



PART ONE

Safeguarding Mandatory Training Step by Step Instructions 'How to Register'

STEP 1

Visit www.lancashirechildrenstust.org.uk > select E-Learning > Virtual Learning Environment or register on the E-Learning system.

Click on

Create new account

▼ Choose your username and password

Username*

Stephanie123

Password*

●●●●●●●●

Unmask

← Create a username and
memorable password

STEP 2

licensing@hotmail.co.uk

Email (again)*

licensing@hotmail.co.uk

First name*

Stephanie

Surname*

Smith

Enter your personal details here

City/town

Leyland

Country

United Kingdom



STEP 3

Additional required information

Sector*

Select 'private sector'

Are you employed by Lancashire County Council?*

Select 'no'

District Area*

Select South Ribble

Organisation*

Required

Enter Employers name here or Owner/Driver

Employment Status*

Required

Enter Employment status here

Job Role*

Required

Enter Job title/description here

STEP 4

- Open the link to view and read the ['Site Policy Agreement'](#)
- Once you have read the Policy, click inside the box to show you have read and understood the Policy. **I understand and agree***
- Then click ['Create my new account'](#) to submit your details.



STEP 5

- You will then receive a message on screen; this message will prompt you to log into your email account to complete your registration.

STEP 6

- Open your email from 'CYP Workforce Team' and click on the link in the body of the email. This will direct you to the Homepage for [Lancashire Children and Young People's Trust](#)

Can you see your name in the top right hand corner??

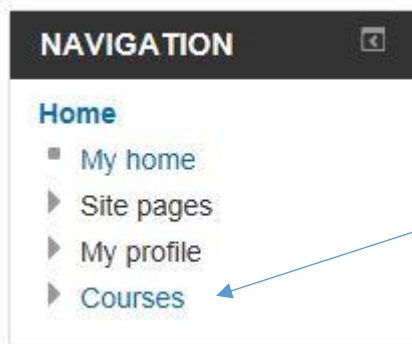
If so, you have **successfully registered!!**



PART TWO

Safeguarding Mandatory Training Step by Step Instructions 'Taking the Test'

STEP 7



On the left hand side, select 'courses' under the heading 'Navigation'

An option will appear for 'E Learning' or 'Resources and Information'. Click on **E Learning**.

STEP 8

From the list of courses under 'healthy child courses' select;


Child Sexual Exploitation Awareness 2017



STEP 9 'Taking the Test'


Topic 1

Child sexual exploitation indicators,
warning signs and offenders

 [Click here to start the course](#)

Topic 2

What should you do?

 [What you should do](#)

 [CSE contact numbers](#)

Work through the modules in
both Topic 1 & 2

STEP 10

Topic 3

Test your knowledge

You can test your knowledge using the quiz below. Once you have passed with a grade of 85% or higher you will be able to download your certificate.

 [CSE Knowledge Quiz](#)





Download the document below to use in a discussion with your manager. Please note the PDF file can take a few minutes to appear, do not close the file window until you can see the document.

Click here to TAKE THE
TEST – Good Luck!!

STEP 11

Once you have submitted your answers, there are **TWO** options;

Well Done you've passed!	Sorry you've failed....
<p>You will receive confirmation on screen with your grade!!</p> <p>Scroll to the bottom of the screen and 'click here to return to the course'</p> <p>Scroll to Topic 3 You will now see a blue tick </p> 	<p>You will receive confirmation on screen with your grade.</p> <p>Scroll to the bottom of the screen and 'click here to return to the course'</p> <p>Scroll to Topic 3 <i>TO RE-TAKE YOUR TEST</i></p> <p>Remember there is no time limit, take your time and re the questions thoroughly – Good Luck!</p>


STEP 12 ...You've nearly finished!

Topic 4

Congratulations you have completed the course!

You will need to have **passed the final quiz** and **completed the course evaluation** before your certificate will be produced.

Once both of these actions have been done the link below will appear and you will be able to download your certificate.

 [CSE Evaluation - you need to complete this to release your certificate. LCC staff must also complete question 7](#)

 [Download your certificate](#)

Not available unless: The activity **CSE Evaluation - you need to complete this to release your certificate. LCC staff must also complete question 7** is marked complete

Click here to complete the CSE Evaluation

Once this is completed a blue tick will appear here you will be able to download your certificate from here

PRINT your certificate and hand to a Gateway Officer.