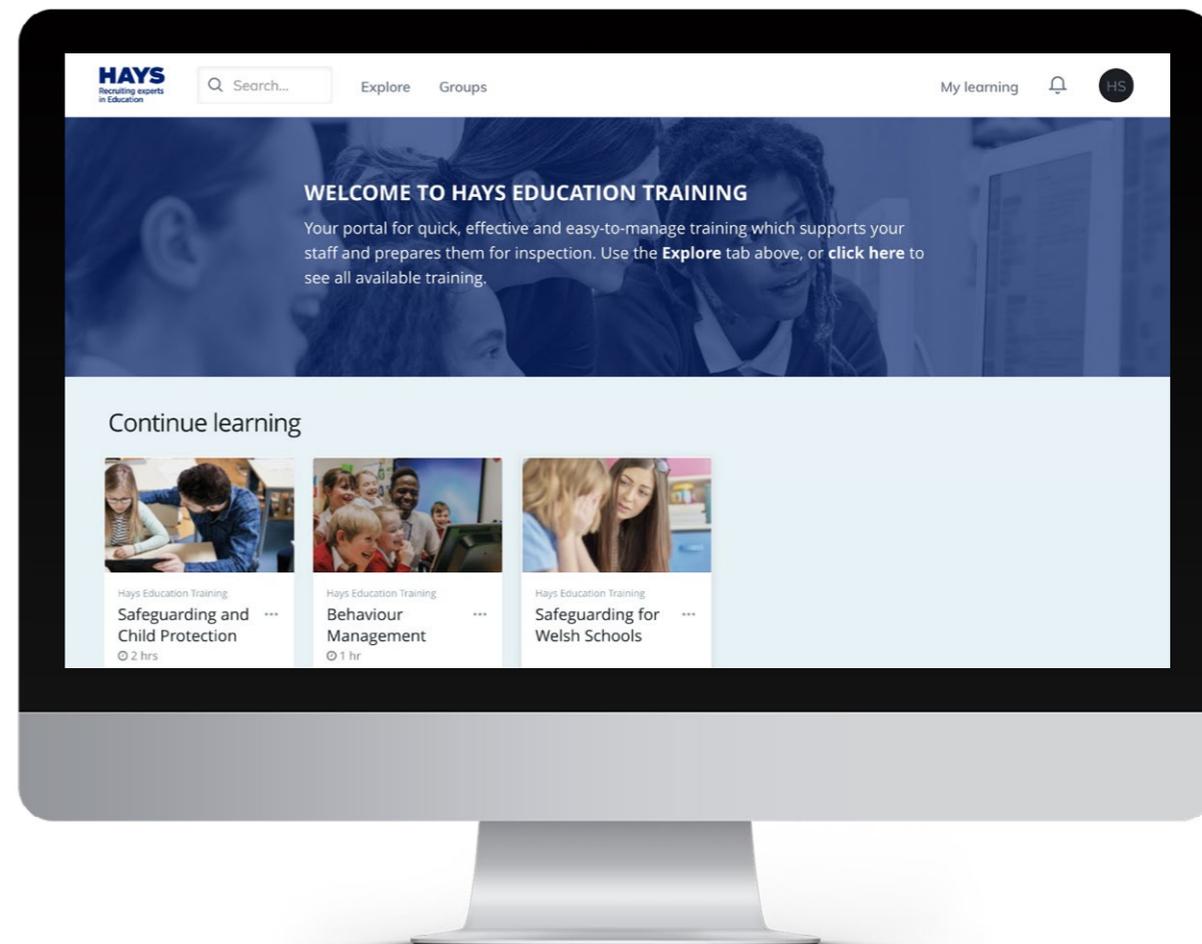


HAYS EDUCATION TRAINING LEARNER USER GUIDE

Welcome to the Hays Education Training portal. This short interactive guide explains how you can access the portal and manage your own learning.

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hayseducationtraining.com



Home

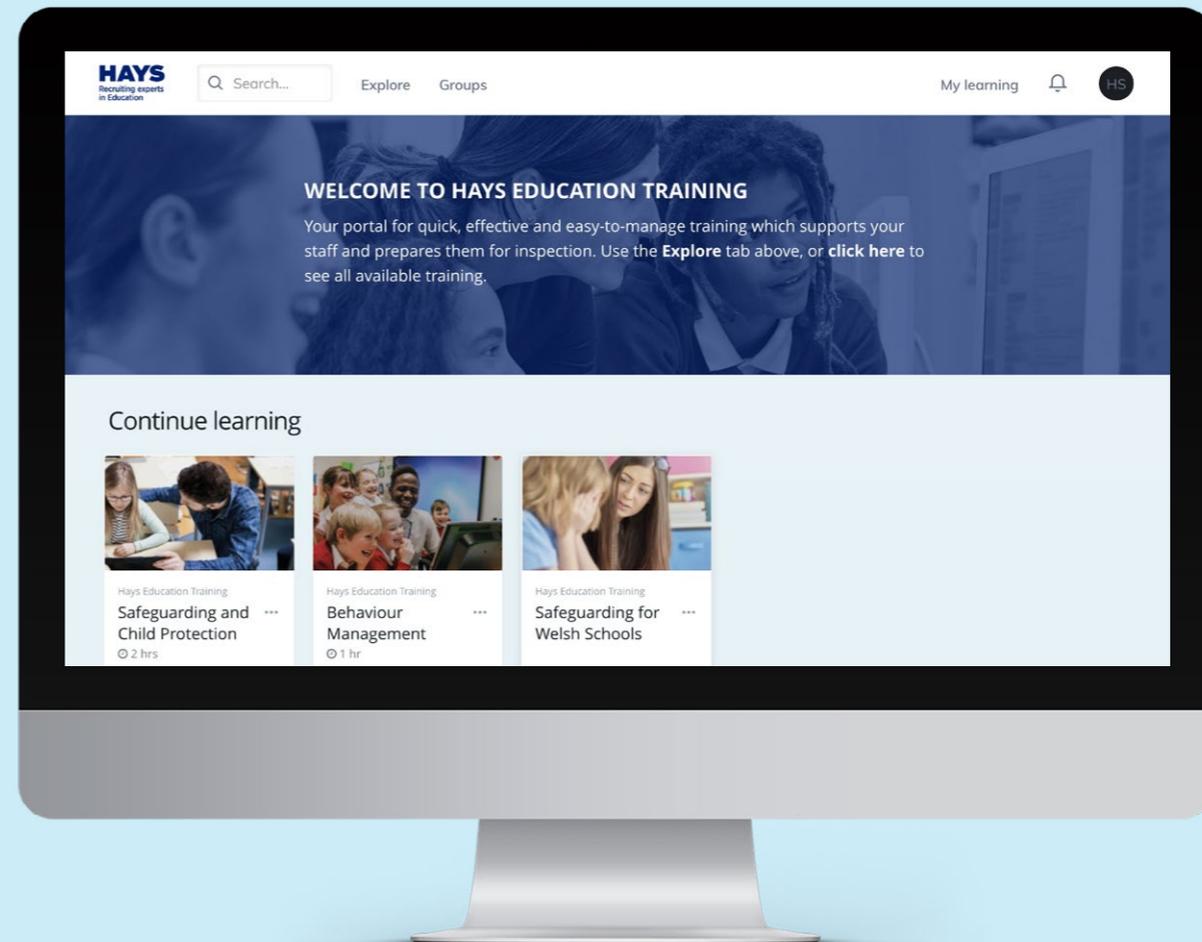


WHAT IS THE HAYS EDUCATION TRAINING PORTAL?

The portal is your one-stop learning solution for safeguarding, safer recruitment and health & safety training.

This portal allows you to:

- ▶ Manage your training schedule in one place
- ▶ Get faster access to learning
- ▶ Track your progress



GETTING STARTED WITH HAYS EDUCATION TRAINING

You will receive an email from the Hays Education Training team with a link to access the portal. Please note that your username will be your current email address.

Setting your password

Your registration email will contain a one-time login link to access your account and set your password.

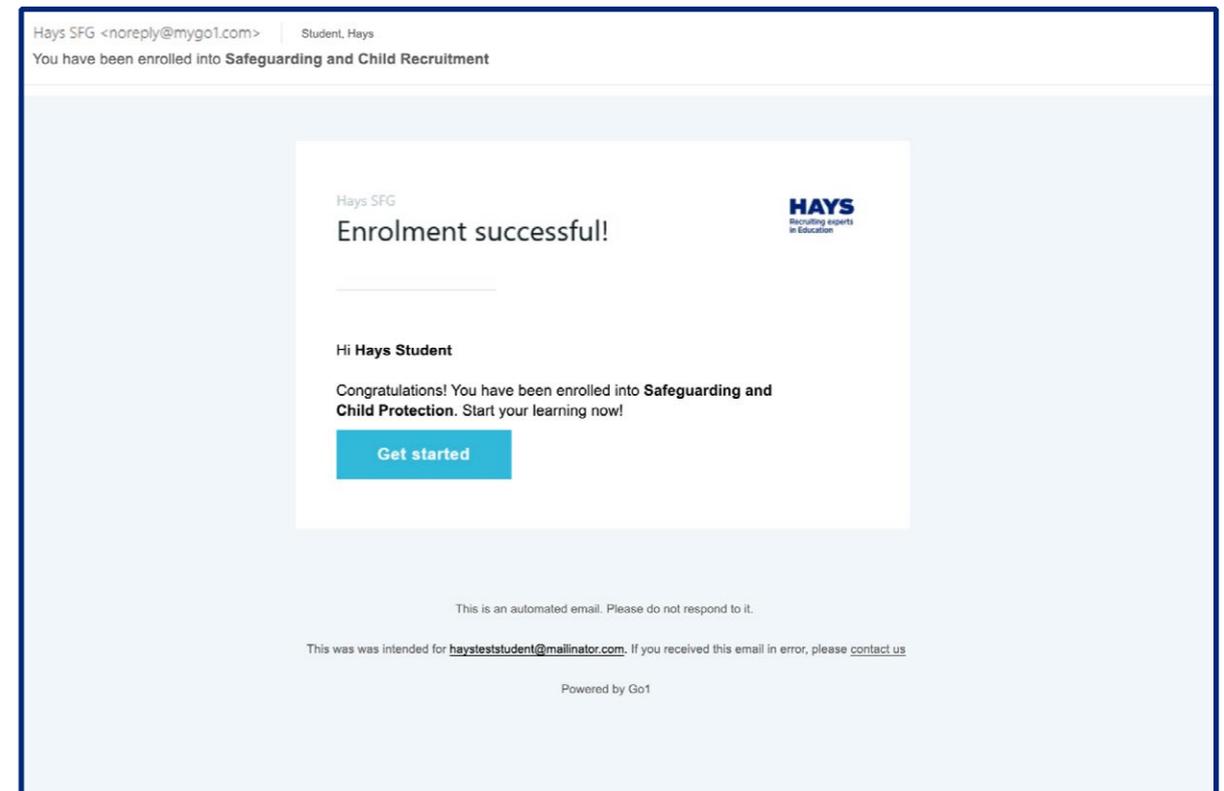
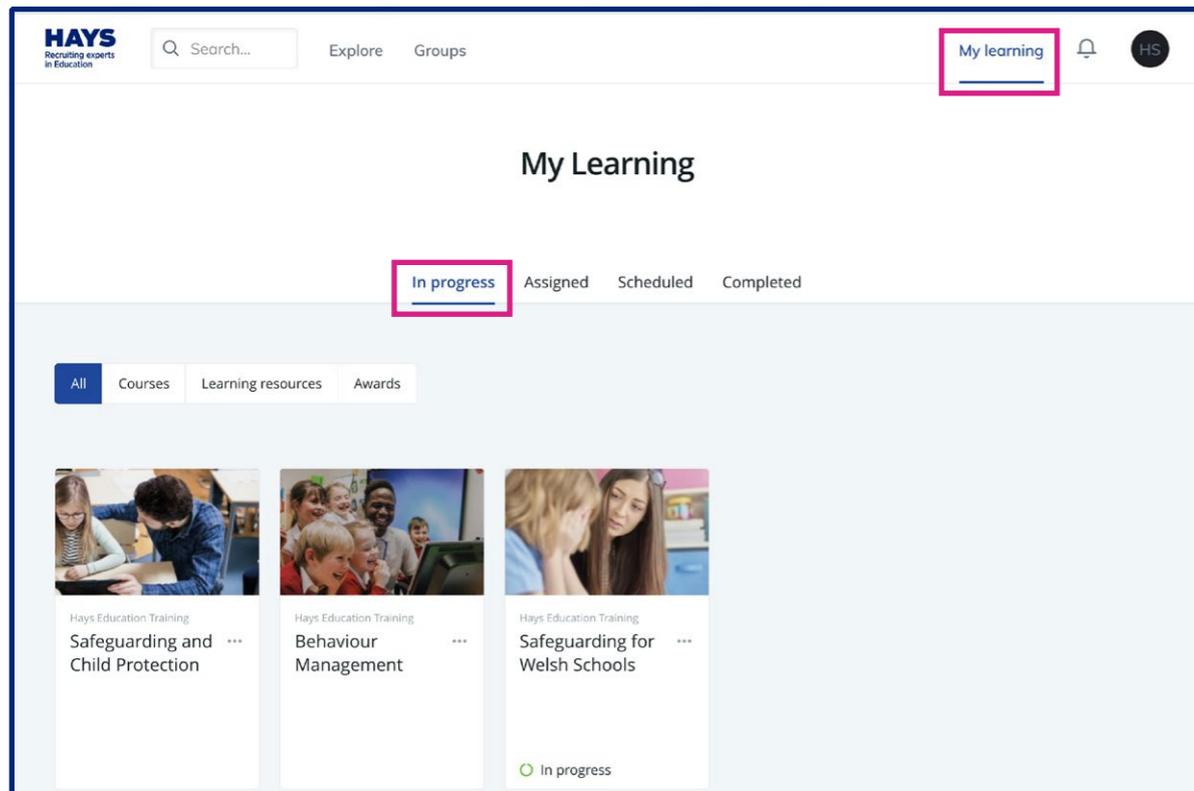
Once you have set your password, you will be able to access your dashboard.



TRAINING

Accessing training

- ▶ To start learning, login to the portal and select 'My Learning'. You will be able to choose 'In progress' where you can see all of the training courses that have been assigned to you.



- ▶ Each time you are enrolled in new courses or training, you will receive a notification email with a link to take you to that course.

TRAINING CONTINUED

Tracking your progress

- ▶ From your dashboard, click on 'My Learning', select 'In progress' and then click one of the courses listed.
- ▶ Once you have selected the course, click on 'My Progress'. You then be able to see the different modules of the course and your progress for each.

The screenshot shows the 'My Learning' dashboard. At the top, there is a search bar and navigation links for 'Explore' and 'Groups'. The 'My learning' tab is highlighted in the top right. Below the header, the 'My Learning' title is centered. Underneath, there are filter tabs: 'In progress' (highlighted), 'Assigned', 'Scheduled', and 'Completed'. Below these are sub-tabs: 'All', 'Courses', 'Learning resources', and 'Awards'. A grid of course cards is displayed. The first card, 'Safeguarding and Child Protection', is highlighted with a pink box. Other cards include 'Behaviour Management' and 'Safeguarding for Welsh Schools'. A green circle with 'In progress' is visible at the bottom of the grid.



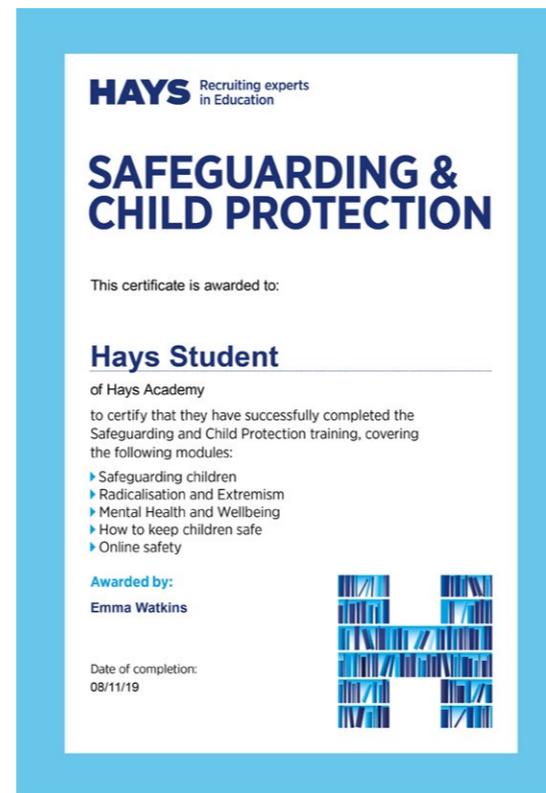
The screenshot shows the 'Safeguarding and Child Protection' course page. At the top, there is a search bar and navigation links for 'Explore' and 'Groups'. The 'My learning' tab is highlighted in the top right. Below the header, the course title 'Safeguarding and Child Protection' is displayed. Underneath, there are tabs: 'Overview', 'My Progress' (highlighted), and 'Discussion/Notes'. A progress bar shows '1/6 in progress'. Below the progress bar, there is a card for 'Safeguarding and Child Protection - Learning Content' with an 'IN PROGRESS' status. The card also contains the text: 'Please complete all of the 5 modules before attempting the assessment.'

TRAINING CONTINUED

Course completion

A certificate will be available upon the completion of a course.

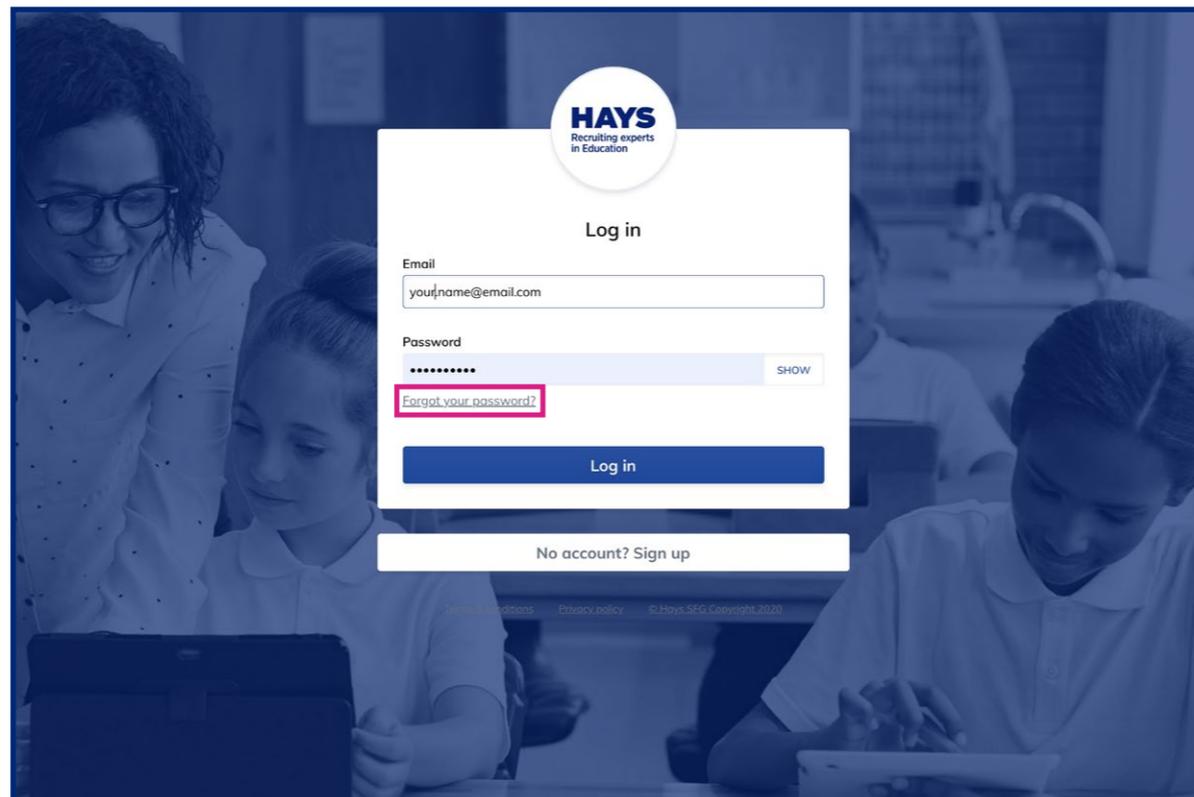
- ▶ To access this, click the [‘My Learning’](#) tab which lists all in-progress, assigned, scheduled and completed courses. Click [‘Completed’](#) to access the completion certificates. From here, select the completed course you want to view the certificate for.
- ▶ You will immediately be brought to the course overview page but will need to click [‘Completion History’](#). Your completed enrolment details will be visible, from which you can [‘View Certificate’](#) and download for reference.



PASSWORDS

Forgotten password

If you forget your password at any time and cannot login, please click on the '[Forgot your password?](#)' link on the [login page](#) and enter your username (this will be your email address). A new one-time login link will be sent to you by email along with instructions on how to reset your password.



The Hays Education Training portal is designed and operated by Go1, a leader in online learning and education. We will be continually innovating and updating the portal to ensure it works best for you. If you have any feedback or would like to learn about upcoming features, speak to your Hays Education consultant.

For more information about the Hays Education Training portal, or if you have questions, please contact Emma Watkins at emma.watkins@hays.com or contact your local Hays Education consultant.

