

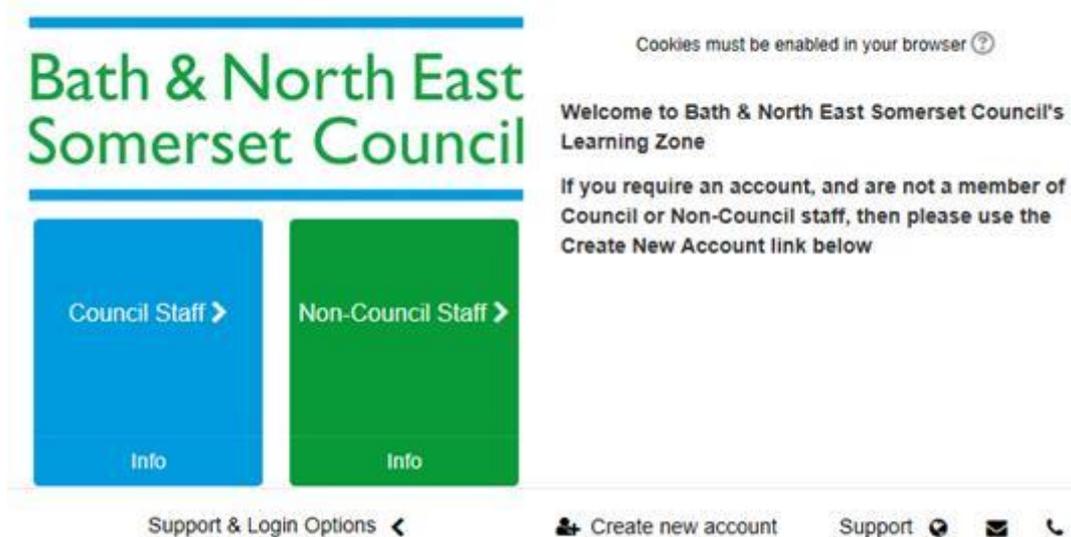
ON-LINE BOOKING SYSTEM

From April 2017 all course bookings must be made through
<http://bathnes.learningpool.com>
Where you can book onto courses under the following headings:

- Level 2 Adult Safeguarding
- Level 3 Adult Safeguarding

You will need to open an account in order to be able to book places

- If you are a B&NES employee please select 'Council Staff'
- For Non-Council Staff please select 'Create New Account'



If the system asks you to **view details**, please make sure that you **also** sign up for a session. **You will not be booked on to the session if you don't 'sign-up'**.

You will be asked to provide some information about your role and employer, you will need to provide an email address that is unique to you so that you can receive confirmation emails about your bookings and access your training record. The system does accept personal email addresses and many users like this as it allows them to access their training accounts from work, home and mobile devices.

Once you have submitted your registration you should receive an email telling you how to authenticate your account.

Once you have done this you can log-in where you will see a page that looks like this

Welcome to Bath & North East Somerset Council's Learning Zone

The Learning Zone provides you with access to Tutor-Led courses and E-Learning material on a number of topics relevant to you as an employee and which also addresses some key priorities of the Council.

The E-Learning can be accessed from any computer, either at work or at home. In many cases the knowledge and learning gained from these E-Learning courses can be developed further by attending tutor-led, skills-based training found in the Corporate Training Programme.

Your continuing learning and development is important. It will help you keep up to date, develop your career and help you to perform effectively. There are opportunities for everyone whichever level you work at and for staff in every area of work including IT training, general skills, Health & Wellbeing and Management Development.

Accredited knowledge based programmes are available as well as the opportunity to accredit short courses. For further information please see "Accreditation" on the Intranet site

We hope you enjoy your experience of Bath & North East Somerset Council's Learning Zone.



From here you can use the topic headings on the tiles to view the list of available courses, ' or if you know the name of the course you can use Course Search You can then view the course pages where you can read more about the course and book a place.

In order to 'sign up' for a course you will be asked to provide your managers name and a cost code or invoicing details (even if the course is free). Your manager will be asked to approve your booking before your place is confirmed, if your manager does not have an account on the system you can select 'children's workforce admin'

All Adult Safeguarding will be located under the tile 'Safeguarding Adults'

Further information available from

Children's Workforce Training

01225 394210

childrensworkforce_training@bathnes.gov.uk