SSP MULTI-AGENCY TRAINING BOOKING SYSTEM

REGISTRATION (for first time users)

All SSP Learners must first complete an online registration form with their details. Each learner will need their own record on our system to be able to apply for multi-agency training.

Click on the link to REGISTER & LOG IN from the SSP webpage
http://www.safeguardingshropshireschildren.org.uk/professionals-and-volunteers/safeguarding-training/

This takes you to the SSP Registration page on our booking management system that is supported by Virtual College.

Click to REGISTER
Select which agency you work for (this is important for reporting purposes and the complete the online registration form the system will automatically select your email address as your Username but you can amend this to something else if you prefer (your Username must be unique). If you have a generic email as you contact email you must not use this as your Username but should overtype this with something unique to you. Please ensure that you have checked the box to say that you have read the SSP Cancellation Policy.

Once your details have been entered on the form, click the REGISTER button at the end of the form.

The system will generate a unique Password for you and will send an email to the email address you have registered with confirming your Username and Password. You must keep these details safe as you will require this every time you need to log in to the system to complete training, print your certificates, complete online evaluations following the training and apply for any other SSP training.

It is important that you keep your SSP Learner Record up to date so please log in to your account to make any changes to your contact details, role or agency and select ‘edit profile’ on the right of your learner dashboard. You can log in to your
Learner Record and view the SSP Training Schedule and SSP Training Privacy Statement from our webpage http://www.safeguardingshropshireschildren.org.uk/professionals-and-volunteers/safeguarding-training/

APPLYING FOR MULTI-AGENCY TRAINING

Once registered with SSP Training, a learner can apply for any SSP, ECINS or Early Help training modules by clicking on the link to REGISTER & LOG IN TO APPLY for training from the SSP webpage http://www.safeguardingshropshireschildren.org.uk/professionals-and-volunteers/safeguarding-training/

Click LOG IN
Enter your Username and Password in the relevant boxes and click the Login button.

Your personal Learner Record dashboard will show on the screen.

Click on the Requested Learning tab from your dashboard.
Click on the Course Request button

Select the Course you wish to apply for and click on the Course Request button

Check you have requested the correct course and then click the Request Course button again towards the bottom of the page

Give a brief reason as to why you wish to complete this course. Check the correct course is pulled through. Select a date from drop down menu (any dates with places still remaining will show here along with the places still available). Either enter 0 in the cost box if your agency qualifies for free SSP Training or enter the relevant course fee if your agency does not qualify for free training (see page 9 of the SSP Multi-agency Safeguarding Training Schedule on our website). Click the Submit Request button
Your request will then go through to the SSP Administrator for authorisation and then you will receive a brief confirmation of your application. For face to face training a further email with full details will be sent to you a few weeks prior to the training.

Once your place on the training has been approved this will show in your Active Learning tab.

How to Amend your Details, change your Password or Print out Resources for any Training Session

You can amend your details and Password by logging in to your Learner Record and clicking on the Edit Profile link on the right hand side of your dashboard.
You can print out any Resources for a training course you are booked to attend or have attended by clicking on the Resources link on the right hand side of your dashboard. If no Resources are listed for the course you are attending or have attended then there are no resources available for this particular course.

**E-learning Training**

- You will have 12 weeks from authorisation of your application to complete this training otherwise you may be asked to re-apply for the training.
- Once you have received confirmation of the training, LOG IN with your Username and Password to your personal Learner Record via the SSP webpage [http://www.safeguardingshropshireschildren.org.uk/professionals-and-volunteers/safeguarding-training/](http://www.safeguardingshropshireschildren.org.uk/professionals-and-volunteers/safeguarding-training/)
- The course will show on your Learner Record dashboard under the Active Learning tab.
- Click into the course to start the training.
- There is quiz at the end where you must score 75% or higher to be able to print out your completion certificate. You can go back and re-take the quiz if you do not pass and will have 3 attempts to pass.
• If you are unable to complete the course in one go, you can log out and then log back in again another time to continue the course
• At the end of the course, provided you have scored 75% or over on the quiz then you will be able to print out a certificate of completion and will be asked to complete a short online survey regarding your experience and thoughts on this training.

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WHO TO CONTACT IF ANY PROBLEMS OR QUERIES WITH REGISTRATION OR APPLYING FOR TRAINING

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