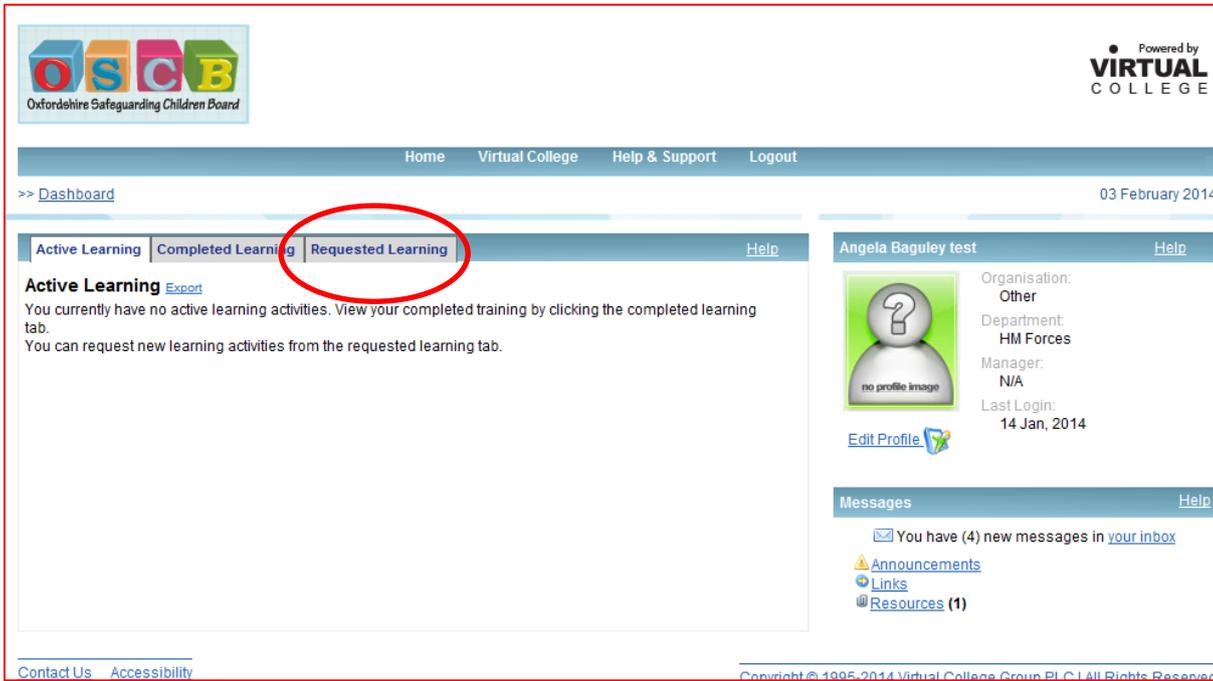


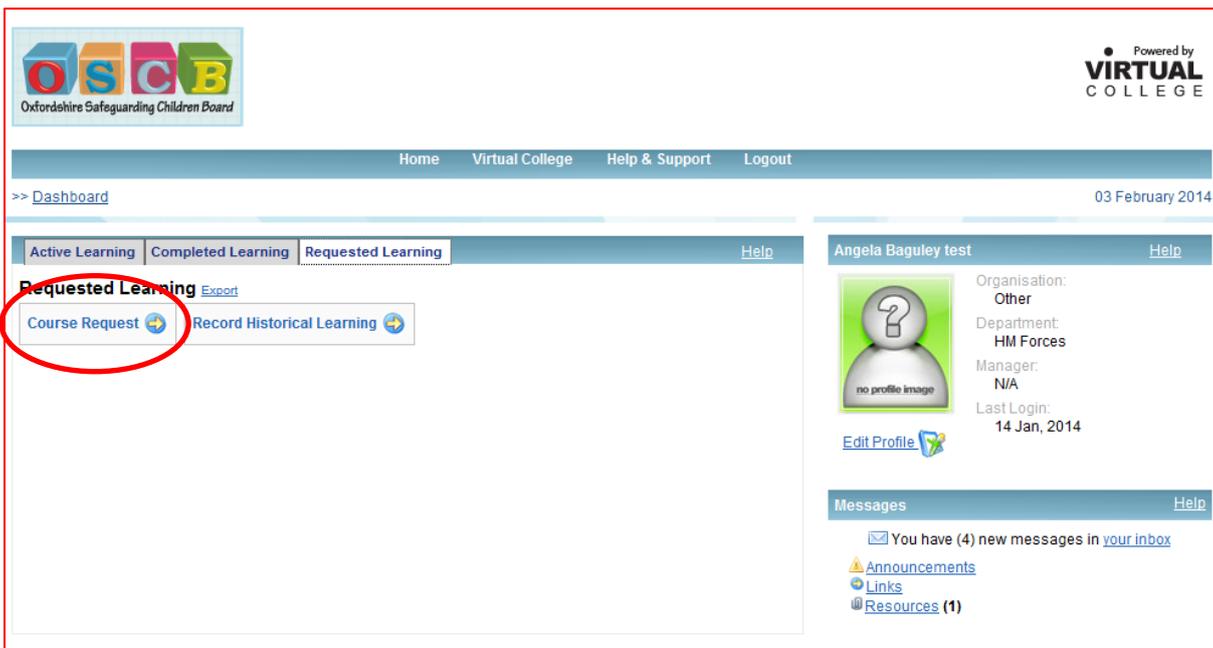
To book a place on a face to face course

From your Learner Dashboard, click on the **Requested Learning** tab



The screenshot shows the Virtual College Learner Dashboard. At the top left is the OSCB logo (Oxfordshire Safeguarding Children Board). At the top right is the Virtual College logo, powered by Virtual College. The navigation bar includes Home, Virtual College, Help & Support, and Logout. The main content area has three tabs: Active Learning, Completed Learning, and Requested Learning. The Requested Learning tab is highlighted with a red circle. Below the tabs, the Active Learning section is visible, stating: "You currently have no active learning activities. View your completed training by clicking the completed learning tab. You can request new learning activities from the requested learning tab." On the right side, there is a user profile for Angela Baguley test, showing Organisation: Other, Department: HM Forces, Manager: N/A, and Last Login: 14 Jan, 2014. Below the profile is a Messages section with a notification: "You have (4) new messages in your inbox" and links for Announcements, Links, and Resources (1).

Then click on **Course Request**



The screenshot shows the Virtual College Learner Dashboard with the Requested Learning tab selected. The Requested Learning section is highlighted with a red circle and contains two buttons: "Course Request" and "Record Historical Learning". The rest of the dashboard, including the user profile and messages, remains the same as in the previous screenshot.

Face to Face training events are listed first, with e-learning courses below. Either use the **quick search** field and enter the type of course you are looking for, or use the scroll bar to locate it, click to highlight it green, then click on the **Request Course** button



Learning Activity Directory

Please begin by selecting the learning activity that you are interested in. Once you have made your selection, click the 'Request Course' button and add your details. The learning activity will then be submitted to your tutor / moderator. If it is then approved by your tutor / moderator, it will appear in your training record.

Filter by Category

Show All

Quick Search

generalist safeguarding

Name	Type	Provider
<input type="radio"/> 2014 Generalist Safeguarding Course	In House Training	
<input checked="" type="radio"/> 2014 Play Workers, Early Years and Child Care Settings - Generalist Safeguarding Course	In House Training	

2 records

Request Course



Learning Activity Directory

Please begin by selecting the learning activity that you are interested in. Once you have made your selection, click the 'Request Course' button and add your details. The learning activity will then be submitted to your tutor / moderator. If it is then approved by your tutor / moderator, it will appear in your training record.

Filter by Category

-- Show All --

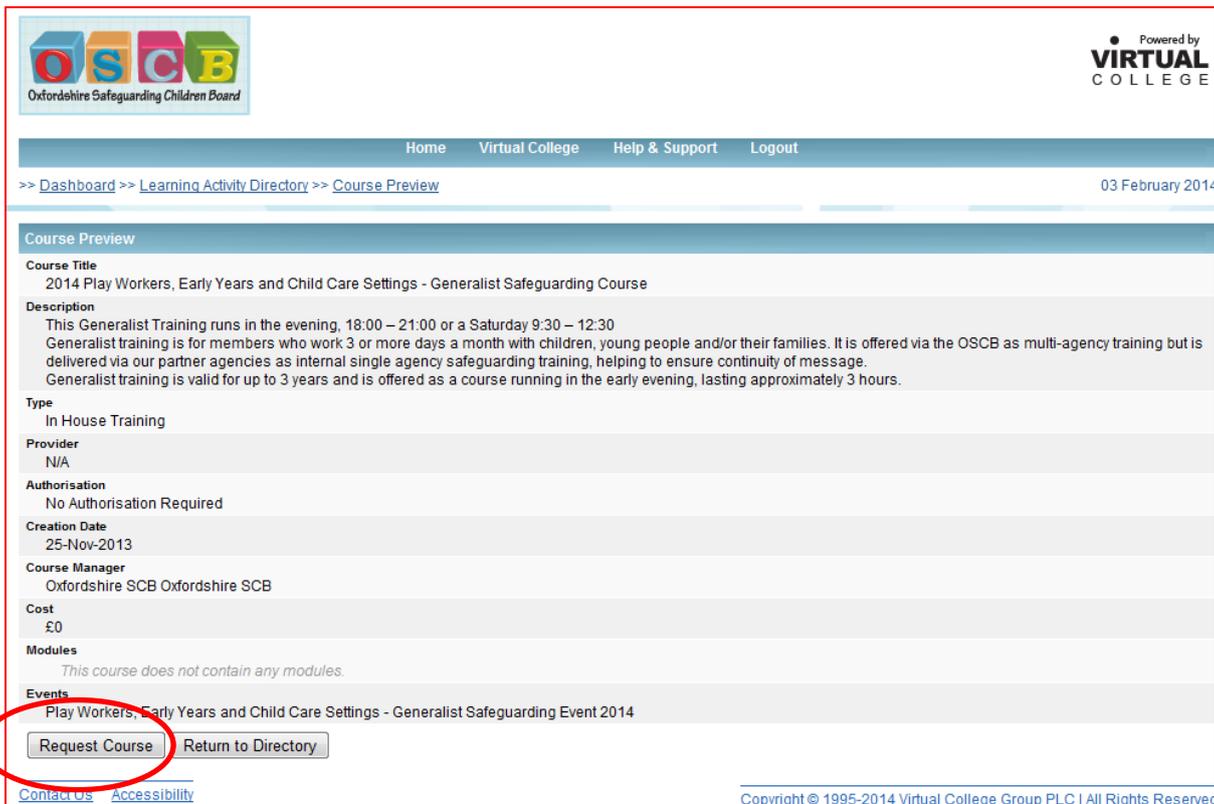
Quick Search

<input type="radio"/> 2014 Generalist Safeguarding Course	In House Training	
<input type="radio"/> 2014 Oxfordshire Condom Distribution Scheme Course	In House Training	
<input checked="" type="radio"/> 2014 Play Workers, Early Years and Child Care Settings - Generalist Safeguarding Course	In House Training	
<input type="radio"/> 2014 Play Workers, Early Years and Child Care Settings - Specialist Safeguarding Training	In House Training	
<input type="radio"/> 2014 Safer Recruitment Course	In House Training	
<input type="radio"/> 2014 Schools Domestic Abuse Champions Training Course	In House Training	

26 records

Request Course

The next screen describes who the course is for, and how long the course lasts. If this is the course you need, click on the **Request Course** button, otherwise return to the directory to search again.

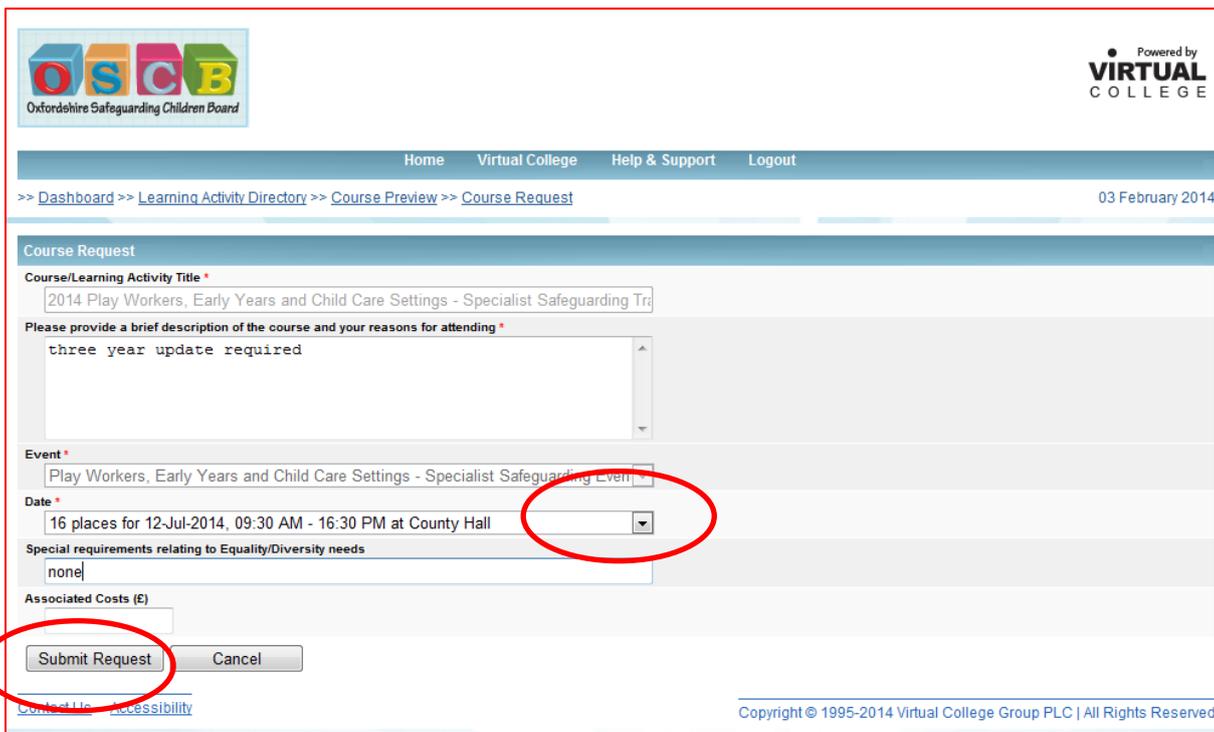


The screenshot shows the 'Course Preview' page for the '2014 Play Workers, Early Years and Child Care Settings - Generalist Safeguarding Course'. The page includes the OSCB logo, navigation links (Home, Virtual College, Help & Support, Logout), and a breadcrumb trail: >> Dashboard >> Learning Activity Directory >> Course Preview. The date '03 February 2014' is displayed in the top right. The course details are as follows:

- Course Title:** 2014 Play Workers, Early Years and Child Care Settings - Generalist Safeguarding Course
- Description:** This Generalist Training runs in the evening, 18:00 – 21:00 or a Saturday 9:30 – 12:30. Generalist training is for members who work 3 or more days a month with children, young people and/or their families. It is offered via the OSCB as multi-agency training but is delivered via our partner agencies as internal single agency safeguarding training, helping to ensure continuity of message. Generalist training is valid for up to 3 years and is offered as a course running in the early evening, lasting approximately 3 hours.
- Type:** In House Training
- Provider:** N/A
- Authorisation:** No Authorisation Required
- Creation Date:** 25-Nov-2013
- Course Manager:** Oxfordshire SCB Oxfordshire SCB
- Cost:** £0
- Modules:** This course does not contain any modules.
- Events:** Play Workers, Early Years and Child Care Settings - Generalist Safeguarding Event 2014

At the bottom of the course details, there are two buttons: 'Request Course' (circled in red) and 'Return to Directory'. The footer contains 'Contact Us' and 'Accessibility' links, and a copyright notice: 'Copyright © 1995-2014 Virtual College Group PLC | All Rights Reserved'.

On the next screen, you can enter the reasons why you need to attend the course, and choose which date you would like to attend from the drop down box. Then submit your request



The screenshot shows the 'Course Request' page. The breadcrumb trail is: >> Dashboard >> Learning Activity Directory >> Course Preview >> Course Request. The date '03 February 2014' is displayed in the top right. The form fields are as follows:

- Course/Learning Activity Title ***: 2014 Play Workers, Early Years and Child Care Settings - Specialist Safeguarding Tr
- Please provide a brief description of the course and your reasons for attending ***: three year update required
- Event ***: Play Workers, Early Years and Child Care Settings - Specialist Safeguarding Even
- Date ***: 16 places for 12-Jul-2014, 09:30 AM - 16:30 PM at County Hall (circled in red)
- Special requirements relating to Equality/Diversity needs**: none
- Associated Costs (£)**: (empty field)

At the bottom of the form, there are two buttons: 'Submit Request' (circled in red) and 'Cancel'. The footer contains 'Contact Us' and 'Accessibility' links, and a copyright notice: 'Copyright © 1995-2014 Virtual College Group PLC | All Rights Reserved'.

If there are no dates available for this course, details of the event and event dates are “greyed out” and you will be unable to apply at this stage. Check back regularly as more dates are added as they are arranged.

OSCB
Oxfordshire Safeguarding Children Board

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VIRTUAL COLLEGE

Home Virtual College Help & Support Logout

>> [Dashboard](#) >> [Learning Activity Directory](#) >> [Course Preview](#) >> [Course Request](#) 03 February 2014

Course Request

Course/Learning Activity Title *
2014 Play Workers, Early Years and Child Care Settings - Generalist Safeguarding Co

Please provide a brief description of the course and your reasons for attending *

Event *
Play Workers, Early Years and Child Care Settings - Generalist Safeguarding Even

Date *
-- No dates available

Special requirements relating to Equality/Diversity needs

Associated Costs (€)

Submit Request Cancel

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Until your attendance is confirmed by the event administrator, the request will stay on the **Requested Learning** tab

Training Event Requested. View your outstanding requests on the 'Requested Learning' tab.

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Home Virtual College Help & Support Logout

>> [Dashboard](#) 03 February 2014

[Active Learning](#) [Completed Learning](#) [Requested Learning](#) [Help](#)

Active Learning [Export](#)

You currently have no active learning activities. View your completed training by clicking the completed learning tab.
You can request new learning activities from the requested learning tab.

Angela Baguley test [Help](#)

 Organisation: Other
Department: HM Forces
Manager: N/A
Last Login: 14 Jan, 2014
[Edit Profile](#)

Messages [Help](#)

You have (4) new messages in your inbox

[Announcements](#)
[Links](#)
[Resources \(1\)](#)



Oxfordshire Safeguarding Children Board

Home Virtual College Help & Support Logout

>> [Dashboard](#)

Active Learning Completed Learning **Requested Learning** Help

Requested Learning [Export](#)

Learning Activity/ Event	Request Date	Status	Action
Play Workers, Ear...	03-Feb-2014	Awaiting Training Event Manager Approval	View >>

[Course Request](#) 
[Record Historical Learning](#) 

When your attendance has been approved for the date you requested, you will receive an email advising you of this.

After the Event Manager has marked you “Present” on the register, you can obtain a certificate of attendance by logging into your learner record and clicking on the course title in the Active Learning area. You will be asked just one feedback question, and once this is answered, the course title moves to the Completed Learning tab. You can then print off the certificate.

If you are unable to attend, you should cancel as soon as you know. Log into your learner record and click on the event name in the Active Events area of your dashboard.

Home Virtual College Help & Support Logout

>> [Dashboard](#)

Active Learning Completed Learning **Requested Learning** Help

Active Learning [Export](#)

Title	Type	% Complete	Action
2014 Play Workers, Early Years and Child Care Setti...	In House Training	0%	
An Introduction to Safeguarding Children	E-learning	0%	

Active Events

Title	Date	Status	Action
Play Workers, Early Years and Child Care Settings -...	12-Jul-2014	Confirmed	

Home Virtual College Help & Support Logout

>> [Dashboard](#) >> [Confirm Event](#) 05 February 2014

Attendance Confirmation

You have confirmed that you will be attending this event.

Would you like to cancel your attendance?

Event Details

Title
Play Workers, Early Years and Child Care Settings - Specialist Safeguarding Event 2014

Description
Specialist Safeguarding Course for Playworkers, Early Years and Childcare settings.
This course runs on a Saturday, 9:30 - 4:30

Date
12-Jul-2014 - 12-Jul-2014

Time
09:30 AM - 16:30 PM

Venue
County Hall
New Road

OX1 1ND

Courses
2014 Play Workers, Early Years and Child Care Settings - Specialist Safeguarding Training

Resource
[Click here to view the resource](#)

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Click on the Cancel Attendance button and give the reason for cancelling.



Home Virtual College Help & Support Logout

>> [Dashboard](#) >> [Confirm Event](#) 05 February 2014

Attendance Confirmation

Please provide a reason for not being able to attend this event.
Note: Clicking 'Submit' will cancel your attendance on this event.

Cancellation Reason

Unable to arrange cover at work, will apply for another date.

Event Details

Title
Play Workers, Early Years and Child Care Settings - Specialist Safeguarding Event 2014

Description
Specialist Safeguarding Course for Playworkers, Early Years and Childcare settings.
This course runs on a Saturday, 9:30 - 4:30

Date
12-Jul-2014 - 12-Jul-2014

Time
09:30 AM - 16:30 PM

Venue
County Hall
New Road

OX1 1ND

Courses
2014 Play Workers, Early Years and Child Care Settings - Specialist Safeguarding Training

Resource
[Click here to view the resource](#)

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(A copy of the cancellation policy can be found on your learner record under the Resources link, bottom right of your dashboard.