



Instructions of how to complete the Safeguarding e-learning training

CONTENTS

1. **Signing Up**
2. **Requesting the course**
3. **Completing the course**
4. **Your certificate**
5. **Top Tips**

1. **Signing up**

- Go to this web address: <https://manchesterscb.virtual-college.co.uk/>
- Press of 'Register New' button
- Department (from drop down) – Voluntary Not-for-profit organisation
- Department (from drop down) – Northmoor Community Association
- Fill in your details
- Fill in our details:

Northmoor Community Association
95-97 Northmoor Road
Longsight
M12 5RT
Job Title – Volunteer
Line Manager Full Name – Fiona Gallagher
Line Manager Email – Fiona@northmoorcommunity.org
Line Manager Tel Number – 0161 248 6823

- Register
- Save username and password somewhere safe (make a note of the case sensitive letters). They will also be sent to you in an email where there is also a link where you can go straight through to the log in page.

2. **Requesting the course**

- Log on
- Go to the 'Requested Learning' tab
- Click on 'Course Request'
- Choose the 'Safeguarding Everyone – Protecting Children, Young People and Adults at Risk – NAR' course
- Click on 'Request Course' at the bottom of the page
- Click on 'Request Course'

3. **Completing the course**

The course will now show up on your dashboard – **You have 1 month to complete the course**; if you go over this time the charity will be charged the full cost of the course.

You can start completing the course by clicking on it which will bring you to a page where you can click on the individual modules.

Finishing each module – when there are no more 'Next' buttons to press, click on the top right hand corner of the screen on 'Return to Module view' which will take you back to the course module menu.

Once you have finished the course and test at the end you will need to complete the feedback by clicking on the link at the bottom of the page so that the course gets officially closed.

4. Your certificate

Now you have finished the course it will appear in the 'Completed Learning' tab on your home page.

You can print the certificate or you can save it as a PDF and then attach that to an email and send it to me that way.

TO PRINT: Click on the Course and then click 'Print Certificate'; then confirm your name that will appear on the certificate is correct; then press on the print icon.

TO SAVE AS PDF: Click on the Course and then click 'Print Certificate'; then confirm your name that will appear on the certificate is correct; then press on the print icon. You will then be able to choose 'Save PDF' or 'Save to File' depending on what Internet Browser you use (Chrome, Internet Explorer, Firefox).

Individual instructions depending on what Internet Browser you use can be found under the heading 'How do I Save my Certificate'; follow this link:

<https://www.vctms.co.uk/HelpAndSupport/DefaultSupport.aspx?sessionID=43547091&digest=F47F9C5DA9FCF728C6B818083FF3E9E1DF1B66D6>

5. Top Tips

You do not have to complete this all in one go, if you log out it will save your work.

There is audio so you can plug in your headphones however you can complete the training without the audio if you wish to.

If you have any issues please feel free to contact Fiona on fiona@northmoorcommunity.org or 0161 248 6823