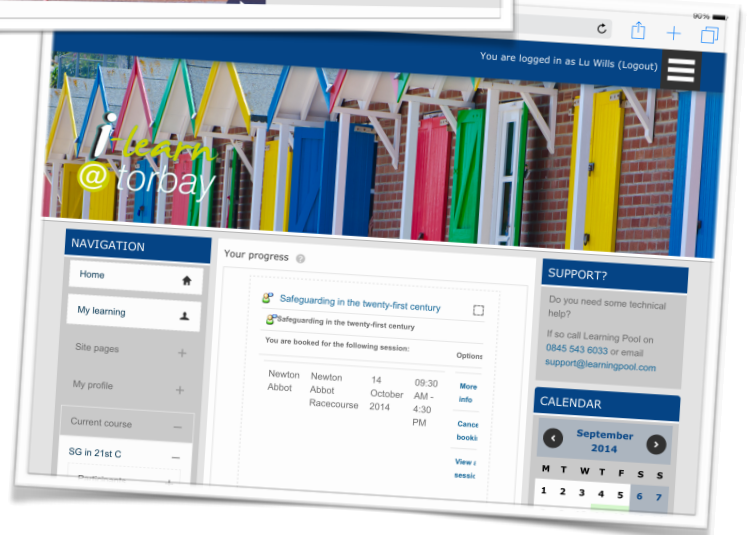
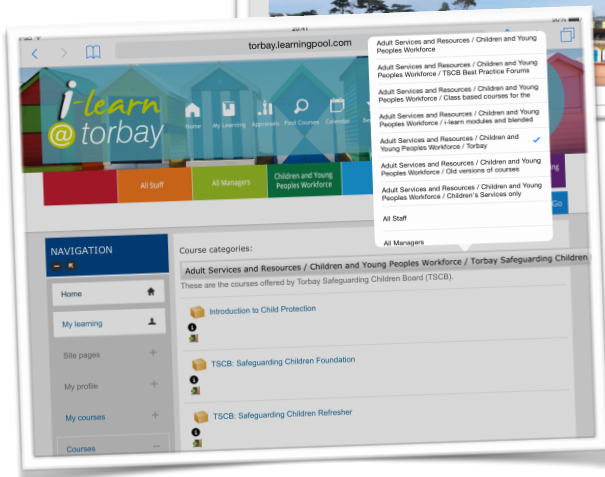
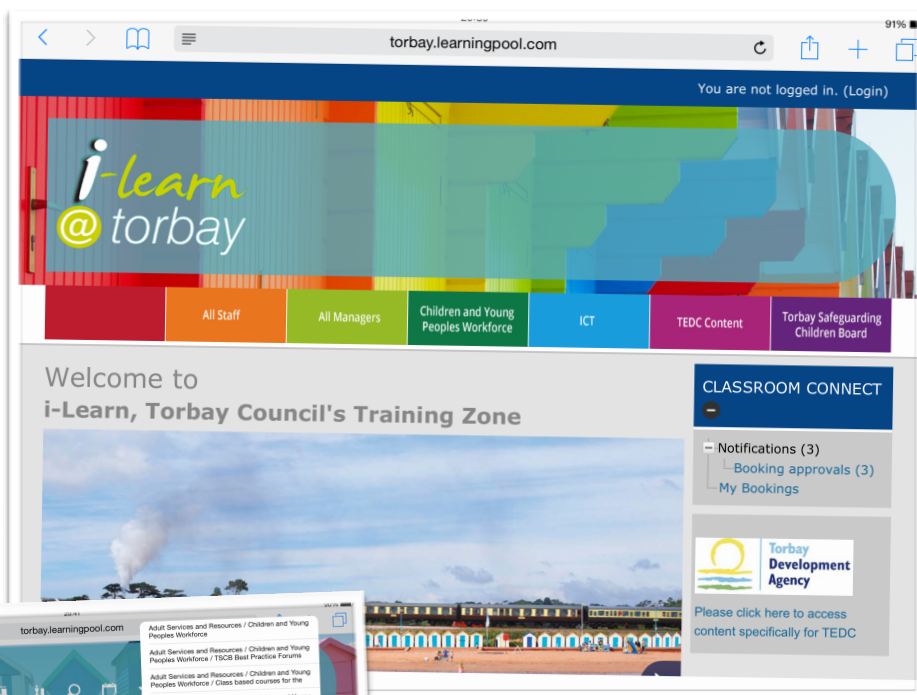


Learning pool

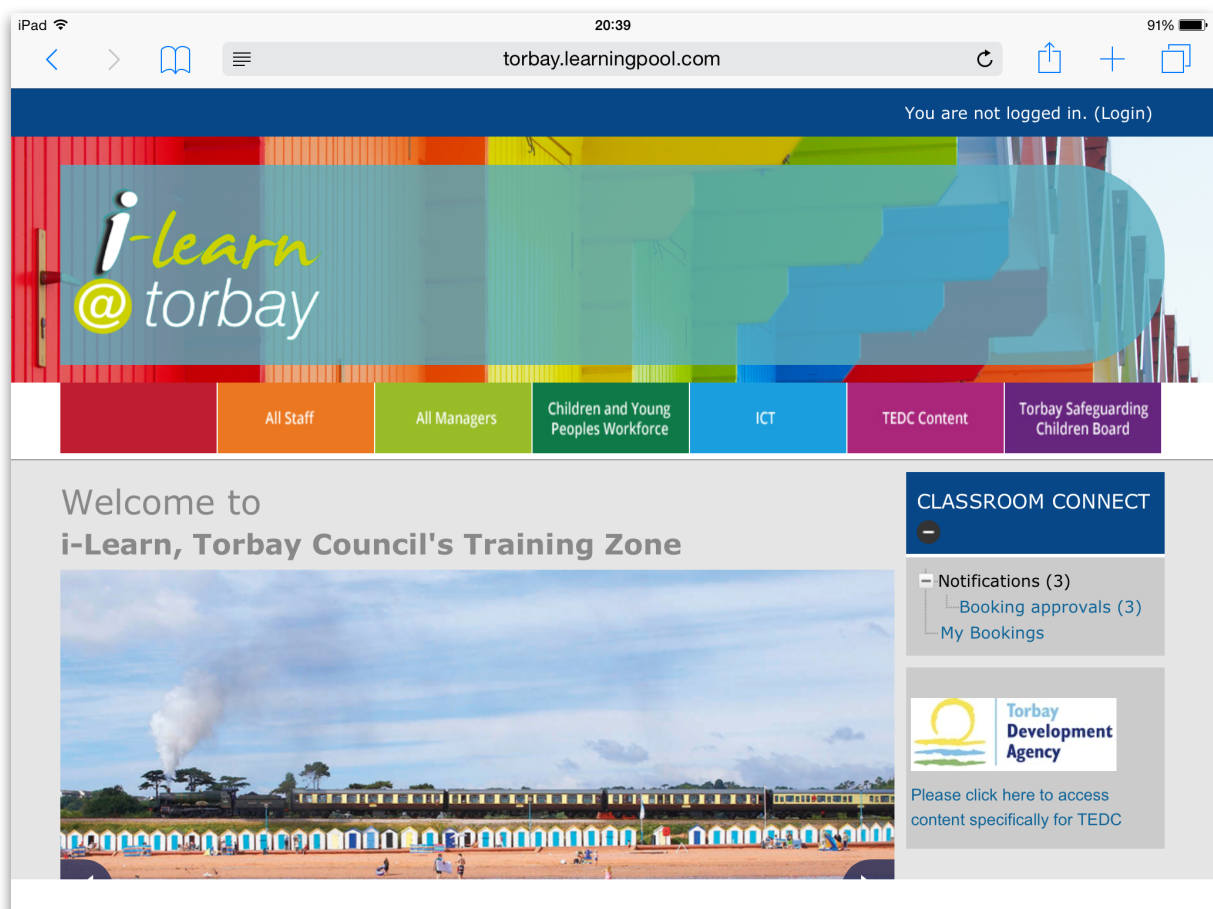
Instructions for users



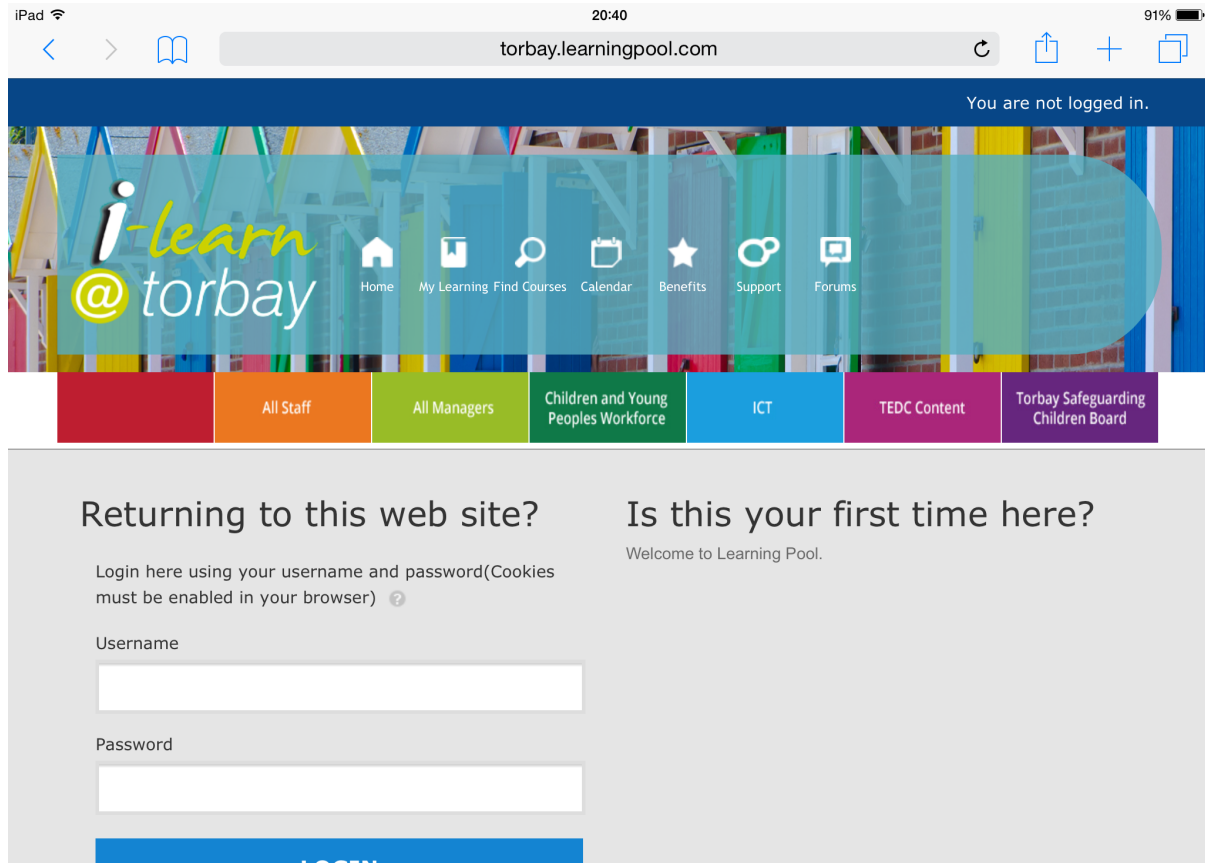
Login

If you don't already have a login go to [Torbay Safeguarding Children Board website](#) and complete the online form. The details you provide us with will enable us to set up your account and link you directly to your organisation if already set up (if your organisation is new to the system we may need to contact you for further information; simply to ensure you can get the most from the site).

If you have a user account click on the login section in top right hand corner.



This will take you to this page. Remember user names are generally firstname.surname all lower case and your password is case sensitive!

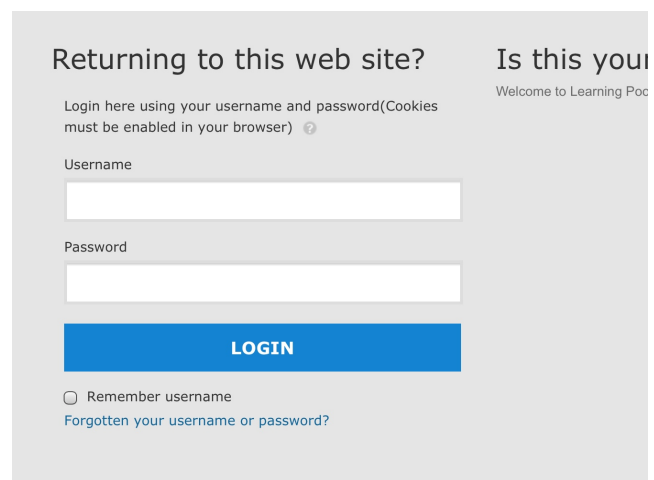


Help I've forgotten my password!

Don't fret! There is a forgotten password link underneath the blue login tab; take a look.

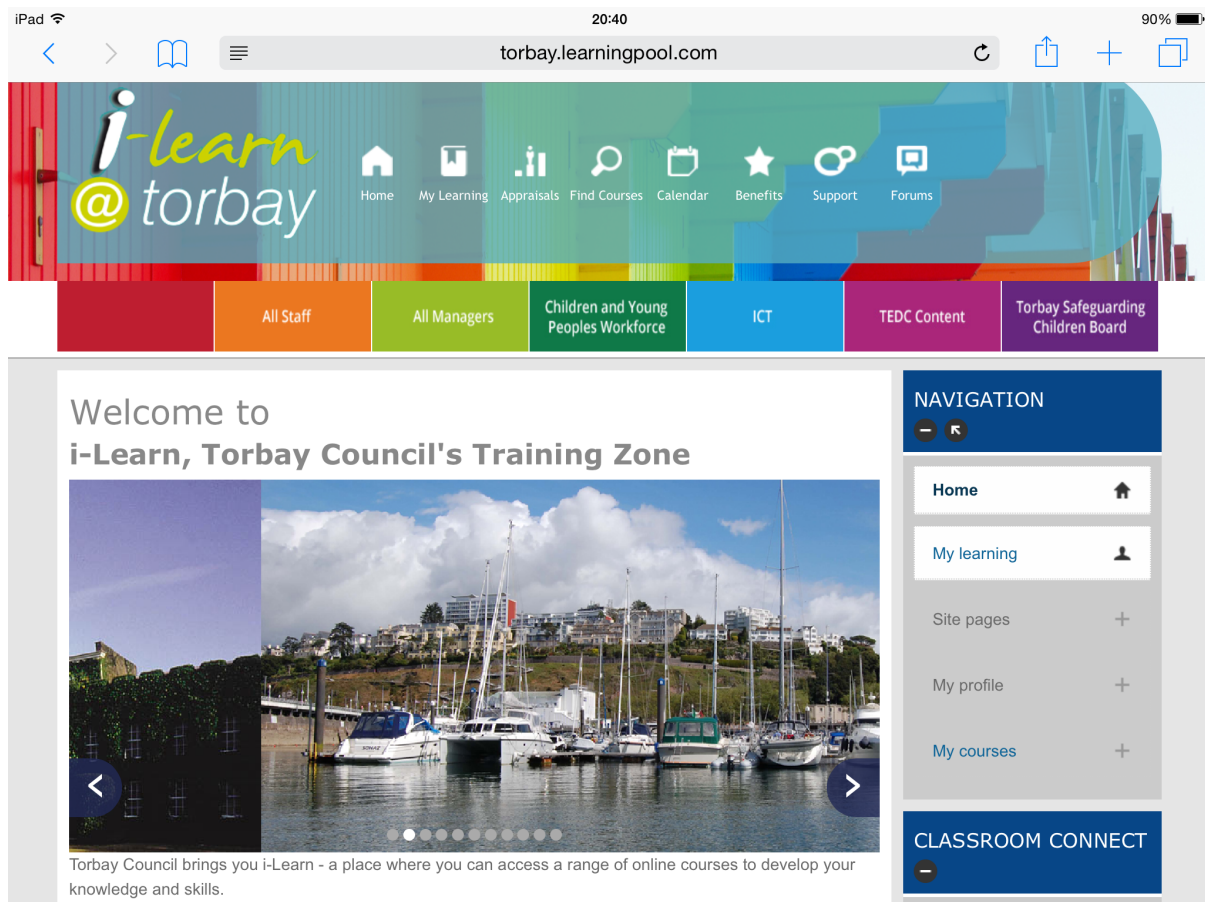
If it's a private computer/ laptop/ tablet you can always tick the 'Remember username' box!

First time you login you will be asked to change your password.



Logged in - what's next?

When you log in you will be taken straight to this page:



The photo may be different but you can see the layout! If you are an employee of Torbay Council you will be able to access the All staff and if appropriate All managers tabs. If you work within the children and young people's workforce in Torbay there will be two tabs for you to use. There is the Torbay Safeguarding Children Board tab where all the safeguarding training is located. There is also the Children and

young people's workforce tab which has more general training i.e. Food Hygiene for Childminders e-learning module.

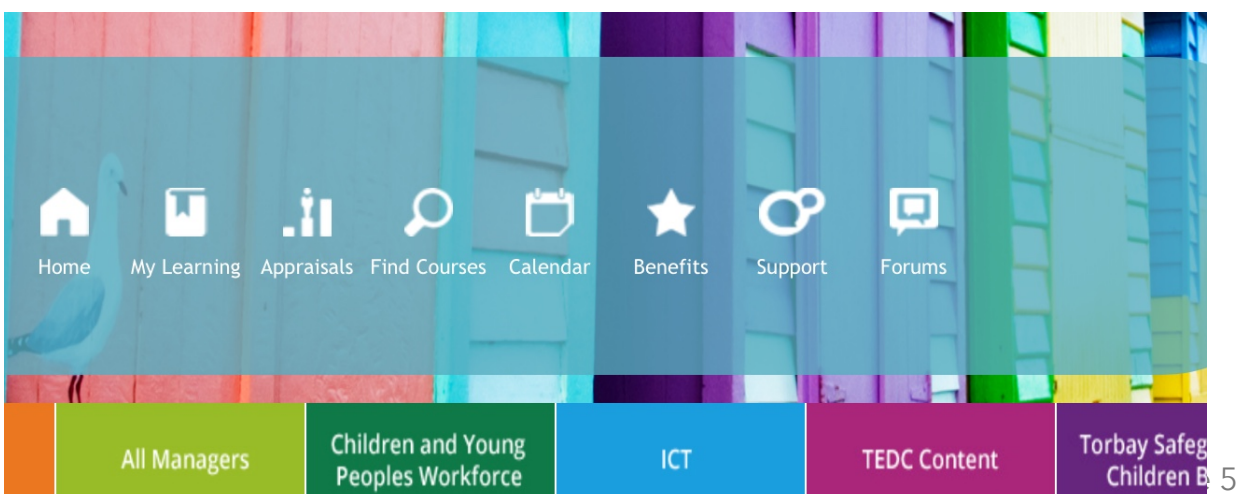
Have an explore - if you get lost just click on i-learn @ Torbay logo and you'll go back to the homepage.



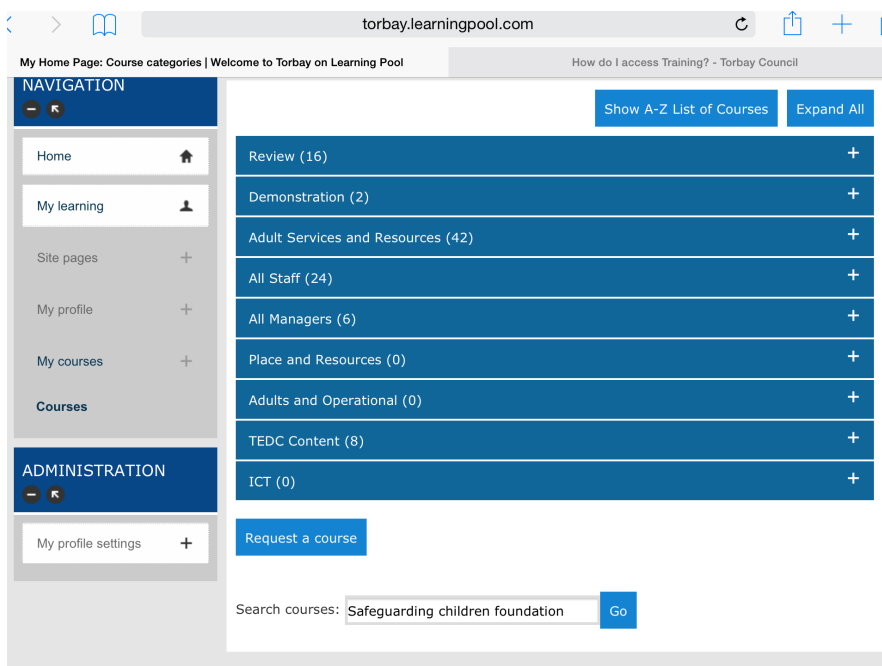
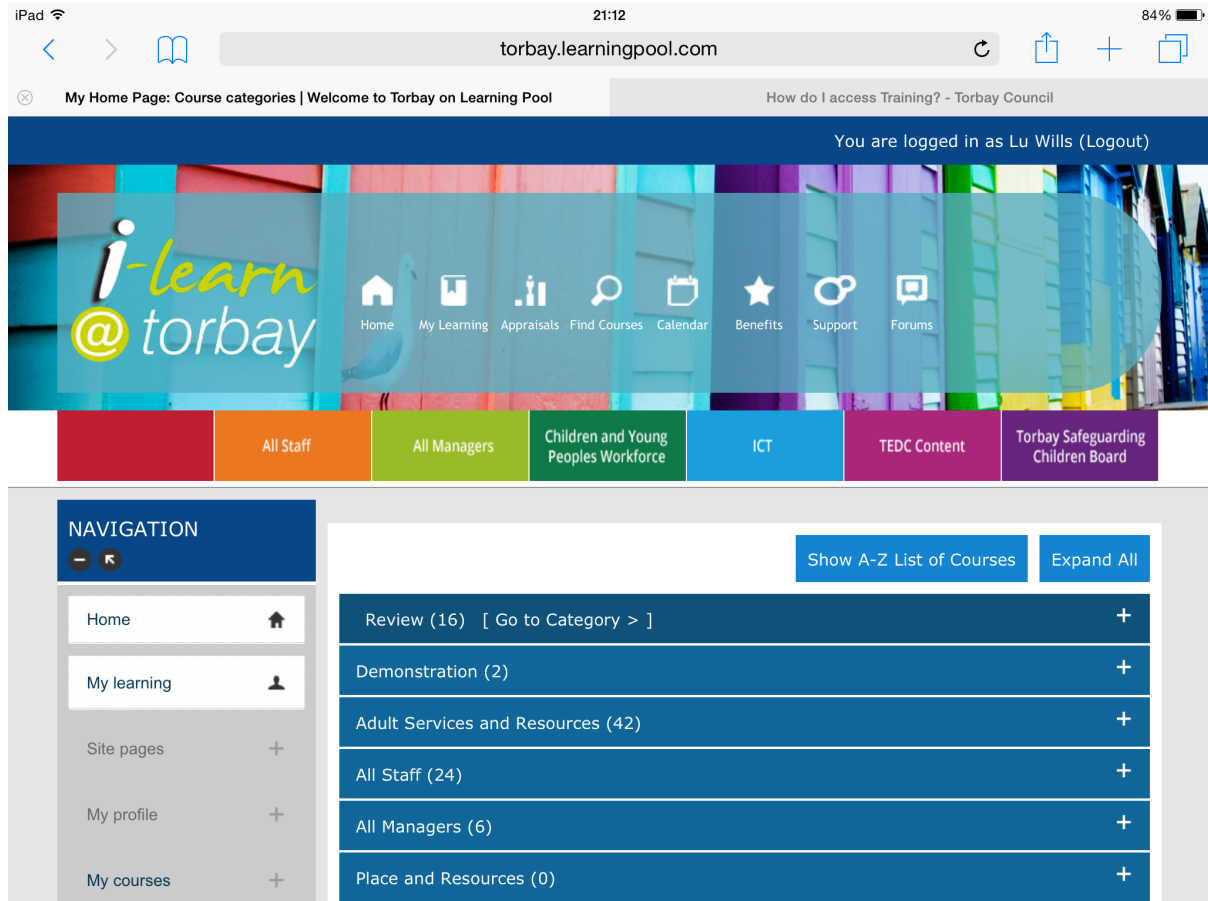
Booking onto an event

Okay so let's get down to why you've logged onto the site. You want to complete a course - what do you do?

Let's say I want to go on the Safeguarding Children Foundation course and want to find it quickly. So let's click on 'Find courses'.

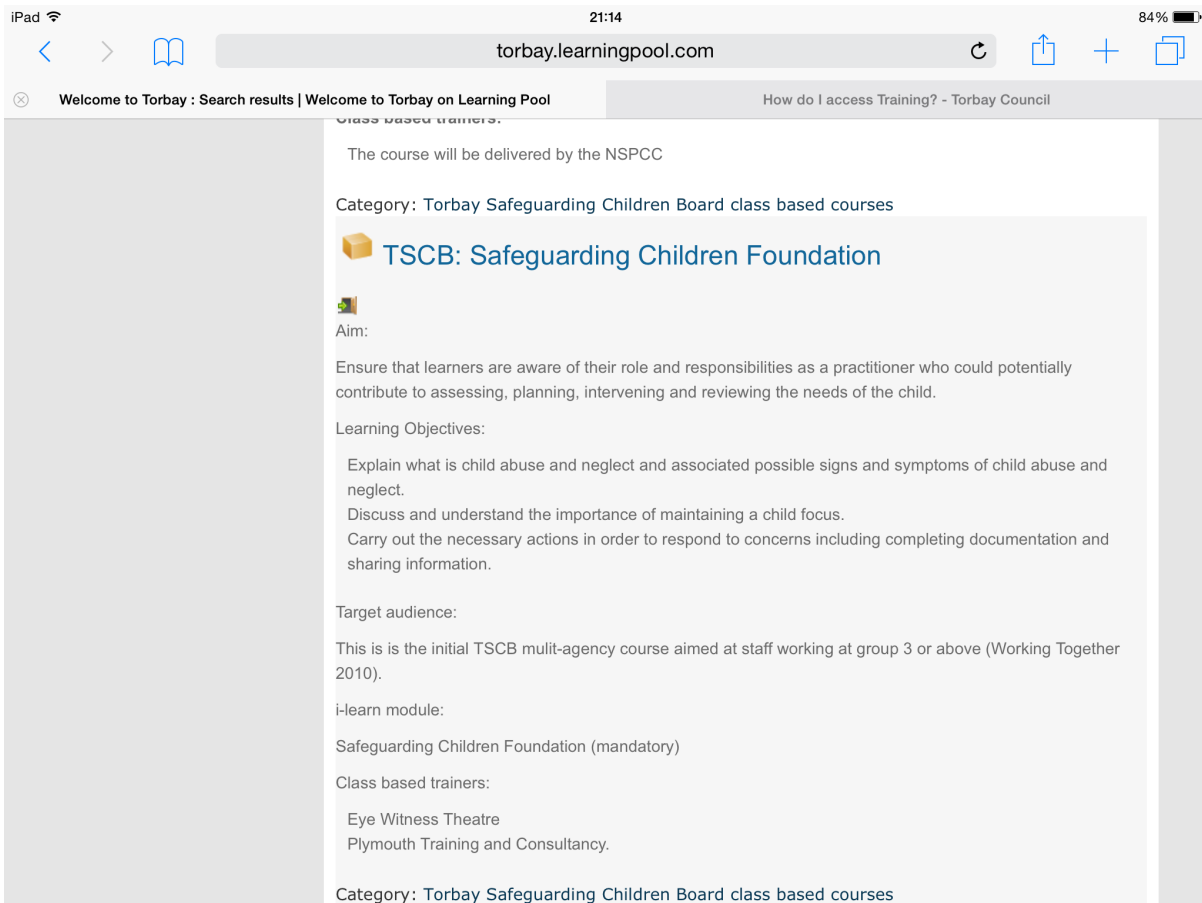


This will pull up a tab. Click on courses. This page will then come up:



You can now either go through the sections (which you could have done via the tabs but say you're in a rush and want to book on it RIGHT NOW?) so, let's scroll a little further down and there we go - the box to type in the course name:

So in we type 'Safeguarding Children Foundation'. Now this course is a precursor for many other courses so we scroll down the list and find :



We can read from here what the course is all about. Looks like the one we want. So then just click on the name TSCB: Safeguarding children foundation.

This takes us to the course page.

The screenshot shows the Learning Pool website on an iPad. The browser address bar shows 'torbay.learningpool.com'. The page title is 'Course: TSCB: Safeguarding Children Foundation | Welcome to Torbay on Learn...'. The main navigation bar includes links for Home, My Learning, Appraisals, Find Courses, Calendar, Benefits, Support, and Forums. Below this is a secondary navigation bar with categories: All Staff, All Managers, Children and Young Peoples Workforce, ICT, TEDC Content, and Torbay Safeguarding Children Board.

The main content area is divided into three columns:

- NAVIGATION:** Home, My learning, Site pages, My profile, Current course (SCF C).
- Your progress:**
 - Part 1: i-learn module**

This will provide you with the knowledge and understanding part of the Safeguarding Children Foundation.
 - Part 2: Class based learning**

The class based session will use the learning from the i-learn module to review different scenarios to enable you to reflect on your practice, role and responsibilities.

The trainers are approved by Torbay Safeguarding Children Board and this course has been quality assured by the Training, Learning and Development Sub Group.
- SUPPORT?:** Do you need some technical help? If so call Learning Pool on 0845 543 6033 or email support@learningpool.com
- CALENDAR:** September 2014

The second screenshot shows the 'Requirements' page for the course. The browser address bar is the same. The page title is 'Course: TSCB: Safeguarding Children Foundation | Welcome to Torbay on Learn...'. The main content area is divided into three columns:

- Left sidebar:** SCF C, Participants, Badges, General, Topic 1, My courses, ADMINISTRATION, My profile settings.
- Requirements:**
 - Requirements:** You must be working within Group 3 or above (Working Together 2010) in order to access this course. You must attend this course in order to be able to access the TSCB specialist courses.
 - Safeguarding Children Foundation i-learn module:** This module must be completed prior to attendance on the class based section of this course.
 - Safeguarding Children Foundation - class based session:**
 - Sign-up for an available upcoming session:

12 November 2014 09:30 AM - 4:30 PM PMAt Rooms 10/11/12	14 January 2015 09:30 AM - 4:30 PM PMAt Rooms 10/11/12
---	---
 - Part 3: Post Course handouts:** This file includes documents to help you with your role in safeguarding children.
- CALENDAR:** A calendar for September 2014 with dates 1-30. The 25th is highlighted in blue.
- Events key:**
 - Hide global events
 - Hide course events
 - Hide group events
 - Hide user events
- UPCOMING EVENTS:**
 - TSCB Parental Mental III Health: Wednesday, 1 October, 9:30 AM » 4:30 PM
 - TSCB: CSE course: Thursday, 2 October, 9:30 AM » 4:30 PM

The screenshot shows a mobile browser interface for the course 'TSCB: Safeguarding Children Foundation'. The page is divided into a main content area and a sidebar calendar.

Course: TSCB: Safeguarding Children Foundation | Welcome to Torbay on Learn...

How do I access Training? - Torbay Council

Part 3: Post Course handouts
This file includes documents to help you with your role in safeguarding children.

Not available until the activity Safeguarding Children Foundation - class based session is marked complete.

TSCB Evaluation
Not available until the activity Safeguarding Children Foundation - class based session is marked complete.
Not available until the activity Safeguarding Children Foundation i-learn module is marked complete.

Impact Evaluation notification
Some info on this instance

Not available until the activity Safeguarding Children Foundation - class based session is marked complete.

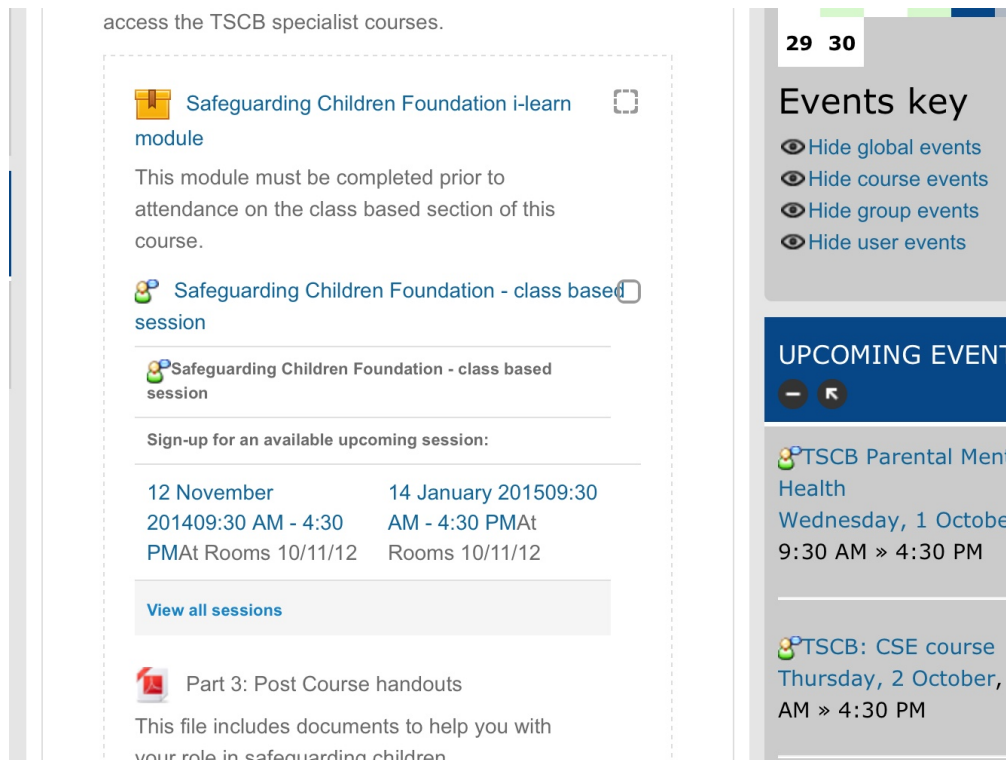
Impact Evaluation
Not available until the activity TSCB Evaluation is marked complete.

TSCB certificate
Not available until the activity Impact Evaluation is complete and passed.

Calendar Sidebar:

- Thursday, 2 October, 9:30 AM » 4:30 PM
- Pi-learn session Thursday, 2 October, 1:00 PM » 5:00 PM
- Manager's Toolkit Friday, 3 October, 9:30 AM » 4:30 PM
- Manager's Toolkit Friday, 3 October, 9:30 AM » 4:30 PM
- Best Practice Forum - October 2014 Tuesday, 7 October, 12:00 PM » 2:00 PM
- Pi-learn session Wednesday, 8 October, 9:30 AM » 1:30 PM
- Contact Supervision for Children Looked After

This is how the whole course looks from I-learn module through to certificate. But what does it all mean?



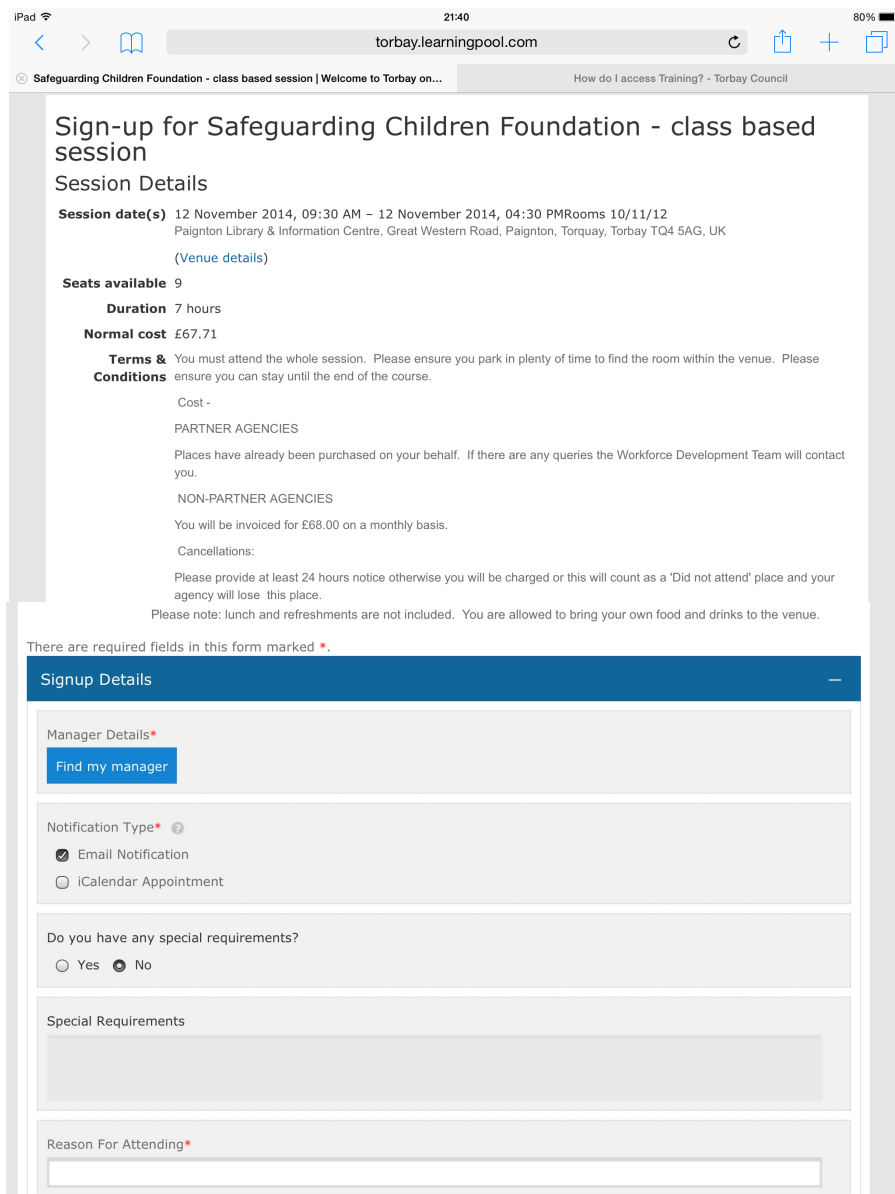
Brown box is an e-learning module and the little torso with a speech bubble is a face to face course. The PDF document is a downloadable document - in this case post course handouts but could be pre-course handouts depending on where they are in the hierarchy.

So for this course, you need to complete the e-learning module, attend the face to face course and then download the handouts; part 1, part 2 and part 3!

Once you've completed this there will also be an evaluation, an impact evaluation (which you will receive an email notification for) and then Once you've completed and submitted these your certificate will be released.

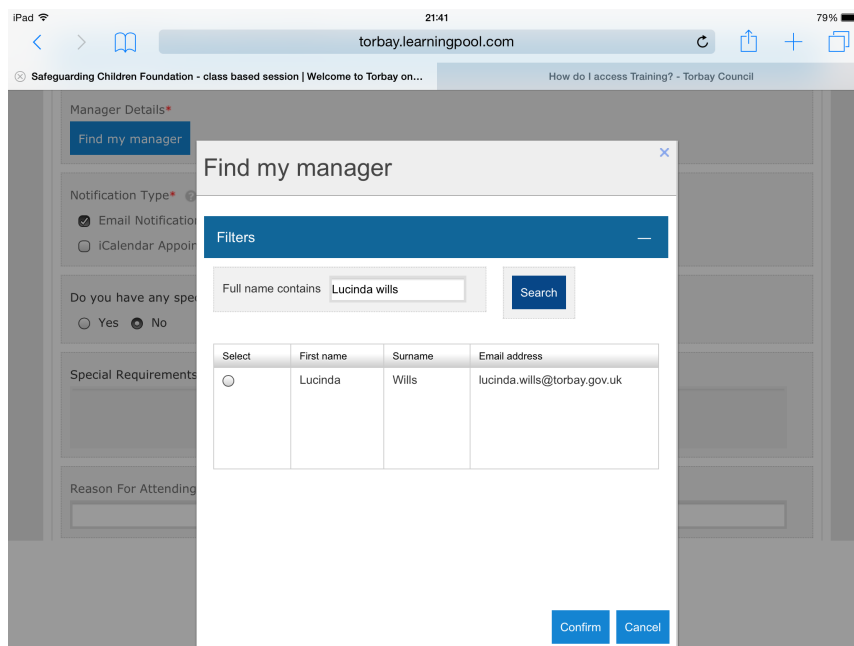
Found the event now let's book a place

Although this course requires e-learning to be completed. You can first of all book onto the course (we don't advise you to complete the e-learning more than 3 weeks in advance of the course). So we click on the course date we want (view all sessions will bring up all the courses). This will take us to the following page as this page is long we've split it into two images.



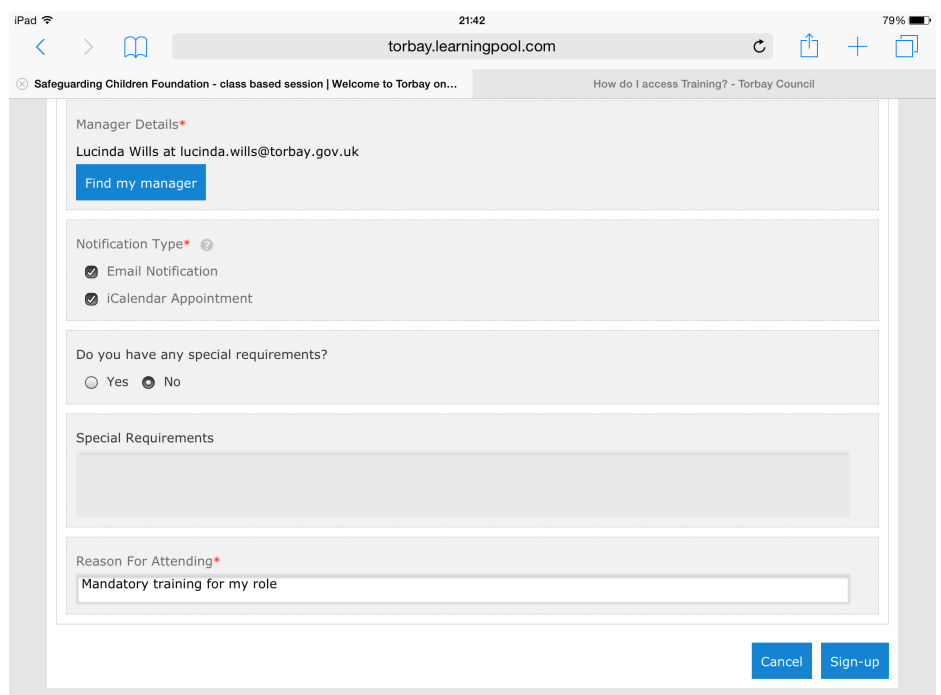
Here is where we get into the detail. Read through the terms and conditions. If it is a TSCB course, such as the one in the example, then prices will be shown. If you work for a partner agency then your place has been paid for already but this serves as a reminder of the cost your organisation has paid for your place on training!

To find your manager click on the icon and then enter your manager's name, here I have entered Lucinda Wills:

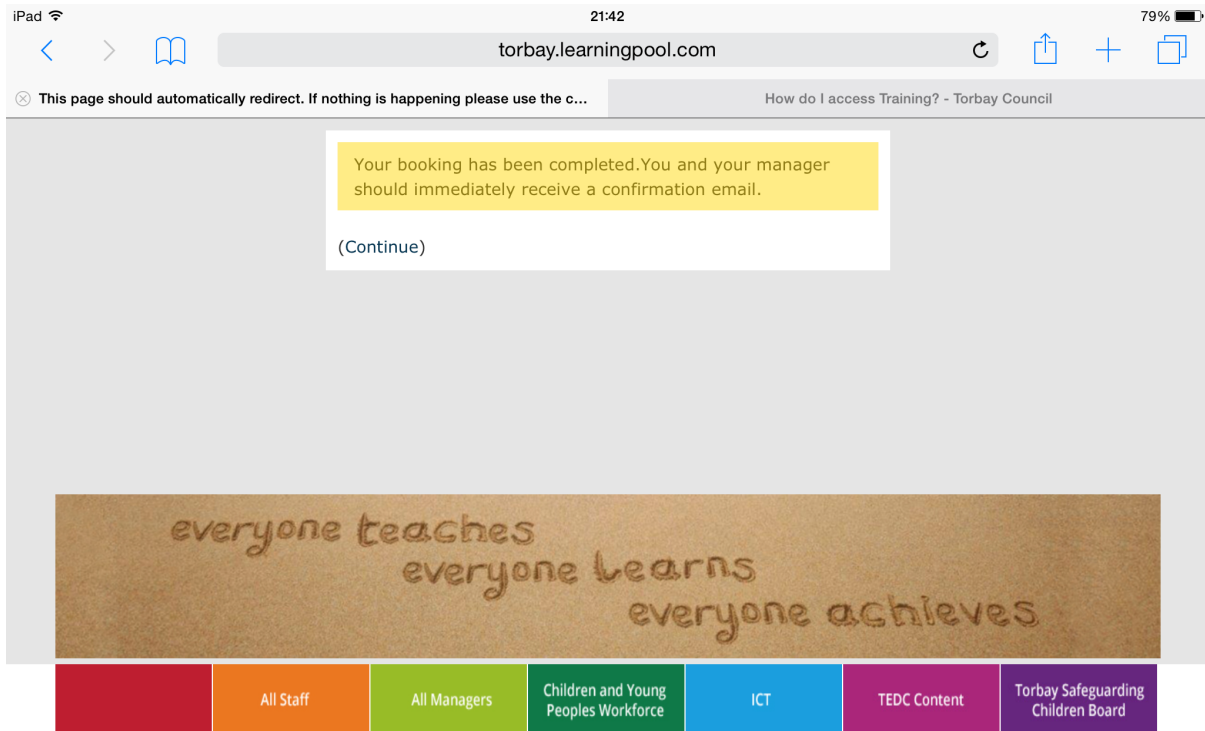


This is the name I need so I then click in the circle next to the name and click confirm. I'm then back to the main page.

Here I click to ask for an i-calendar appointment, this enables you to have the appointment attached to your confirmation email which you can open and save! Handy eh?

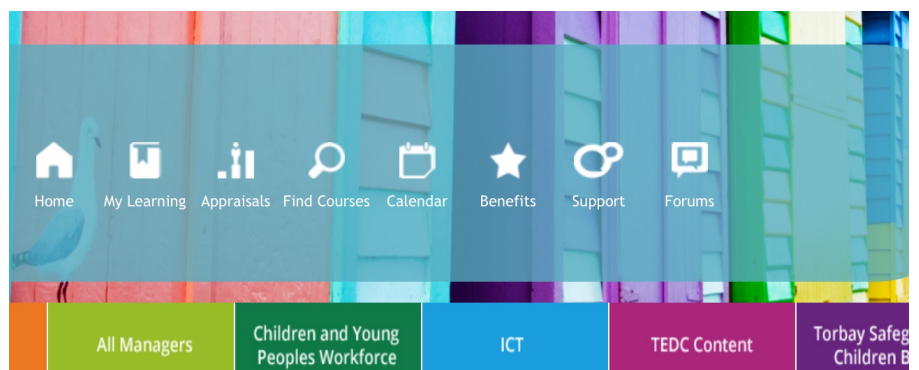


I've added my reason for attending, I have no special requirements - if you do please add them! I then click sign-up and we then get...

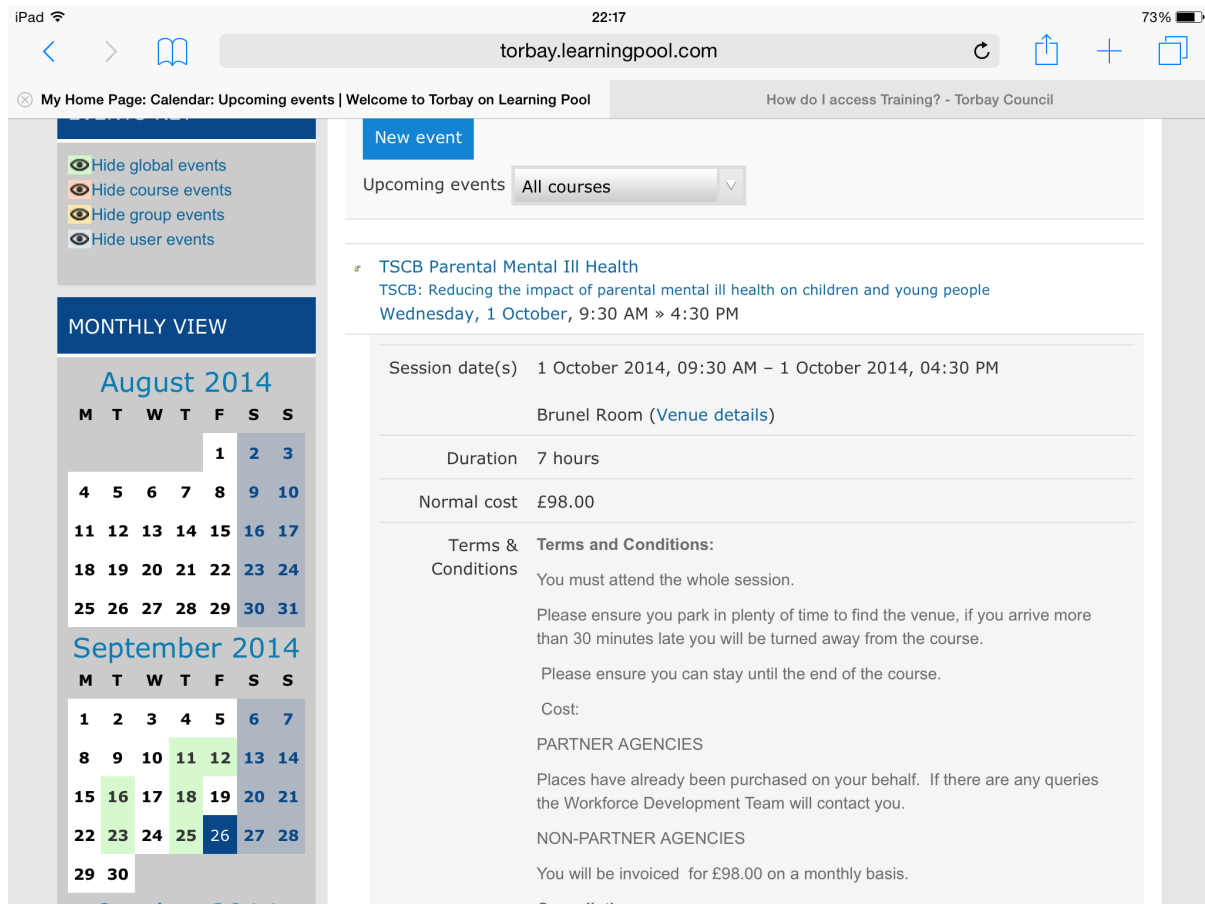


From this point onwards it's in your nominated manager's account to approve or decline. If you don't hear anything please check they have authorised this before you contact the Workforce Development Team.

Don't forget on the home page there is also a handy calendar so if you know the date you can be even quicker! Click on calendar.

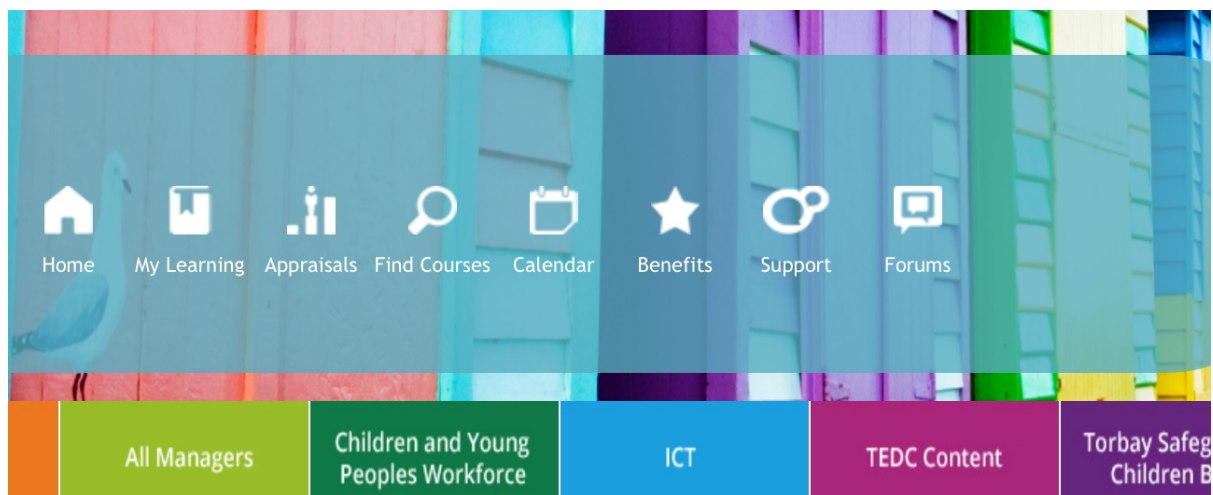


You will have this page. So if you want to see everything that's on the site, be our guest and scroll away!

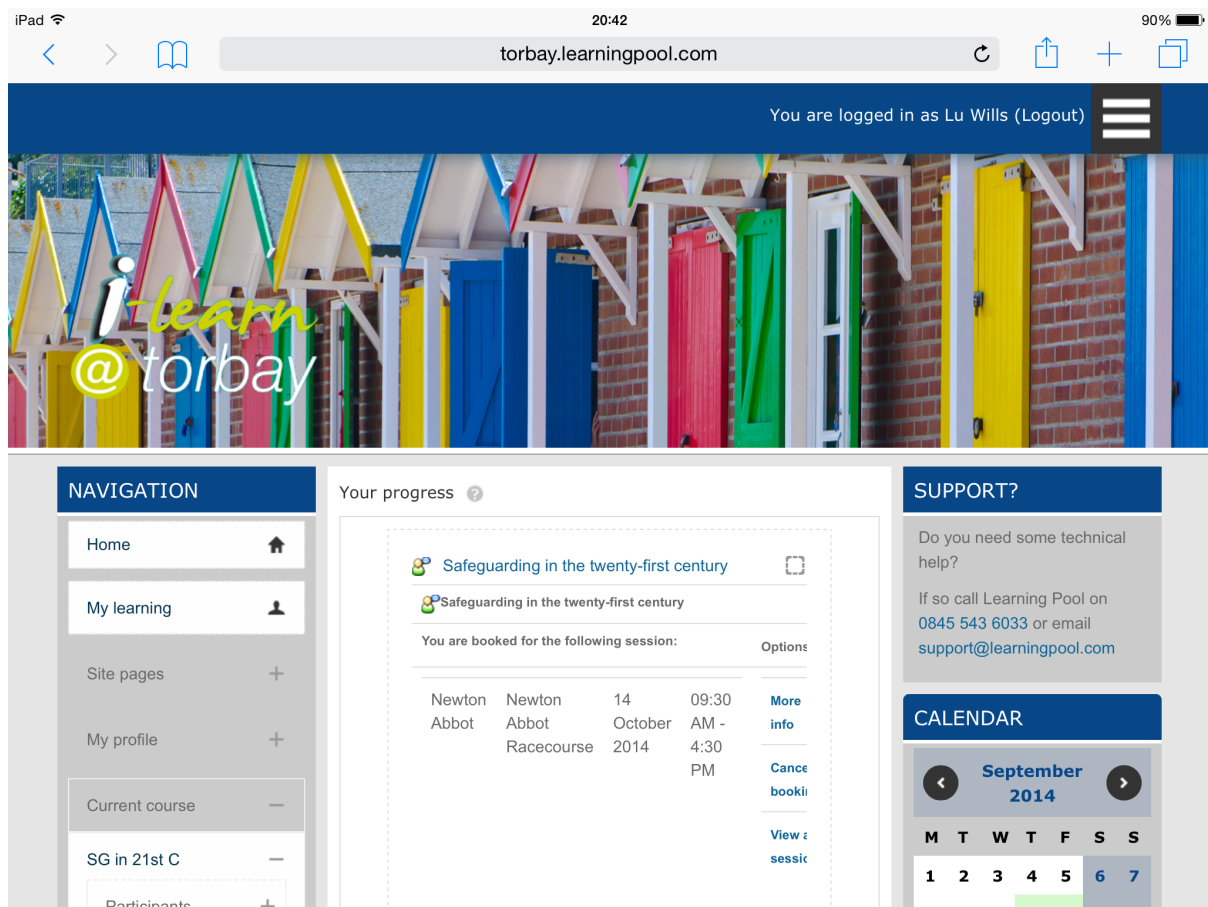


Booked onto a course but can't remember the details? Or need to download your certificate?

With our courses we ensure a reminder email is sent to you and your manager. But if you need to find out anything prior to the event just login and then click on 'My learning'



This will bring up a page with all your courses listed onto the left hand side with the short hand code. In this example it is 'SG in 21st C'. When you click on this the course page will appear within your 'My learning' section. See below. If you need to take any actions these are available here including 'Cancel booking'.



This will also help you if you need to complete evaluations, download materials or print off certificates. Simply click on the 'More information' section. You will then see what needs to be completed before you can download your certificate!

You can see what needs to be done by the grey text next to each item. In this case I can't download the handouts or complete the evaluation until I have attended the course and I can't access the impact evaluation until the evaluation form is done. And as you can probably guess I can't access the certificate until the impact evaluation is completed! Yes, we take evaluations of training very seriously within the Workforce Development Team.



Part 3: Post Course handouts

This file includes documents to help you with your role in safeguarding children.

Not available until the activity Safeguarding Children Foundation - class based session is marked complete.



TSCB Evaluation

Not available until the activity Safeguarding Children Foundation - class based session is marked complete.

Not available until the activity Safeguarding Children Foundation i-learn module is marked complete.



Impact Evaluation notification

Some info on this instance

Not available until the activity Safeguarding Children Foundation - class based session is marked complete.



Impact Evaluation

Not available until the activity TSCB Evaluation is marked complete.



TSCB certificate

Not available until the activity Impact Evaluation is complete and passed.

Questions and queries?

If it's technical then you may need to contact your own IT department.

Learning Pool themselves can also be contacted at support@learningpool.com

If it's about course content or stages of courses not being released as expected then contact the Workforce Development Team on 01803 208207 or email: torbaypdc@torbay.gov.uk