HOW TO: Book onto a Safeguarding Training Course via the Learning Hub
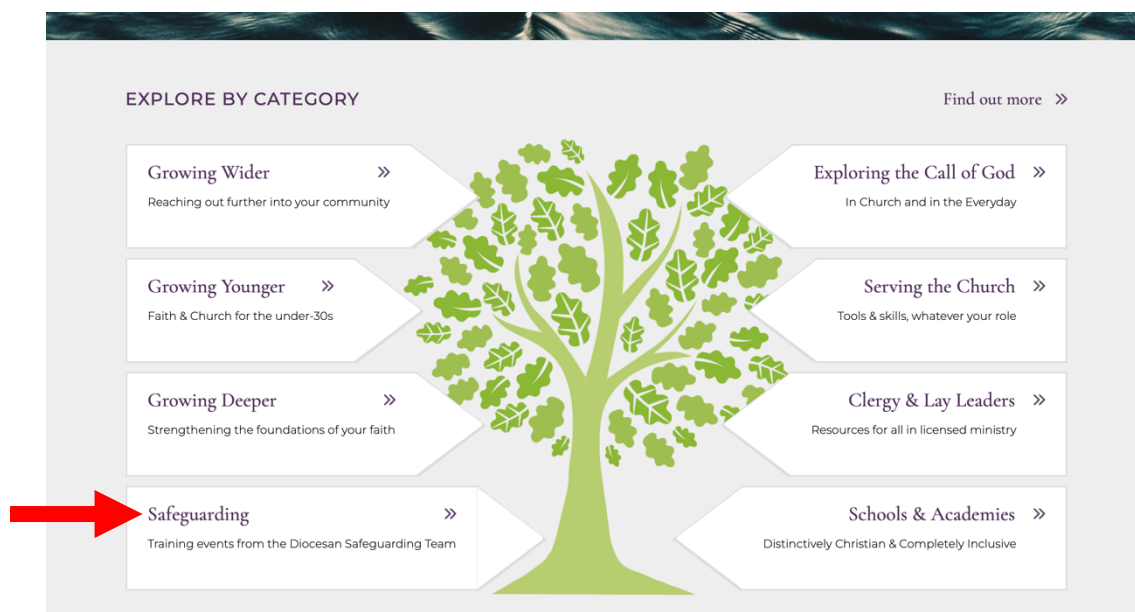
1. FINDING THE SAFEGUARDING PAGE

a. Go to https://learning.southwell.anglican.org. This will open up the homepage of the diocesan Learning Hub.

b. Scroll down to the tree icon. Click on the 'Safeguarding' tab. This will open a page listing all the diocesan safeguarding courses and events currently available to book, as well as other useful safeguarding learning resources.

2. BROWSING THE COURSES

a. On the Safeguarding page, you will be able to browse all of the upcoming safeguarding training and events which the diocese is hosting. *Please note, this does not include national events, although you will find a link to the National Safeguarding Training Portal to access Basic Awareness and Foundation online courses.*

b. If you wish to filter by topic, you can do that by clicking on the topic you are interested in at the top of the page. You can also filter by listing type (e.g. course, event, video, link etc.) via the list on the left hand side of the listing.

c. Once you have found the course that you are interested in, click on the title to find out more.

Filter here

Click here to view the booking page

d. Below is an example of what a course booking page looks like.

In the purple box at the top, you'll find some key information about the course or event. If you scroll down you'll find lots more information about the course, including a 'Practical Details' box at the bottom which shows you information about the date, time and location, as well as more details about any pre-coursework you may need to complete.

3. LOGGING INTO THE LEARNING HUB

a. To book onto any events or courses, you will need to have a Learning Hub account and be logged in. You can do this via the booking page by first clicking the green 'log in to view'.

b. Once you click on this, a log in box will pop up. If you already have a Learning Hub account (please note, this is separate to any account you hold for the National Safeguarding Portal), you can enter your login details and click 'login'. Please note, you may need to wait a few moments for the page to reload and the 'enrol' button to appear.
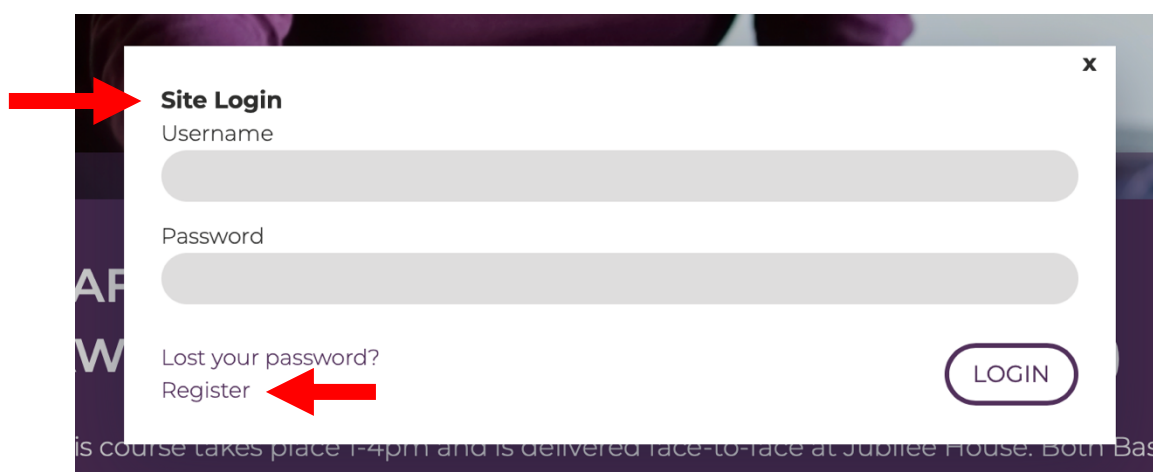
c. If you don't already have a Learning Hub account, click the 'register' link and complete the registration form and click 'submit'. You should then be able to either see the 'enrol' button on the course page or be able to login as above.

4. BOOKING ONTO A COURSE

a. Once you are logged in, you will be able to see a green 'enrol' button in the purple box at the top of the course booking page. Click on this.

b. A booking form will then appear. Complete this form with your details OR the details of the person for whom you are registering. Please note, you will need to confirm that you have completed any prerequisites for the course which you are enrolling on.


c. Once you have filled out your details, click 'submit'.
d. You will then be taken to the basket page. Check you have entered the correct details, then click 'proceed to checkout'.
e. This will load the checkout page where you can click 'place order'.

5. ACCESSING THE COURSE MATERIALS / PRE-COURSEWORK

a. Some safeguarding courses will have some pre-coursework to complete and/or submit before attending the course. All of the details for the pre-coursework will be available either via the Learning Hub course page, or in your booking confirmation email.

b. ACCESSING THE LEARNING HUB COURSE PAGE:

    -   Navigate to your Learning Plan by clicking on your name in the top right corner once you're logged in.

    -   Once you are in your Learning Plan, scroll down to the 'My Courses' section. Here you will find all the courses which you have booked onto via the Learning Hub, including the safeguarding course which you have just booked on to.
    -   Under any courses with separate course pages, you will find a link which says 'online materials'. Click on this.
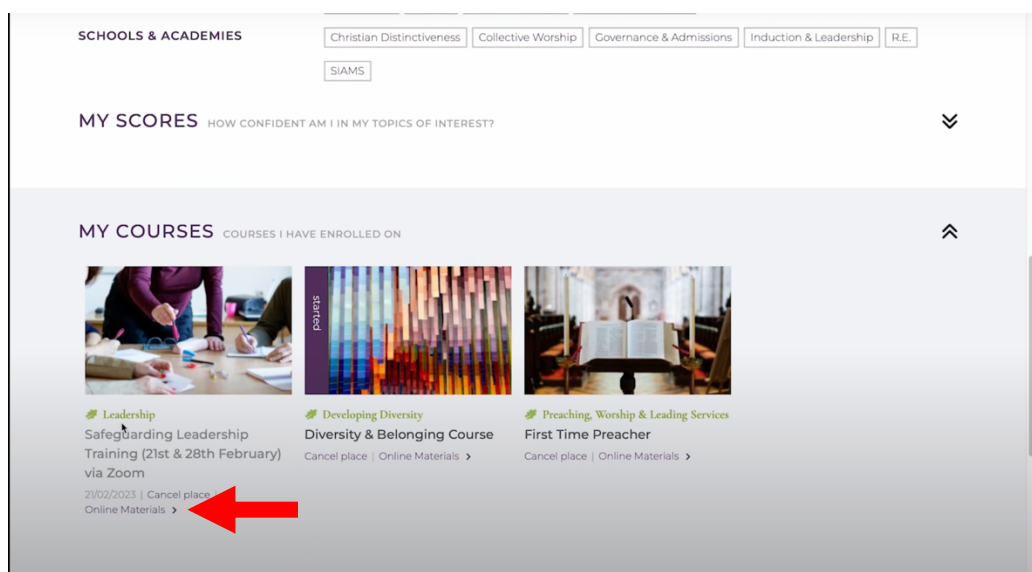
    -   This will open a new tab with the course page where you will be able to find all the pre-coursework and any post coursework to complete. If you need to submit anything in advance, this is also where you will find the submission boxes. *(For more information on how to do this, checkout the course page.)*

6. BOOKING CONFIRMATION EMAIL

    a. Once you have booked onto a course, you will also receive a confirmation email.
    b. Within this email is all the information you will need for the course or event, including a reminder of the course dates and time, the delivery method, and further information about pre-coursework. If the course is taking place over Zoom, you will also find the Zoom link in this email. If the course has any documents which you need to access in advance of the course but don't need to submit, you will also find links to these in this email.

If you'd like to watch a step by step video of everything in this how-to document, please go to the link below.

https://youtu.be/2dqd_s8En38