



User guide: adding ongoing learning hours for a single member

Roles: Training Managers, Training Administrators, Training Advisers. (**Please Note:** All members are able to add ongoing learning hours for their own record.)

Process overview: This process will allow users with the correct access rights to search for a member and add ongoing learning hours to their training record.

'Ongoing learning hours' includes any training, learning or development completed by an adult member that can be used in their role within Scouting. This process allows ongoing learning which is part of an Adult Training Scheme module and any other learning/training completed within or outside Scouting to be recorded.

It allows members to record:

- The number of ongoing learning hours completed.
- The date it took place.
- The module title (if relevant).
- A brief description of the ongoing learning.

Please note: 'Ongoing learning hours' differs from 'mandatory ongoing learning', which members with relevant roles are required to complete periodically and is checked at the point of review (eg safety, safeguarding and first aid.) Adding mandatory ongoing learning to a member's record is covered in "[Adding ongoing learning for multiple members](#)".

For this process you will need the details, including the membership number (if available), of the learner.

Process: adding ongoing learning hours 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 access rights to complete this process.)
- 2 Search for the member whose record you want to update. (See the user guides for '[Basic search](#)' or '[Advanced search](#)' for further guidance on how to do this.)
- 3 Once you have found the correct member record, the member profile page will appear. Here you will see a row of headings going across the page underneath the member name and membership number. Click on the 'Training' heading.

My Roles: HQ System Administrator

Welcome Back, George

My Scouting Events Badges Joining Training Messaging/Reports Awards My Profile System Admin

00956007 Kirsty Demo

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

Personal Details

Certain information is only visible to members viewing their own profile

Name: Miss Kirsty Demo
Known As: Kirsty
Member No: 00956007
Date of Joining: 28 April 2014
Date of Birth: 08 April 1985
Gender: Female

Contact Details

Address: Main Home: The Scout Association, Gilwell Park, LONDON E4 7QW UK
Phone: Daytime: 12345678 (main)
Email: Home: demo@email.com (main)

Special Needs / Disabilities

No Disabilities Entered

Qualifications & Skills

No Qualifications Entered

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- 4 Scroll down the member's training page until the 'Ongoing learning' heading is visible and click the 'Add OGL hours' button at the right hand side of the page.

My Roles: District Training Administrator

Welcome Back, George

My Scouting Events Training Messaging/Reports Awards My Profile

00956007 Kirsty Demo

Personal Details Permits Training Awards Youth Badges/Awards Event Invitations Communications

Code	Description	Role	Status	Action
012	Providing a balanced programme	Section Leader	No	Update
013	Growing the Section	Section Leader	No	Update
014	Young people today	Section Leader	No	Update
015	Challenging Behaviour	Section Leader	No	Update
016	Residential Experiences	Section Leader	No	Update
017	Running Safe Activities	Section Leader	No	Update
018	Practical Skills	Section Leader	No	Update
019	International	Section Leader	No	Update
021	Growing the Movement	Group Scout Leader	No	Update
022	Section Support	Group Scout Leader	No	Update
023	Safety for Managers and Supporters	Group Scout Leader	No	Update
024	Managing Adults	Group Scout Leader	No	Update
025M	Assessing Learning (Manager)	Group Scout Leader	No	Update

Mandatory Ongoing Learning

Description	Last Completed	Renewal Due
Safety	29 April 2014	29 April 2019
Safeguarding	29 April 2014	29 April 2019

Ongoing Learning

There is no ongoing learning history for this person.

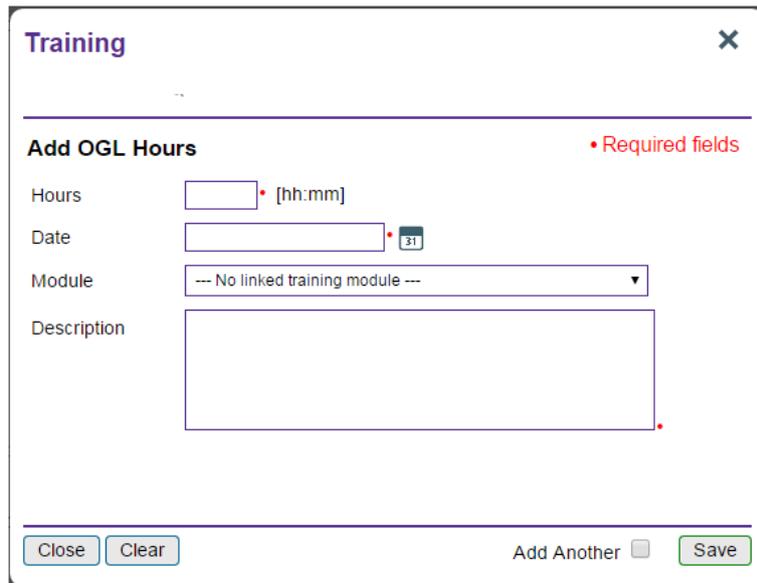
Add OGL Training

Add OGL Hours

5 A popup window will appear titled 'Training' with the member's name and membership number underneath.

Fill in the required information, including:

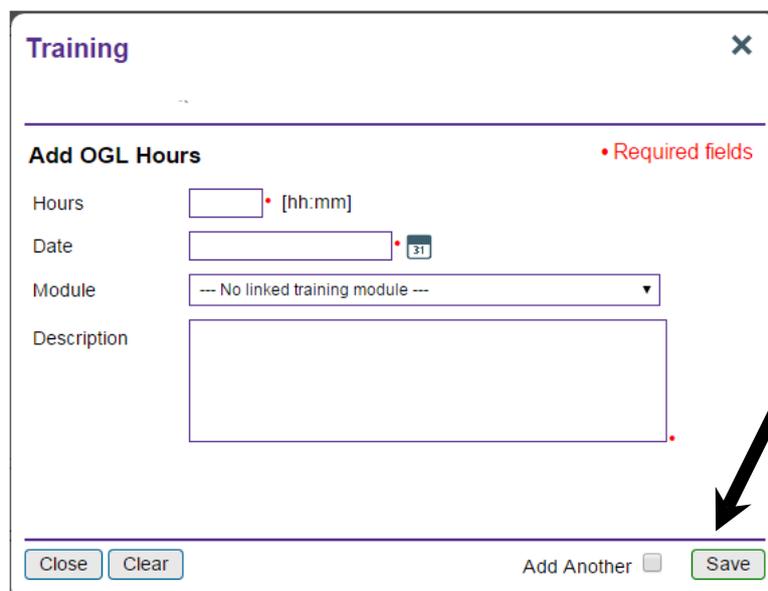
- **Hours** - Enter the number of ongoing learning hours that you want to add.
- **Date** - Enter the date on which the ongoing learning was completed. This can be entered manually, or selected using the calendar icon to the right of the text box. It is not possible to add dates in the future.
- **Module** - Choose the module to which the ongoing hours relate (where relevant.) If the ongoing learning was did not relate to an Adult Training Scheme module this field should be left blank.
- **Description** - Provide a brief explanation of the ongoing learning and what it covered. For example, 'food hygiene course' or 'cultural awareness training'. You can add as much detail as you wish.



The screenshot shows a 'Training' popup window with a close button (X) in the top right corner. The main heading is 'Add OGL Hours' with a red asterisk and the text 'Required fields' to its right. Below this heading are four input fields: 'Hours' with a text box and a red asterisk, followed by '[hh:mm]'; 'Date' with a text box, a red asterisk, and a calendar icon showing '31'; 'Module' with a dropdown menu showing '--- No linked training module ---'; and 'Description' with a large text area. At the bottom of the window, there are four buttons: 'Close', 'Clear', 'Add Another' (with an unchecked checkbox), and 'Save'.

6 When you are ready to save the ongoing learning hours, click the 'Save' button at the bottom right of the window.

Alternatively, if you wish to continue to add further ongoing learning hours to this member's record, tick the 'Add Another' check box to the left of the save button and then click 'Save'. This will add the ongoing learning hours you have just entered and refresh the window so further hours can be added.



This screenshot is identical to the one above, showing the 'Training' popup window with the 'Add OGL Hours' form. A black arrow points from the bottom right towards the 'Save' button.