



User guide: deleting a mandatory ongoing learning module for a single member

Roles: CTMs (and national equivalents), LTMs, Country Adult Training Commissioners, Superusers, HQ Admin (Adult Support)

Process overview: This process allows users with the correct access rights to delete a mandatory ongoing learning module for a member.

Editing existing training records should only be undertaken with good reason and with permission from the relevant member.

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

Please Note: 'Mandatory ongoing learning' is learning that members with relevant roles are required to complete periodically to ensure the safety of members in Scouting. This should be checked at the point of review by their line manager and may include safety, safeguarding and first aid training. Mandatory ongoing learning differs from 'ongoing learning hours', which refers to any training, learning or development that an adult member can use in their Scouting role.

If a member completes another module within the adult training scheme that also fulfils the requirements for mandatory ongoing learning, this will automatically be reflected in their training record. For example, if a learner completes Module 10: First Aid, this counts as the mandatory ongoing learning requirement for first aid. When this is added to a PLP within their training record, the mandatory ongoing learning section of their record will automatically be updated as well. To change the renewal date of a mandatory ongoing learning module, it is necessary to delete the module in question and add it again with the correct renewal date.

Process: editing validated training records 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 user guides for '[Basic search](#)' or '[Advanced search](#)' for guidance on how to do this.)
- 3 Once you have found the correct member record, the member's profile page will appear. Here you will see a row of headings going across the page underneath the member's name and membership number. Click on the 'Training' heading.

The screenshot shows the COMPASS member profile for Rupert Carter (11793261). The 'Training' tab is highlighted with a black arrow. The profile includes sections for Personal Details, Contact Details, Additional Needs / Disabilities, Qualifications & Skills, and Hobbies / Interests.

Personal Details

Certain information is only visible to members viewing their own profile

Name: Rupert Carter
Known As: Rupert
Member No: 11793261
Date of Joining: 27 July 2015
Date of Birth: 01 July 1987
Gender: Male
Nationality: Andorran
Ethnicity: 14 African
Religion/Faith: Hindu
Occupation: Employed - navigator

Contact Details

Address: Main Home: 121 Anderton Park Road, BIRMINGHAM, B13 9DQ UK
Phone: Daytime (main): 01218776655
Email: Scouting Enquiries (main): rupert@gmail.com

Additional Needs / Disabilities

No Disabilities Entered

Qualifications & Skills

No Qualifications Entered

Hobbies / Interests

- 4 The 'Training' will appear. Scroll down to the 'Mandatory on-going learning' section, near the bottom of the page.

The screenshot shows the COMPASS member profile for Rupert Carter (11793261) with the 'Training' tab selected. The 'Mandatory Ongoing Learning' section is highlighted with a black arrow.

Training

Course	Role	Status	Start Date	End Date	View
012A - Delivering a Quality Programme	Section Leader (Pre-Prov)	No			Update
012A - Delivering a Quality Programme	District Section Leader (Pre-Prov)	No			Update
012B - Programme Planning	Section Leader (Pre-Prov)	No			Update
012B - Programme Planning	District Section Leader (Pre-Prov)	No			Update
013 - Growing the Movement (Section Leaders)	District Section Leader (Pre-Prov)	No			Update
013 - Growing the Movement (Section Leaders)	Section Leader (Pre-Prov)	No			Update
014 - Supporting Young People	Section Leader (Pre-Prov)	No			Update
014 - Supporting Young People	District Section Leader (Pre-Prov)	No			Update
015 - Promoting Positive Behaviour	District Section Leader (Pre-Prov)	No			Update
015 - Promoting Positive Behaviour	Section Leader (Pre-Prov)	No			Update
016 - Residential Experiences	District Section Leader (Pre-Prov)	No			Update
016 - Residential Experiences	Section Leader (Pre-Prov)	No			Update
017 - Running Safe Activities	Section Leader (Pre-Prov)	No			Update
017 - Running Safe Activities	District Section Leader (Pre-Prov)	No			Update
018 - Practical Skills	Section Leader (Pre-Prov)	No			Update
018 - Practical Skills	District Section Leader (Pre-Prov)	No			Update
019 - International	Section Leader (Pre-Prov)	No			Update
027 - Instructing Practical Skills	Section Leader (Pre-Prov)	No			Update

Mandatory Ongoing Learning

Description	Last Completed	Renewal Due
First Aid	24 September 2015	24 September 2020
Safety	23 September 2015	23 September 2020
Safeguarding	28 July 2015	28 July 2020

Ongoing Learning

Year	Total Hours
2015	113.59

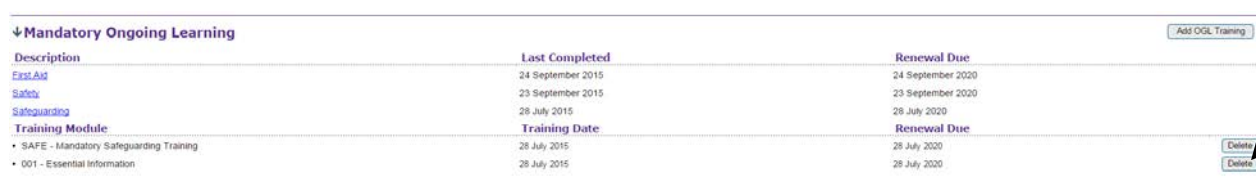
- 5 Click on the name of the type of mandatory ongoing learning you want to remove an entry for, for example 'Safeguarding'. This will be displayed in a list on the left hand side, with the names in blue.



Mandatory Ongoing Learning			Add OGL Training
Description	Last Completed	Renewal Due	
First Aid	24 September 2015	24 September 2020	
Safety	23 September 2015	23 September 2020	
Safeguarding	28 July 2015	28 July 2020	

- 6 This will cause all of the module entries for that type of ongoing learning to appear, under the 'Training module' heading.

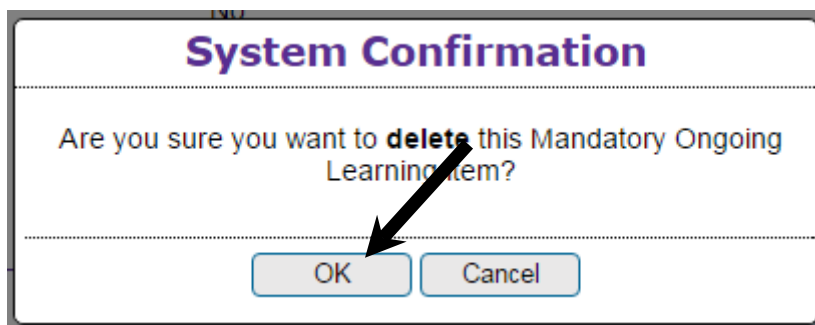
Click 'Delete' on the right hand side for the entry you want to remove



Mandatory Ongoing Learning			Add OGL Training
Description	Last Completed	Renewal Due	
First Aid	24 September 2015	24 September 2020	
Safety	23 September 2015	23 September 2020	
Safeguarding	28 July 2015	28 July 2020	
Training Module			
• SAFE - Mandatory Safeguarding Training	28 July 2015	28 July 2020	Delete
• 001 - Essential Information	28 July 2015	28 July 2020	Delete

- 7 A popup box will appear titled 'System confirmation', with the message 'Are you sure you want to **delete** this Mandatory On-going Learning item?'

Click 'OK' to continue.



- 8 You will be returned to the member's training page. The Mandatory Ongoing Learning entry you've just deleted will now have been removed.



Mandatory Ongoing Learning			Add OGL Training
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Safety	23 September 2015	23 September 2020	
Safeguarding	28 July 2015	28 July 2020	
Training Module			
• 001 - Essential Information	28 July 2015	28 July 2020	Delete