



MANCHESTER SAFEGUARDING
CHILDREN BOARD

TRAINING WEBSITE: USER GUIDE

(Updated March 2012)

This is a user guide for the training website only. It is not intended to provide information about individual training courses or pathways to training.

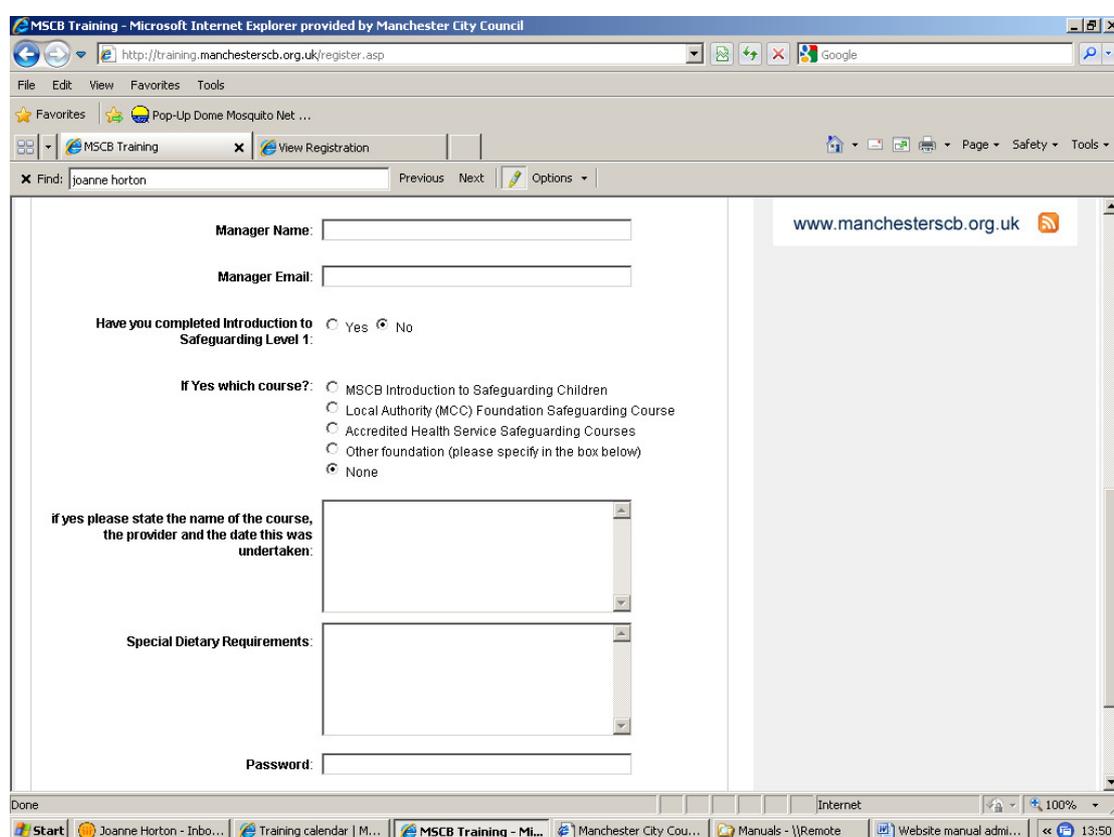
You may wish to refer to the MSCB training brochure for supplementary reading. This is available on the general MSCB website. Contact details and web addresses can be found at the end of this guide.

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Registration

- Register with the training website – to visit the MSCB training website type the following address <http://training.manchesterscb.org.uk/> into the address bar / URL bar of your browser
- Click on the tab marked 'Registration'
- Fill in the details required in the 'Registration Form'



The screenshot shows a web browser window titled "MSCB Training - Microsoft Internet Explorer provided by Manchester City Council". The address bar contains "http://training.manchesterscb.org.uk/register.asp". The browser has two tabs: "MSCB Training" and "View Registration". The search bar contains "joanne horton". The registration form is displayed with the following fields and options:

- Manager Name:
- Manager Email:
- Have you completed Introduction to Safeguarding Level 1: Yes No
- If Yes which course?:
 - MSCB Introduction to Safeguarding Children
 - Local Authority (MCC) Foundation Safeguarding Course
 - Accredited Health Service Safeguarding Courses
 - Other foundation (please specify in the box below)
 - None
- if yes please state the name of the course, the provider and the date this was undertaken:
- Special Dietary Requirements:
- Password:

The browser's taskbar shows several open applications, including "Start", "Joanne Horton - Inbo...", "Training calendar | M...", "MSCB Training - Mi...", "Manchester City Cou...", "Manuals - (\\Remote)", and "Website manual admi...". The system clock shows 13:50.

Agency details

- Please choose the most appropriate agency from the drop down box **AND** then type your agency name in the text box.

If you are from a private company (including private child care organisations) you will need to select this option and contact the MSCB when applying for courses as payment will be required.

E-mail address

- Please ensure you enter your e-mail address correctly. *If this is incorrect you will not receive the e-mail to activate your account.*

Manager's details

- Your manager's details are essential as approval from your manager is required to attend MSCB training courses.
- Enter your manager's name and e-mail address in the text boxes. **Please check you have entered the correct e-mail address for your manager** or they will not receive the e-mail to approve your attendance. *It is advised that when you apply for your first course you check that your manager has received the e-mail to approve your attendance. This will ensure the process is working correctly.*
- ****Please note that for some organisations (e.g. Connexions) it is the agencies own training department which approves staff's attendance on training and not individual managers. If this situation applies to you please put the e-mail address of your agencies own training department in this section****

Training history

- If you have not completed any form of basic safeguarding training (also called IST/ITS) please tick the box that says 'no'. You can still continue with your registration but **please do not apply for any level 2 or 3 courses until you have completed your level 1 or foundation training.** Please see page 11 for further information.
- If you have already completed basic safeguarding training it is essential that you **state clearly what level 1 training you have undertaken and the date.** The choices available to you show the approved level 1 courses which will allow you entry onto MSCB level 2 and 3 courses. In the text box underneath the course choices please state the name of the course and the date you completed this training. Please note that you need to refresh your level 1/ Foundation safeguarding training every 3 years. **If your**

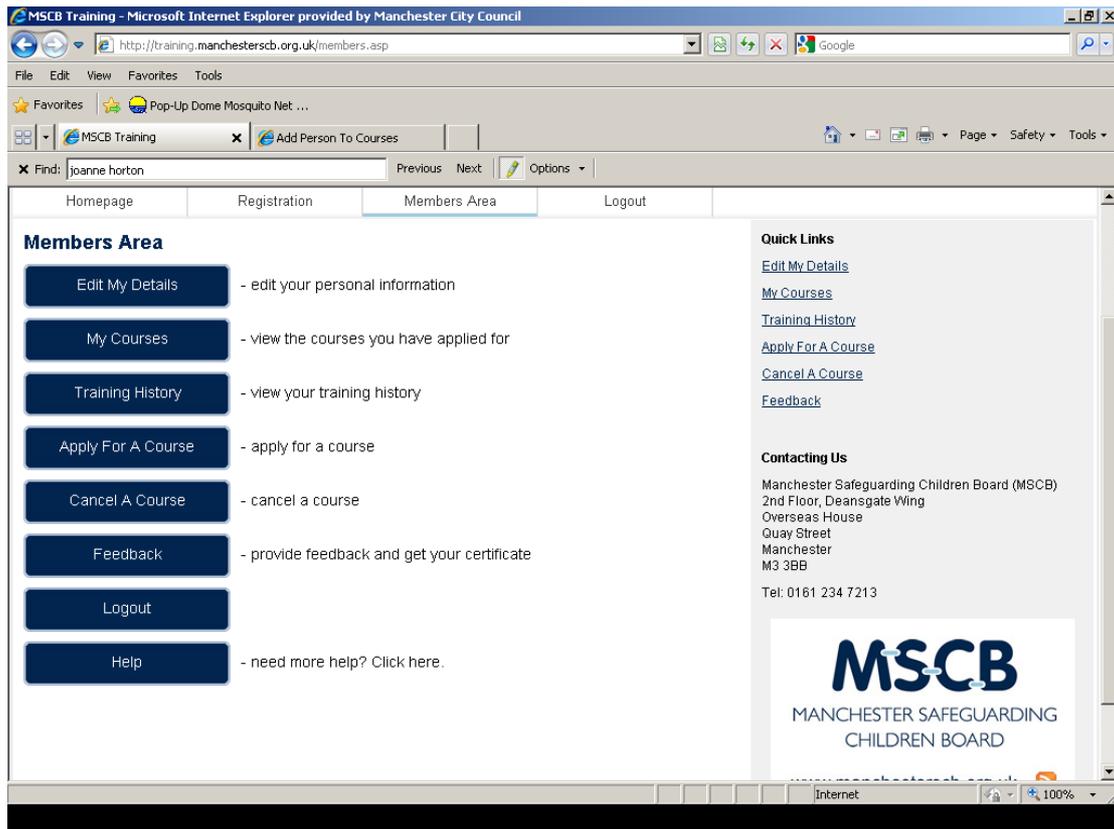
training is out of date please do not apply for level 2 or 3 courses until you have completed refresher training.

- If you have completed other types basic safeguarding training which are not listed you may wish to record this in the text box and contact the MSCB regarding whether this will allow you access onto level 2 and 3 courses.

Completing your Registration

- When you have filled in your details and chosen a password click the 'Register now' tab.
- After registering the site will automatically send out an email to the address you have given. **This email will contain a link that you must click on in order to activate your account.** If you receive an error code when clicking on the link you may need to copy and paste the link into your internet/ URL bar. If you do not receive an email within an hour, please check your spam or junk folder. You may need to contact your IT department if problems persist.

Once registered successfully you can log back in and view the members area which should look like the screen on the next page;



Updating and Amending Personal Details

You can amend your personal details at any time by clicking on the 'edit my details tab'.

You may wish to do this if your contact details or job role changes.

You should also do this when you have refreshed your level 1 or basic safeguarding training and input the new dates.

You must amend your personal details if your manager changes. If you have applied for a course and your manager changes or is unavailable before they have approved your attendance on the course you will need to contact the MSCB. The MSCB will need to delete the application for the course applied for and you will need to reapply once your new manager's details have been entered.

Please note this does not mean completing the whole registration process again – only amending your manager’s details and reapplying for the course you wish to attend.

Applying for Courses

After logging in click on the tab marked ‘Apply for a course’. You will then be able to view all available courses.

To apply for a course click on ‘apply now’. This will take you to the course details and then the option to click on ‘apply now’ again to complete the process.

Alternatively you can firstly view the details of a course by clicking on the course title. You can then apply for the course by clicking on ‘apply now’ at the bottom of the course details.

Viewing your Course History

To view courses you have applied for and to identify which stage of the application you process you are at, please click on the tab marked ‘my courses’. The following page will be displayed;

MSCB Training - Microsoft Internet Explorer provided by Manchester City Council

http://training.manchesterscb.org.uk/mem-mycourses.asp

File Edit View Favorites Tools

View Courses MSCB Training

Find: Previous Next Options

Home page Registration **Members Area** Logout

My Courses

Confirmed Courses

Course	Course Date	Course Material
Parental mental health and safeguarding children	Friday 09 March 2012	Download Course Material
E-safety Awareness	Tuesday 27 March 2012	Download Course Material
Neglect	Thursday 19 January 2012	Download Course Material

TBC Courses

Course	Course Date	Level
No courses found		

Pending Approval

Course	Course Date	Level
No courses pending approval found		

Quick Links

- [Edit My Details](#)
- [My Courses](#)
- [Training History](#)
- [Apply For A Course](#)
- [Cancel A Course](#)
- [Feedback](#)

Contacting Us

Manchester Safeguarding Children Board (MSCB)
2nd Floor, Deansgate Wing
Overseas House
Quay Street
Manchester
M3 3BB
Tel: 0161 234 7213

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www.manchesterscb.org.uk

Done Internet 100%

* Courses showing as pending approval; this means that you have applied for the course successfully and your manager has been sent an e-mail requesting their approval. However at this stage your manager has not yet clicked on the link to approve your attendance. *At this stage the MSCB would not be in a position to allocate you a place on the course. You need to ask your manager to click on the link in the email.*

If you are a manager and you receive an error message when clicking on this link please 'copy and paste' the link into your internet URL/ address bar. If this does not resolve the issue please contact the MSCB training department or your own IT department.

* Courses showing as TBC; this means that your manager has approved your attendance and you are on the waiting list for allocation of a place. At this stage your application has been successful but your place has not yet been confirmed. *Please note that places are usually confirmed 1 month before the course date. If there are low numbers the course cut off date will be extended.*

* Courses showing under 'confirmed courses'; this means that you have been successfully allocated a place on the course. You should also have received an e-mail from the website confirming your place on the course.

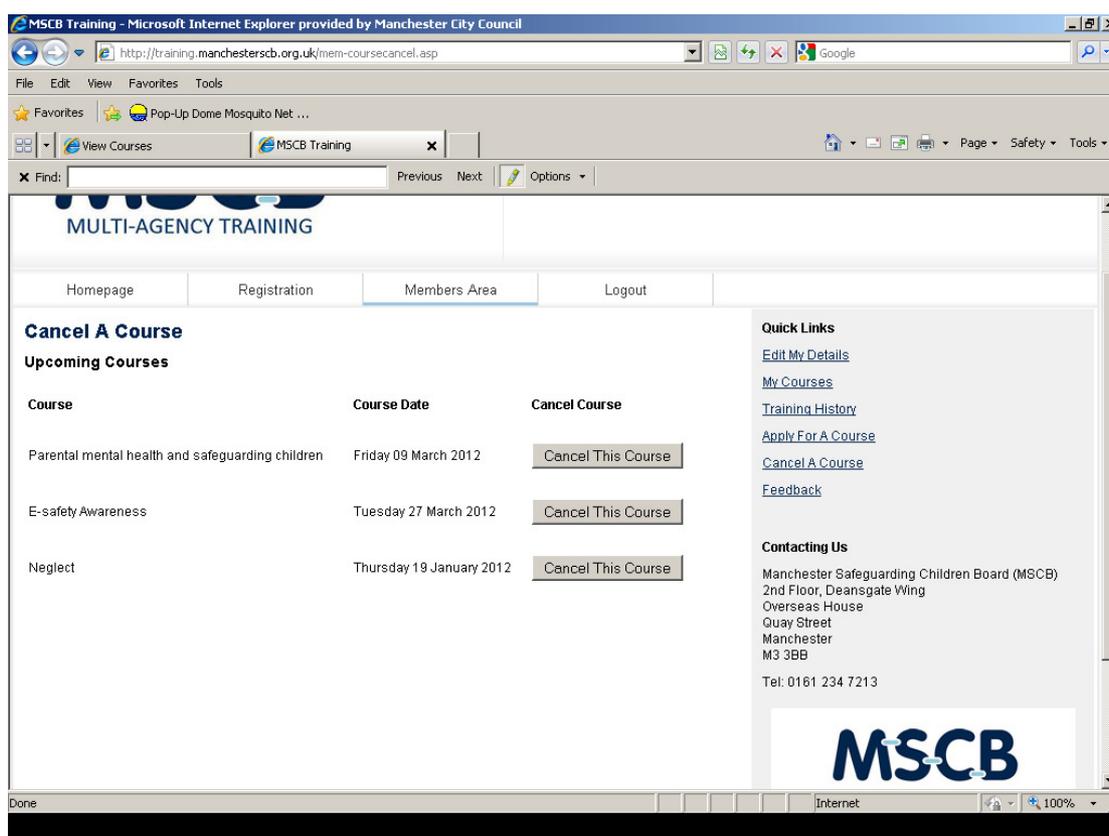
You will note that once a course has been confirmed you can click on the link 'download course materials'. Course materials will be updated 1 week prior to the course date and you can therefore print these off 1 week before the course takes place.

Please note that venue details such as maps, contact details of venue and/or parking instructions will be available by clicking on download course materials.

cancelling your Place on a Course

If your manager has approved your attendance on a course but you need to cancel you can do this by clicking on 'cancel a course' on the right hand side of the screen.

Your courses will be shown on the screen and you can cancel individual courses by clicking on 'cancel this course'. A cancellation e-mail will be sent to the MSCB training department.



If you need to cancel a course which is showing as pending approval or TBC you will need to request the MSCB training department delete the entry for you from the system.

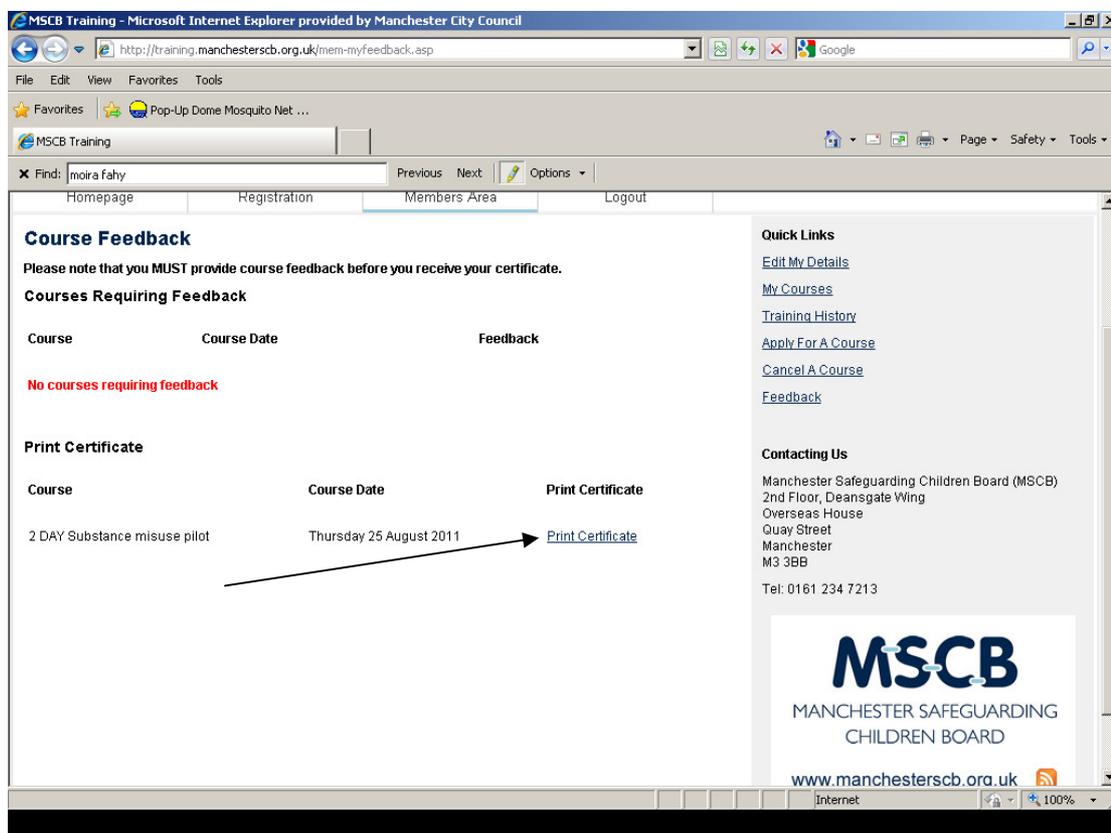
Please note that if you cancel your place on a course less than 5 days before the course date, a £35 per day charge will be incurred.

Post Course Functions

Once you have attended a course you will be asked to complete feedback on the website in order to receive your course certificate.

Once logged in click on the tab marked 'feedback'. The title of the course you have attended should appear. Click on 'Give feedback'. This should bring up a short evaluation form for you to complete. Once completed click 'submit feedback'

Once you have submitted your evaluation you will be taken back to the 'feedback' page and an option will appear to print off your certificate.



MSCB Training - Microsoft Internet Explorer provided by Manchester City Council

http://training.manchesterscb.org.uk/mem-myfeedback.asp

File Edit View Favorites Tools

MSCB Training

Find: moira fahy Previous Next Options

Homepage Registration **Members Area** Logout

Course Feedback

Please note that you **MUST** provide course feedback before you receive your certificate.

Courses Requiring Feedback

Course	Course Date	Feedback
No courses requiring feedback		

Print Certificate

Course	Course Date	Print Certificate
2 DAY Substance misuse pilot	Thursday 25 August 2011	Print Certificate

Quick Links

- [Edit My Details](#)
- [My Courses](#)
- [Training History](#)
- [Apply For A Course](#)
- [Cancel A Course](#)
- [Feedback](#)

Contacting Us

Manchester Safeguarding Children Board (MSCB)
2nd Floor, Deansgate Wing
Overseas House
Quay Street
Manchester
M3 3BB
Tel: 0161 234 7213

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www.manchesterscb.org.uk

You can print off your certificate at a later date by clicking on the 'feedback' tab. The option to print off your certificate should still be available.

Level 1 / Basic Safeguarding Children Training

As stated previously it is essential that all those registered on the website state whether or not they have undertaken basic safeguarding training.

We cannot accept your application for level 2 or 3 courses unless you have completed an approved course in the past 3 years. At a minimum the year of completion of the approved course must be stated in the text box.

The current 'approved courses' are given as options when registering. These are;

- MSCB E-learning: An Awareness of Child Abuse and Neglect
- MSCB Introduction to Safeguarding Children
- Approved health service safeguarding training (please state the name of the course, the department and level in the text box).
- MCC Foundation Safeguarding Children Training

If you need to apply for level 1 training or need to refresh your training then you can either;

- Apply for the MSCB Level 1 'Introduction to Safeguarding' using the training website **OR...**
- Complete one of the other approved courses as detailed above **OR...**
- Apply for MSCB E-learning using the paper application form which you can download from the general MSCB website <http://www.manchesterscb.org.uk/> and look under the tab 'professionals' and 'multi-agency training'. The form can be faxed to the MSCB on 0161 274 7075.

Please note that if you have previously completed the MSCB e-learning course and need to undertake this again as a refresher, please indicate this on the paper application form.

Please update this information in your personal details once you have completed your training.

MSCB Contact Details:

MSCB Trainer and Manual Author:

Joanne Horton

Tel: 0161 234 1523

Fax: 0161 274 7075

MSCB Training Business Support

Tel; 0161 234 3330

MSCB Website;

<http://www.manchesterscb.org.uk/>

MSCB Training Website;

<http://training.manchesterscb.org.uk/>

Please do not reply directly to any e-mails sent from the MSCB training website. Please contact the MSCB training department/ business support if you have any queries.

This manual was updated on 29/03/12