Solihull Safeguarding Children Partnership

Multi-agency training portal

Information Guide for Users

https://training.solihullscp.co.uk/Learning-and-Development.aspx

Welcome to the SSCP Training Portal

The training portal enables delegates to book SSCP training courses online as well keep a record of the multi-agency training you have attended.

Delegates will also have the facility to cancel and rebook training through your own user accounts and to view all pre-reading and documents required for your training course.

This step-by-step guide will take you through the process of booking onto a SSCP training course through our new portal and its additional functionalities.
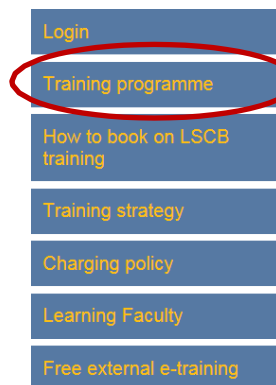If you require further information/guidance, please contact the Training Administrator via email sscptrain@solihull.gov.uk or on 0121 788 4478.

Booking onto a Course

The portal is accessible through our website

https://training.solihulllscp.co.uk/Learning-and-Development.aspx

To set up as a new user, start by clicking on 'Training programme.' You will only be required to set up as a new user once.

Login

Training programme

How to book on LSCB training

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Learning Faculty

Free external e-training

Note: When booking onto training, individuals will have to book onto training in their own right and not through generic email accounts.

Select the training you want to attend and click 'view details' for information about the course.

This will bring up all the details of the course that you need to know.

If there are pre-reading requirements for the course, then these will be displayed at the bottom of the page. You are required to download these in advance of attending the course.

To book onto the course, click on 'apply online.' You will be asked to confirm that you meet the minimum requirements for the course. Please do not book on a course if you do not meet these requirements.

Note: At this stage you will also be given the opportunity to register your interest for a course. If there are no dates available for your chosen course or there are no dates which you can attend, select 'notify me when dates added.' You will automatically receive information once dates become available.

As a new user to the portal, you will be asked to register your details (you will only be required to do this once). For future bookings, just enter your email and password.

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This is an LSCB Course application form. Completing this section DOES NOT guarantee a place on the desired course. Please do not attend this event unless you have received written confirmation of attendance from the LSCB Administrator.

Personal Details	Course Details	Initial Questionnaire

Course Title — Module 2 - Child Protection: An introduction to multi-agency working
Course Code — Module 2
Number Of Delegates — 10

Choose Your Preferred Date

☐ Course Date 1 30/04/2016 Closing Date of Registration 23/04/2016
☐ Course Date 2 07/05/2016 Closing Date of Registration 30/04/2016

Alternative Date to Attend

☐ Course Date 1 30/04/2016 Closing Date of Registration 23/04/2016
☐ Course Date 2 07/05/2016 Closing Date of Registration 30/04/2016

Cancel   Back   Next

Select the date you want to attend the course. You will also be given the option to provide an alternative date.


Personal Details	Course Details	Initial Questionnaire

When you have done this learning, you will be able to:

- Make sound, evidence informed communications and child protection referrals
- Make sound, evidence informed contributions to child protection conferences and core groups
- Identify and challenge drift and delay with specific reference to the complexities of the child's experience when living with domestic violence, substance misuse and/or parental mental health problems
- Use dispute resolution procedures

1. Why did you apply for this training?

☐ It will help me to improve my practice overall
☐ I need to apply the specific learning to my job role
☐ My manager told me to attend
☐ It was recommended to me by a colleague

2. Please rate your KNOWLEDGE, at this moment, of the areas listed in the learning objectives of this course. Please select the number that best applies to you.

No knowledge	A little knowledge	A good level of knowledge	High level of knowledge
○ 0 ○ 1 ○ 2	○ 3 ○ 4	○ 5 ○ 6 ○ 7	○ 8 ○ 9 ○ 10

3. Please rate your SKILLS & APPLICATION IN PRACTICE, at this moment, when dealing with this subject. Please select the number that best applies to you.

Not previously applied this content	A little skilled in applying this content	Reasonably skilled in applying this content	Highly skilled and competent in applying this content
○ 0 ○ 1 ○ 2	○ 3 ○ 4	○ 5 ○ 6 ○ 7	○ 8 ○ 9 ○ 10

4. Please rate your CONFIDENCE IN PRACTICE, at this moment, when dealing with this subject. Please select the number that best applies to you.

Complete the pre-course questionnaire.
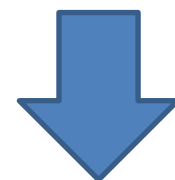
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REGISTRATION COMPLETE

Thank you for submitting an application form for LSCB training.

Please note: Applying for a course does not guarantee a place on the course. Course places are allocated to ensure multi-agency participation on LSCB training courses. **Confirmation of your place will be provided within 7 days of the closing date for applications.** Unsuccessful applicants will be informed accordingly.

Back to My Account

Once the pre-evaluation form has been submitted, your registration is complete. You will automatically receive an email that confirms your registration.

Official confirmation of your place on the course will be received one month before the course takes place. Joining Instructions will be received two weeks prior to the course.

Note: Course materials will also be available to download from the portal. If new materials are added at any point, you will receive email confirmation of this; just log into your user account to access them. You are required to print these out and bring to the training course with you.

My Account

Each user of the portal will have access to their own user account. This will enable you to keep a record of all your SSCP training. You can access your account via the login tab on the training page.

'My Account' will provide an overview of your course activity. If you do not want your courses to show here, click on 'remove' and this will hide the course. This will not cancel your booking.

To view details of the courses you have applied for, your confirmed course places and your training history, go to 'My Courses.'

When your status shows as:

'Pending' - you have registered for a course but your place has not been confirmed.

'Approved' - your place on the course has been confirmed.

'Declined' - you have not been confirmed to attend the course as, for example, the course is full.

Re-Booking and cancelling courses through your user account

Through your user account, you will also be able to re-book or cancel your place on a course.

When re-booking your place on a course, select and confirm the date you want to re-book onto. You will automatically receive an email confirming this change. If no other dates are available, you can choose to be notified when new dates are added for that course.

If you choose to cancel your registration/place on the course, select cancel.

Note: If you are cancelling with less than 48 hours of the course taking place, you will be charged the full course fee. Please see the Charging Policy for further details.

3 Month Evaluation & Certificates

As part of the portal, both managers and delegates will be asked to complete a 3 month post evaluation form. You will receive an email prompting you to complete this. This evaluation aims to find out how attending LSCP training has impacted on your work with children, young people and their families.

Note: Only when both you and your manager have completed the evaluation form, will you receive your certificate for attending the training. You will receive an email when this has been generated and it will be available to download and print through your user account. This certificate will stay visible on your account.