**User Guide to access E-Learning and Face to Face Training provided by Calderdale Safeguarding Adults and Safeguarding Children Partnership in conjunction with Virtual College**

1. If you have not accessed any CSAB/CSCP e-learning (provided by Virtual College) since July 2017, you need to register so that your details are added to the system. When selecting your 'department', please choose the most appropriate from the list e.g. if you are a child minder or private nursery, select 'Independent/Private'; if you work for a voluntary organisation, select 'Voluntary/Community/Faith Sector' etc. If in doubt, please contact Allison.waddell@calderdale.gov.uk direct to discuss. Once you have registered, just remember your user name and password!
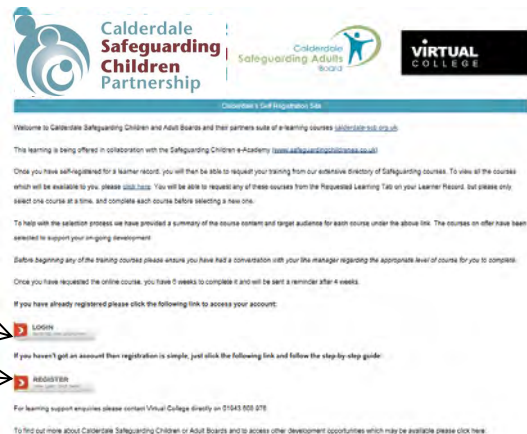

Log-in here if you have already registered for e-learning since July 2017

Register here if you are using this system for the first time since July 2017

If you are registering for the first time, select the most appropriate department. If you are unsure, please contact Allison.waddell@calderdale.gov.uk direct for advice.

Then select the most appropriate sub-department. Some departments have 3 levels, some only have 2.
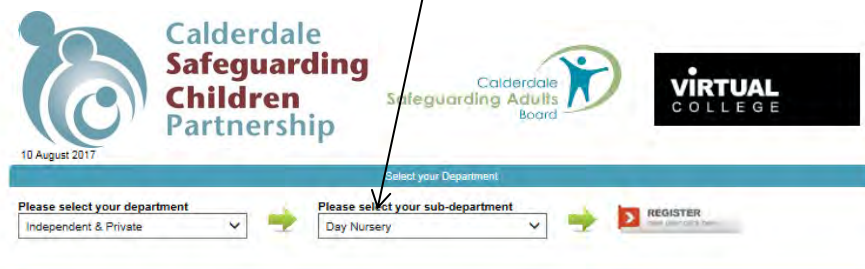
Once you click on 'Register', you are taken to a free text page, please complete this form with all the details requested.

Once you have completed this form, click on Register.

You should receive a message that will allow you to log-in and to say an email will be sent to confirm your log-in details.

You are taken to a welcome page where you need to enter your user name and password.

2. Your Learner Dashboard will look like this
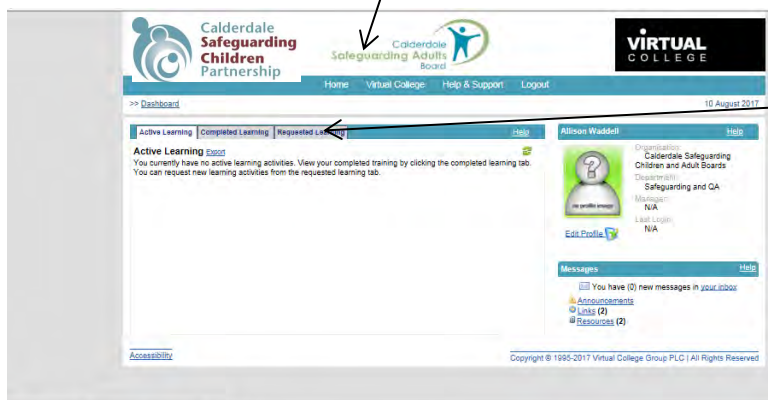
The first time you go onto the Dashboard, click on the 'Requested Learning' tab and then 'Course Request'

3. Clicking on 'Course Request' will download all the courses that are available to you and include the full suite of e-learning modules and face to face courses.

Please only select **one e-learning course** at a time. You can go back in once you have completed it and select another at any time.

You can select as many **face to face** courses including Continuous Professional Development; Conference; and Presentation as you wish but please make sure you have your Manager's agreement to attend and that the course will meet your learning needs. The charging policy applies for cancellation without sufficient notice (see website for more details). There is information about

each course in the Multi-Agency Safeguarding Training Programme and a course preview once you have selected the course you are interested in.

Use the search facility to look for a specific course (using key words from the title of the course)
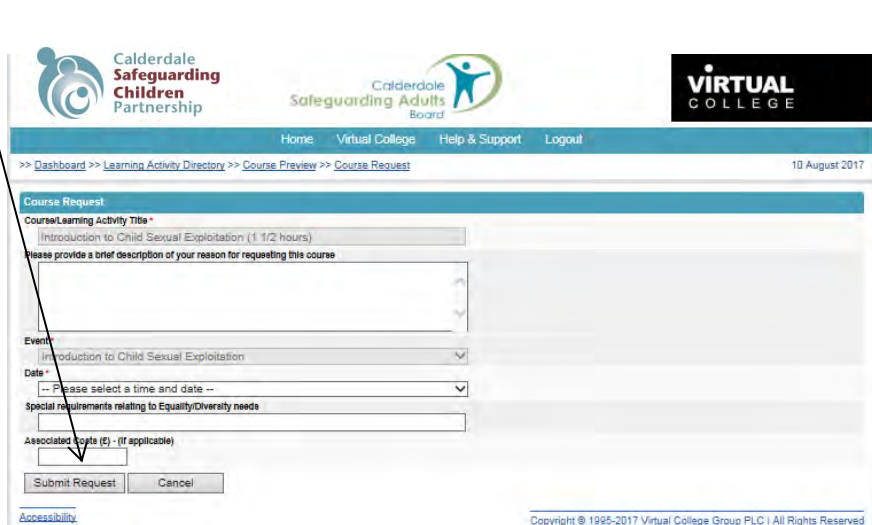
 or

sort e-learning and face to face training by clicking on the arrow at the side of the word 'type'
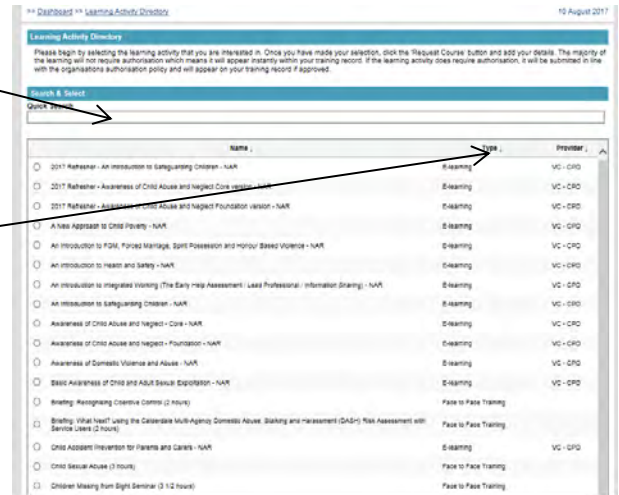
4. Once you have selected the relevant face to face training course, you will be given an option of dates (where applicable)

5. Finally, submit your request.

6. The CSAB/CSCP will authorise your request (or contact you to discuss your application if necessary) in due course and you will then receive a confirmation email with the venue, times and any other necessary details of the training you have selected.

7. You will see similar screens when requesting e-learning. You are asked to complete e-learning within 6 weeks of the date you request it. You will be sent a reminder after 4 weeks if you have not completed it already.

8. Certificates for e-learning can be accessed via the system following successful completion of the course and a short on-line evaluation.

Certificates for face to face training courses, presentations, conferences etc. will be available via the system following completion of the course and a short on-line evaluation.

Confirmations and reminder emails will be sent automatically by the system so if you do not receive anything, please contact julie.hartley@calderdale.gov.uk for advice.

CSAB/CSCP Secretariat:
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01422 394149