

APA

Australia's energy
infrastructure partner

Birch Contractor Manual

Register and Enrol

October 2026



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Introduction

Birch is not an APA system, so your APA login details will not work – you will need to create a new user account via a few simple clicks, and create your own login details. Instructions to do this can be found in this guide.

Please check with your APA manager as to what inductions you are required to do.

There are many inductions found on Birch, as there are various types of contractors who use this platform.

Birch only has individual access. Each individual must create their own account, and complete their own inductions.

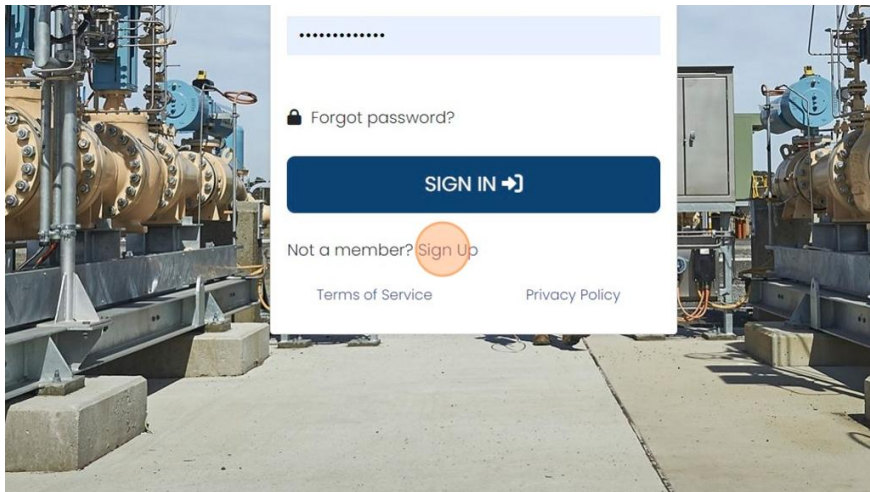
Ensure to download and save your completion certificates. Instructions to do this can be found in this guide. Please ask your APA manager where you need to send completion notice to.

Create an account

<https://apa.birchlp.com.au/>

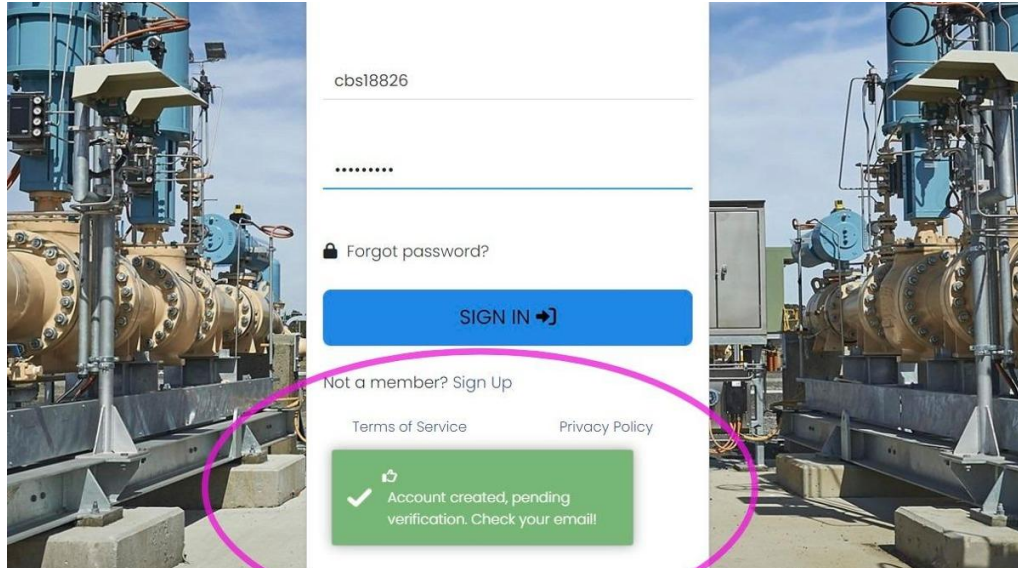
1. To create an account, click on **"Sign Up"**

Your APA login details will NOT work. Birch is NOT an APA system



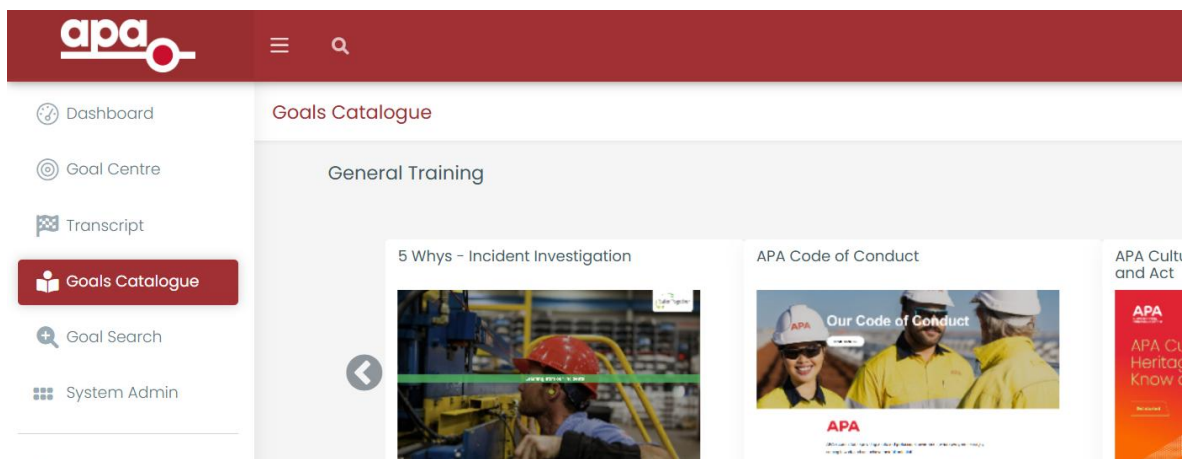
2. Fill in the Blank fields – you need to create new login details:
 - a. Username & Password
 - b. First & Last name
 - c. Email address
 - d. Company
 - e. Site – not required if you are remote/office based

3. After Sign up is complete please check your email account for verification link to confirm your email. Click the link to verify and confirm directly from the email.

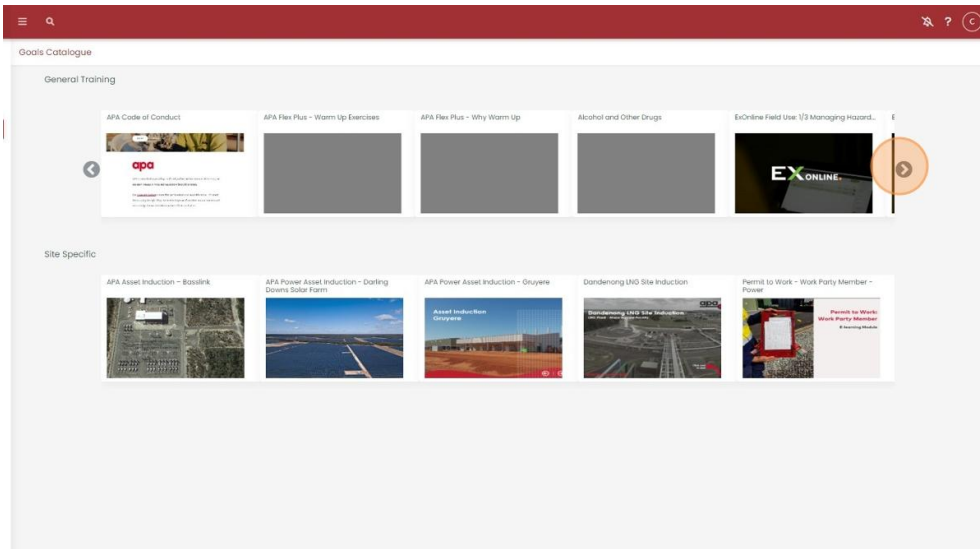


Register for training

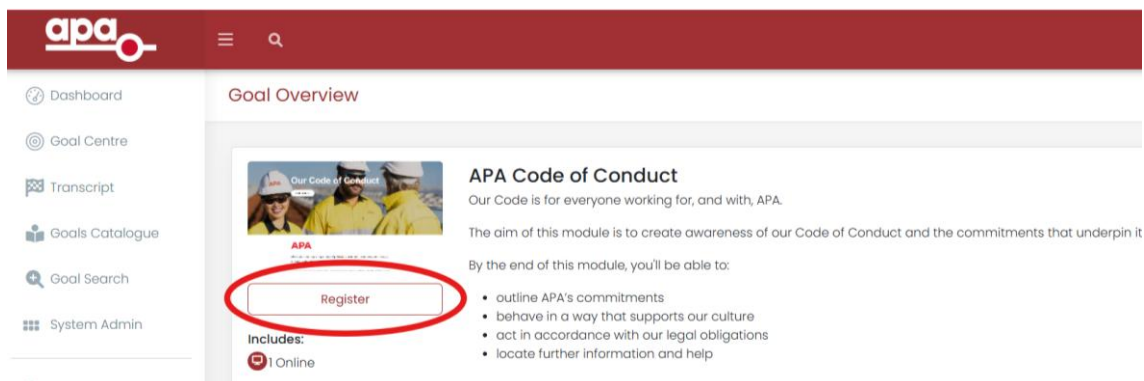
1. Login at <https://apa.birchlp.com.au/>
 - a. NOT your APA login details – see previous section to create new account.
2. Click "**Goals Catalogue**" on left side menu.



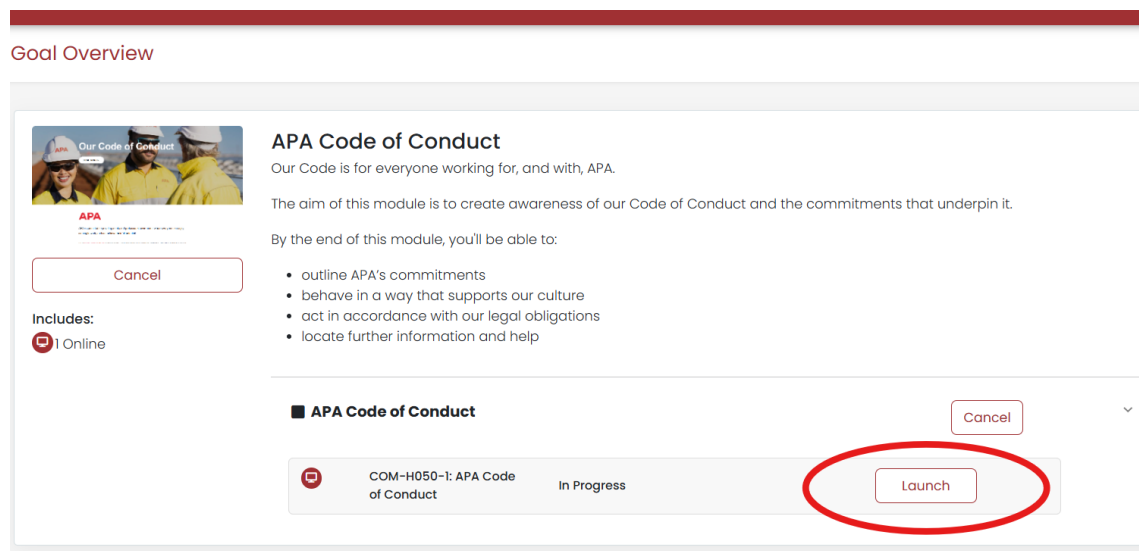
3. Use arrows to search for the course you want to register for.
4. Click on the course image to select it.



5. Click "Register"

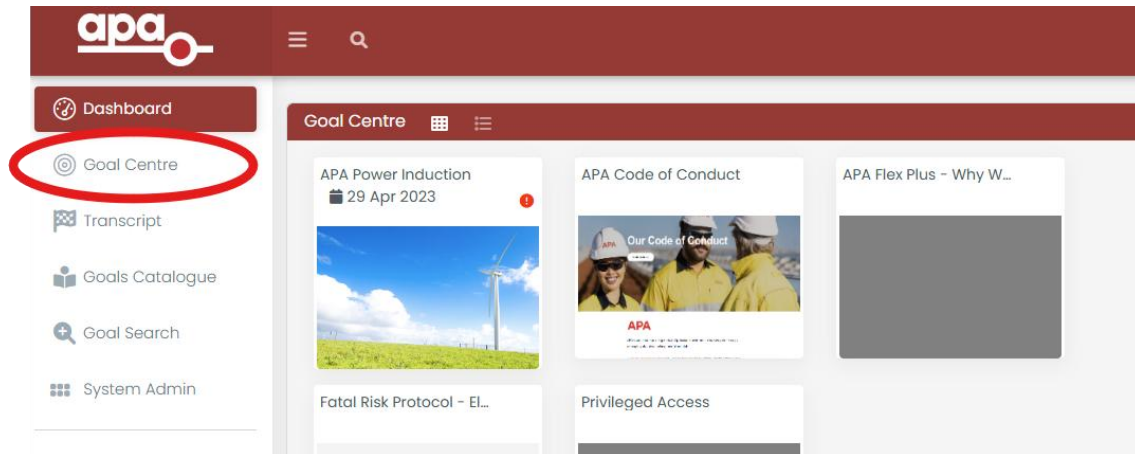


6. Click "Launch" to start the course.

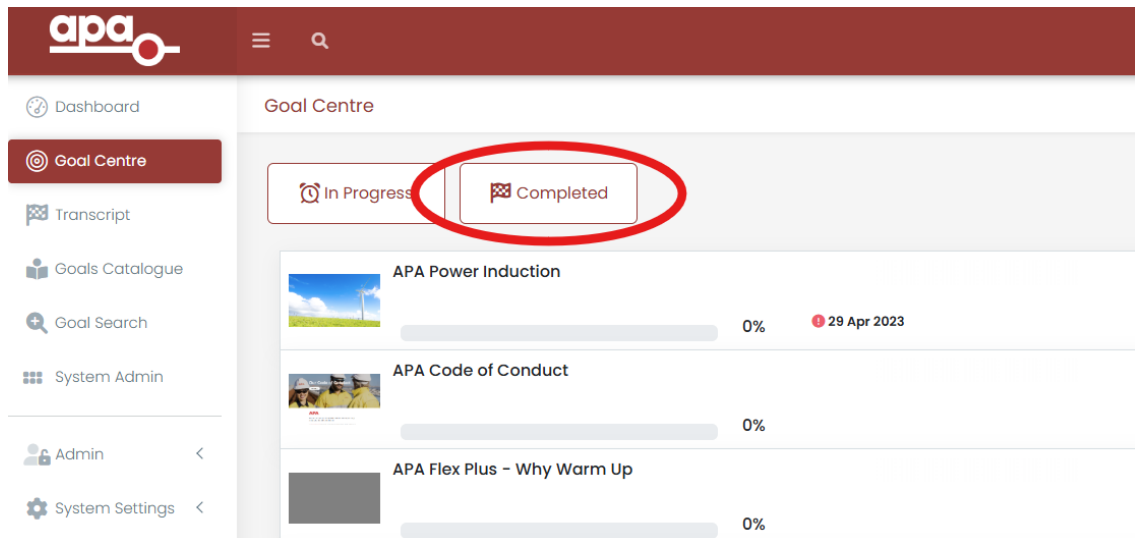


Download a certificate

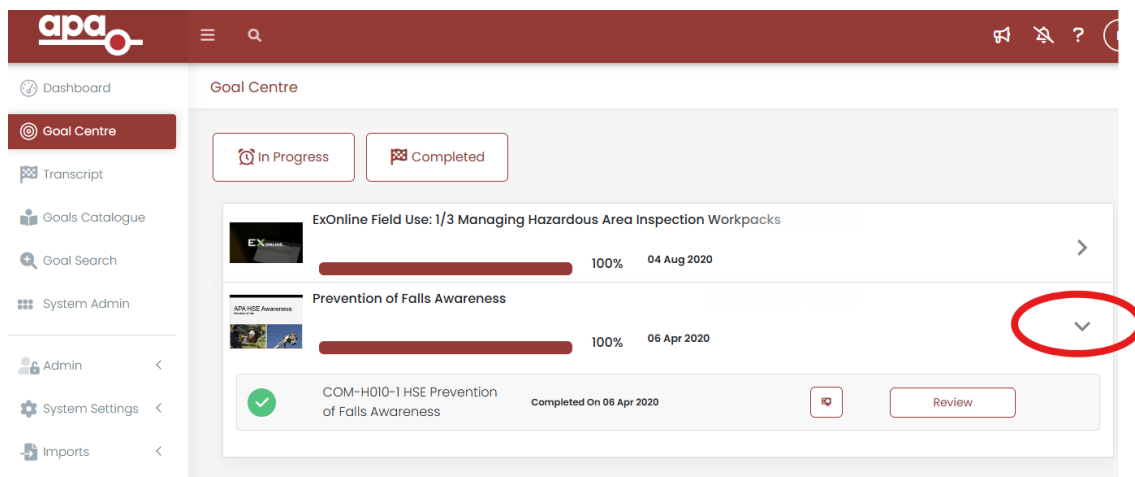
1. Click "Goal Centre"



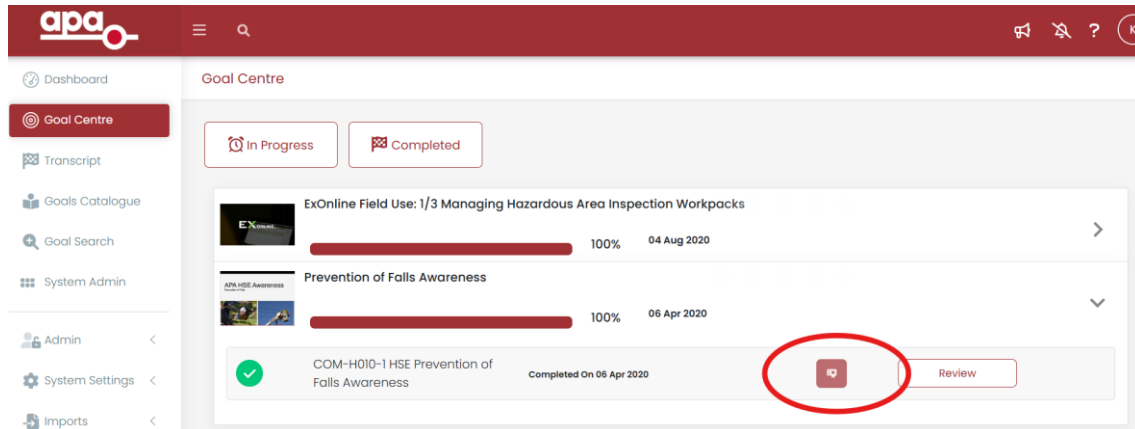
- 2.
3. Click on Completed



4. Click on the Right-side Arrow to expand the line



5. Click on Certificate which will open a new tab on your browser.



6. Save or Print your PDF of the Certificate.

