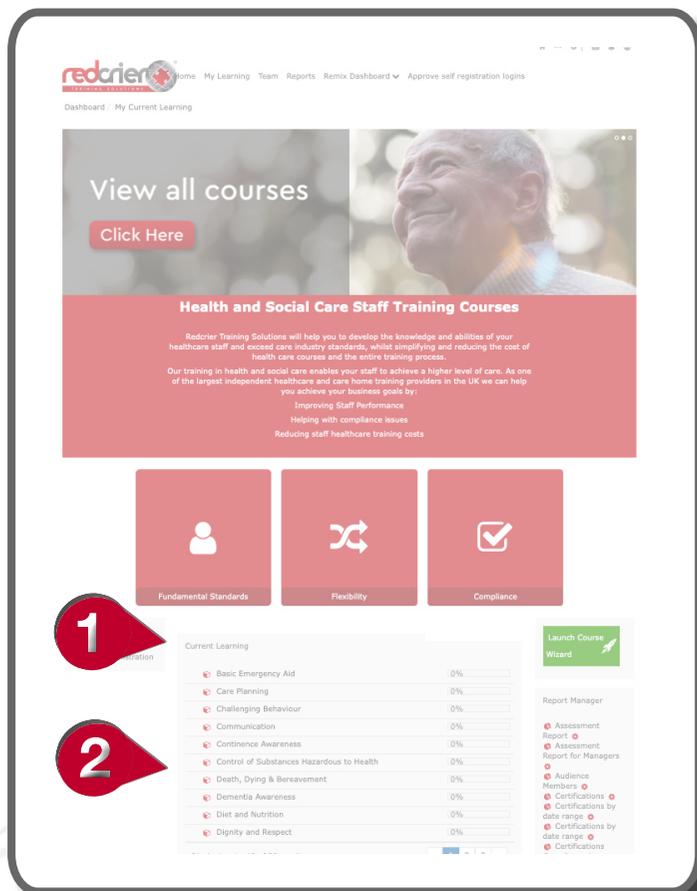




Access courses

Finding your courses

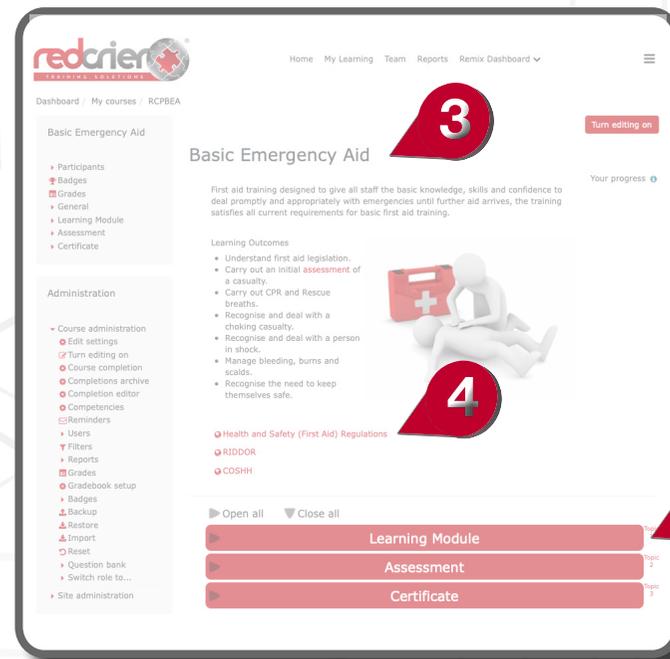
1 Once you have logged in you will be looking at the dashboard (home screen). You should navigate towards the bottom of the dashboard so that you can see “Current Learning”. These are the courses that your Manager has selected for you to complete based on the requirements of the people that you care for.



2 Click on a course title and it will take you through to the course overview so that you can start your training.

Course layout

Each course has an overview **3** and further reading **4** to help you.



Each course has a ‘Learning Module’ **5** which will need to be completed before you can access the ‘Assessment’ and gain your ‘Certificate’. Some courses also have ‘Exercises’ with plenty of on-screen instructions for you to follow.

Entering a course

If you click on the Learning Module it will drop down with the course content and the red Learning Module link at the bottom that you need to click. Click “Enter” on the next screen.