



## Leadership Training Portal enrolment guide

The National Safeguarding Team have reviewed and refreshed the Leadership Core Pathway. This will be rolled out from 1 September 2023. All Leadership training after 1 September will be booked and completed through the Church of England Safeguarding Training Portal. Please see the [website](#) for the current training schedule for dates.

The Safeguarding Leadership Learning Pathway requires some pre-course work to be completed to encourage reflective learning. The pre-course work should take approximately two hours.

Go to the **CofE Safeguarding Training Portal**: <https://safeguardingtraining.cofeportal.org>

### Login, or register if first time user

Register or login on the portal if you have not already done so (if you have already completed Basic and Foundation training, you will likely already have an account on the Portal). You will need your previous username and password. Struggling to log on? Click [here](#) for help.

<https://safeguardingtraining.cofeportal.org/mod/page/view.php?id=1424>

### To enrol

1. There are 2 ways

a: Scroll down, click on '**Online Courses**' then 'All Courses' screen

B: or use the purple bar, '**Courses**'

- Click on Core pathways > Leadership - Diocese of Southwell & Nottingham

Please complete your role and parish where requested. We cannot accept your enrolment without this information. Thank you.

2. Click *Enrol me* - we will email you as soon as possible to confirm your enrolment.

**Note: at this point you are not yet enrolled on a course date! See below.**

### **Book a date**

3. Once you have received your *Enrolment Confirmation* e-mail, navigate back to the course start page.

- a. Click *Start here* - '*preparing to learn*'
  - b. Read the introductory notes and click *Next*:
  - c. Choose a learning group: you will be asked to choose a delivery method (face to face or zoom) then select a group containing two sessions for which you will be available and make a note of the dates and times.
  - d. Click *Next: Session 1 preparation task* to begin following through the training as outlined in the *Preparing to learn* section
4. Click on '*Preparation Task*'
  5. Complete the written and reading tasks listed on this page, you will not be able to join the first session until this is done
  6. Join the first Groupwork session at the date you have chosen using the information shown on the portal
  7. Between the first and second session, watch The Church's Darkest Secret via the portal and complete questions, you need to do this via the portal in order to join session 2
  8. Join the second Groupwork session for the 2nd session of your module
  9. Complete the final evaluation
  10. You will receive your certificate once the Tutor has marked all parts of your participation as complete.