



User guide: agreeing a personal learning plan

Roles: Training Managers, Training Administrators, Training Advisers.

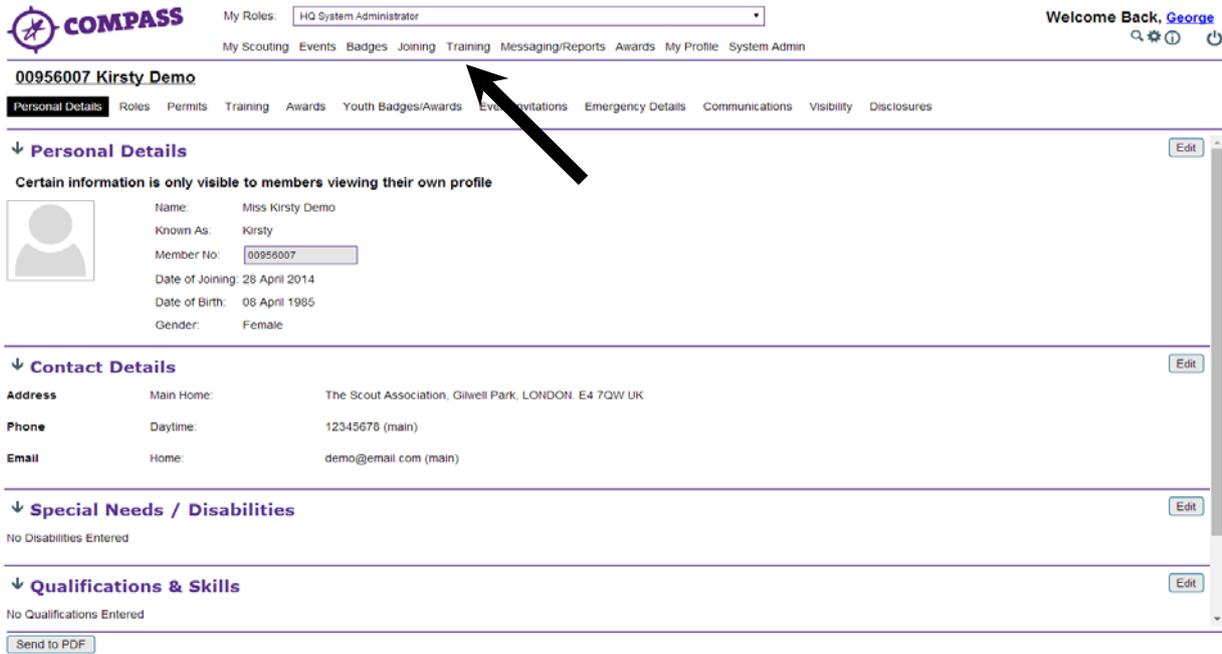
Process overview: This process allows users with the correct access rights to search for a member and assign them a Training Adviser for a specific role, adding this information to an existing Personal Learning Plan (PLP). This process also allows you to enter the date the PLP was agreed between the learner and Training Adviser. This can be done at the same time as assigning a Training Adviser, or at a later date if necessary.

You will need the details, including the membership number if available, of the learner and the relevant Training Adviser to complete this process in full. To add the Training Adviser, you can search using either their membership number or first or second name.

Completing this process means that Training Advisers can then search for their learners using Compass.

Process: agreeing a personal learning plan

- 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 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, that member's 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.



The screenshot displays the COMPASS system interface. At the top, the COMPASS logo is on the left, and the user's role is 'HQ System Administrator' in a dropdown menu. A welcome message 'Welcome Back, George' is on the right. Below the role menu is a navigation bar with tabs: My Scouting, Events, Badges, Joining, Training, Messaging/Reports, Awards, My Profile, and System Admin. The 'Training' tab is highlighted with a black arrow. Below this is the member's name and ID: '00956007 Kirsty Demo'. A secondary navigation bar includes tabs for Personal Details, Roles, Permits, Training, Awards, Youth Badges/Awards, Events/Invitations, Emergency Details, Communications, Visibility, and Disclosures. The 'Personal Details' tab is active. The profile information is as follows:

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	
Send to PDF	

- 4 The 'Training' page is split into two sections. The first section, Personal Learning Plans, 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.

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

Click on the 'Show PLP' button at the right hand side of the page to view the PLP for a role.

Please Note: If there is a number in brackets after 'Personal Learning Plans' this indicates the number of PLPs the member has.

- 5 Clicking 'Show PLP' for a role will display the PLP for that role. This will contain the list of modules that make up the role's PLP as well as a number of fields to be completed for each module.

Under the 'PLP for' heading at the top of the menu there will be section allowing you to assign a Training Adviser to the member for that role.

There are two ways to assign a Training Adviser:

- If you know the relevant Training Adviser's membership number, enter this into the 'Role Training Adviser' box. Clicking into the next field, 'PLP agreed', will cause the Training Adviser's name to appear in the grey box to the right of the membership number.

↓ Personal Learning Plans

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

PLP for - Section Leader

Role Training Adviser

PLP agreed

Training Module	Learning Required	Learning Method	Learning Completed	Validated By	Validated On
001 - Essential Information	No				
002 - Personal Learning Plan	No				
003 - Tools for the Job (Section Leaders)	No				
005 - Fundamental Values of Scouting	No				
006 - The Changes in Scouting	No				
007 - Valuing Diversity	No				
008 - Skills of Leadership	No				
009 - Working with Adults	No				
010 - First Aid	No				

- b. 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.

↓ **Personal Learning Plans**

Role	Start Date	Status	Location	Training Advisor	Completed
Section Leader	28 April 2014	Pre Provisional	Scout 2 @ Compass Group		<input type="button" value="Hide PLP"/>

PLP for - Section Leader

Role Training Advisor

PLP agreed

- 6 The new window will be titled 'Find Training Adviser'. Enter the Training Adviser's surname, forename (or both) into the relevant fields and click the 'Search' button.

Find Training Adviser

Forenames Surname

Name Role Location

Select Criteria and Search

- 7 A list of possible Training Advisers will then appear at the bottom of the window in a table. Each Training Adviser will have a 'Select' button to the right of their details. Click the 'Select' button for the Training Adviser you wish to assign.

The popup window will automatically close and the Training Adviser's name should then appear in the grey box to the right of the 'Role Training Adviser' field.

PLP for - Section Leader

Role Training Advisor

PLP agreed

- Once the Training Adviser and the member have met and agreed the PLP for the role together, this can also be entered into the record.

The date the PLP was agreed can be entered manually, or selected by clicking on the calendar icon to the right of the text box. Once entered, the date will automatically be saved.

Personal Learning Plans

Role	Start Date	Status	Location	Training Adviser	Completed
Section Leader	28 April 2014	Pre Provisional	Scout 2 @ Compass Group		<input type="button" value="Hide PLP"/>

PLP for - Section Leader

Role Training Adviser

PLP agreed

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

- More information can then be recorded for each module by using the 'Update' button on the right hand side. This includes whether learning is required and the planned completion dates for learning method(s); as well as the validation methods or specific criteria which have been agreed. Guidance on how to do this can be found in the user guide '[Updating and validating a module for a single member](#)', starting from step 5 onwards.