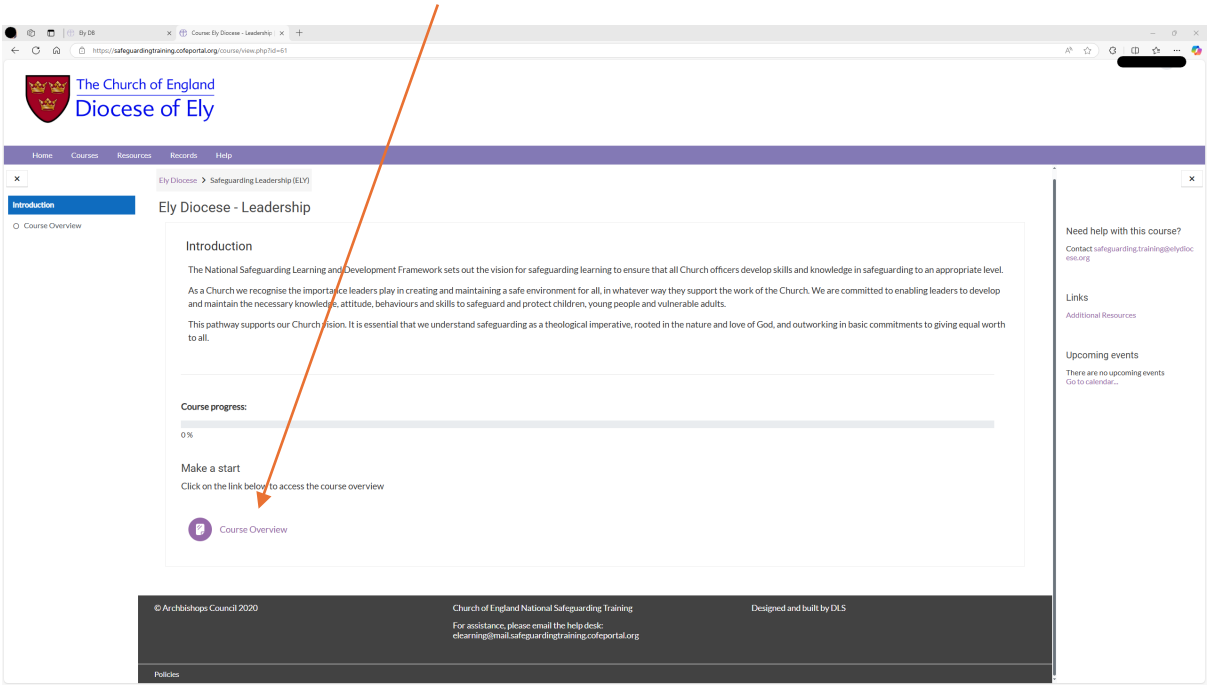
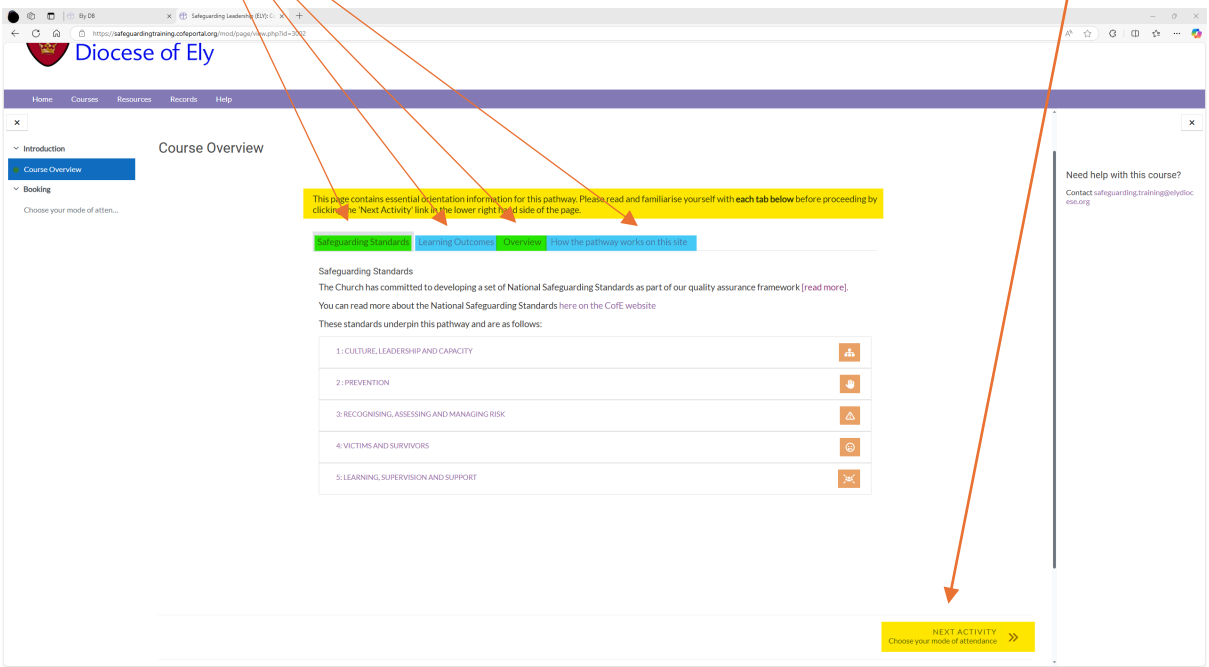
The Church of England
Diocese of Ely

How to choose Leadership training dates and get started with your Pre Course Work

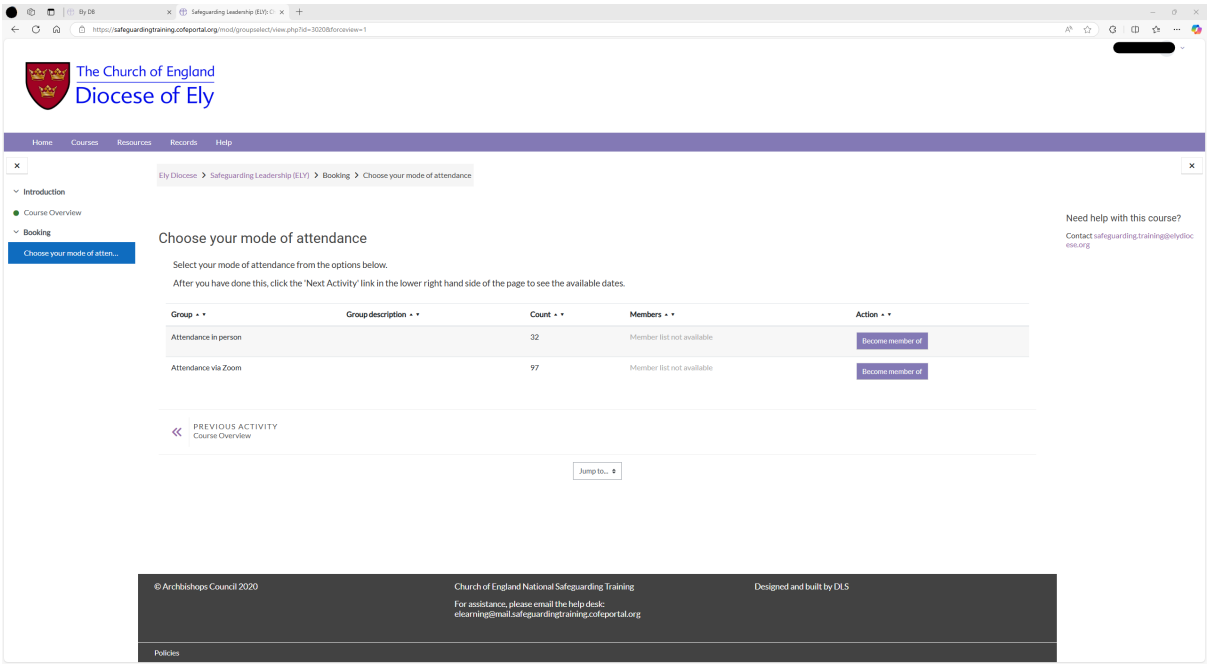
Start by logging into the training portal and go into the Leadership Course. From here you will need to click on ‘Course Overview’.



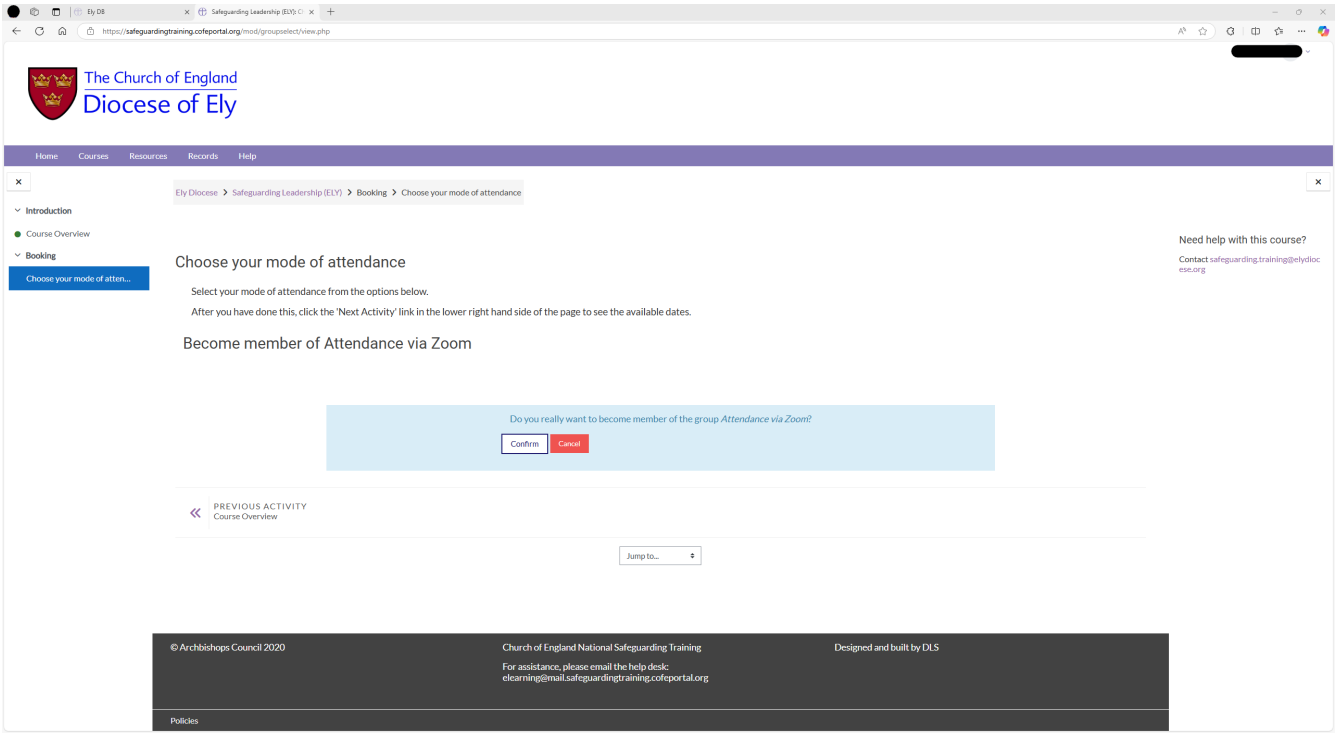
Each of these tabs gives you information please read through these and then click in the bottom right hand corner to move onto date selection.



From here you need to select either Face to Face Training or Zoom Training. *Don't worry you can swap between the 2 once you have seen the available dates.*

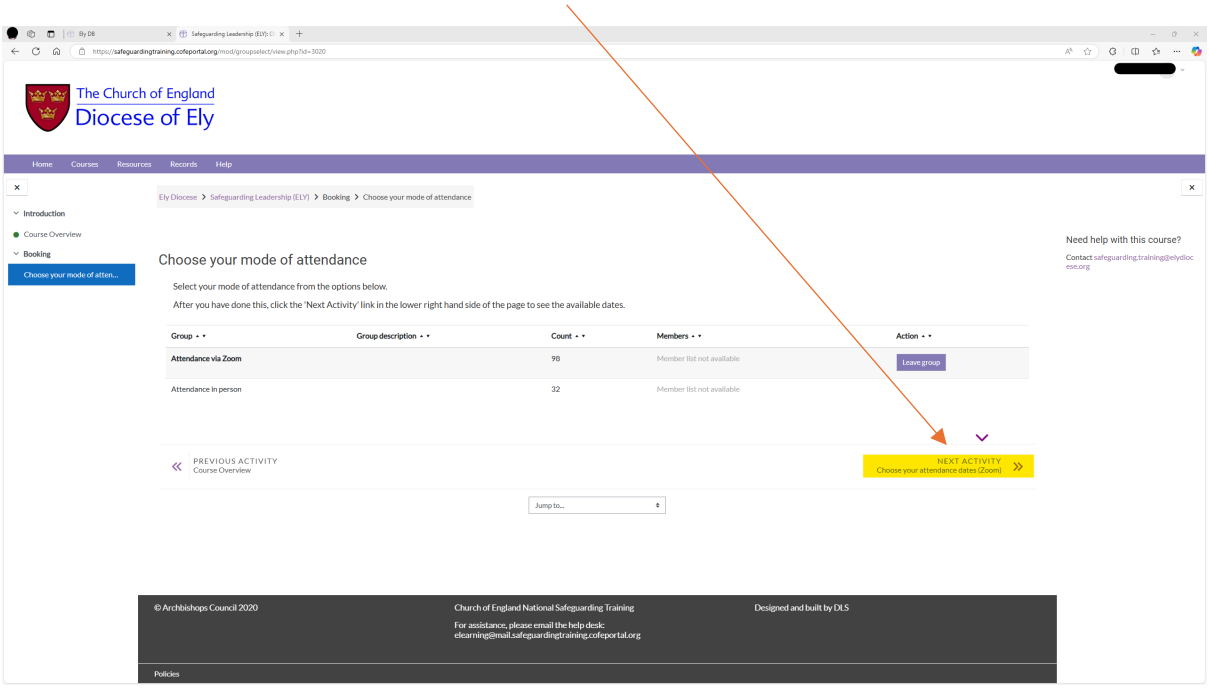


For demonstration purposes I have selected to join training via Zoom.



Once you have clicked confirm....

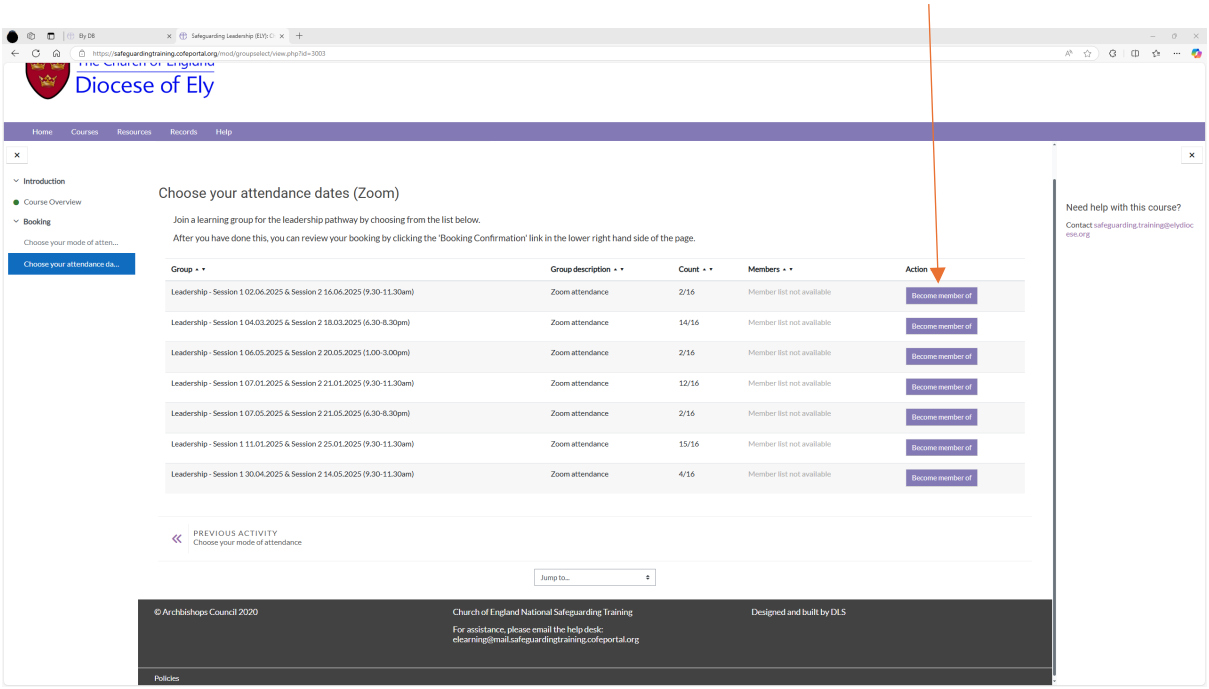
You will see on the next screen ‘Next Activity’ click here.



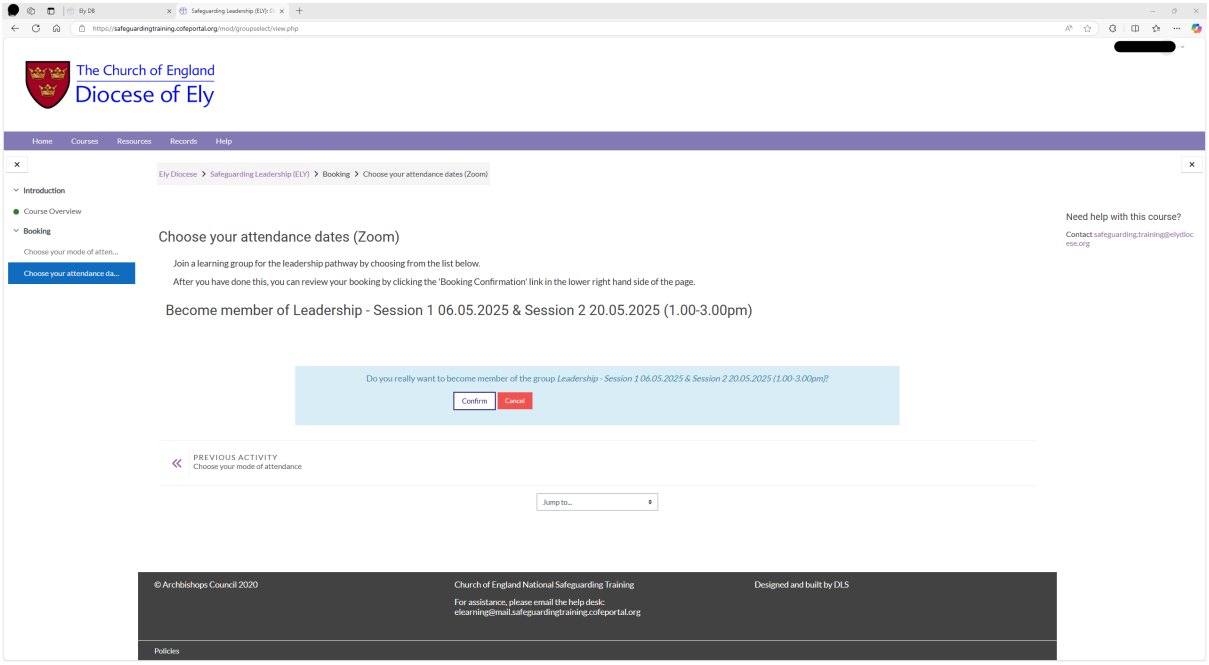
From here you will see all the training dates we have availability on (please note what you see in the image below is an example)

Training is across 2 sessions (unless you are attending Face to Face) and you need to be able to commit to both. They also unfortunately do not appear in date order.

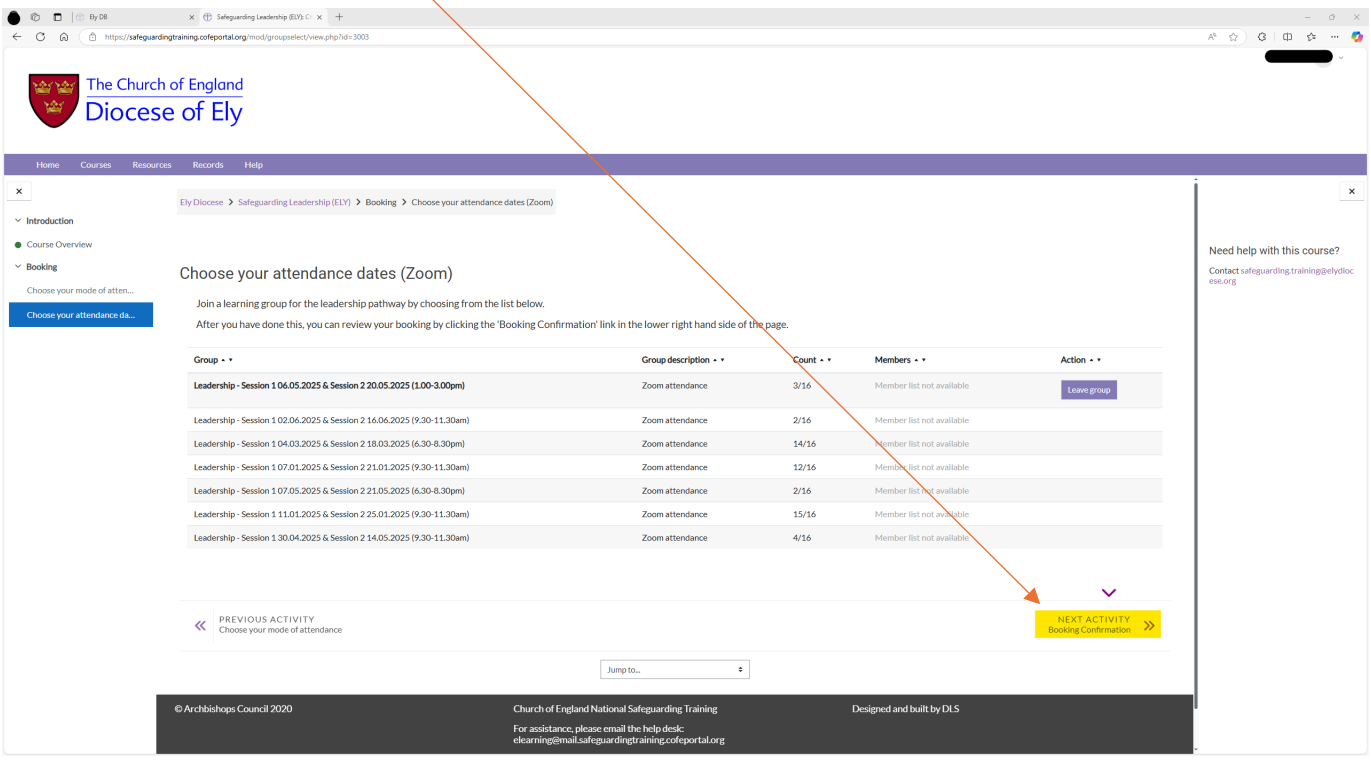
Once you have chosen the dates you want to attend click ‘Become member of’



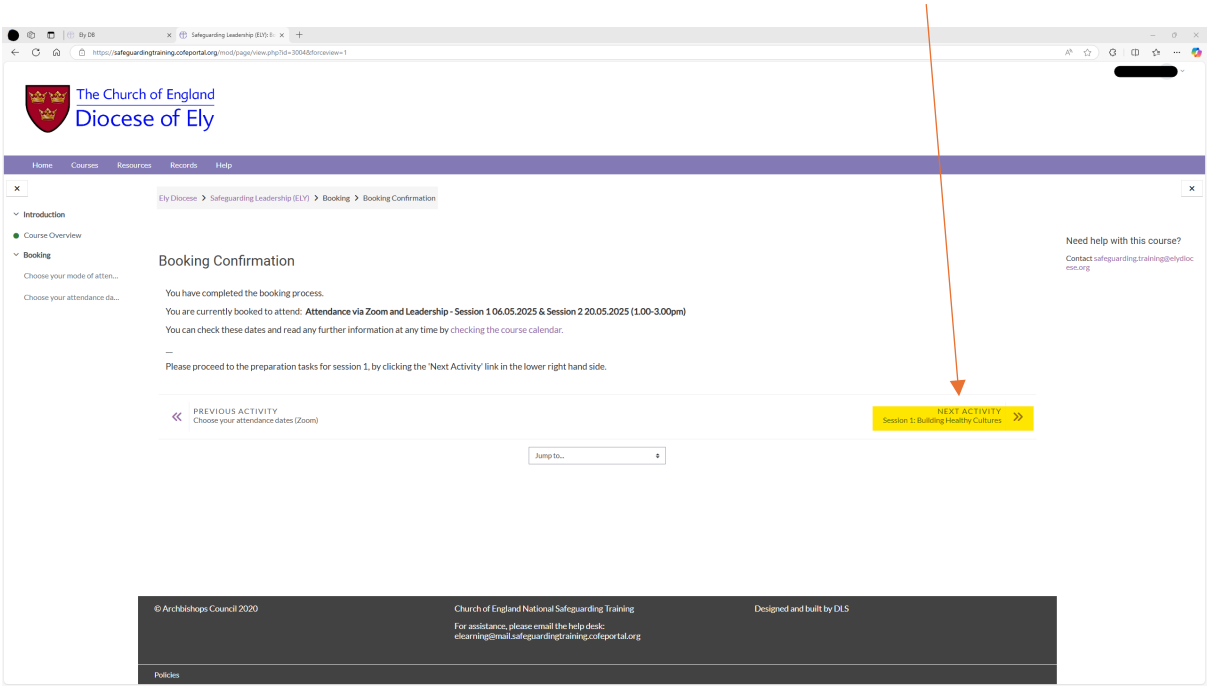
You will then be able to confirm your selection. *Please make sure you are available for both sessions as listed, and double check the time they are being held.*



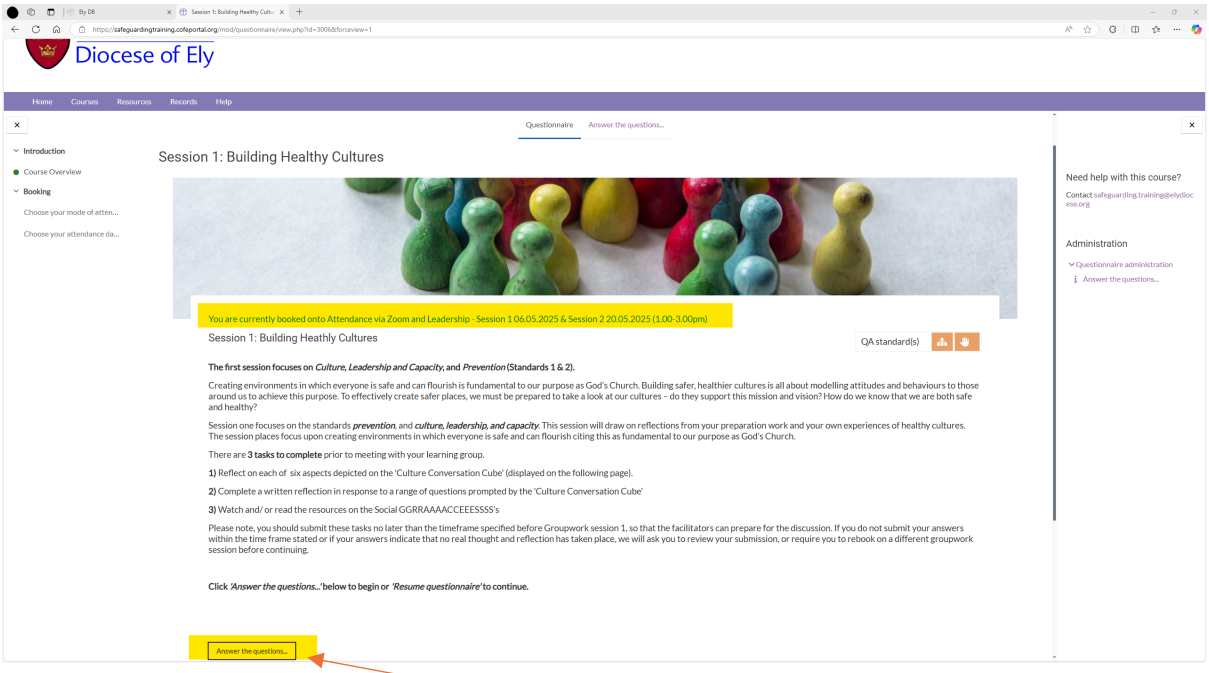
By Clicking 'Next Activity' you can view your booking confirmation. *This is available for you to view at any time.*



From here you are ready to begin your Pre Course work. Click ‘Next Activity’.



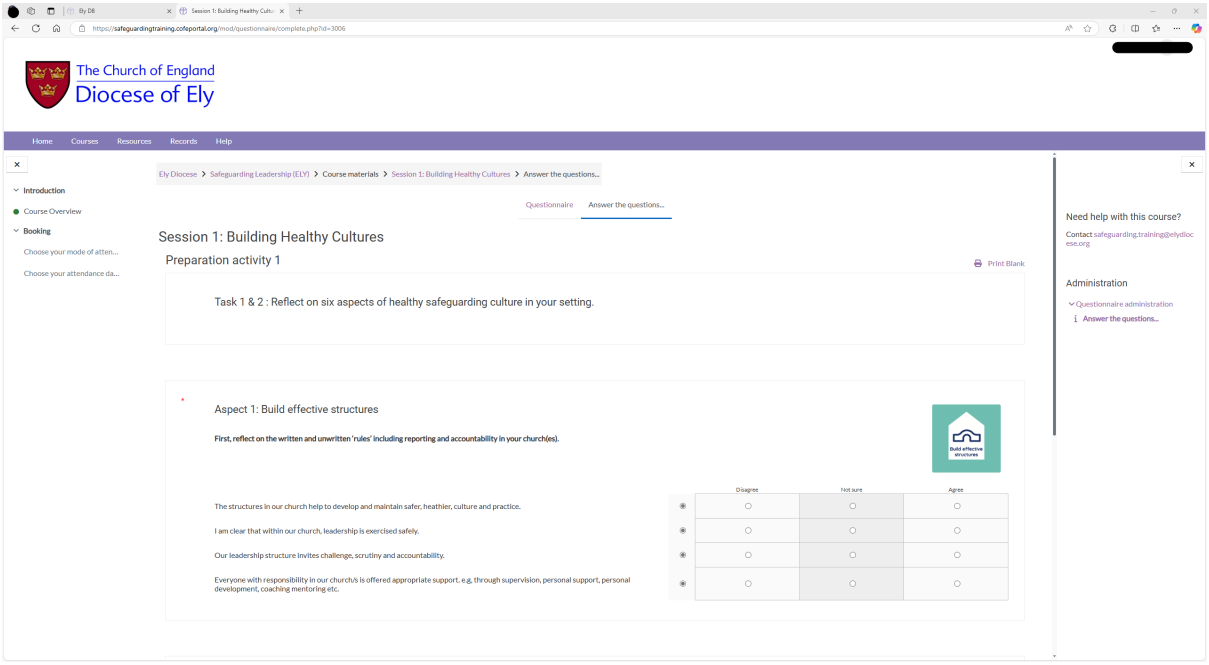
At the top of the screen it will show you the course dates you are booked to attend. Please read all of the information in this screen very carefully.

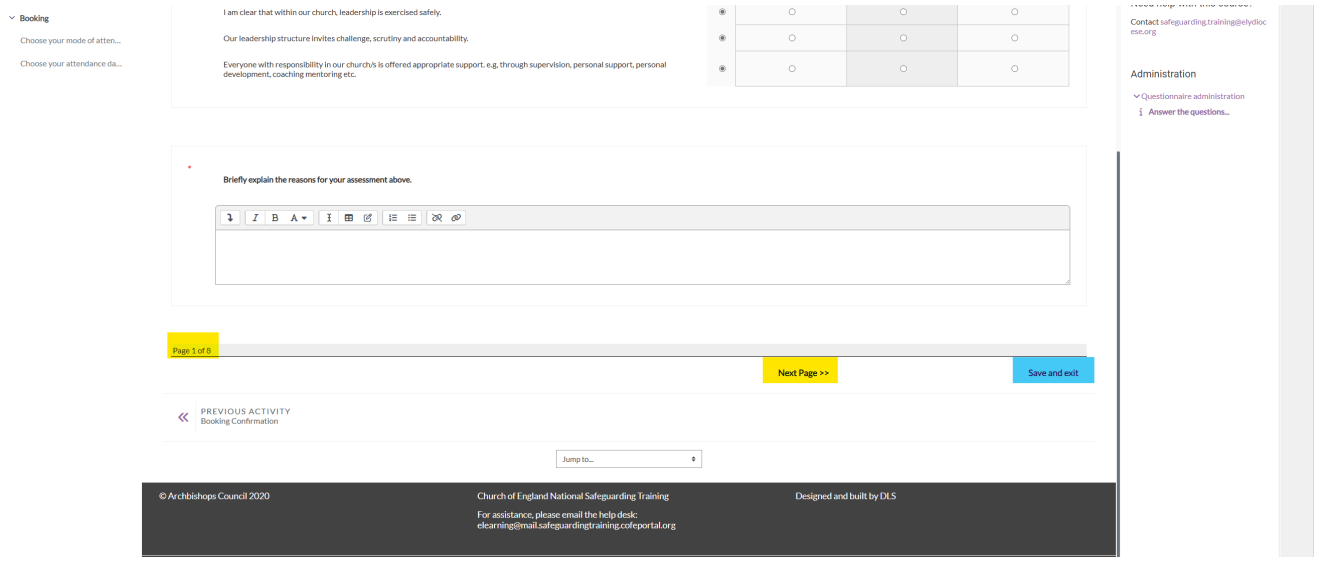


When you are ready to begin click ‘Answer the Questions’

You are able to save this as you go along and exit it, returning and resuming as you need to.

Here is an example of the first page, you will see at the bottom you can select a variety of options highlighted in yellow or blue.


The Church of England
Diocese of Ely
Home
Courses
Resources
Records
Help
Introduction
Course Overview
Booking
Choose your mode of atten...
Choose your attendance da...
Ely Diocese > Safeguarding Leadership (ELY) > Course materials > Session 1: Building Healthy Cultures > Answer the questions...
Questionnaire
Answer the questions...
Session 1: Building Healthy Cultures
Preparation activity 1
Print Blank
Task 1 & 2 : Reflect on six aspects of healthy safeguarding culture in your setting.
Aspect 1: Build effective structures
First, reflect on the written and unwritten 'rules' including reporting and accountability in your church(es).
Build effective structures
Disagree
Not sure
Agree
The structures in our church help to develop and maintain safer, heathlier, culture and practice.
I am clear that within our church, leadership is exercised safely.
Our leadership structure invites challenge, scrutiny and accountability.
Everyone with responsibility in our church/s is offered appropriate support. e.g, through supervision, personal support, personal development, coaching mentoring etc.
Need help with this course?
Contact safeguarding.training@elydiocese.org
Administration
Questionnaire administration
Answer the questions...


Booking
Choose your mode of atten...
Choose your attendance da...
I am clear that within our church, leadership is exercised safely.
Our leadership structure invites challenge, scrutiny and accountability.
Everyone with responsibility in our church/s is offered appropriate support. e.g, through supervision, personal support, personal development, coaching mentoring etc.
Briefly explain the reasons for your assessment above.
Page 1 of 8
Next Page >>
Save and exit
PREVIOUS ACTIVITY
Booking Confirmation
Jump to...
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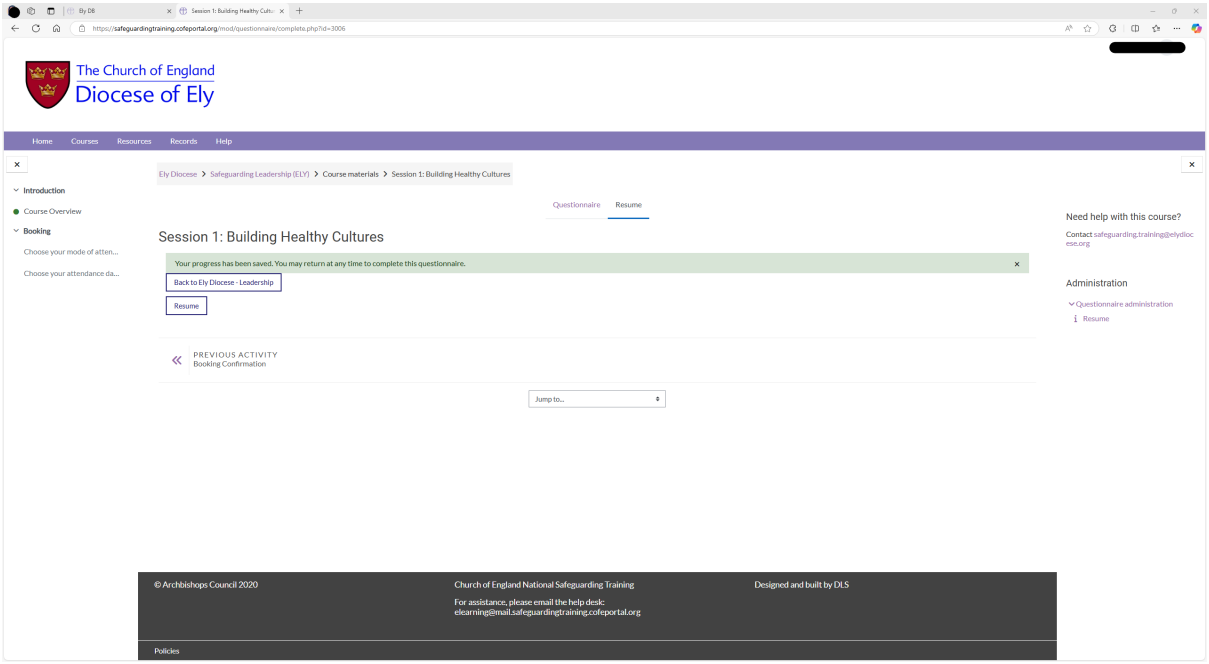
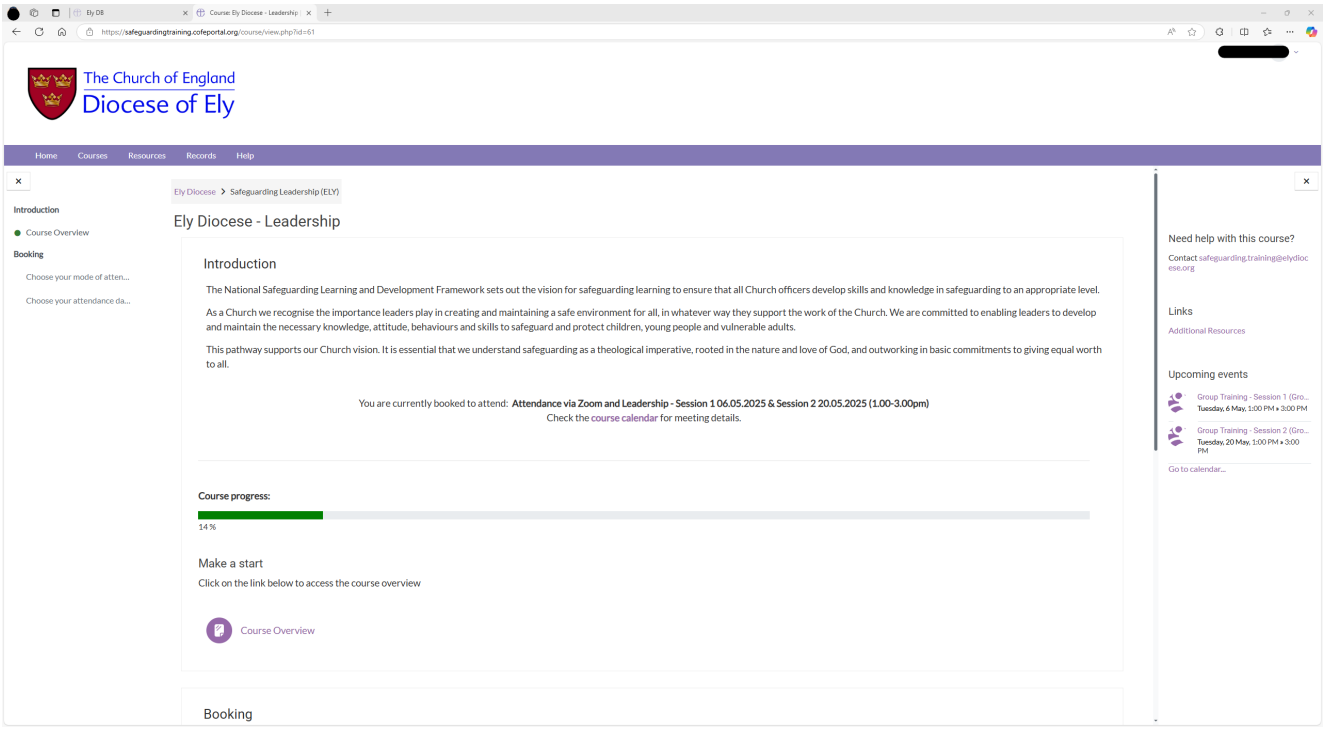
Church of England National Safeguarding Training
For assistance, please email the help desk:
elearning@mail.safeguardingtraining.cofeportal.org
Designed and built by DLS
Contact safeguarding.training@elydiocese.org
Administration
Questionnaire administration
Answer the questions...

If you need to come back to this task and you select save and exit, this is what you will see.

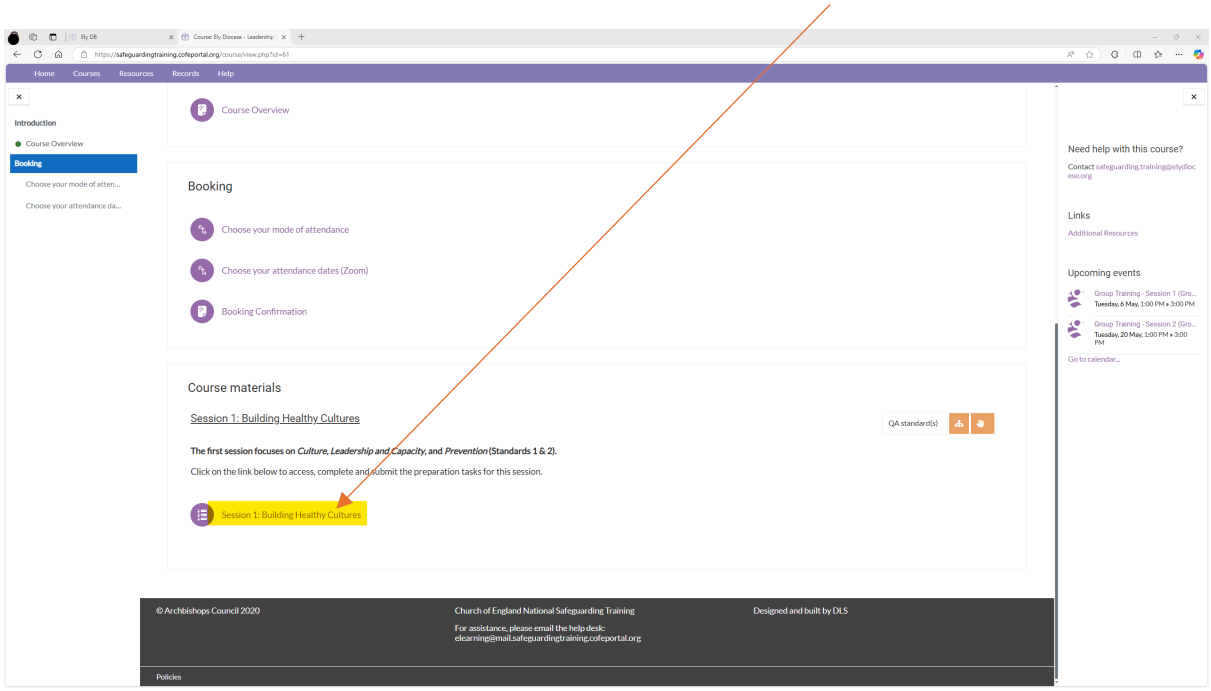


From here you can Exit the Portal and Log back in when you are ready. *Please be aware that we do need to receive your completed task **at least** 4 working days before you attend session 1*.

When you are ready to log back in, you will see your course progress or far.



Scroll down until you reach Course Material and click on ‘Session 1: Building Healthy Cultures’.



If you have any questions in relation to this please contact Kelly on safeguarding.training@elydiocese.org