

LearnPro Community User Guide

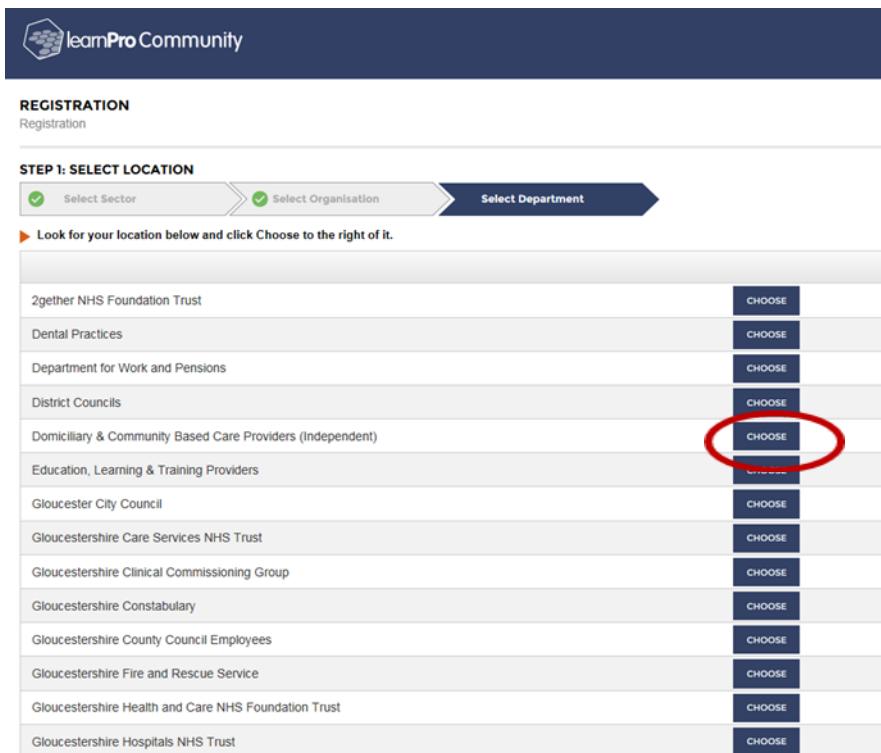
This guide is for people who **live** and **work** in Gloucestershire, to register for access to E-learning programmes and Face to face Training Courses supplied by Gloucestershire County Council Multi-Agency Workforce Development team. To register for an account you will need a **unique Email address**.

Step 1: Registration – Please open this link in your web browser (it must be this exact link)

https://community.learnprouk.com/lms/guest_level/RegistrationLocationAndRole.aspx?RegId=188

Select the Location (service description) that best fits your organisation. If you cannot find one that fits please select '**Other**' and press the 'CHOOSE' button on the right.

Please search for your company in the list, if it is not present, please select **All Teams**



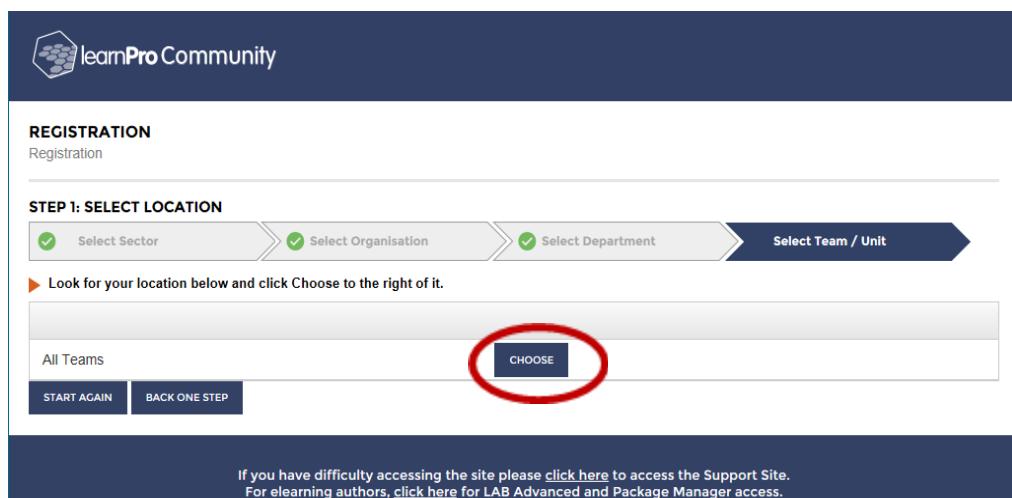
REGISTRATION
Registration

STEP 1: SELECT LOCATION

► Look for your location below and click Choose to the right of it.

2gether NHS Foundation Trust	CHOOSE
Dental Practices	CHOOSE
Department for Work and Pensions	CHOOSE
District Councils	CHOOSE
Domiciliary & Community Based Care Providers (Independent)	CHOOSE
Education, Learning & Training Providers	CHOOSE
Gloucester City Council	CHOOSE
Gloucestershire Care Services NHS Trust	CHOOSE
Gloucestershire Clinical Commissioning Group	CHOOSE
Gloucestershire Constabulary	CHOOSE
Gloucestershire County Council Employees	CHOOSE
Gloucestershire Fire and Rescue Service	CHOOSE
Gloucestershire Health and Care NHS Foundation Trust	CHOOSE
Gloucestershire Hospitals NHS Trust	CHOOSE

You will then view the following page. Please select 'Choose'.



REGISTRATION
Registration

STEP 1: SELECT LOCATION

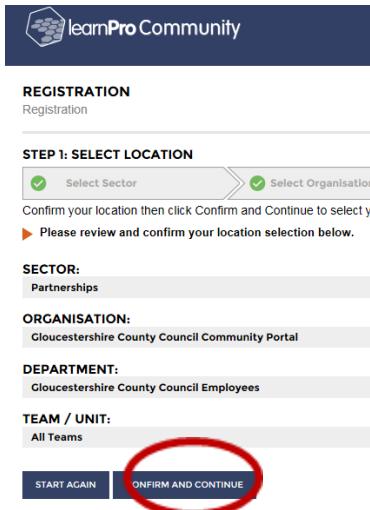
► Look for your location below and click Choose to the right of it.

All Teams	CHOOSE
-----------	--------

START AGAIN | BACK ONE STEP

If you have difficulty accessing the site please [click here](#) to access the Support Site.
For elearning authors, [click here](#) for LAB Advanced and Package Manager access.

Then Confirm and continue:



REGISTRATION
Registration

STEP 1: SELECT LOCATION

Select Sector Select Organisation

Confirm your location then click Confirm and Continue to select your location below.

► Please review and confirm your location selection below.

SECTOR:
Partnerships

ORGANISATION:
Gloucestershire County Council Community Portal

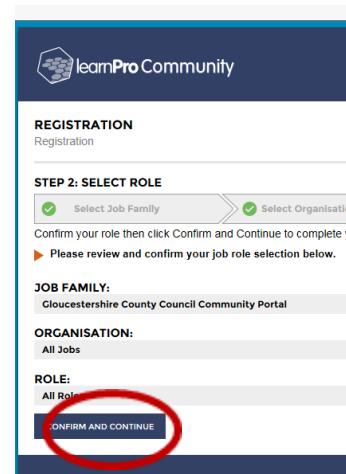
DEPARTMENT:
Gloucestershire County Council Employees

TEAM / UNIT:
All Teams

ONFIRM AND CONTINUE

A red circle highlights the 'ONFIRM AND CONTINUE' button.

Then Confirm and continue:



REGISTRATION
Registration

STEP 2: SELECT ROLE

Select Job Family Select Organisation

Confirm your role then click Confirm and Continue to complete your registration.

► Please review and confirm your job role selection below.

JOB FAMILY:
Gloucestershire County Council Community Portal

ORGANISATION:
All Jobs

ROLE:
All Roles

ONFIRM AND CONTINUE

A red circle highlights the 'ONFIRM AND CONTINUE' button.

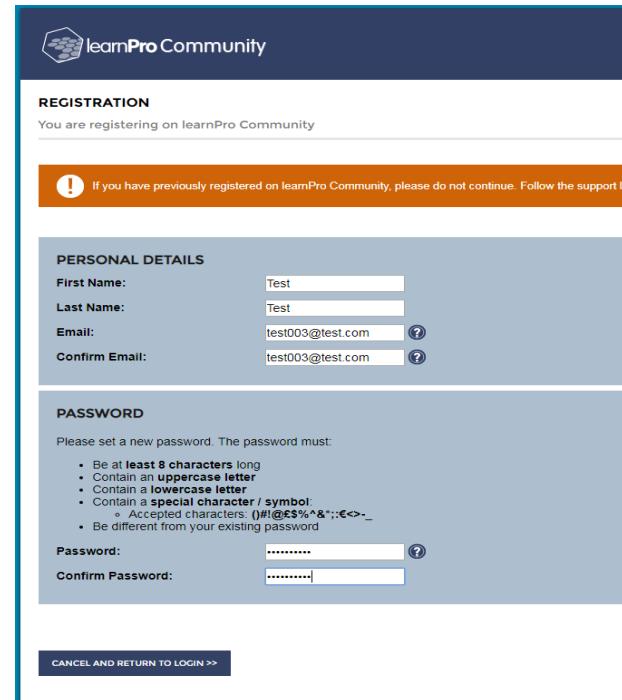
Step 2: Personal Details

Complete all of the fields and click 'Next' to continue registering.

All users **MUST** register with an **INDIVIDUAL** email address. If you do not have an individual email address you can set one up in less than 10 minutes through various hosts such as Google, Microsoft or Yahoo.

Then **NEXT**

NEXT



REGISTRATION
You are registering on learnPro Community

PERSONAL DETAILS

First Name: Last Name: Email: Confirm Email:

PASSWORD

Please set a new password. The password must:

- Be at **least 8 characters** long
- Contain an **uppercase letter**
- Contain a **lowercase letter**
- Contain a **special character / symbol**
 - Accepted characters: ()#{@\\$%^&*;:;<>-_-
- Be **different** from your existing password

Password: Confirm Password:

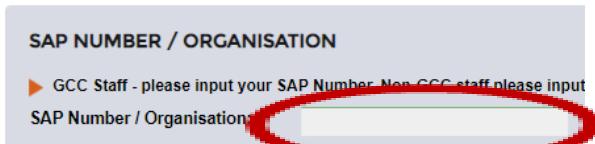
CANCEL AND RETURN TO LOGIN >

Type in your organisations name / SAP Number

Number - If you work for a multi-agency partner please type in the name of your organisation. If you are completing this as an individual then use your own name.

If you are a Gloucestershire County Council Employee please insert your SAP / Personnel number (you can find this on your payslip).

Please note that you will not be able to put a space in this field.



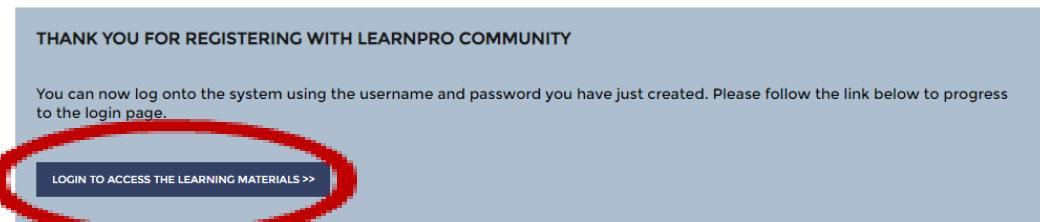
SAP NUMBER / ORGANISATION

► GCC Staff - please input your SAP Number. Non-GCC staff please input SAP Number / Organisation

A red circle highlights the 'SAP Number / Organisation' input field.

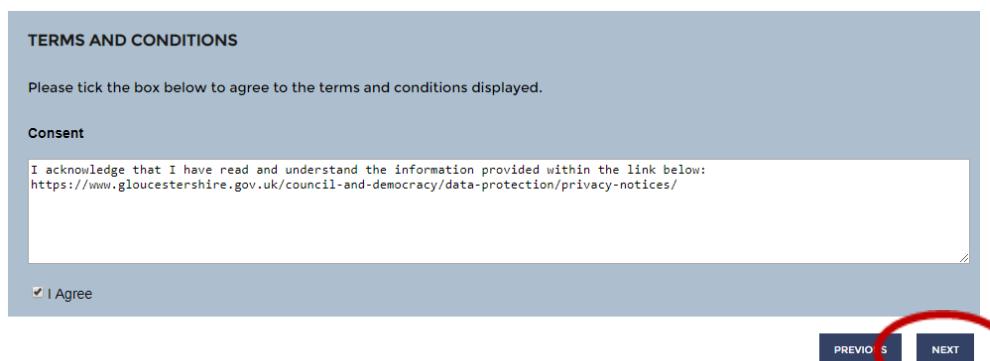
Step 3: Logon to access.

You will need to accept LearnPro's Terms and Conditions on your first time logging on

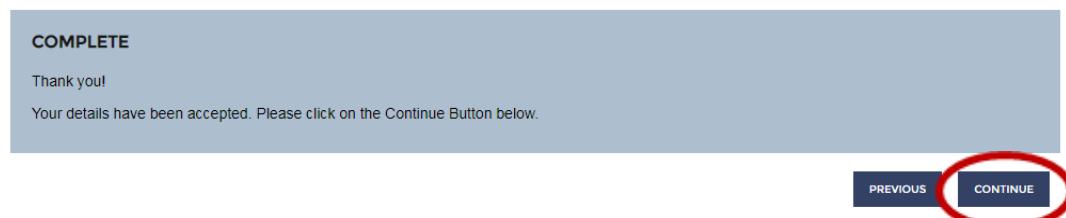


Step 4: Logon to access.

Accept Terms & Conditions

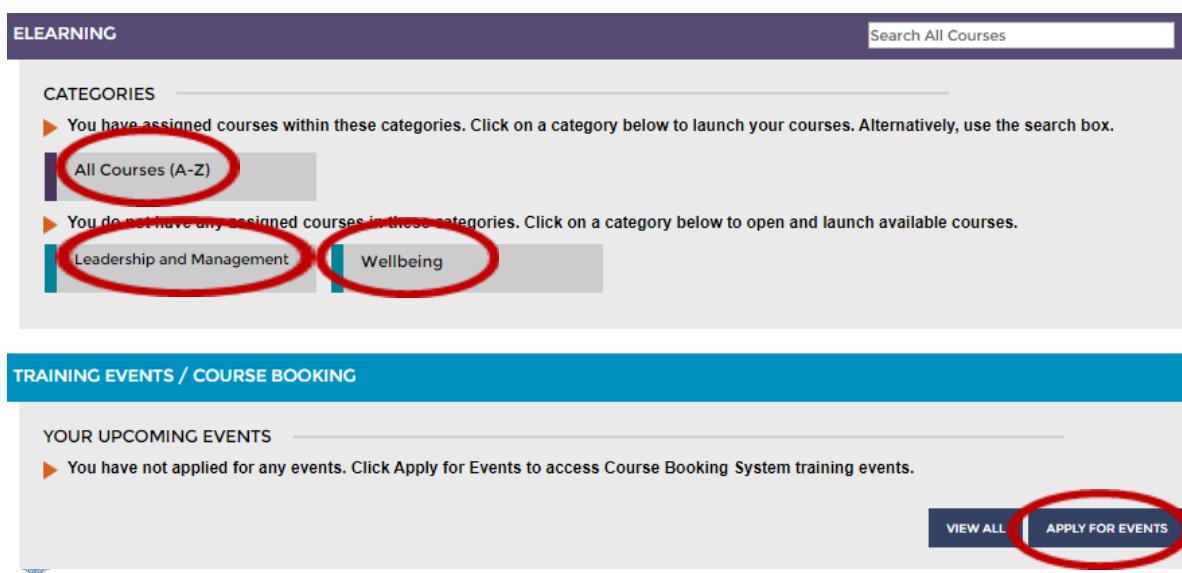


Step 5: Complete registration



Step 6: Choose whether you wish to access E-Learning or Face to Face Training

To access E-Learning select 'All Courses A-Z, Leadership & Management or Wellbeing'. If you wish to access face to face training events select 'Apply for Events'.



How do I book for face to face training?

1. On the home screen select the Apply for Events button in the Training Events Section.
2. Scroll through available courses to find the course you are looking for, choosing a date and location that is convenient for you, click select on that date. *Please note that once a course is full you will be unable to see it on the events list, If you would like to be added to the waiting list please send an email request to Proud to Learn.*
3. Course details about the course will appear. To request attendance on the course click book on event, this will be reviewed and authorised by an administrator or your line manager.

If you experience issues when booking onto a course please get in touch by contacting us on 01452 324306 or email proudtolearn@gloucestershire.gov.uk

Can I book other people from my organisation on training?

Yes, using the 'Line Management' function on LearnPro you will be able to book individuals you 'line manage' onto training and view the training they have been on. To turn on this function please email proudtolearn@gloucestershire.gov.uk with the details of your account and the details of all the registered users you would like to 'Line Manage'.

How do I cancel?

If cancelling a place is unavoidable, you need to cancel the booking by contacting us on 01452 324306 or proudtolearn@gloucestershire.gov.uk.

Due to the high number of last minute cancellations and non-attendance there will be a charge for cancelling confirmed places on courses. If you cancel within 7 working days of the event, or do not attend on the day, a charge of £75 per day or £40 per half day will be made. This applies whatever the reason for cancellation. We will however accept substitutions during this time.

E-learning Courses

On LearnPro Community you can access the following:

E-learning Modules in 'All Courses A-Z':

- ACAS Equality & Diversity
- Armed services covenant
- Basic Mental Health Awareness
- Better Health / Better Lives (LD)
- Continence
- Dementia
- Deprivation of Liberty Safeguards (DoLs)
- Domestic Abuse
- Food, Safety, Infection Control, Nutrition & Hydration
- GCC Fire Awareness
- Intro to Safeguarding Adults & Children
- Mental Capacity Act
- ** GSAB Mental Capacity Act level 2
- Mental Health Crisis Care Awareness
- Mental Health Crisis Care Planning
- Modern Slavery
- **Oliver McGowan – Tier 1** E-learning
- Personal Assistant Induction
- Safeguarding Adults Under the Care Act
- Safeguarding children on the Autism Spectrum
- ** GSAB Safeguarding Adults Level 2
- Stroke Pathway
- Suicide Prevention
- Understanding Autism
- Autism & Communication
- Autism & Sensory Experience
- Autism, Stress & Anxiety
- Autism Supporting Families

E-learning Modules in 'Leadership & Management':

- Change Management
- Coaching & Mentoring
- Time Management

E-learning Modules in 'Wellbeing':

- Employee Mental Health Awareness
- Building Personal Resilience

Face to Face Training Courses: (Please note when course is fully booked the courses will not appear, please email to request wait list allocation)

Available for **Multi Agency Staff**

- Dysphagia – Difficulties with eating and drinking (LD)
- Epilepsy & Midazolam Awareness
- Mental Capacity Act Level 3 for Multi-Agency Managers
- **Oliver McGowan** – Tier 2 Training
- One Day Dementia Training (run over 2 half day sessions)
- Registered Managers Development Programme
- Safeguarding Adults Level 3
- Total Communication - Support Workers caring for People with Learning Disabilities

Available For **Gloucestershire County Council Staff (GCC) Only:**

- Dementia for Social Workers, Social care Assessors & Support Planners
- Mental Capacity Act Level 2 ** Currently E-learning
- Mental Capacity Act Level 3 for Adult Social Care Practitioners
- Safeguarding Adults Level 2 ** Currently E-learning
- Supervision training for Adult Social Care Practitioners

For Both **GCC & Gloucestershire Health & Care (GHC) Staff only:**

- Autism training for staff undertaking Social care Assessments
- Chairing Safeguarding Adults Meetings
- Domestic Abuse
- Self Neglect
- Safeguarding Adults Level 4

** for non GCC Staff please email proudtolearn@gloucestershire.gov.uk for details on how to access this training.

If you have any queries regarding registration difficulties or course availability, please get in touch with the team on proudtolearn@gloucestershire.gov.uk / 01452 324306.