

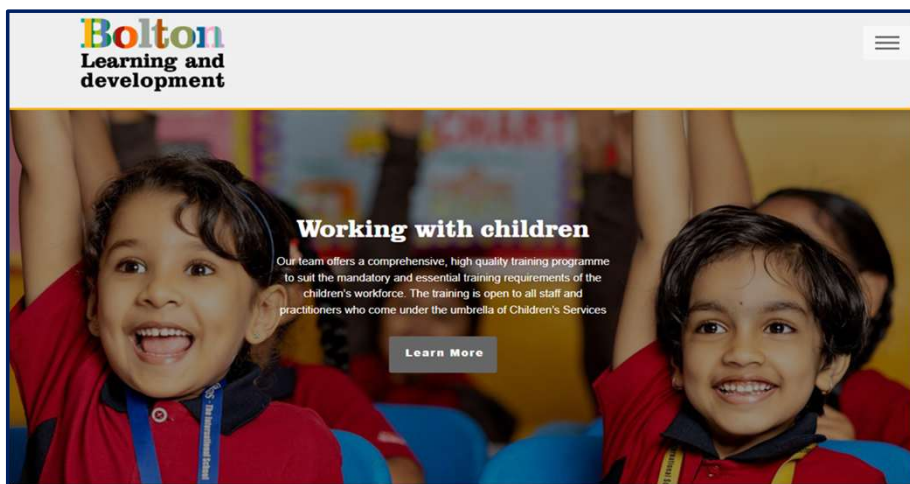


Bolton Open Access Learning Platform

(Launch date 1st July 2024)

Bolton
Council

Learning and Development Web Pages



Includes the online courses:

1. Keeping Children Safe (Basic)
2. Safeguarding Adults
3. Introduction to Early Help
4. I-Thrive

Any problems Enquiries email: e-learning@bolton.gov.uk



Access is as easy as 1 , 2 , 3

The current online **Keeping Children Safe (Basic)**, and other courses **including Safeguarding Adult's** courses will now be hosted on the “Open Access Learning Platform”.

Slide 3: Accessing “The platform” 1 – 2 – 3

Slide 4: Create an account (free) 1 - 2 – 3

Slide 5: Browse Courses 1 – 2 – 3

Slide 6: Enrolling and certificates 1 – 2 - 3

Any problems Enquiries email: e-learning@bolton.gov.uk



Accessing “The platform”

1 – 2 – 3

1

Set up your new account for free via
Learning and Development Web Pages

2

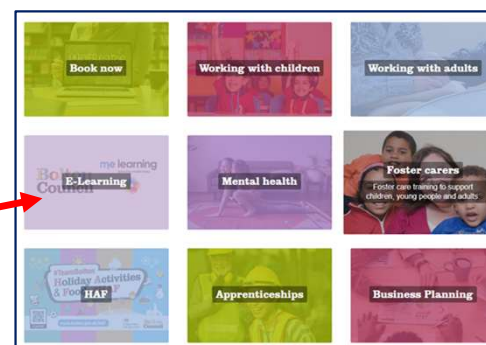
‘Scroll’ down and select “E-Learning”

3

Click “Open Access Learning Platform”



**Bolton
Council**



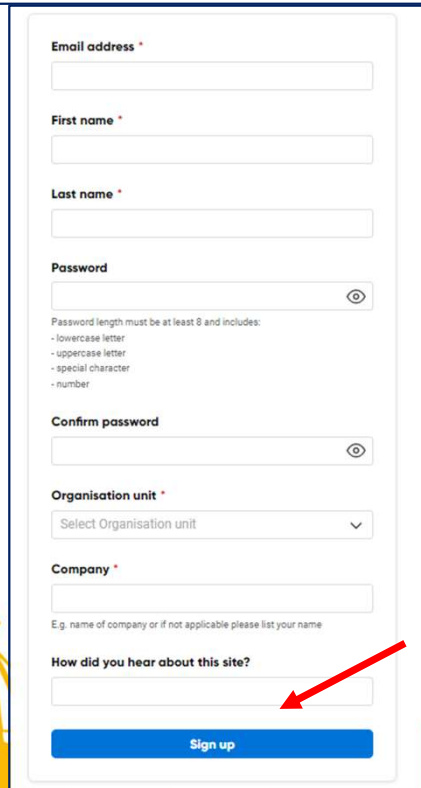
Next

Create an account
(free)

Then create an account (free) 1 - 2 - 3

1

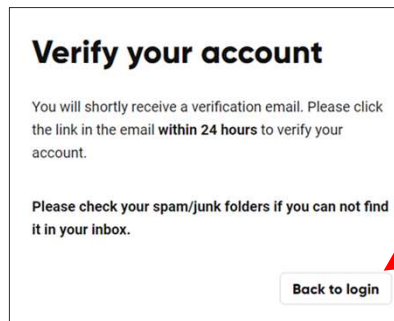
Enter Email and choose a Password (remember them!) and click **“Sign Up”**



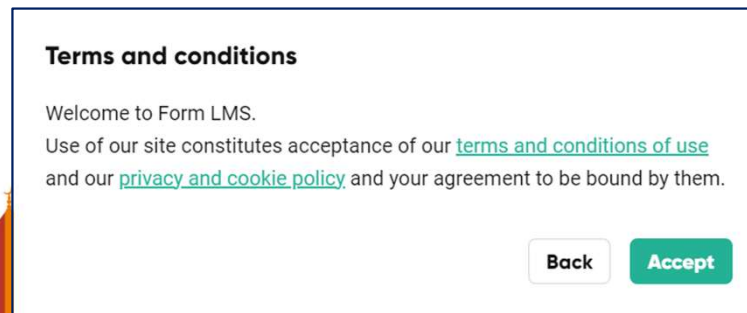
Sign up form with fields for Email address, First name, Last name, Password, Confirm password, Organisation unit, Company, and How did you hear about this site? A red arrow points to the Sign up button.

2

Verify your account
Access the e-mail used and follow the instructions to verify your account (N.B. It says up to 24 hours in practice it takes minutes)
Accept the “Terms and Conditions



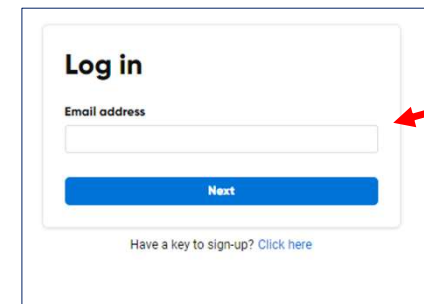
Verify your account screen with a message: "You will shortly receive a verification email. Please click the link in the email within 24 hours to verify your account." and a "Back to login" button. A red arrow points to the "Back to login" button.



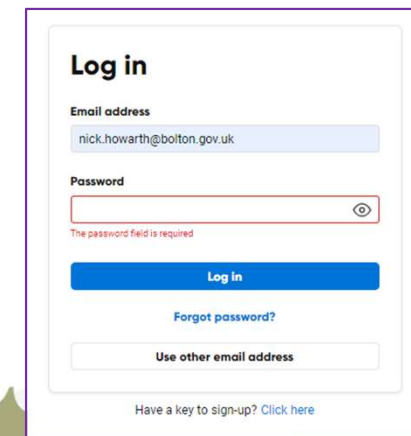
Terms and conditions screen with text: "Welcome to Form LMS. Use of our site constitutes acceptance of our [terms and conditions of use](#) and our [privacy and cookie policy](#) and your agreement to be bound by them." and "Back" and "Accept" buttons.

3

When your account is verified it takes you to the **“log in”**.
Enter: **Email** > Next > **Password** > Next



Log in screen with fields for Email address and a Next button. A red arrow points to the Next button.



Log in screen with fields for Email address (pre-filled with nick.howarth@bolton.gov.uk) and Password. A red arrow points to the Password field. Below the password field is a message: "The password field is required". There is also a "Forgot password?" link and a "Use other email address" button.

Next **Browse Courses**

Browse and Find Courses

1 – 2 – 3

See your courses including:
“Keeping Children Safe (Basic) – Signs and Symptoms”



1

Browse courses here...

Bolton Council Open Access Learning

My courses My completions **Browse courses**

Welcome Nick Howarth!

Welcome to Bolton council's open access training site. You're currently on the Homepage where you can find key courses that are available to you free of charge.

Click Catalogue at the top of the page to see what courses are available.

This platform is a sister site to our main ME- Learning Platform that hosts over 200 short courses. These courses cover a variety of subjects to support those working with Adults or Children and a variety of other subjects.

Access to these courses is via a licence at a nominal cost for unlimited access through to March 2025

Contact our Learning and Development team via email e-learning@bolton.gov.uk for more information.

Please note if you are a Bolton council employee this is the incorrect Me-learning site, please go to our sister site or contact e-learning@bolton.gov.uk.

Bolton Foster Carers should already have an account on our sister site, please contact your supervising social worker for more information.

Thanks

Janet Birchall

My courses

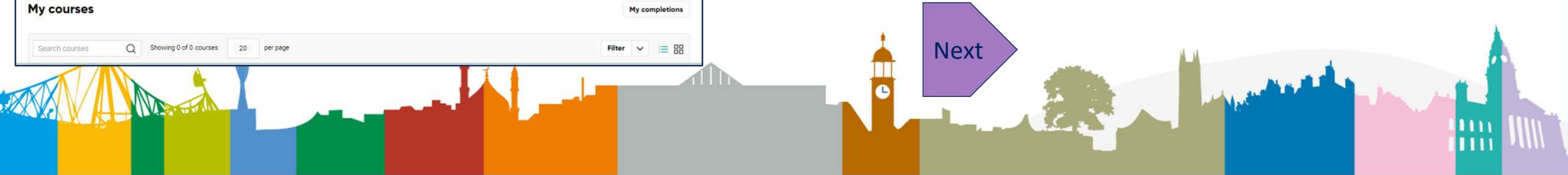
Search courses Showing 0 of 0 courses 20 per page Filter

2

3

Click “View” to access “Keeping Children Safe (Basic)”

Course	Duration	Type	Enrolment status	
I - Thrive	01:00	Digital	Not Enrolled	View
I - Thrive	01:00	Digital	Not Enrolled	View
Introduction to Early Help	02:00	Digital	Not Enrolled	View
Keeping Children Safe (Basic): Signs and Symptoms	03:00	Digital	Completed	View
Safeguarding Adults	01:00	Digital	Not Enrolled	View



Completing and certificates 1 – 2 - 3

1

Start the course by selecting 'Enrol' and complete each section in order A-B-C-D

2

Important
Jumping to the last module will not recognise the course as complete.
Complete all sections AND the feedback form to complete the course

3

Finally, to download your Certificate go back to your courses page and click the rosette symbol.

Keeping Children Safe (Basic): Signs and Symptoms

This training is for all staff who come into contact with children, young people, parents or carers either directly or indirectly, during the course of their work, including staff from the voluntary, independent and private sectors.

It is good practice to access this training annually to ensure you are up-to-date with the latest policies, changes and additions.

Course Objectives:

- Understand the difference between safeguarding and child protection.

[Read more](#)

Section	Progress	Completion date
Keeping children safe section A	Progress bar (green)	2024/04/05
Keeping children safe section B	Progress bar (green)	
Keeping children safe section C	Progress bar (green)	
Keeping children safe section D	Progress bar (green)	

Enrol

- Once complete**
- Return to the home page
 - Complete the feedback form
 - Get your certificate.

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Re-enrol

