Members Learning Pool

If you have logged into Learning Pool recently you will have noticed that we have created a dashboard specifically for you which looks like this...

My Learning is where you will be able to view all of the courses you must complete and the relevant timescales.

This link will take you to a list of all of the Members courses available to you.

This link will take you to the main employee home page where you will be able to view all of the courses open to Officers.

This link will take you to 26 councillor workbooks produced by the Local Government Association, these are particularly useful for new Members.

This block contains all of the mandatory Members training sessions which must be completed every 4 years.

These 2 blocks relate specifically to **Regulatory training.**

Level 1 training involves either a face-to-face session or e-learning (for all but the Regulation and Review Committee) and must be repeated every 4 years by appointees and substitutes.

Level 2 training involves the completion of an annual online quiz which will serve as refresher training.

The dashboard is designed to be a 'one-stop shop' for all of your mandatory and optional training courses. The buttons on the dashboard take you directly to the relevant course areas where you can book yourself onto a training course or access e-learning modules.

Timed reminders for Mandatory Members' Training

A key function of our new Learning Pool is automated timed reminders (known as **certifications**). This means that Learning Pool will advise you when your mandatory training needs to be renewed via **email reminders**. This will apply to equality & diversity, safeguarding and sexual exploitation, code of conduct, corporate parenting and all of the regulatory training as per the table below.

Mandatory Training	How often you have to undertake this training	When you will be able to renew your training
Equality & Diversity	Every 4 years	6 months prior to expiration of certification
Safeguarding & Sexual Exploitation	Every 4 years	6 months prior to expiration of certification
Code of Conduct	Every 2 years	3 months prior to expiration of certification
Corporate Parenting	Every 4 years	6 months prior to expiration of certification
Regulatory Training – Level 1 – Quiz (Appointees and Subs only)	Every year (prior to first committee/panel)	8 weeks prior to expiration of certification
Regulatory Training – Level 2 – Face to Face or E-learning (Appointees and Subs only)	Every 4 years (prior to first committee/panel)	8 weeks prior to expiration of certification

Once we turn this function on in Learning Pool you will receive lots of emails at the same time. Some will tell you that you have been enrolled in a particular certification whereas others will tell you that you need to renew. You are also likely to receive some notifications advising that your certification has expired.

We appreciate that these messages may be confusing so we recommend that you follow the guidance below to make sense of what training you need to do and when.

Required Learning

To find out exactly which courses you need to do click on the 'My Learning' tab on your home page, then click 'Record of Learning' (indicated below by a yellow arrow):

You will then be taken to a page which looks like this. Click on the 'REQUIRED LEARNING' heading:

You will then be taken to a screen which will outline all of the certifications you have been enrolled on that are overdue. From this screen you can enter the relevant course area by pressing 'launch':

☰ Learning

LEARNING PLANS
• Manage plans

REQUIRED LEARNING

Certifications
• Members Corporate Parenting Certification

RECORD OF LEARNING
• All Learning
• Active Learning
• Completed Learning

⚙ Administration

📁 Site administration

Members Corporate Parenting Certification

You are required to complete this program under the following criteria:

• Assigned as an individual.

Your certification is in progress

Date assigned: 01 August 2017   Due date: 02 August 2017, 9:46 AM   Progress:

Due today

Corporate Parenting Training is mandatory for members and must be renewed every 4 years.

Original certification path

Course set 1

Any one course in this set must be completed.

Course name	Actions	Status
Corporate Parenting Training for Councillors	Launch course	

Original certification path

Course set 1

Any one course in this set must be completed.

Course name	Actions	Status
Equality and Diversity Training for Councillors	Launch course	
Equality & Diversity	Launch course	

NB for some of the certifications you will be given the option of completing face to face training or e-learning in order to begin or renew your certification. You only need to pick one.
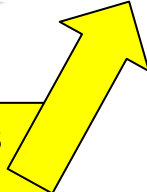
From within the Record of Learning screen you can click on the 'Certification' tab to see all of your certifications and when they are due for renewal (you will need to scroll to the bottom of the page):

☰ Learning

LEARNING PLANS

• Manage plans

REQUIRED LEARNING

Record of Learning : All Certifications

| Courses | Competencies | Other Evidence | Certifications |

Other Evidence

4 records shown

Certification name ▲	Certification due date	Status	Renewal status	Window opens	Expiration date	Completion date	Previous completions	Progress
✅ Equality & Diversity Employee Certification		Certified (prior to unassigned from certification)		11 Oct 2019	11 Apr 2020	11 Apr 2017		▬▬
✅ Information Governance - Certification	31 March 2018, 5:00 PM	Certified	Not due for renewal	31 Jan 2018	31 Mar 2018	16 Dec 2016		▬▬
✅ Members Corporate Parenting Certification	02 August 2017, 9:46 AM Due today	Not certified						▭
✅ Members Equality & Diversity Certification	29 October 2021, 3:00 PM	Certified	Not due for renewal	29 Apr 2021	29 Oct 2021	11 Apr 2017		▬▬

NB there are currently no planned sessions of corporate parenting training so you will only be able to renew this training once it is available again – we will keep you updated regarding this.

Regulatory Training

Committee Training Level 1 – face-to-face or e-learning

Once you enter each of these 3 sections you will be able to book on a face-to-face session or complete e-learning (apart from in the Regulation and Review Committee section).

Committee Training Level 1 – annual quiz

For the quiz to serve as your annual refresher you will need to score 70%. You will get 2 chances to complete each quiz.

Once you enter each of these 3 sections you will see a screen that looks like this....

Planning Committee Quiz

Question 1

Not complete

Marked out of 1.00

⚑ Flag question

⚙ Edit question

When can a member ask for speaking rights at a planning committee?

Select one:

○ a. Right up until the meeting begins

○ b. Anytime up to three working days before the meeting

○ c. Only when a constituent asks them to

Check

Once you have selected your answer click **'check'**. This will tell you whether or not you have answered correctly and provide feedback.

Next

Once you have read the feedback click '**next**' to move on to the next question.

When you get to the end of the quiz click **'Submit all and finish'**. This will tell you your overall score.

If you haven't reached the required grade the first time you can select to **'Re-attempt quiz'**.

If you don't pass the quiz on your second attempt you will need to attend the face to face training or complete the relevant e-learning (where available) to continue to sit as a member of the particular Committee.

You can access the Learning Pool User Guide by [clicking here](#).

For individual support please contact Karen Wylie 07817 475099 or Helen Davidson 07973 714855