

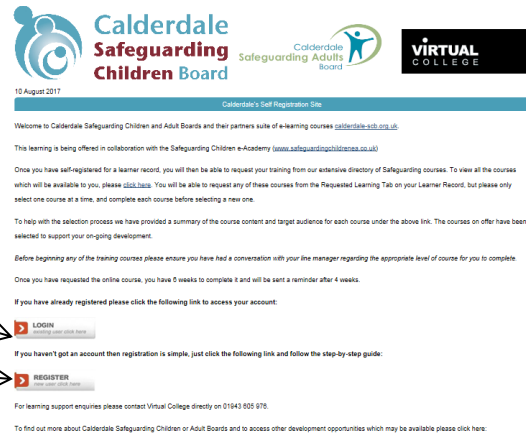
User Guide to access E-Learning and Face to Face Training provided by

Calderdale Safeguarding Adults Board and Safeguarding Children Partnership in conjunction with Virtual College

1. If you have not accessed any CSCB 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 Calderdale MBC, then Early Intervention and Safeguarding, then Education Welfare and Schools Links. 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

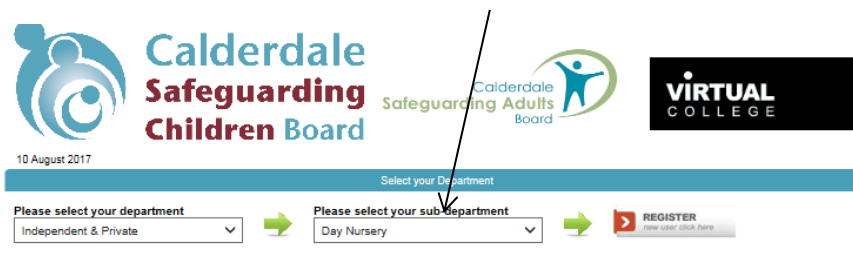
Register here if you are using this system for the first time since July 2017



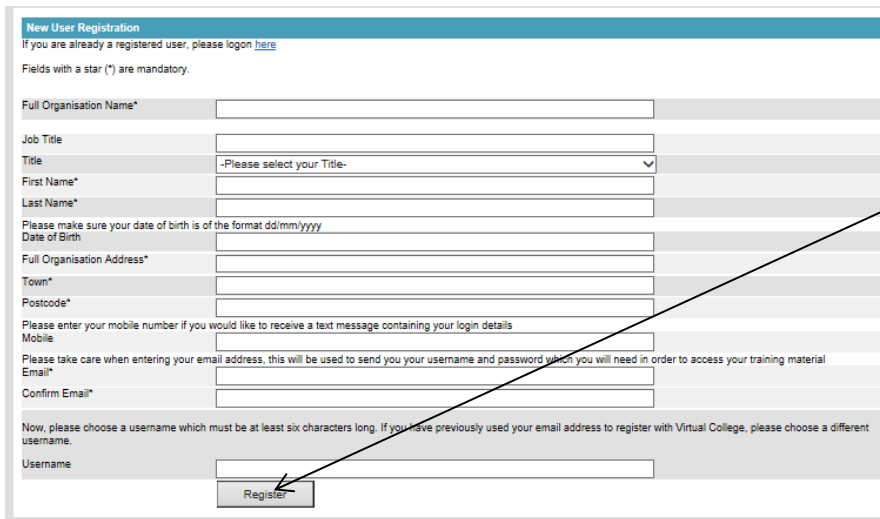
If you are registering for the first time, select Calderdale MBC.



Then select Early Intervention and Safeguarding; and then Education Welfare and School Links.



Once you click on 'Register', you are taken to a free text page, please complete this form with all the details requested. Write your job title as 'Voluntary Chaperone' or 'Professional Chaperone' as appropriate.



New User Registration
If you are already a registered user, please logon [here](#)
Fields with a star (*) are mandatory.

Full Organisation Name*

Job Title

Title

First Name*

Last Name*

Please make sure your date of birth is of the format dd/mm/yyyy
Date of Birth

Full Organisation Address*

Town*

Postcode*

Please enter your mobile number if you would like to receive a text message containing your login details
Mobile

Please take care when entering your email address, this will be used to send you your username and password which you will need in order to access your training material
Email*

Confirm Email*

Now, please choose a username which must be at least six characters long. If you have previously used your email address to register with Virtual College, please choose a different username.
Username

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 screenshot shows the 'Requested Learning' tab selected in the dashboard. The user profile for Allison Waddell is visible, along with a messages section indicating 5 new messages in the inbox. The dashboard includes navigation links for Home, Virtual College, Help & Support, and Logout. The footer contains copyright information for Virtual College Group PLC.

The first time you go onto the Dashboard, click on the 'Requested Learning' tab and then 'Course Request'

Welcome to your learner record

You can apply for a range of e-learning courses by clicking on your Requested Learning Tab and selecting the course you would like to complete. All courses which you request will be automatically added to your Active Learning tab. You can complete each course before requesting another.

If you require any assistance then please refer to the Resources section on your Dashboard, where you will find a Requested Learning user guide.

Kind regards,

Calderdale SCB

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.

4. Select the course below from the list available:-

- **An Introduction to Safeguarding**

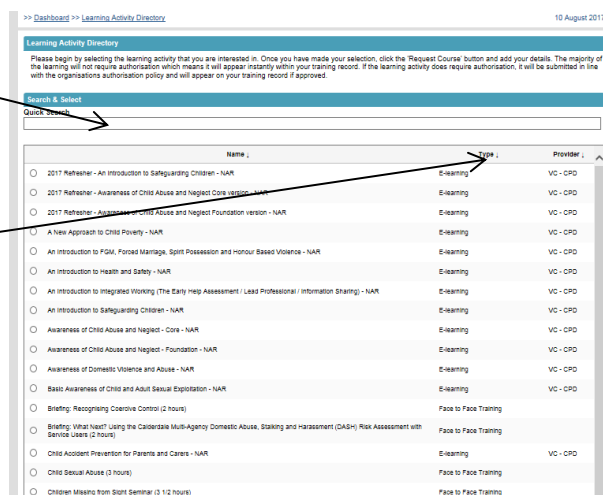
Please only select **one e-learning course** at a time. You can go back in once you have completed it and select another at any time.

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.

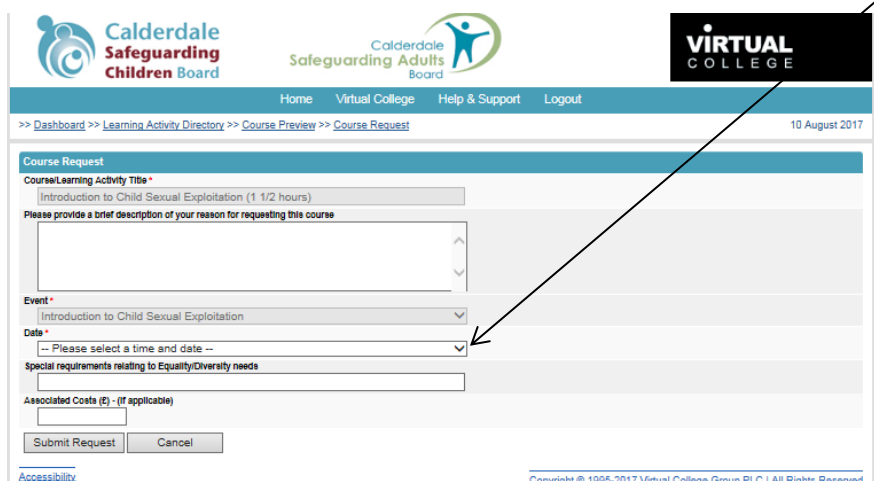
Use the search facility to look for a specific course (using key words from the title of the course)

or

sort e-learning and face to face training by clicking on the arrow at the side of the word 'type'



5. Once you have selected the relevant face to face training course, you will be given an option of dates (where applicable)



6. Finally, submit your request.

7. The CSCB 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.

8. 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.

9. 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.

For any general enquiries relating to chaperone licensing, please contact cee@calderdale.gov.uk

CSCP Secretariat:

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