



User guide: updating and validating a module for a single member

Roles: Training Managers, Training Administrators, Training Advisers (excluding validating the module).

Process overview: This process allows users with the correct access rights to search for a member and update a training module that is part of an existing Personal Learning Plan (PLP) for a role they hold. It also allows the user to assign a Training Adviser to the learner for the module being updated, although this is not mandatory to complete the process.

This process allows you to update the details of the learning or validation for a module, including:

- Whether it was agreed that the learning was required, and if so what learning has been completed and when.
- The agreed validation criteria and method for completing them.
- The date of validation and who it was validated by.

For this process you will need the details, including the membership number if available, of the learner. If you are validating the module or assigning a Training Adviser for it, you will also need the relevant Training Adviser's details. To add the Training Adviser, you can search using either their membership number or first or second name.

Please note: In this process, the available modules are displayed under a heading for each role the member holds, so the same module may appear more than once if it is required for one or more roles. If the same module is listed under more than one role, updating it for one role will automatically update it for all other roles. The only exception to this is if a module requires re-validation for a different role, for example a change of section. You should bear this in mind when you select the module to be updated.

Process: updating and validating a module for a single member

- 1 Ensure you have selected the correct role from the 'My roles' dropdown menu at the top of 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 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.

COMPASS 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 Edit

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 Edit

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 Edit

No Disabilities Entered

↓ Qualifications & Skills Edit

No Qualifications Entered

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- 4 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 on the right hand side of the page for the role you wish to view.

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

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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				Update
002 - Personal Learning Plan	Group Scout Leader	No				Update
002 - Personal Learning Plan	Section Leader	No				Update
003 - Tools for the Job (Section Leaders)	Section Leader	No				Update
004 - Tools for the Job (Managers)	Group Scout Leader	No				Update
005 - Fundamental Values of Scouting	Section Leader	No				Update
006 - The Changes in Scouting	Section Leader	No				Update
007 - Valuing Diversity	Section Leader	No				Update
008 - Skills of Leadership	Section Leader	No				Update
009 - Working with Adults	Section Leader	No				Update
010 - First Aid	Section Leader	No				Update
011 - Administration	Section Leader	No				Update
012 - Providing a Balanced Programme	Section Leader	No				Update

- Clicking 'Show PLP' for a role will open the PLP for that role.

Once you have opened the PLP for a specific role, the list of modules that are part of that PLP will be shown under the 'Training module' heading.

At the right hand side of each module there will be an 'Update' button. Click the 'Update' button by the module

↓ **Personal Learning Plans**

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

PLP for - **Section Leader**

Role Training Advisor

PLP agreed

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

you want to update.

- A popup window will appear titled 'Edit PLP training module', with the member's name and membership number underneath. The first section is 'PLP training details'. The 'Module' box will show the name of the module you are updating.

Please Note: The information in this box does not have to be completed all at the same time. At any stage you can click the 'Save' button at the bottom right of the box to exit and return at a later date to continue.

Edit PLP Training Module

00956007 Kirsty Demo

PLP Training Details + Required fields

Module

Training Advisor

Learning Required

Learning Method

Planned Completion **Actual Completion**

Validation Criteria

Planned Completion **Actual Completion**

Validation Methods

- Demonstration
- Discussion With Your Training Advisor
- Obtaining A Qualification
- Other
- Personal Learning Plan
- Product Of Work
- Project Work
- Questionnaire
- Video
- Witness Testimony
- Workbook/Worksheets
- Written Material

Validation Completed

Validated By

Validated On

7 Before a module can be validated, key information needs to be entered. This information is under two

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PLP Training Details • Required fields

Module: 002 Personal Learning Plan

Training Adviser: [] Q

Learning Required:

Learning Method: [] Planned Completion: Actual Completion

Validation Criteria: [] Planned Completion: Actual Completion

Validation Methods

- Demonstration
- Discussion With Your Training Adviser
- Obtaining A Qualification
- Other
- Personal Learning Plan
- Product Of Work
- Project Work
- Questionnaire
- Video
- Witness Testimony
- Workbook/Worksheets
- Written Material

Validation Completed

Validated By: [] Q

Validated On: []

Close Reset Save

headings: 'PLP training details' and 'Validation methods'.

8 The 'PLP training details' section has four parts to complete:

- **Training Adviser** - This field allows you to assign a Training Adviser to the learner for this module. If you know the Training Adviser's membership number, enter this into the 'Training Adviser' box and press the Enter key. If you don't know the Training Adviser's membership number, click the magnifying glass to the right of the text box. This will bring up a new popup window where you can search using their name.
- **Learning required** - If it has been agreed that learning is required for this module, you will need to check the 'Learning required' tick box. If no learning is required, leave the box unchecked.

Learning Required



Training Adviser



PLP Training Details • Required fields

Module: 002 Personal Learning Plan

Training Adviser: [] Q

Learning Required:

Learning Method: [] Planned Completion: Actual Completion

Validation Criteria: [] Planned Completion: Actual Completion

- **Learning method** - If learning is required, use the drop down window under 'Learning method' to select the agreed learning method for this module. You can select more than one learning method if required.

Learning Method	Planned Completion	Actual Completion
Course	24 June 2014	

Arrows point to the 'Learning Method' dropdown, the 'Planned Completion' date field, and the 'Actual Completion' date field.

- **Planned completion** - Once you have selected the learning method(s), you need to enter the planned completion date that has been agreed into the 'Planned completion' box. The date can be entered manually or selected using the calendar icon to the right of the text box.
 - **Actual completion** - If the learning method has already been completed, you can then enter this date into the 'Actual completion' box. If it has not yet been completed, you will be able to update this information on the member's training record at a later date.
- 9 **Validation criteria** - If there are any mandatory validation criteria for this module, these will automatically have appeared. You can then use the drop down menu to add any additional validation criteria that have been agreed for this module.

Validation Criteria	Planned Completion	Actual Completion
Personal Learning Plan	27 June 2014	

Arrows point to the 'Validation Criteria' dropdown, the 'Planned Completion' date field, and the 'Actual Completion' date field.

Planned completion - Once the agreed validation criteria have been selected, you will be able to enter the agreed completion date for each validation criterion into the 'Planned completion' box. The date can be entered manually or selected using the calendar icon to right of the text box.

Actual completion - Once a planned validation criterion has been completed, you will be able to enter the completion date into the 'Actual completion' box. If it has not yet been completed, you will be able to update this information on the member's training record at a later date.

- 9 The following section is titled 'Validation methods'. Only validation methods available for that module will be displayed. You may need to scroll the window down to see the whole section. Each validation method will have a corresponding check box.

Use the check boxes to select the agreed validation methods. You will be able to select multiple methods.

Validation Methods

- Demonstration
- Discussion With Your Training Advisor
- Obtaining A Qualification
- Other
- Personal Learning Plan
- Product Of Work
- Project Work
- Questionnaire
- Video
- Witness Testimony
- Workbook/Worksheets
- Written Material



10 If you need to validate the module, continue to step 11 (Training Managers and Training Administrators only).

OR

If you have filled in all the information you can, click the 'Save' button at the bottom right corner of the screen.

The screenshot shows a web form titled "Edit PLP Training Module" for user "00956007 Kirsty Demo". It features several sections: "Learning Method" with a dropdown menu, "Planned Completion" date field (24 June 2014), and "Actual Completion" date field; "Validation Criteria" with a dropdown menu and "Planned Completion" date field (27 June 2014); "Validation Methods" with a list of checkboxes including "Demonstration", "Discussion With Your Training Advisor", "Obtaining A Qualification", "Other", "Personal Learning Plan", "Product Of Work", "Project Work", "Questionnaire", "Video", "Witness Testimony", "Workbook/Worksheets", and "Written Material"; and "Validation Completed" with "Validated By" (searchable text box) and "Validated On" (date field). A "Save" button is located at the bottom right, indicated by a black arrow.

11 The 'Validation completed' section has two fields to complete.

- 'Validated by' - Enter the membership number of the member who validated the criteria into the 'Validated by' box, or search for them by name by clicking on the magnifying glass next to the box.
- 'Validated on' - The 'Validated on' box will be automatically populated with the current date when you enter the validator's membership number. If you wish to amend this, please do so by using the calendar icon or manually entering the date.

Please Note: This is only for Training Managers and Training Administrators. This section will not appear for Training Advisers.

You will only be able to do this if all listed learning and validation methods have an actual completion date.

Validation Completed

This close-up shows the "Validation Completed" section. It includes a "Validated By" text box with a magnifying glass icon to its right, and a "Validated On" text box with a calendar icon to its right. Two black arrows point to these icons from the right side of the image.

12 When you are ready to save the module, click the 'Save' button at the bottom right of the window

Edit PLP Training Module ✕

00956007 Kirsty Demo

Training Advisor: 🔍

Learning Required

Learning Method	Planned Completion	Actual Completion	
Course <input type="text"/>	24 June 2014 <input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>
<input type="text"/>			

Validation Criteria	Planned Completion	Actual Completion	
Personal Learning Plan <input type="text"/>	27 June 2014 <input type="text"/>	<input type="text"/>	
<input type="text"/>			

Validation Methods

- Demonstration
- Discussion With Your Training Advisor
- Obtaining A Qualification
- Other
- Personal Learning Plan
- Product Of Work
- Project Work
- Questionnaire
- Video
- Witness Testimony
- Workbook/Worksheets
- Written Material

Validation Completed

Validated By: 🔍

Validated On: 📅

