

Safeguarding Children Level 1 - How to Complete the Course

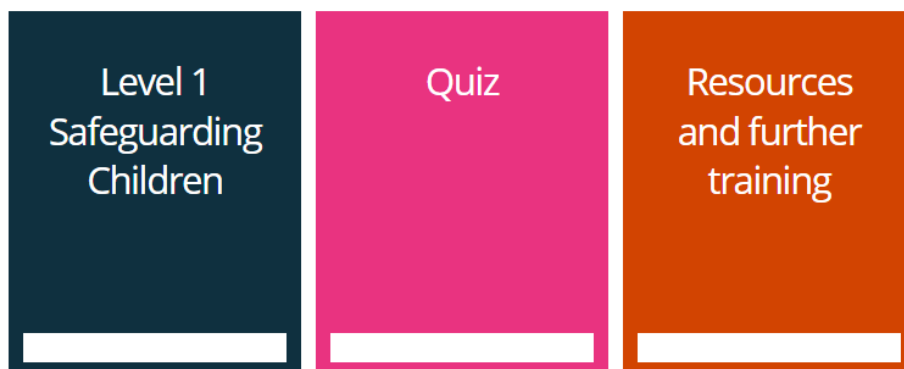
Access the Course

1. Log in to the learning platform.
2. From the top menu, select **Home**.
3. Scroll down to **Available Courses**.
4. Select **Safeguarding Children Level 1**.
5. Click the blue **Enrol Me** button.

Start the Training

1. On the course dashboard, select and read the **Guidance Notes**. Once you have read the guidance notes
2. Select **SGL1** on the left-hand side,
3. Click the blue **Enter** button.

You will then see three colour blocks as below; you **must complete all three of these sections** for a certificate to be generated:



Please note:

- The white progress bars in each coloured block must be fully filled in and match the block colour.
- If the progress bar is not filling in, you may be scrolling too quickly.
- The system will not generate a certificate if **any** section is incomplete.

Part 1: Pre-reading

- Click the **navy block Level 1 Safeguarding Children** to begin.
- Read all the course content from start to finish before attempting the quiz.
- Click next.

Part 2: Quiz

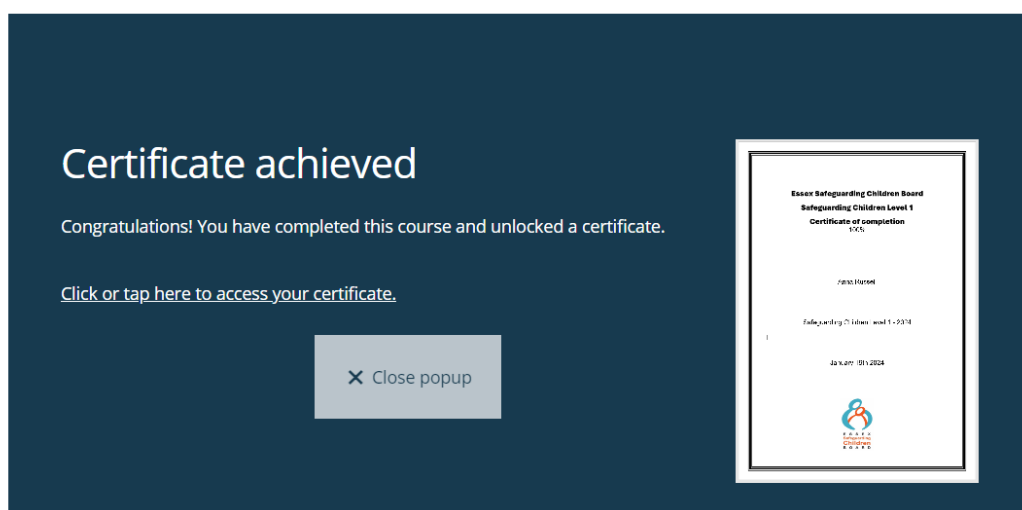
- Click on the **pink block** to start.
- Answer **all questions**.
- Achieve a minimum score of **80%** to pass.
- At the end select retry assessment if you have not passed.
- After passing the quiz, click **Home** at the end of the section.

Part 3: Resources and Further Training and Certificate.

- Click the **orange block, Resources and Further training** then the **navy block** that appears.
- Read the **Resources and Further Training** section to the end.
- A certificate link will appear at the end of this section.

Download Your Certificate

- Once all three sections are complete, a certificate link will appear as below.



- If it does not appear immediately, move your mouse over the text area.
- Click on the link and download and save your certificate straight away.
- **The certificate is not stored on the system and can only be accessed at this point.**

If your Certificate does not appear, please ensure that

- The **pre-reading** section has been completed in full.
- All **Quiz** questions have been answered.
- A minimum **80% pass mark** has been achieved.
- The **Resources and Further Training** section has been read and scrolled down to the end.

