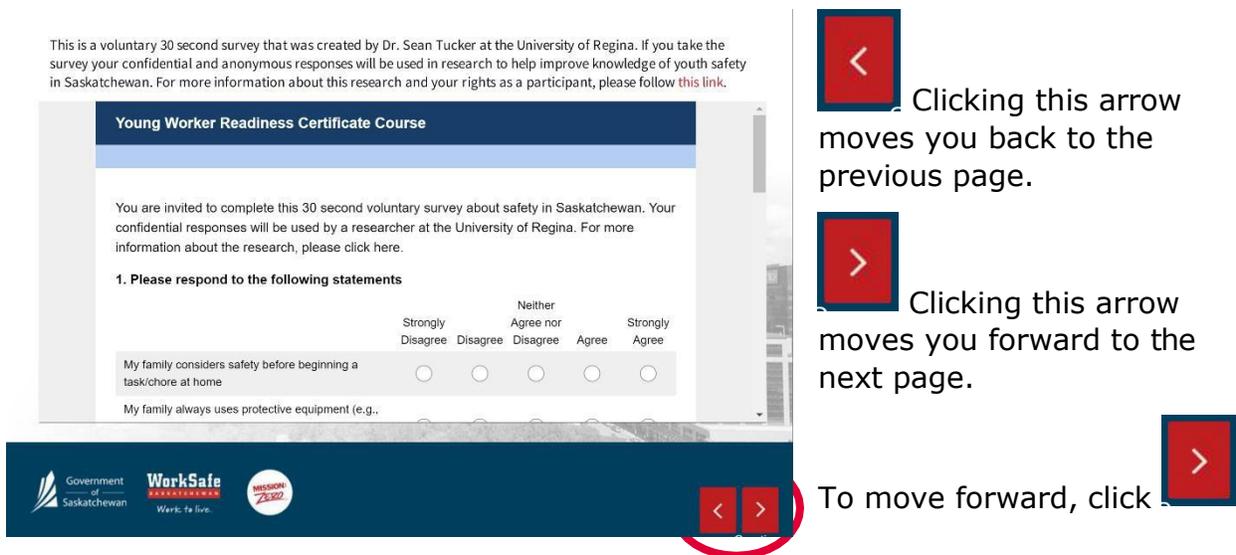
1. Please respond to the following statements

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
My family considers safety before beginning a task/chore at home	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My family always uses protective equipment (e.g.,	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Clicking this arrow moves you back to the previous page.

Clicking this arrow moves you forward to the next page.

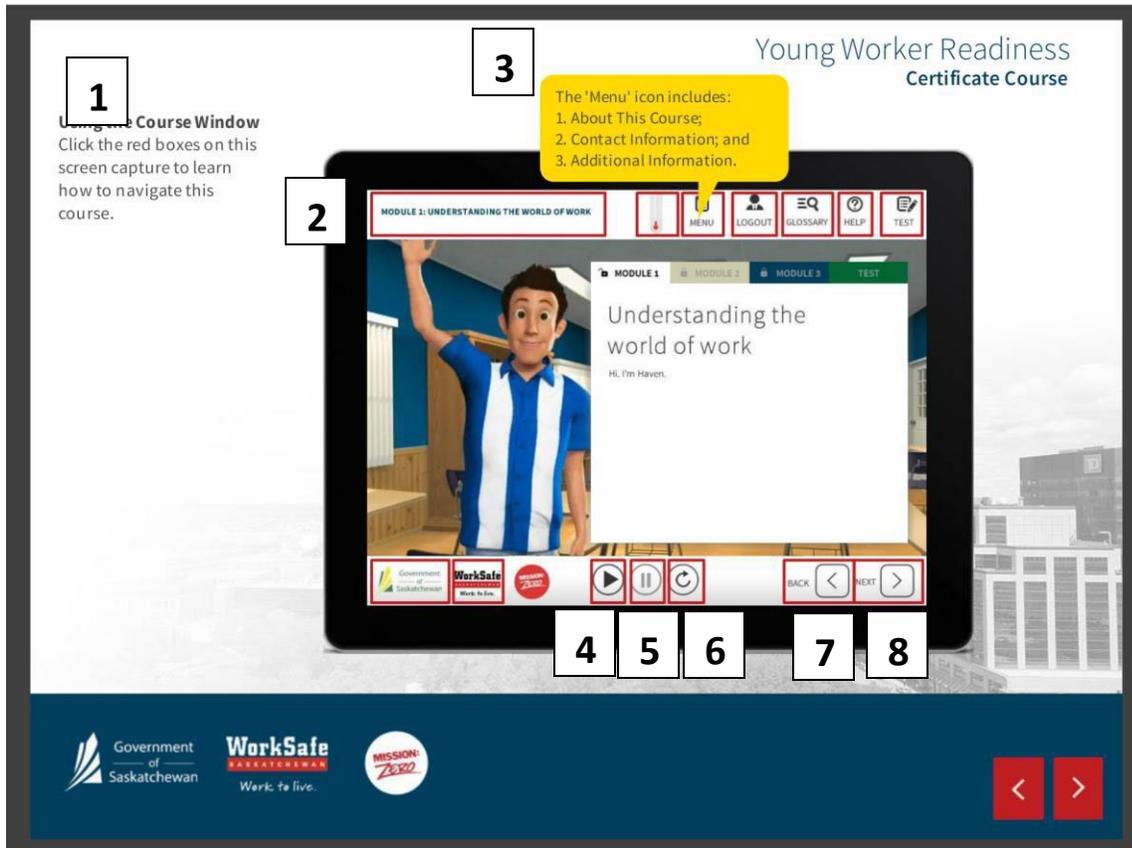
To move forward, click



3.0 Navigating the Course

Important note: Refresh/reload pages throughout the course.

This screen shows you how to navigate the course.



1. Click on the red boxes to learn what each button does.
2. This box shows you what module you are in.
3. This yellow menu pops up on this screen to tell you what the button does.

4. Click  to resume listening to the course.

5. Click  to pause the sound.

6. Click  to refresh the screen.

7. Click  to see the previous page.

8. Click  to see the next page.

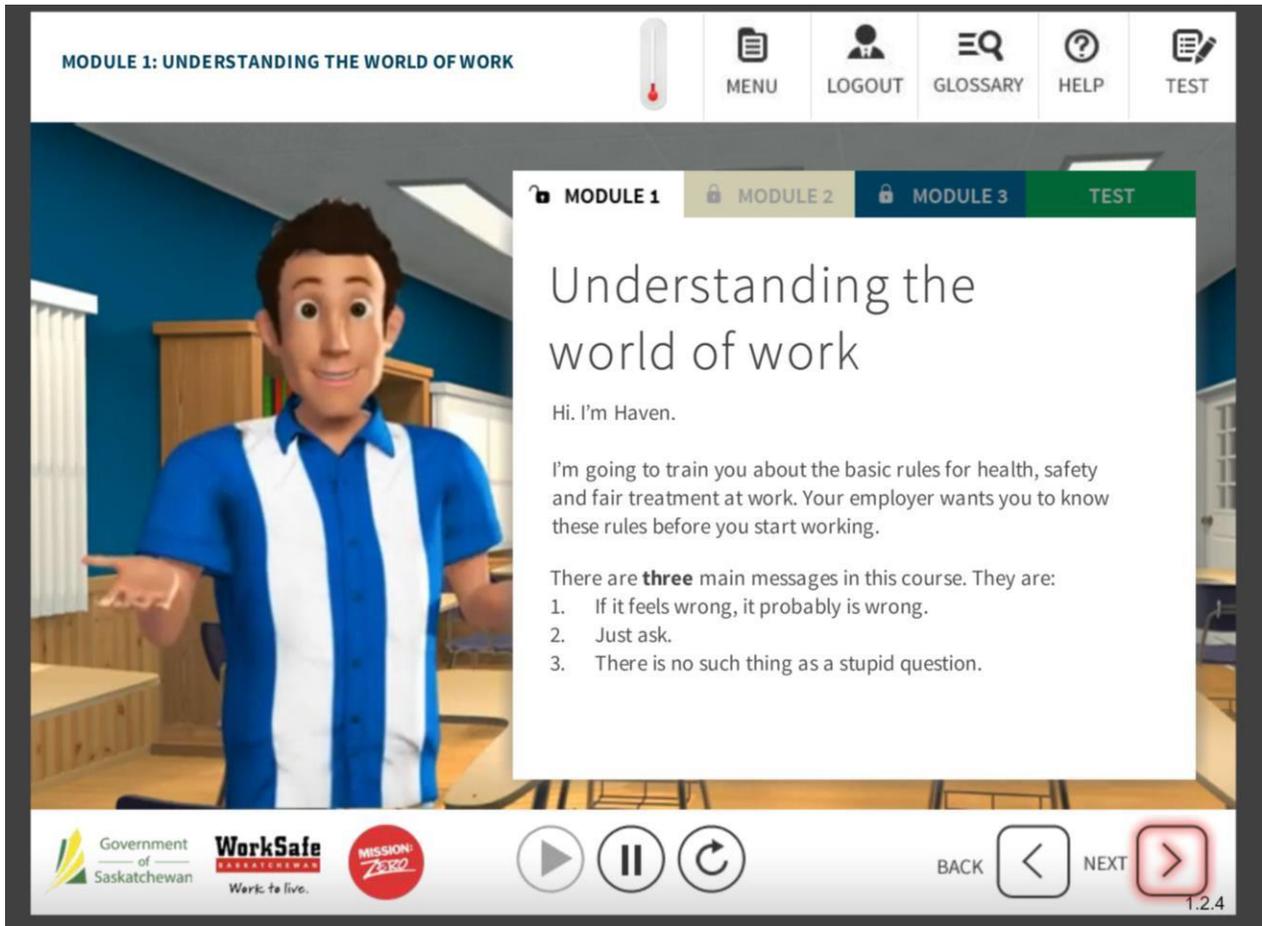
Once you have clicked through this navigation, click the  on the bottom right of

the page.

Turn your sound on at this point.

3.1 First Module

There are three modules and a final test. Each module follows the same format.



All the information will be presented in audio and written format. Once you are

done listening or reading, click  to move to the next page.

As you move through the course, different symbols will appear giving you different things to do. There are three of them:



You will have to watch short films, do activities, and listen to sound clips throughout the course.

3.2.1 Film Clips

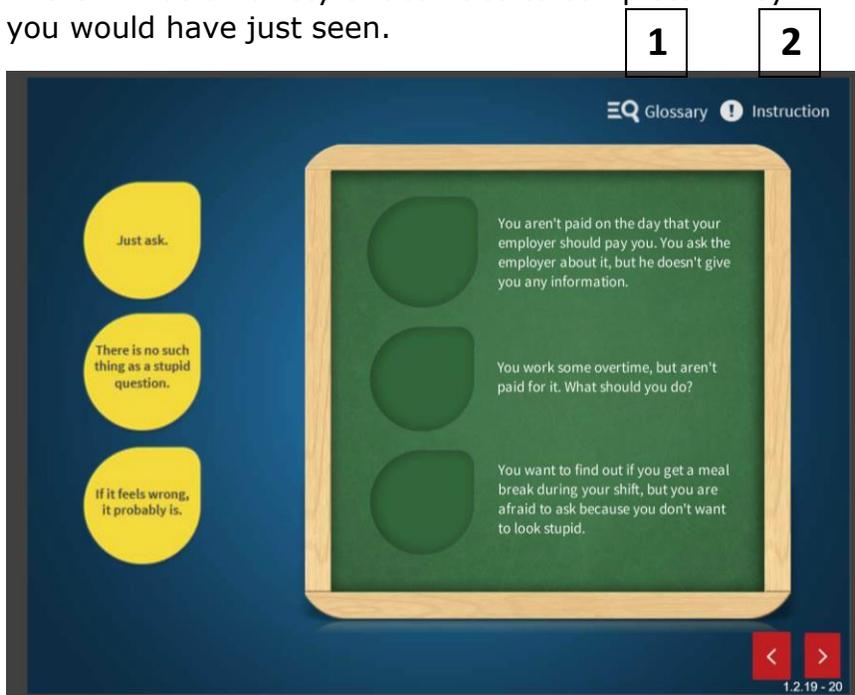
You will be asked to watch various film clips throughout the course.



To watch the film clips, click  Video 1 to start the video.

3.2.2 Activities

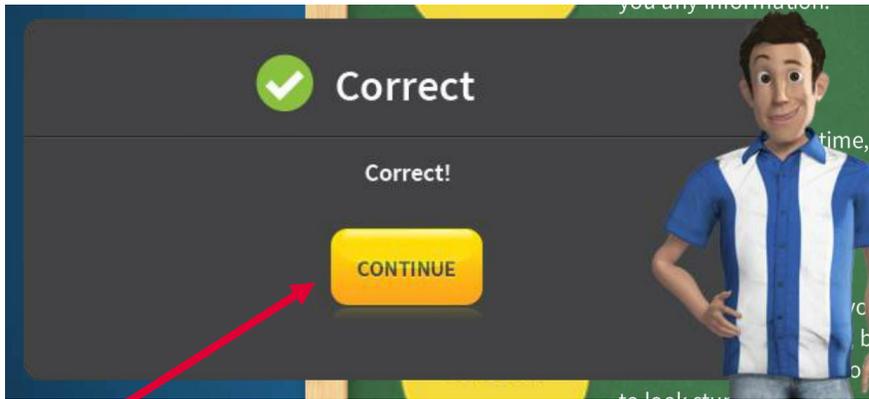
There will be a variety of activities to complete. They will relate to the information you would have just seen.



An activity screen will always have the two options in the top right corner.

1. The Glossary contains terms that are defined in this specific module.
2. Instruction is a review of what you should do in this activity.

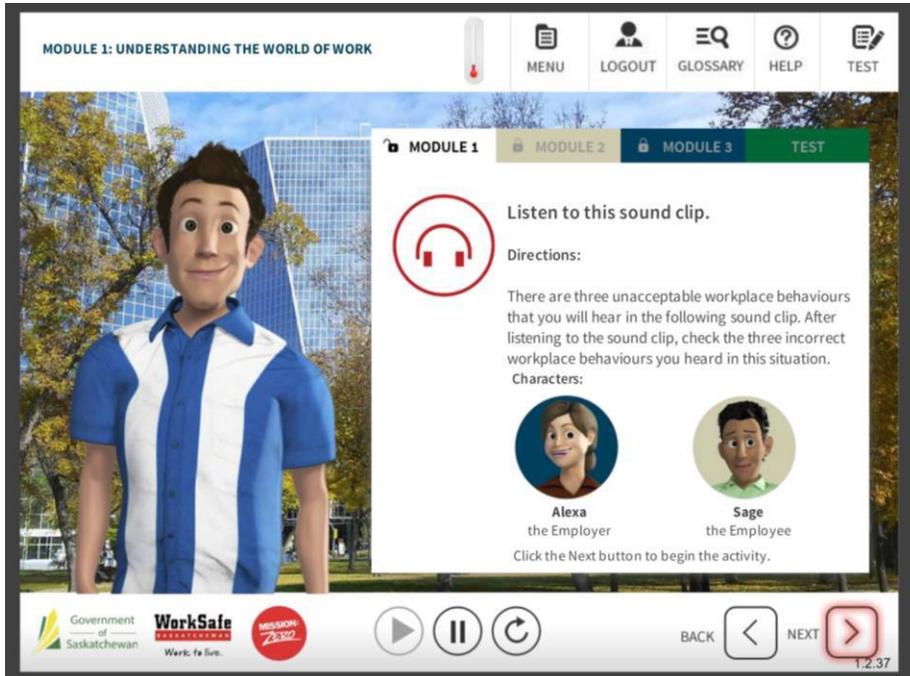
When you complete an activity correctly, you will receive this notification:



Click  to move on.

3.2.3 Sound Clips

There will be a variety of sound clips throughout the course.





To start the sound clip, click the . The screen will not change. When the sound clip is finished, the 'Next Button' will glow red.

3.3 Finishing a Module

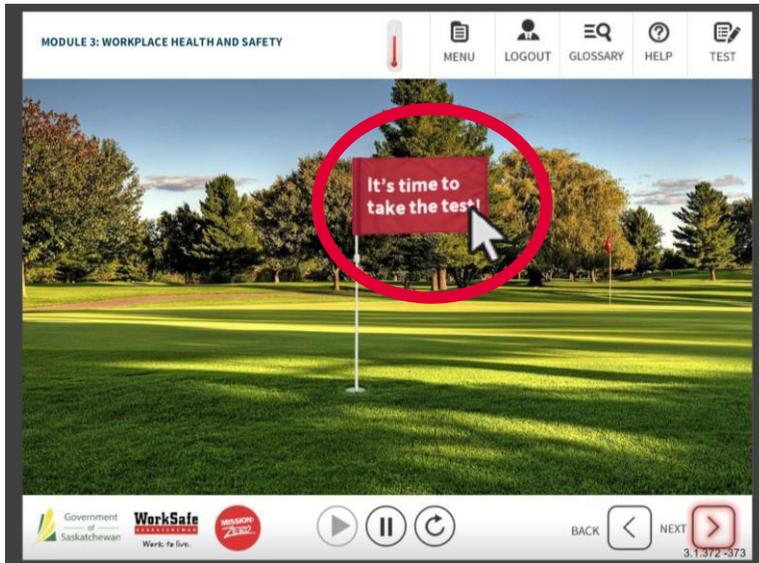
At the end of the module, you will complete an activity. Once completed, you can start the next one.

4.0. Test

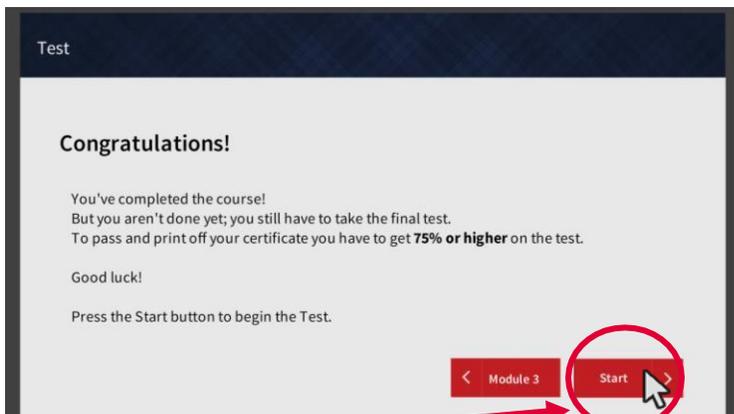
After you complete the final activity in module 3, you will see this screen. Click the



red flag to begin the test or click the  button.



You will be brought to this screen:



Click 'Start' to go to the test. If you need to review items, click .

To print off your certificate, you must have a score of 75% or higher. There are 35 questions in the test. Make sure to read the questions carefully.

4.1 Completing the Test

The following screen is an example of a test question.

The screenshot shows a test question interface. At the top, it asks: "If you work on weekends or a school holiday, and finish between 12:30 a.m. and 7:00 a.m., the employer:". Below this are four multiple-choice options, each with a radio button. A red oval highlights the first option, "a) Must provide free transportation home no matter what industry you work in". A callout box on the left says "1. Select the answer here first." pointing to the radio button. A second callout box on the right says "2. Click here to go to the next question." pointing to a red right arrow button in the bottom right corner. A red left arrow button is also visible next to it.

To answer the question, click the beside the answer you believe is correct.

Once you answer the question, click the  in the bottom right corner. If you need to go back, click the .

4.2 Receiving Certificate

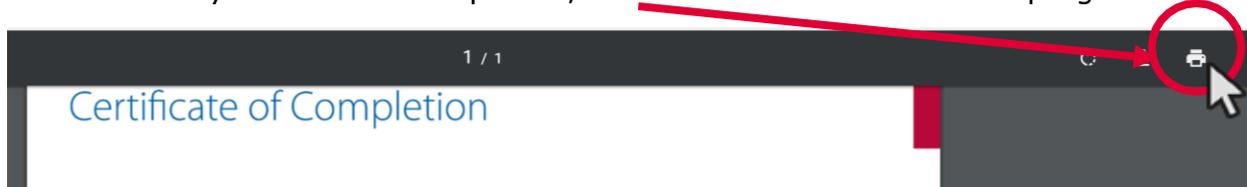
Once you pass the test, you will receive this screen:

The screenshot shows a "Congratulations on Completing The YWRCC!" screen. The background is dark blue with white text. At the top, it says "Congratulations on Completing The YWRCC!". Below that, it says "Your account stays active for 120 days. During this period of time, you can sign back into your account, re-take the test and print a new certificate. After 120 days, you must sign-in and create a new account in order to enter the course and re-take the test". There are three cartoon characters (a woman and two men) standing in the center. To the right of the characters, there is a section titled "To Print Your Certificate:" with a list of instructions: "Press the Print button to load your certificate for printing.", "Your certificate will open in a new window, so please make sure your pop-up blocker is turned off.", "Press the Control + P buttons (or Command + P if on a Mac) to open the print dialogue box.", "Select the number of copies you want to print.", "Remember to turn the printer on and confirm it has an adequate supply of paper.", "If you choose to Save it instead of print it, be sure to save it as a PDF.", "If you cannot print a certificate, please email a screenshot of the Certificate of Completion with your name to ywrcc@gov.sk.ca.", "Please include your mailing address in the email, so we can send you a certificate, and an explanation about why you could not print a certificate." At the bottom, there are three yellow buttons: "PRINT", "SURVEY", and "LOGOUT". In the bottom right corner, there are logos for "Government of Saskatchewan", "WorkSafe Saskatchewan", and "MISSION ZEST".

Your account stays active for 120 days. It is recommended you print out a few copies, as well as save the certificate on your computer.

4.2.1 Printing the Certificate

To print your certificate, click the  button. You will be brought to your certificate on your browser. To print it, click the  button in the top right corner.



4.2.2 Saving the Certificate

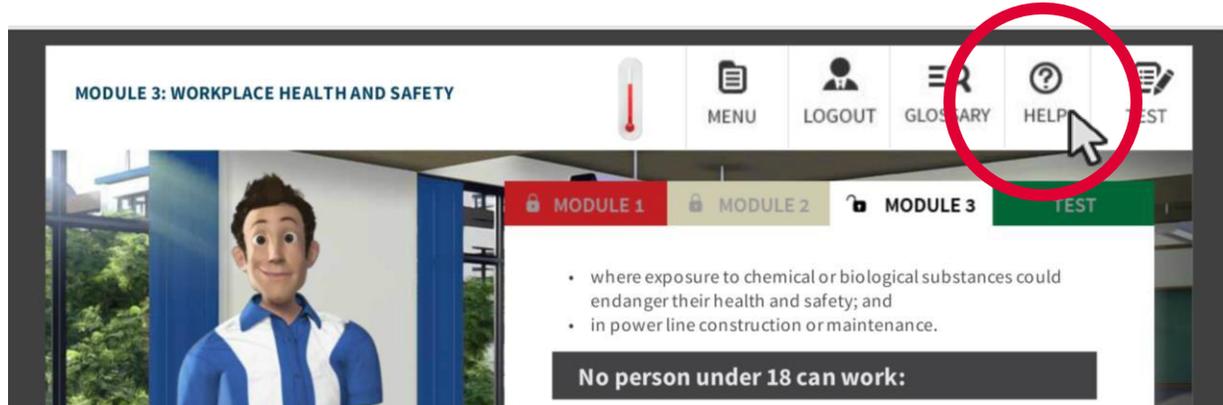
If you don't have access to print it, you can save it. Click the  button in the top right corner.



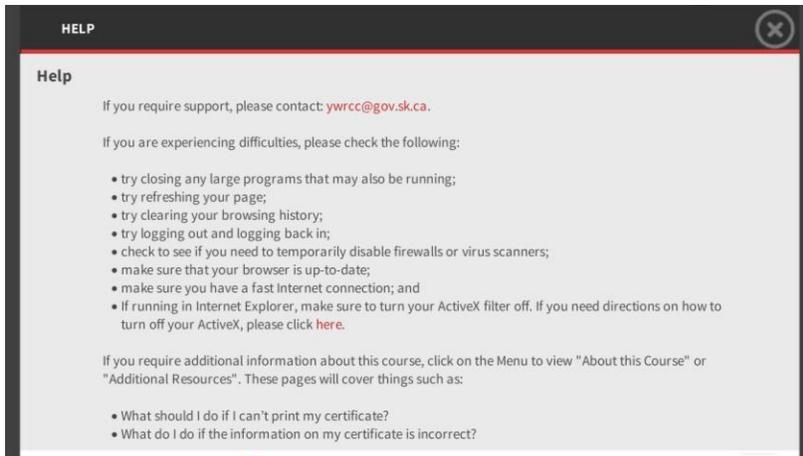
Save it as a PDF.

5.0 Technical Help

If you encounter issues with the program, you need to click on the 'Help' button in the course:



You will be brought to a screen that offers various solutions to try.



If none of the presented solutions work, contact ywrcc@gov.sk.ca.

6.0 Career Safety Education Help

Here are the **6 steps** for completing Career Safety Education:

1. Complete the Young Worker's Readiness Certificate Course (YWRCC). Once you complete it, send a photo or PDF of your certificate to cse@sasksafety.org.
2. Only after completing Step 1 will you receive a guide and link to the Mental Health Training. Once you complete it, send a photo or PDF of your certificate to cse@sasksafety.org.
3. Only after completing Step 2 will you receive a guide and link to the Workplace Hazardous Materials Information System (WHMIS). Once you complete it, send a photo or PDF of your certificate to cse@sasksafety.org.
4. You will then receive a guide and link to the industry orientation course you have chosen. Once you complete it, send a photo or PDF of your certificate to cse@sasksafety.org.
5. Keep copies of certificates for future employers and yourself.
6. Receive your certificate of completion of Career Safety Education.

If you have questions or concerns about Career Safety Education, our office is open Monday to Thursday, from 8:00am to 4:30pm, and Friday from 8:00am to 4:00pm. You can email cse@sasksafety.org or call 306-757-3197.

Emails and phone calls will be returned at these times.