



COMPASS
Helping you keep track of Scouting

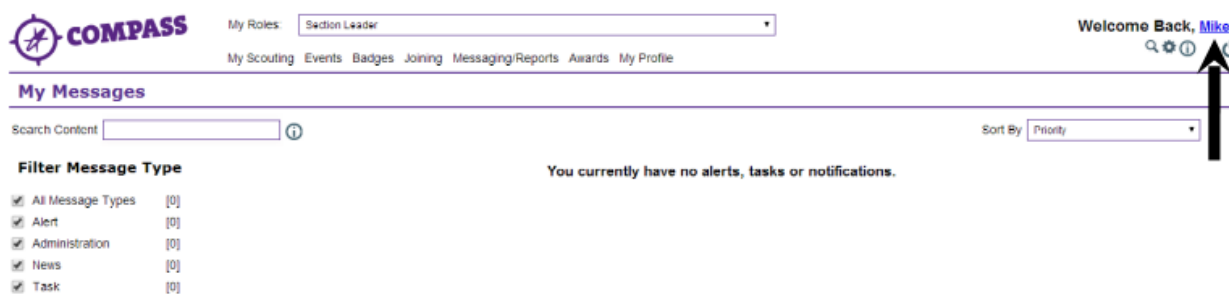
User guide: viewing your training record

Roles: All members.

Process overview: This process will allow users to view their training information for each of the training modules they have completed.

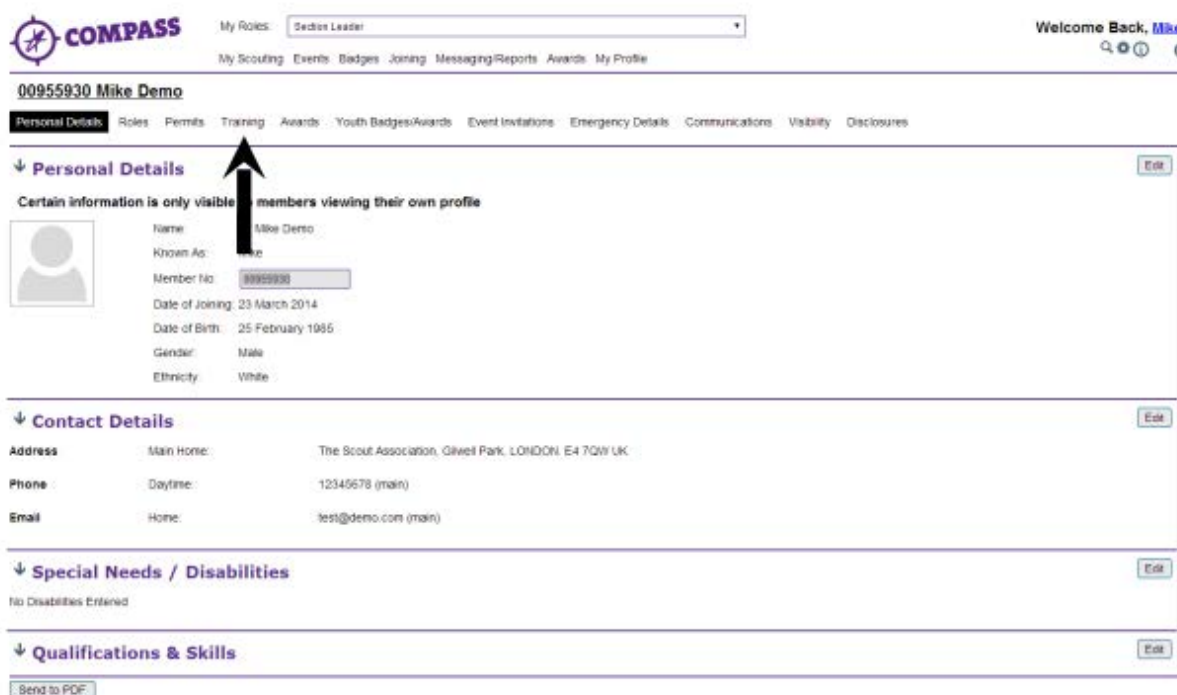
Process: viewing your training record

- 1 Click on your name at the top right of the homepage.



The screenshot shows the COMPASS homepage. At the top right, the user is greeted with "Welcome Back, Mike" and a profile icon. A black arrow points to the name "Mike". Below the navigation bar, there is a "My Messages" section with a search box and a "Sort By" dropdown menu. A "Filter Message Type" section is visible on the left, and a message states "You currently have no alerts, tasks or notifications."

- 2 You will be taken to your profile page. Under your membership number and name at the top left of the page will be a row of headings. Click on the 'Training' heading.



The screenshot shows the user's profile page. At the top left, the user's membership number "00955930" and name "Mike Demo" are displayed. Below this is a row of headings: "Personal Details", "Roles", "Permits", "Training", "Awards", "Youth Badges/Awards", "Event Invitations", "Emergency Details", "Communications", "Visibility", and "Disclosures". A black arrow points to the "Training" heading. The "Personal Details" section is expanded, showing fields for Name, Known As, Member No, Date of Joining, Date of Birth, Gender, and Ethnicity. Below this are sections for "Contact Details", "Special Needs / Disabilities", and "Qualifications & Skills".

3 The 'Training' page is made up of two sections; 'Personal learning plans' and 'All PLP training modules'.

Under the 'Personal learning plans' heading there will be a list containing the role(s) you hold in Scouting.

Please Note: Under the 'All PLP training modules' heading will be a list of all the training modules that are associated with your training record, for all of the roles you hold or have held in Scouting. These modules can also be viewed individually in the same way as described from step 5 below.

The screenshot shows the COMPASS interface for a user named Mike Demo. The 'My Roles' dropdown is set to 'Section Leader'. The 'Training' tab is selected in the navigation menu. Below the navigation, there are two main sections:

- Personal Learning Plans:** A table with columns: Role, Start Date, Status, Location, Training Advisor, and Completed. It lists two roles: Group Scout Leader (started 27 March 2014) and Section Leader (started 31 March 2014). Each row has a 'Show PLP' button on the right.
- All PLP Training Modules:** A table with columns: Training Module, Role, Learning Required, Learning Method, Learning Completed, Validated By, and Validated On. It lists 8 training modules, each with a 'View' button on the right.

4 Information about the role(s) will be displayed going across the page under a series of headings. This will include the name of your Training Adviser for that role, if you have been assigned one.

For each role there will be a 'Show PLP' button at the right hand side of the page.

This screenshot shows the COMPASS interface with 'My Roles' set to 'Group Scout Leader'. The 'Training' tab is selected. The 'Personal Learning Plans' section is expanded, showing two roles: Group Scout Leader and Section Leader. The 'Show PLP' button for the Group Scout Leader role is highlighted with an arrow. Below this, the 'All PLP Training Modules' section is also expanded, showing a table with columns: Training Module, First Role Occurrence, Learning Required, Learning Method, Learning Completed, Validated By, and Validated On. Each row has a 'View' button on the right.

- Clicking the 'Show PLP' button for a role will open a menu that displays all of the training modules linked to that role. The training modules will appear in a table going down the page. Information about the modules will be displayed in the table going across the page.

Each module will have a 'View training' button at the right hand side of the page.

Click the 'View' button to display further information about a module.

The screenshot shows the COMPASS interface for a user named Mike Demo (ID: 00955930). Under the 'Personal Learning Plans' section, a table lists training modules for the role of Group Scout Leader. The table has columns for PLP Role, Start Date, Status, Location, Training Advisor, and Completed. Below this, a detailed table lists individual training modules with columns for Learning Required, Learning Method, Learning Completed, Validated By, and Validated On. A 'View Training' button is highlighted with a black arrow pointing to it.

PLP Role	Start Date	Status	Location	Training Advisor	Completed
Group Scout Leader	27 March 2014	Full (Review Due: 31 Mar 2014)	Compass Group	00955380 Daniel Demo	

Training Module	Learning Required	Learning Method	Learning Completed	Validated By	Validated On
001 - Essential Information	Yes	One to One	10 March 2014	00955388 George	
002 - Personal Learning Plan	No			00955388 George	
004 - Tools for the Job (Managers)	Yes	One to One	27 March 2014	00955388 George	
011 - Administration	Yes				
020M - Assessing Learning (Manager)	No				
010 - First Aid	Yes				
005 - Fundamental Values of Scouting	No	E-Learning	28 March 2014		
021 - Growing the Movement	Yes				
024 - Managing Adults	No				
023 - Safety for Managers and Supporters	No				
022 - Section Support	Yes				
008 - Skills of Leadership	No				

- A popup window will appear titled 'View PLP' Training Module.

The first section is 'PLP training details'. Under this heading you will be able to see who your Training Adviser is for this module, if one has been assigned. You will also be able to see whether it was agreed that learning was required for this module.

The screenshot shows a popup window titled 'View PLP Training Module' for user Mike Demo (ID: 00955930). The window displays details for the '004 - Tools for the Job (Managers)' module. It includes sections for PLP Training Details, Learning Method, Validation Criteria, Validation Methods, and Validation Completed. A black arrow points to the 'View Training' button in the previous screenshot.

View PLP Training Module

00955930 Mike Demo

PLP Training Details

Module: 004 - Tools for the Job (Managers)

Training Advisor: [Empty]

Learning Required:

Learning Method

Learning Method	Planned Completion	Actual Completion
One to One	28 March 2014	27 March 2014

Validation Criteria

Validation Criteria	Planned Completion	Actual Completion
Discussion		27 March 2014
Development Planning		27 March 2014
Role of policy and guidance		27 March 2014

Validation Methods

Discussion With Your Training Advisor:

Product Of Work:

Written Material:

Validation Completed

Validated By: 00955388 George Demo

Validated On: 27 March 2014

Close

- If it has been agreed that learning is required, the 'Learning method' section will show which methods have been assigned. The planned completion date will also be shown next to this, if it has been agreed upon. When the relevant learning for this module has been completed, the date will be shown in the 'Actual completion' column.

If it has been agreed that no learning is required for this module, this section will not appear and the screen displayed will be slightly different.

View PLP Training Module

00955930 Mike Demo

PLP Training Details

Module: 004 - Tools for the Job (Managers)

Training Advisor: [Empty]

Learning Required:

Learning Method	Planned Completion	Actual Completion
One to One	28 March 2014	27 March 2014

Validation Criteria

Validation Criteria	Planned Completion	Actual Completion
Discussion	[Empty]	27 March 2014
Development Planning	[Empty]	27 March 2014
Role of policy and guidance	[Empty]	27 March 2014

Validation Methods

Discussion With Your Training Advisor:

Product Of Work:

Written Material:

Validation Completed

Validated By: 00955388 George Demo

Validated On: 27 March 2014

Close

Please note: If the training for the role you are looking at was completed before the launch of Compass and the data has been migrated into the Compass Database, the 'Learning method', 'Validation criteria' and 'Validation methods' sections may not be displayed.

- The next section is 'Validation criteria'. This will show the agreed validation criteria for this module, along with the planned completion date for each. When the relevant criteria for this module have been validated, this date will be shown in the 'Actual completion' column.

View PLP Training Module

00955930 Mike Demo

PLP Training Details

Module: 004 - Tools for the Job (Managers)

Training Advisor: [Empty]

Learning Required:

Learning Method	Planned Completion	Actual Completion
One to One	28 March 2014	27 March 2014

Validation Criteria	Planned Completion	Actual Completion
Discussion	[Empty]	27 March 2014
Development Planning	[Empty]	27 March 2014
Role of policy and guidance	[Empty]	27 March 2014

Validation Methods

Discussion With Your Training Advisor:

Product Of Work:

Written Material:

Validation Completed

Validated By: 00955388 George Demo

Validated On: 27 March 2014

Close

- 9 The next section is 'Validation methods'. You may need to scroll down the window to see the whole section. The agreed validation methods will have their check boxes ticked.

The screenshot shows a window titled "View PLP Training Module" for user "00955930 Mike Demo". It contains several sections: "PLP Training Details" with fields for Module, Training Advisor, and Learning Required; "Learning Method" table; "Validation Criteria" table; "Validation Methods" section with three checked items; and "Validation Completed" section with fields for Validated By and Validated On. An arrow points to the "Validation Methods" section.

Learning Method	Planned Completion	Actual Completion
One to One	28 March 2014	27 March 2014

Validation Criteria	Planned Completion	Actual Completion
Discussion		27 March 2014
Development Planning		27 March 2014
Role of policy and guidance		27 March 2014

Validation Methods

- Discussion With Your Training Advisor
- Product Of Work
- Written Material

Validation Completed

Validated By: 00955388 George Demo
Validated On: 27 March 2014

- 10 The last section is 'Validation completed'. Once a module has been validated, this will show the name of the member who validated the module and the date on which the module was validated.

This screenshot is identical to the one above, but an arrow points to the "Validation Completed" section, which displays the name of the validator and the validation date.

Validation Completed

Validated By: 00955388 George Demo
Validated On: 27 March 2014

11 When you have finished viewing the module, click the 'Close' button at the bottom left of the page to return to your training record.

View PLP Training Module X

00955930 Mike Demo

PLP Training Details

Module: 304 - Tools for the Job (Managers) ▼
Training Advisor:
Learning Required:

Learning Method	Planned Completion	Actual Completion
One to One ▼	28 March 2014	27 March 2014

Validation Criteria	Planned Completion	Actual Completion
Discussion ▼	<input type="text"/>	27 March 2014
Development Planning ▼	<input type="text"/>	27 March 2014
Role of policy and guidance ▼	<input type="text"/>	27 March 2014

Validation Methods

Discussion With Your Training Advisor
Product Of Work
Written Material

Validation Completed

Validated By: 00955368 George Demo
Validated On: 27 March 2014