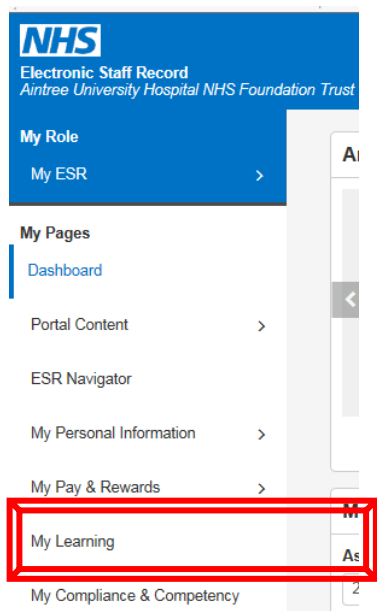
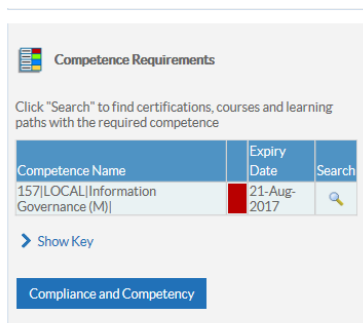


How to join a Learning Certificate



First, click on "My Learning"



Next, click on the magnifying glass on your Competence Requirements table of the course you wish to sit. Please note that the below is what each colour represents within the table represented on your left here. You will only need to subscribe or enrol in a course that is fully **RED**, if this is green at all that will mean you are already subscribed and enrolled.

	Compliant with three months or more left
	Compliant with less than three months left
	Compliant, less than three months left, under way
	Not Compliant (may be expired or at a lower level or has never had the competence, check expiry date and level attained to see which)
	Not Compliant, under way
	Has the competence but it is not required
	Does not have the competence and it is not required

'No Expiry' in the expiry date field means the Employee has the competence without an end date i.e. Competence is required once only

When you are joining a course for the first time you must always join the Certifications which will be similar to

Certifications

Certifications that will give you the competence. Click Details to Subscribe to Certificate.

Certification Name	Valid Period	Certification Status	Progress	Competence Level	Details
157 Information Governance Learning Cert	365 Day(s)	Certified	Completed	1 - Course Attended	

the above photograph, click on the blue booklet underneath the “Details” column.

You then have to subscribe to the course to gain access. Then click “Finish” to confirm your place.

Next you need to click the “Enrol” button on the screen this will then enrol you to the course.

You will then be able to play the course from the next page or if you click on your “Portal” button in the top right corner you will see the class appear in your e-Learning portlet. You can scroll through any course you have enrolled on and play through this page.

My Enrolments And e-Learning

A maximum of 20 open e-learning enrolments are displayed below. Please select the Learner Homepage button to view all enrolment details.

157 Information Governance (E-Learning)

Status: **Not Attempted**

