



COMPASS
Helping you keep track of Scouting

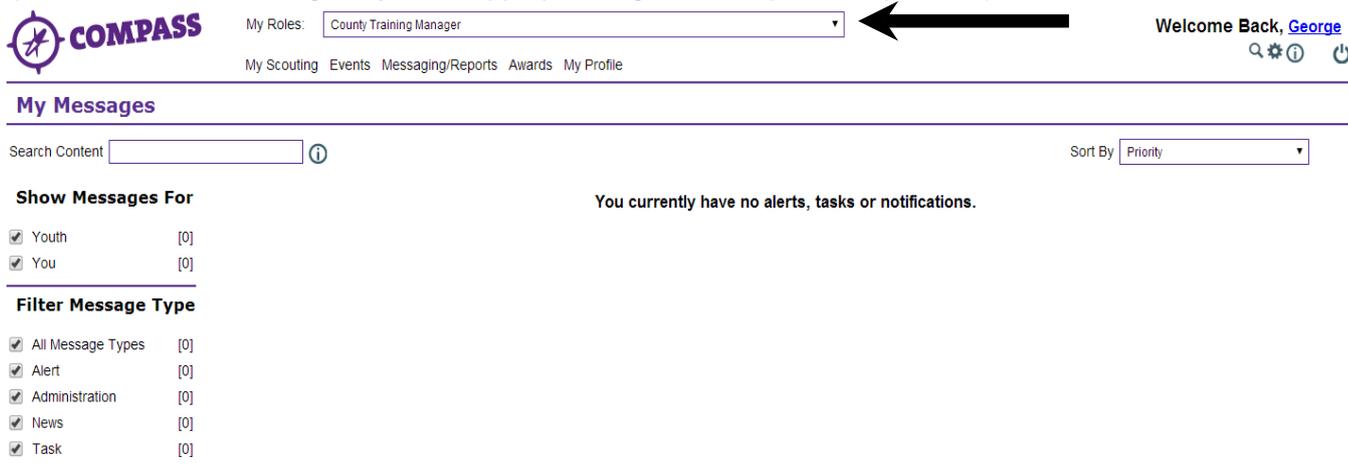
User guide: adding a module for a single member

Roles: Training Managers, Training Administrators, Training Advisers.

Process overview: This process allows users with the correct access rights to search for members and add a training module and related information to the Personal Learning Plan (PLP) for a specified role. This should be completed once a PLP has been agreed with the member and this information needs to be updated on Compass. For this process you will need the learner's details, including the membership number (if available.)

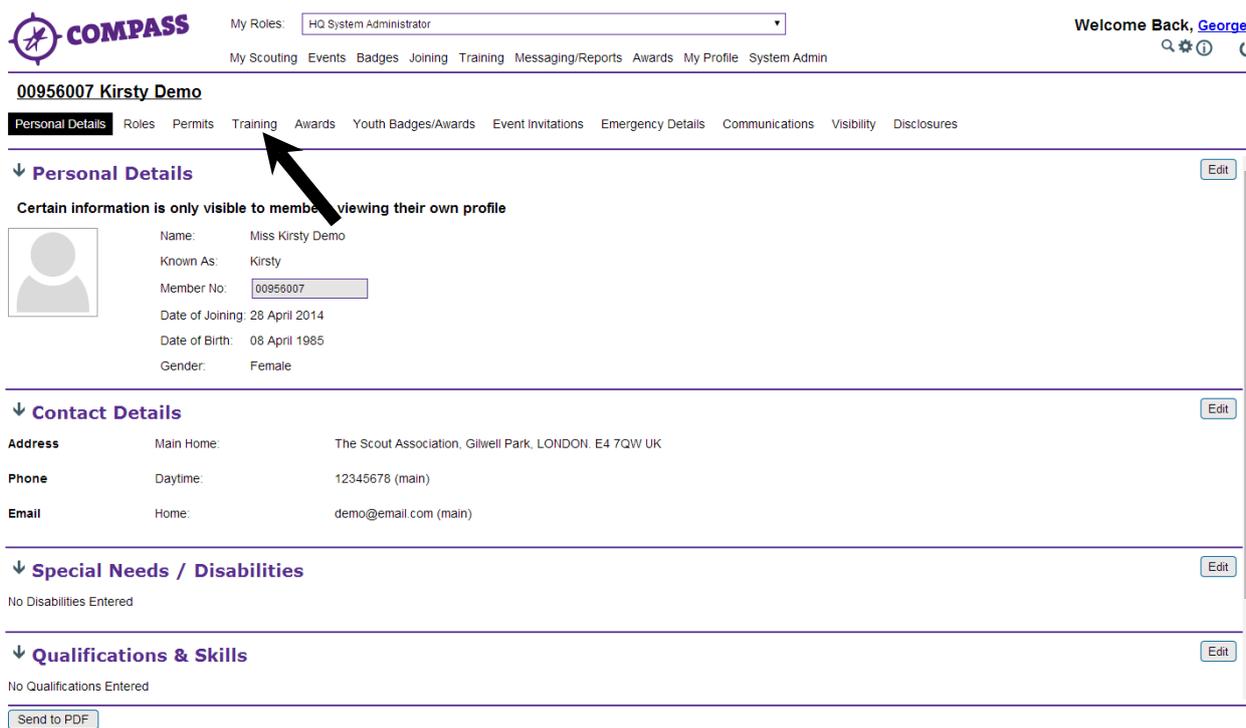
Process: adding a module for a single member

- 1 Ensure you have selected the correct role from the 'My roles' dropdown menu at the top on the homepage. (This will be the role that gives you the appropriate rights to complete this process.)



The screenshot shows the COMPASS homepage. At the top left is the COMPASS logo. To its right is a 'My Roles' dropdown menu currently set to 'County Training Manager', with a black arrow pointing to it. Further right is a 'Welcome Back, George' message with search, settings, and power icons. Below the header is a navigation bar with links: My Scouting, Events, Messaging/Reports, Awards, My Profile. The main content area is titled 'My Messages' and includes a search bar, a 'Sort By' dropdown set to 'Priority', and a message: 'You currently have no alerts, tasks or notifications.' There are two sections of checkboxes: 'Show Messages For' (Youth [0], You [0]) and 'Filter Message Type' (All Message Types [0], Alert [0], Administration [0], News [0], Task [0]).

- 2 Search for the member whose record you want to update. (See the user guides for '[Basic search](#)' or '[Advanced search](#)' for details of how to do this.) Once you have found the correct member record, the member's profile page will appear. You will see a row of headings going across the page, underneath the member's name and membership number. Click the 'Training' heading.



The screenshot shows the member profile page for '00956007 Kirsty Demo'. At the top is the COMPASS logo and a 'My Roles' dropdown set to 'HQ System Administrator'. To the right is 'Welcome Back, George' with search, settings, and power icons. Below the header is a navigation bar with links: Personal Details, Roles, Permits, Training, Awards, Youth Badges/Awards, Event Invitations, Emergency Details, Communications, Visibility, Disclosures. The 'Personal Details' section is expanded, showing a message: 'Certain information is only visible to members viewing their own profile'. Below this is a profile card with fields: Name (Miss Kirsty Demo), Known As (Kirsty), Member No (00956007), Date of Joining (28 April 2014), Date of Birth (08 April 1985), Gender (Female). Below the profile card are sections for 'Contact Details', 'Special Needs / Disabilities', and 'Qualifications & Skills', each with an 'Edit' button. A 'Send to PDF' button is at the bottom left.

- The 'Training' page is split into two sections, the first being 'Personal Learning Plans'. The Personal Learning Plan (PLP) section will display all roles linked to the member. When a member is assigned a role, a PLP detailing the training requirements for that role should automatically have been added.

Click on the 'Show PLP' button at the right hand side of the page.

00956007 Kirsty Demo

Personal Details Roles Permits **Training** Awards Youth Badges/Awards Event Invitations Emergency Details Communications Visibility Disclosures

↓ Personal Learning Plans

Role	Start Date	Status	Location	Training Advisor	Completed
Section Leader	28 April 2014	Pre Provisional	Scout 2 @ Compass Group		Show PLP
Group Scout Leader	28 April 2014	Pre Provisional	Compass Group		Show PLP

↓ All PLP Training Modules

Training Module	Role	Learning Required	Learning Method	Learning Completed	Validated By	Validated On
001 - Essential Information	Section Leader	No				
002 - Personal Learning Plan	Group Scout Leader	No				
002 - Personal Learning Plan	Section Leader	No				
003 - Tools for the Job (Section Leaders)	Section Leader	No				
004 - Tools for the Job (Managers)	Group Scout Leader	No				
005 - Fundamental Values of Scouting	Section Leader	No				
006 - The Changes in Scouting	Section Leader	No				
007 - Valuing Diversity	Section Leader	No				
008 - Skills of Leadership	Section Leader	No				
009 - Working with Adults	Section Leader	No				
010 - First Aid	Section Leader	No				
011 - Administration	Section Leader	No				
012 - Providing a Balanced Programme	Section Leader	No				

- Under the 'Training modules' heading will be a list of modules that are part that PLP.

To add a new module to the PLP for this role, click the 'Add module' button at the right hand side of the screen

Please Note: The 'Add module' button might not appear if the PLP has already been completed and/or a Wood Badge has been recommended. If the module is already listed in the Personal Learning Plan, you will not be able to add it again. (Please see the user guide on [Updating and validating a module for a single member](#).)

↓ Personal Learning Plans

Role	Start Date	Status	Location	Training Advisor	Completed
Section Leader	28 April 2014	Pre Provisional	Scout 2 @ Compass Group		Hide PLP

PLP for - Section Leader

Role Training Advisor: [Search] [Add Module]

PLP agreed: [Search] [Print PLP]

Training Module	Learning Required	Learning Method	Learning Completed	Validated By	Validated On
001 - Essential Information	No				
002 - Personal Learning Plan	No				
003 - Tools for the Job (Section Leaders)	No				
005 - Fundamental Values of Scouting	No				
006 - The Changes in Scouting	No				
007 - Valuing Diversity	No				
008 - Skills of Leadership	No				
009 - Working with Adults	No				
010 - First Aid	No				
011 - Administration	No				
012 - Providing a Balanced Programme	No				

- 5 A popup window will appear titled 'Add training module to PLP, with the member's name and membership number underneath.

To choose the module that you want to add to the PLP, use the 'Module' drop down window under the 'PLP training details' heading. Clicking on the black arrow at the right of the box will bring up a list of all the training

The screenshot shows a form titled "Add Training Module To PLP" for member "00966007 Kirsty Demo". Under the "PLP Training Details" section, the "Module" field is a dropdown menu with a black arrow pointing to its right-hand arrow. Other fields include "Training Advisor" (text input with search icon), "Learning Required" (checkbox), "Learning Method" (dropdown menu with "There are no learning methods setup for this module"), "Validation Criteria" (dropdown menu with "There are no validation criteria setup for this module"), "Validation Completed" (text input with search icon), and "Validated On" (calendar icon). At the bottom are "Close", "Clear", and "Save" buttons.

modules. From this, you can select the required module by clicking on its title.

- 6 The rest of the fields in this box are not mandatory at this stage. You do not need to complete the rest of the information in order to continue.

- 7 Next steps:

If you do not have any further information to add to the module at this point, click the 'Save' button at the bottom right hand corner of the box. You can return to update the rest of the information at a later stage.

OR

If you have more information to add to the training module at this stage, complete the rest of the fields in this box (see the user guide on '[Updating a module](#)' for more information).

The screenshot shows the same form for member "11793188 Kirsty Demo". The "Module" dropdown is now set to "029 - Presenting". The "Training Advisor" field is filled with a name. The "Learning Required" checkbox is checked. The "Learning Method" dropdown is set to "-- Select Learning Method --". The "Validation Criteria" dropdown is set to "Portfolio", and the "Planned Completion" and "Actual Completion" fields are filled with dates. A black arrow points to the "Validation Criteria" dropdown arrow. The "Validation Completed" field is filled with a name. The "Validated On" field is filled with a date. A black arrow points to the "Save" button at the bottom right.