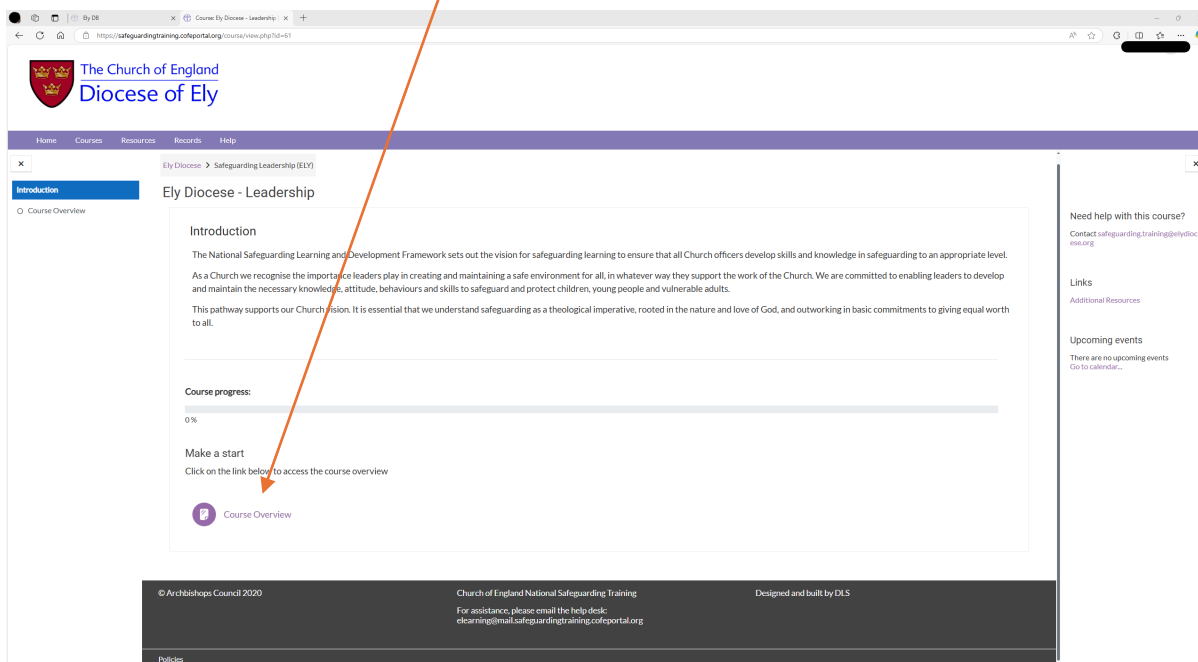


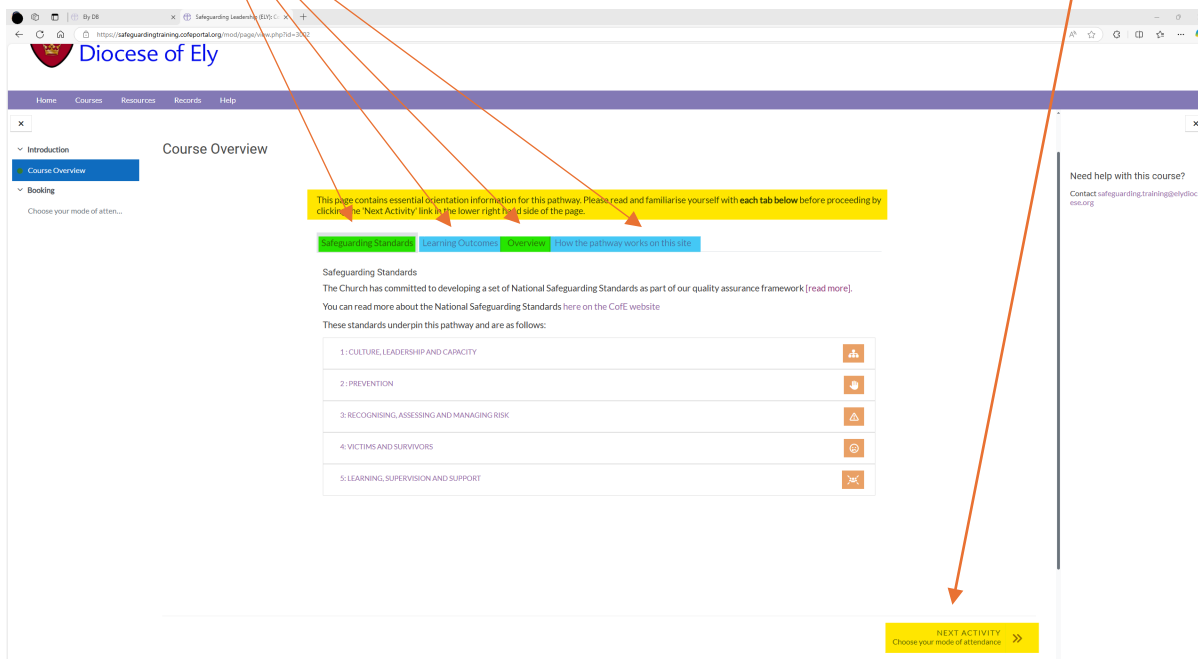
## How to choose Leadership training dates and get started with your Pre Course Work

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



The screenshot shows the 'Ely Diocese - Leadership' course page. The left-hand menu has tabs for 'Introduction', 'Course Overview', and 'Booking'. The 'Course Overview' tab is selected. The main content area shows an 'Introduction' section with text about the National Safeguarding Learning and Development Framework. Below this is a 'Course progress' bar at 0% and a 'Make a start' section with a link to 'Course Overview'. An orange arrow points from this link to the 'Course Overview' tab in the menu.

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.



The screenshot shows the 'Course Overview' page with several tabs: 'Introduction', 'Course Overview', and 'Booking'. A yellow callout box contains the text: 'This page contains essential orientation information for this pathway. Please read and familiarise yourself with each tab below before proceeding by clicking the "Next Activity" link in the lower right hand side of the page.' Four orange arrows point from this callout box to the 'Safeguarding Standards', 'Learning Outcomes', 'Resources', and 'How the pathway works on this site' tabs. At the bottom right, there is a yellow button labeled 'NEXT ACTIVITY' with the text 'Choose your mode of attendance' below it. An orange arrow points from this button to the text 'Choose your mode of attendance'.

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.*

The screenshot shows the 'Choose your mode of attendance' page for the Ely Diocese Safeguarding Leadership (ELY) course. The page includes a navigation menu on the left with 'Introduction', 'Course Overview', and 'Booking'. The main content area has a heading 'Choose your mode of attendance' and instructions to select a mode of attendance. Below this is a table with two rows: 'Attendance in person' and 'Attendance via Zoom'. The 'Attendance via Zoom' row is highlighted. A 'Become member of' button is visible next to the 'Attendance via Zoom' row. At the bottom, there is a 'PREVIOUS ACTIVITY' link and a 'Jump to...' dropdown menu.

Group	Group description	Count	Members	Action
Attendance in person		32	Member list not available	<a href="#">Become member of</a>
Attendance via Zoom		97	Member list not available	<a href="#">Become member of</a>

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

The screenshot shows the confirmation screen for joining training via Zoom. The page includes a navigation menu on the left with 'Introduction', 'Course Overview', and 'Booking'. The main content area has a heading 'Choose your mode of attendance' and instructions to select a mode of attendance. Below this is a section titled 'Become member of Attendance via Zoom'. A confirmation dialog box is displayed with the text 'Do you really want to become member of the group Attendance via Zoom?' and two buttons: 'Confirm' and 'Cancel'. At the bottom, there is a 'PREVIOUS ACTIVITY' link and a 'Jump to...' dropdown menu.

Do you really want to become member of the group Attendance via Zoom?

[Confirm](#) [Cancel](#)

Once you have clicked confirm....

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

The screenshot shows the 'Choose your mode of attendance' page. The page title is 'Choose your mode of attendance'. Below the title, it says 'Select your mode of attendance from the options below. After you have done this, click the 'Next Activity' link in the lower right hand side of the page to see the available dates.' There is a table with two rows: 'Attendance via Zoom' and 'Attendance in person'. The 'Attendance via Zoom' row has a count of 98 and a 'Leave group' button. The 'Attendance in person' row has a count of 32 and a 'Leave group' button. At the bottom right, there is a yellow button labeled 'NEXT ACTIVITY' with the text 'Choose your attendance dates (Zoom)' below it. An orange arrow points from the text 'You will see on the next screen 'Next Activity' click here.' to this button.

Group	Group description	Count	Members	Action
Attendance via Zoom		98	Member list not available	<a href="#">Leave group</a>
Attendance in person		32	Member list not available	<a href="#">Leave group</a>

PREVIOUS ACTIVITY  
Course Overview

Jump to...

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Policies

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'

The screenshot shows the 'Choose your attendance dates (Zoom)' page. The page title is 'Choose your attendance dates (Zoom)'. Below the title, it says 'Join a learning group for the leadership pathway by choosing from the list below. After you have done this, you can review your booking by clicking the 'Booking Confirmation' link in the lower right hand side of the page.' There is a table with six rows, each representing a different session. Each row has columns for 'Group', 'Group description', 'Count', 'Members', and 'Action'. The 'Action' column contains a 'Become member of' button. An orange arrow points from the text 'Once you have chosen the dates you want to attend click 'Become member of'' to this button.

Group	Group description	Count	Members	Action
Leadership - Session 1 02.06.2025 & Session 2 16.06.2025 (9.30-11.30am)	Zoom attendance	2/16	Member list not available	<a href="#">Become member of</a>
Leadership - Session 1 04.03.2025 & Session 2 18.03.2025 (6.30-8.30pm)	Zoom attendance	14/16	Member list not available	<a href="#">Become member of</a>
Leadership - Session 1 06.05.2025 & Session 2 20.05.2025 (1.00-3.00pm)	Zoom attendance	2/16	Member list not available	<a href="#">Become member of</a>
Leadership - Session 1 07.01.2025 & Session 2 21.01.2025 (9.30-11.30am)	Zoom attendance	12/16	Member list not available	<a href="#">Become member of</a>
Leadership - Session 1 07.05.2025 & Session 2 21.05.2025 (6.30-8.30pm)	Zoom attendance	2/16	Member list not available	<a href="#">Become member of</a>
Leadership - Session 1 11.01.2025 & Session 2 25.01.2025 (9.30-11.30am)	Zoom attendance	15/16	Member list not available	<a href="#">Become member of</a>
Leadership - Session 1 30.04.2025 & Session 2 14.05.2025 (9.30-11.30am)	Zoom attendance	4/16	Member list not available	<a href="#">Become member of</a>

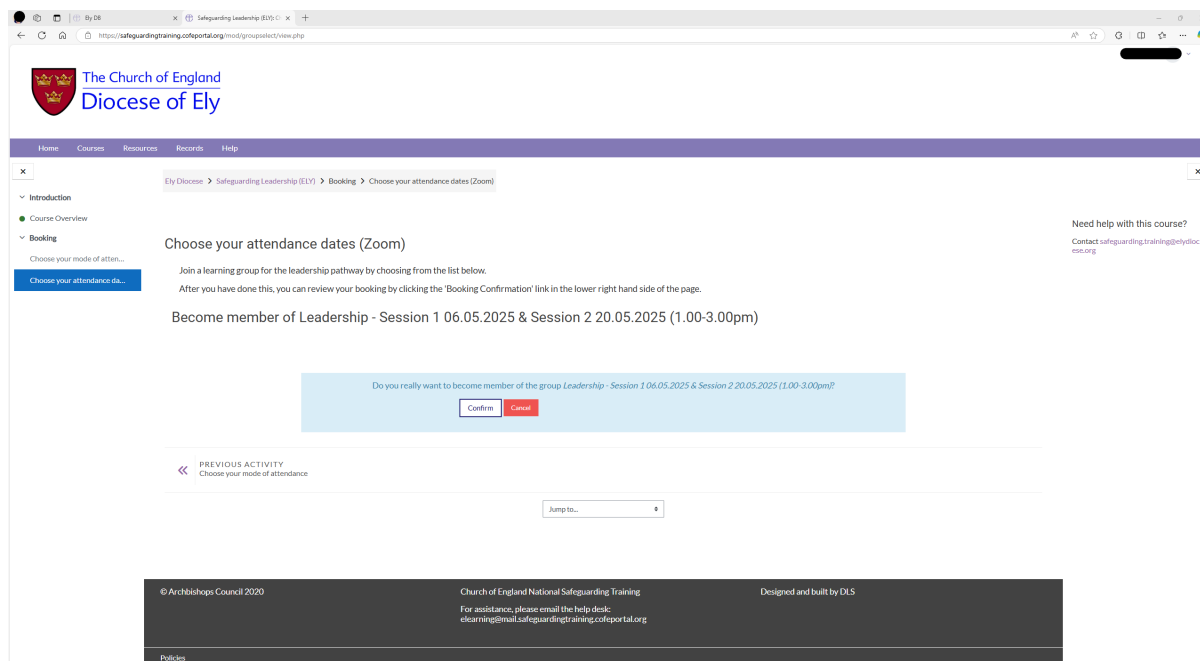
PREVIOUS ACTIVITY  
Choose your mode of attendance

Jump to...

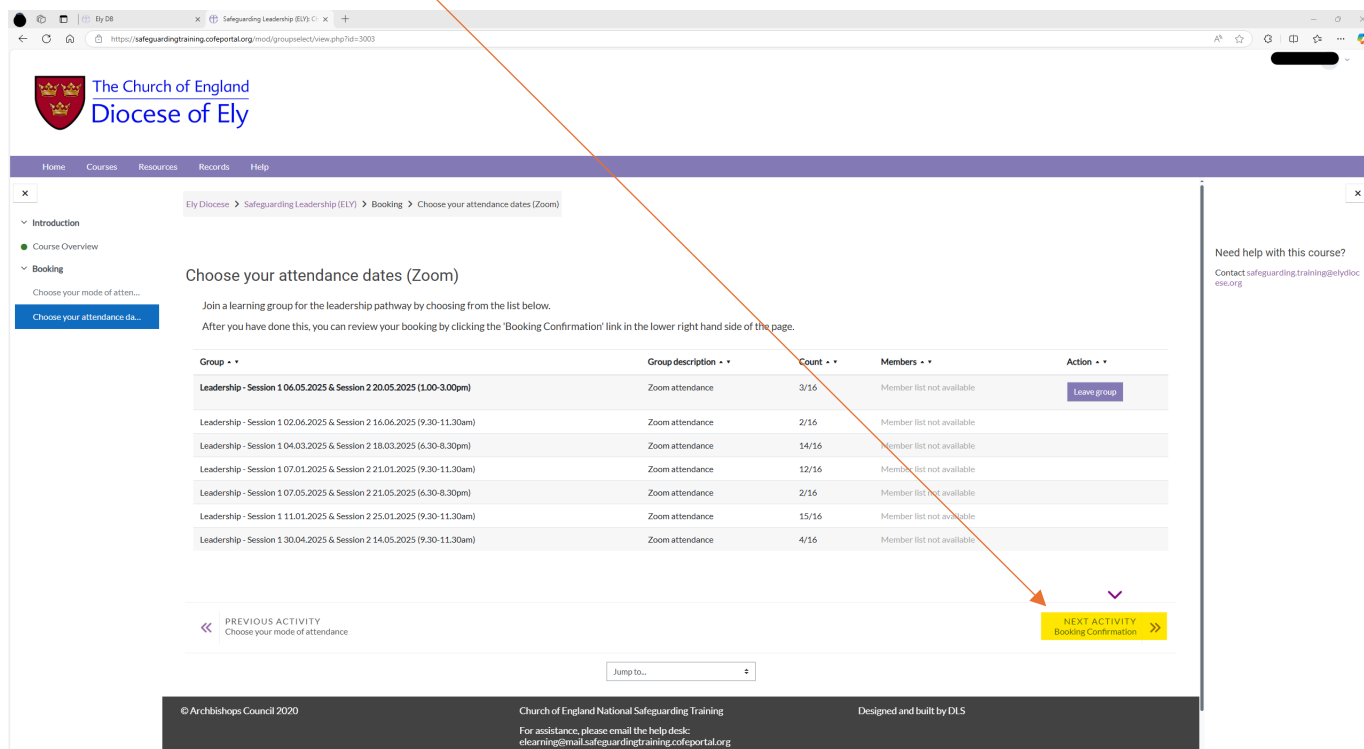
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Policies

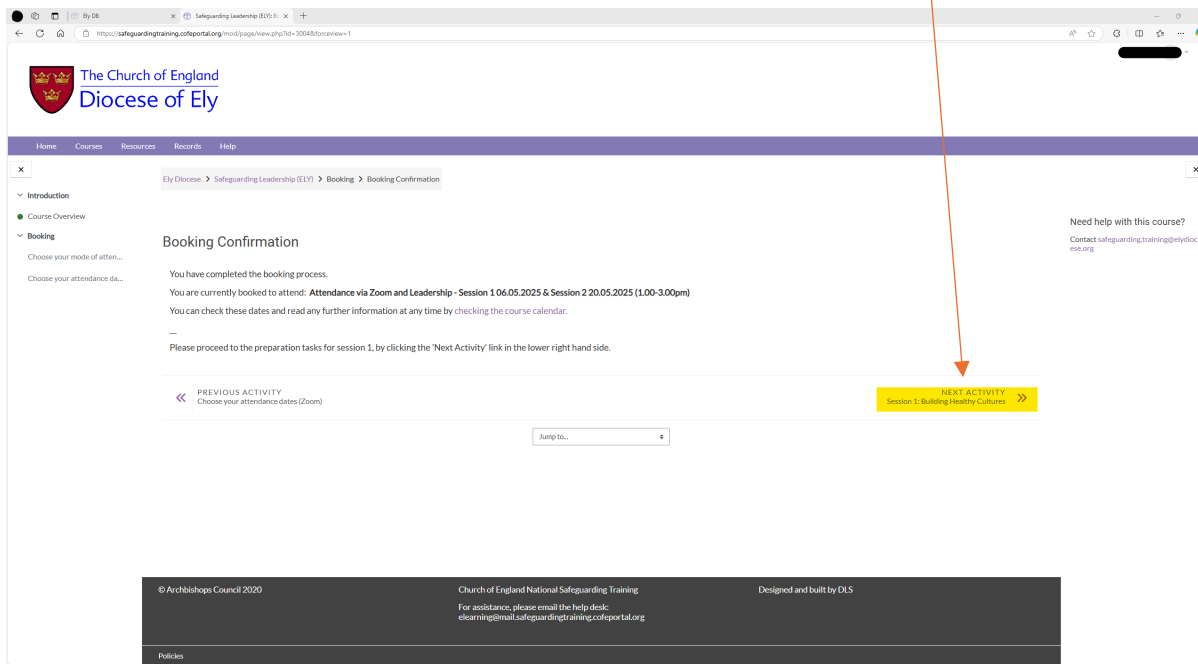
You will then be able to confirm your selection. *Please make sure you are available for both sessions as listed, and double check the time they are being held.*



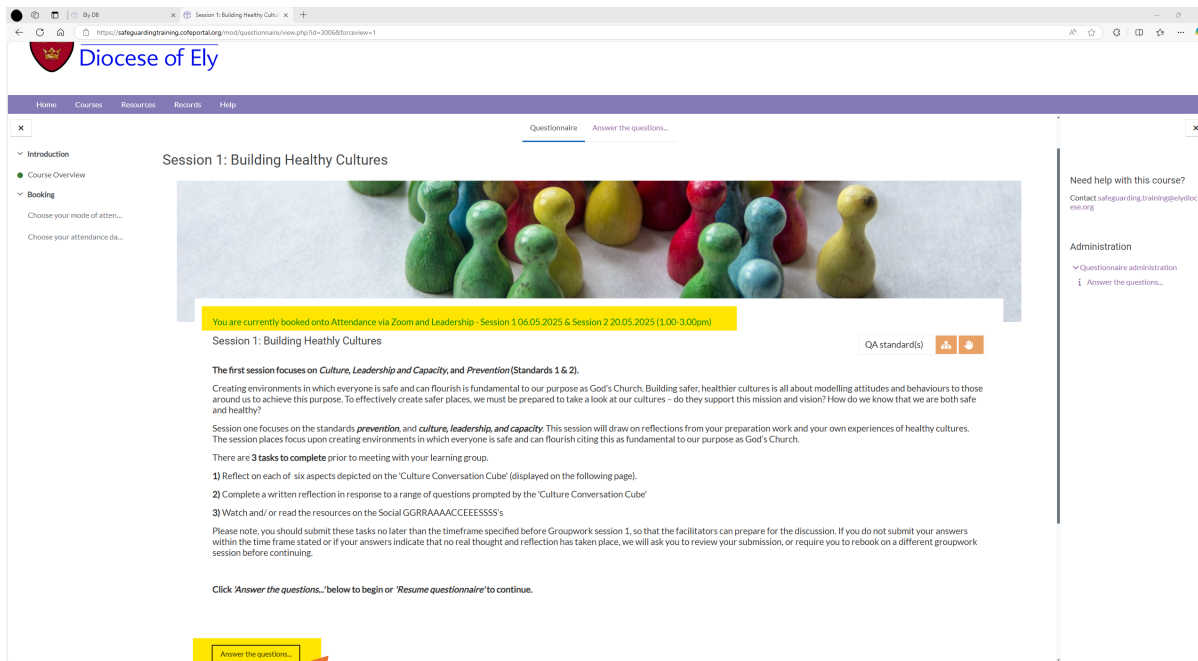
By Clicking 'Next Activity' you can view your booking confirmation. *This is available for you to view at any time.*



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.



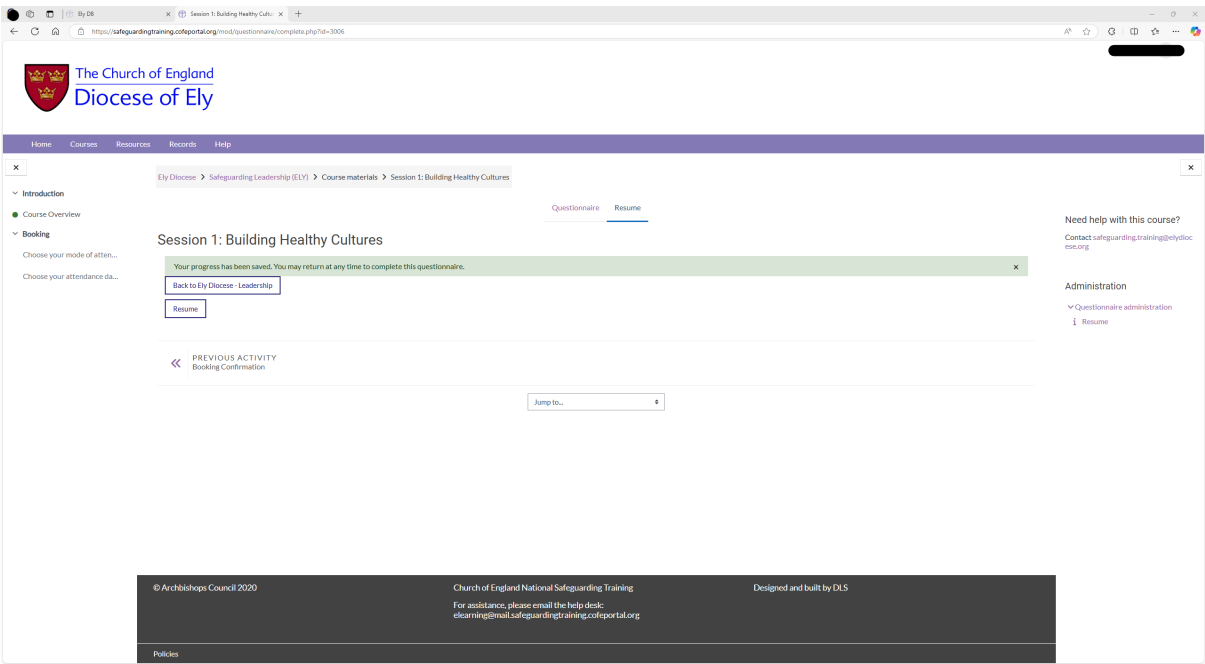
When you are ready to begin click 'Answer the Questions'

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.

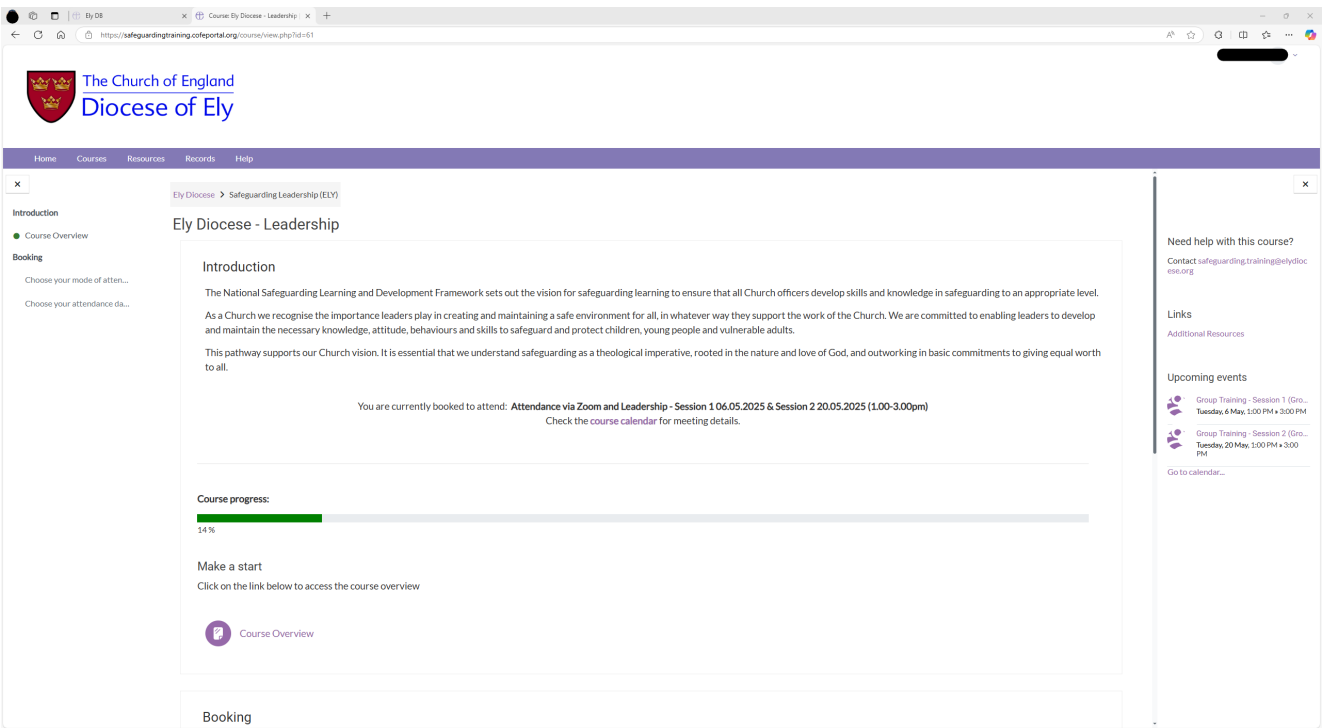


If you need to come back to this task and you select save and exit, this is what you will see.



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'.

The screenshot shows a web browser window displaying the 'Safeguarding Training Portal'. The URL in the address bar is <https://safeguardingtraining.cofeportal.org/course/view.php?id=61>. The page has a purple header with navigation links: Home, Courses, Resources, Records, and Help. On the left, a sidebar menu shows 'Introduction' and 'Booking' (highlighted in blue). The main content area is divided into three sections: 'Course Overview' (with a 'Course Overview' link), 'Booking' (with links for 'Choose your mode of attendance', 'Choose your attendance dates (Zoom)', and 'Booking Confirmation'), and 'Course materials'. The 'Course materials' section contains a link for 'Session 1: Building Healthy Cultures' which is highlighted in yellow. An orange arrow points from the text 'Session 1: Building Healthy Cultures' in the instruction text below to this highlighted link. The instruction text states: 'The first session focuses on Culture, Leadership and Capacity, and Prevention (Standards 1 & 2). Click on the link below to access, complete and submit the preparation tasks for this session.' The footer of the page includes copyright information for Archbishops Council 2020, contact details for the Church of England National Safeguarding Training help desk, and a note that the portal was designed and built by DLS.

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For assistance, please email the help desk: [eclearning@mail.safeguardingtraining.cofeportal.org](mailto:eclearning@mail.safeguardingtraining.cofeportal.org)

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If you have any questions in relation to this please contact Kelly on [safeguarding.training@elydiocese.org](mailto:safeguarding.training@elydiocese.org)