



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 (Member No: 11793261). The 'Training' tab is selected and highlighted with a black arrow. The page includes sections for Personal Details, Contact Details, Additional Needs / Disabilities, Qualifications & Skills, and Hobbies / Interests. The 'Personal Details' section includes fields for Name, Known As, Member No, Date of Joining, Date of Birth, Gender, Nationality, Ethnicity, Religion/Faith, and Occupation.

- 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 (Member No: 11793261) with the 'Training' tab selected. The 'Mandatory Ongoing Learning' section is highlighted with a black arrow. The page displays a list of training courses and their completion status.

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

The 'Ongoing Learning' section shows a table with columns for Year and Total Hours.

Year	Total Hours
2015	113.59

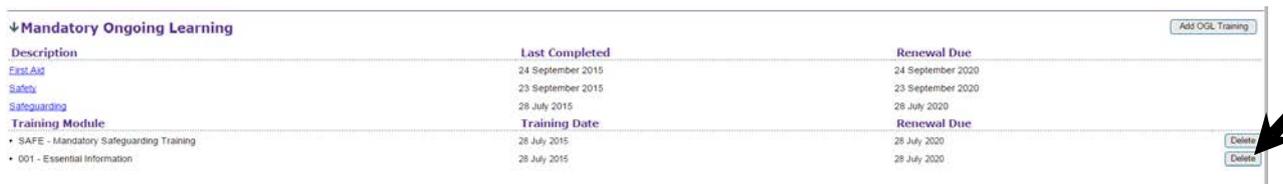
- 5 Click on the name of the type of mandatory ongoing learning you want to remove an entry for, for example 'Safeguarding'. This will be displayed in a list on the left hand side, with the names in blue.



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

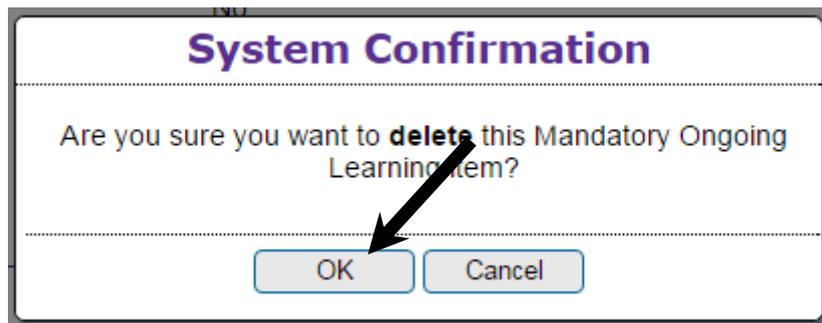


Description	Last Completed	Renewal Due
First Aid	24 September 2015	24 September 2020
Safety	23 September 2015	23 September 2020
Safeguarding	28 July 2015	28 July 2020

Training Module	Training Date	Renewal Due
• SAFE - Mandatory Safeguarding Training	28 July 2015	28 July 2020
• 001 - Essential Information	28 July 2015	28 July 2020

- 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.



Description	Last Completed	Renewal Due
First Aid	24 September 2015	24 September 2020
Safety	23 September 2015	23 September 2020
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Training Module	Training Date	Renewal Due
• 001 - Essential Information	28 July 2015	28 July 2020