Scenarios:

Note: Scenarios 1, 3 and 6 include information on how to register your members of staff on the system

- **Scenario 1 (Page 2):** A manager has five members of staff and wants them all to do the SCILS Care Certificate Online Evidence Booklet.
- **Scenario 2 (Page 3):** The manager has received an email stating that a member of staff has completed and submitted Care Certificate Standard 1.The manager wants to view the answers and give feedback.
- **Scenario 3 (Page 4):** A manager has five members of staff. The manager wants to all their members of staff to do training around Safeguarding Adults (SA) and for two of them to also do training around Dementia (DEM). The SA training consists of two SCILS learning sessions and a face to face training session organised by the Council. The DEM training consists of two SCILS learning sessions, a face to face training session and a video purchased from an external training provider.
- **Scenario 4 (Page 6):** A member of staff has been assigned a plan which contains a SCILS learning session. The member of staff wishes to create an online evidence booklet, complete it and submit the answers to their manager.
- **Scenario 5 (Page 7):** The member of staff has watched the Dementia Training video and wants to update the plan accordingly. They have also filled in an Evaluation of Learning form about the video and wish to upload this as evidence
- **Scenario 6 (Page 8):** A manager manages 6 people who in turn manage 10 people each. The manager wants to register everyone on the system and then allocate the correct 10 learners to each sub-manager.
- **Scenario 7 (Page 9):** You are doing the Health and Social Care Diploma Level 3 and wish to put this into your Personal Development Plan to store evidence and find learning sessions linked to the units you are undertaking.
- **Scenario 8 (Page 10):** You wish to add a qualification to the PDP that you have already completed
- **Scenario 9 (Page 11):** An element of your PDP needed updating after a year. You have completed it and want to upload the evidence to the PDP.
- **Scenario 10 (Page 12):** You wish to upload all your policies to the website and assign them to your staff
- **Scenario 11 (Page 13):** You wish to upload a policy to the website and set your staff a test around the policy to ensure that they full understand it

Scenario 1:

A manager has five members of staff and wants them all to do the SCILS Care Certificate Online Evidence Booklet.

How to achieve scenario 1:

1. **The manager registers the five members of staff on the system:**
    a. Manager to login
    b. Click on ‘Personal Development Plan’
    c. Click on ‘Manager Tasks’

    (Repeat the instructions below five times (once per member of staff))

    d. Click on ‘Add / Register a Learner’
    e. Select ‘Register a new user’ and click on ‘Proceed’
    f. Enter the first name, surname, email address (optional), unique code (optional) and the registration number (optional) of a member of staff
    g. The member of staff (if you entered their email address) and yourself will receive an email with the username and password for logging in.

2. **Assign the Care Certificate to the member of staff (Repeat for each member of staff)**
    a. Click on ‘Manager Tasks’
    b. Click on ‘Add Plan’ or ‘View Plans (?)’ in the row of the learner you wish to assign
    c. Click on ‘Add a Plan’
    d. Click on the circle next to 'Add a whole qualification or set of standards' and click on 'Submit'
    e. Select the ‘Care Certificate’, scroll down and click on ‘View Selection’
    f. Scroll down and click on ‘Add Units’

3. **The members of staff needs to create an online evidence booklet**
    a. Members of staff login using their own username and password
    b. Click on ‘Personal Development Plan’
    c. Click on ‘Open Booklet’ in the ‘Care Certificate’ row
    d. Enter the required information (organisations name, address and telephone number)
    e. Click on ‘Go’ or ‘Submit’
    f. A booklet has now been created. Click on a standard or on the button above the table to start answering questions for the Care Certificate
    g. Answer the questions that appear and click on ‘Save Answer’
    h. Click on the button at the bottom of the screen to move to the next set of questions

Conclusion:

At this point the manager has registered five members of staff and each one has created their own personal Care Certificate Evidence Booklet.

Scenario 2:

The manager has received an email stating that a member of staff has completed and submitted Care Certificate Standard 1.The manager wants to view the answers and give feedback.

How to achieve scenario 2:

1. **View the answers and give feedback:**
    a. Manager to login
    b. Click on 'Personal Development Plan'
    c. Click on 'Manager Tasks'
    d. Click on 'View Plans' next to the person who has submitted their answers
    e. Choose 'View Plan' from the drop down menu that appears in the Care Certificate row
    f. Any elements that have been submitted/completed will have a green tick and a date next to them
    g. Click on one of the dates under Learner Input
    h. Click on the document that will appear under the 'Document for Manager' heading
    i. A pdf will now be open which can be read or printed. This document will contain the answers that the user has submitted and any observation documents uploaded
    j. Check the answers for a specific outcome (e.g. the answers for 1.1)
    k. Close the answer document
    l. Click on 'Back to show plan' at the bottom of the screen
    m. Click on 'Feedback' under the Manager Input column next to the Outcome that has been checked (e.g. 1.1)
    n. Enter comments in the 'Feedback for Learner' box and enter a date in the box below (only enter a date if the answers given were satisfactory)
    o. Click on 'Submit'

Conclusion:

At this point the manager has viewed some of the answers that the learner submitted and signed off the element that was viewed (e.g. outcome 1.1).

Scenario 3:

A manager has five members of staff. The manager wants to all their members of staff to do training around Safeguarding Adults (SA) and for two of them to also do training around Dementia (DEM). The SA training consists of two SCILS learning sessions and a face to face training session organised by the Council. The DEM training consists of two SCILS learning sessions, a face to face training session and a video purchased from an external training provider.

How to achieve scenario 3:

1. **The manager registers the five members of staff on the system:**
    a. Manager to login
    b. Click on 'Personal Development Plan'
    c. Click on 'Manager Tasks'

    (Repeat the instructions below five times (once per member of staff))

    d. Click on 'Add / Register a Learner'
    e. Select 'Register a new user' and click on 'Proceed'
    f. Enter the first name, surname, email address (optional), unique code (optional) and the registration number (optional) of a member of staff
    g. The member of staff (if you entered their email address) and yourself will receive an email with the username and password for logging in.

2. **The manager to create a Plan entitled Safeguarding Adults**
    a. Manager to login
    b. Click on 'Personal Development Plan'
    c. Click on 'Manager Tasks'
    d. Click on the 'Go' button next to 'Manage Plans' in the light blue area
    e. Click on 'Add a Plan'
    f. Select the circle next to 'Add any type of learning material' and click on 'Submit'
    g. Enter a plan name, description, browse for any supporting documents and then click on 'Submit':
        i. Name: Safeguarding Adults Training
        ii. Description: For all staff to complete
    h. Click on 'View Plan' from the drop down menu in the Safeguarding Adults Training row
    i. Click on 'Add Further modules to template only'
    j. Select the circle next to 'Learning Sessions on SCILS/EILS' and click on 'Submit'
    k. Select the circle next to 'SCILS Individual' and click on 'View Sessions'
    l. Scroll down to sessions beginning with 'S' and tick the box next to 'Safeguarding Adults – Recognising to Adult Abuse' and 'Safeguarding Adults – Responding to Adult Abuse', scroll all the way down to the bottom and click on Add Sessions
    m. Click on 'Add Further modules to template only'
    n. Select the circle next to 'Any Other Learning' and click on 'Submit'
    o. Enter a name and specification, and then click on 'Submit':

    i. Name: Safeguarding Adults Face to Face Training organised by the Council
    ii. Specification: 14th August 2013 at the Council Training Centre

p. Follow the instructions above from 2d in order to add the plan called Dementia but this time the information below should be within the plan rather than the information about Safeguarding Adults
    i. Name: Dementia Training
    ii. Description: For staff working with people with Dementia to complete
    iii. Learning Session Names: Dementia – defining and Dementia – how to respond
    iv. Other Training Material Name: Dementia Face to Face Training organised by the Council
    v. Other Training Material Specification: 16th August 2013 at the Council Training Centre
    vi. Other Training Material Name: Video entitled 'Working with people who are showing signs of Dementia'
    vii. Specification: 45 minutes long purchased from Another Provider

3. Assign the plans to members of staff

a. Click on the 'Go' button next to 'Manage Plans' in the light blue area
b. Choose 'Assign Plan' from the drop down menu in the Safeguarding Adults column
c. Scroll down and put a tick next to the five members of staff and click on 'Submit'
d. Click on 'Back'
e. Select the circle in the selection column of the Dementia plan and click on 'Assign Plan' at the bottom of the screen
f. Scroll down and put a tick next to the two members of staff and click on 'Submit'

Conclusion:

The two plans have now been assigned correctly. When the members of staff log in and view their PDP they will see they have been assigned the two plans. The members of staff can now create online evidence booklets for the learning sessions referred to in their plans (See Scenario 4). Once they complete the evidence booklets they will receive the option to submit them to their manager which will attach their answers to their PDP and automatically update the assigned plans. The manager can then view the answers and give feedback. Once the members of staff have been on the training or watched the video either they or their manager can manually update the relevant elements of their plans (See Scenario 5).

Scenario 4:

A member of staff has been assigned a plan which contains a SCILS learning session. The member of staff wishes to create an online evidence booklet, complete it and submit the answers to their manager.

How to achieve scenario 4:

1. **Create a Booklet**
    a. Member of staff to login
    b. Click on 'Personal Development Plan'
    c. Choose 'View Plan' from the drop down menu in the row of the plan you wish to view
    d. Click on the title of the Learning Session you wish to complete
    e. Read the Learning Session by opening the Pop-up or the PDF
    f. Close the document
    g. Click on 'Online Evidence Booklet'
    h. Click on the link entitled 'Create a new evidence booklet for ………..'
    i. Enter your details and click on 'Submit'

2. **Start Answering the Booklet**
    a. A table with booklets that have been created is shown. The evidence booklet are distinguished by the dates they were created
    b. Open the evidence booklet that has just been created by clicking on the session title
    c. Answer questions and click 'Save Answer' after each answered question
    d. Once all questions have been answered that part choose a different part from the box above the questions and follow from 2c until all the questions in all the parts have been completed
    e. Click on 'List of Booklets' which is above the list of parts
    f. Click on 'Submit my Answers' for the relevant booklet

Conclusion:

The answers have been submitted to a manager and attached to the Personal Development Plan. The manager can now login, view the answers and give feedback.

Scenario 5:

The member of staff has watched the Dementia Training video and wants to update the plan accordingly. They have also filled in an Evaluation of Learning form about the video and wish to upload this as evidence

How to achieve Scenario 5:

1. **View the plan**
    a. Member of staff to login
    b. Click on ‘Personal Development Plan’
    c. Click on ‘Learner Tasks’
    d. Choose ‘View Plan’ from the drop down menu in the row of the plan you wish to view (e.g. Dementia Training)
    e. Click on ‘Add Date’ next to the row that contains the title of the video
    f. Under the ‘Documents for Manager’ column click on Browse and choose to upload the evaluation form that was filled in after watching the video (if applicable)
    g. In the ‘Notes for Manager’ box enter text to let the manager know that the video was watched the evaluation form has been completed and uploaded. Put the date that the video was watched in the bottom date box entitled ‘Date when submitted to manager’
    h. Click on ‘Submit’

Conclusion:

The learner has now marked the video as watched and has uploaded an Evaluation Form that they filled in about the video and what the learned. When the manager views the plan of the learner they will see a green tick and a date next to the video element of the plan.

Scenario 6:

A manager manages 6 people who in turn manage 10 people each. The overall manager wants to register everyone on the system and then allocate the correct 10 learners to each sub-manager.

How to achieve Scenario 6:

1. **Register all the staff on the system**

    a. Manager to login
    b. Click on ‘Personal Development Plan’
    c. Click on ‘Manager Tasks’
    d. Click on ‘Register Multiple Learners’
    e. Click with the right mouse button on the word ‘here’ in the displayed paragraph and choose ‘Save Target As …’ and save the spreadsheet to your computer
    f. Open the spreadsheet and enter the forename and surname of everyone you want to register in the correct columns including all sub-managers and learners
    g. On the PDP Register Multiple Learners page click on ‘Browse’ and choose the spreadsheet file you have saved
    h. Click on the up arrow that appears next to the browse button
    i. Check the names of the people you have uploaded
    j. Click on ‘Proceed’
    k. You have now registered the all the learners and sub-managers

2. **Allocate Learners to Managers**
    a. Click on ‘Manage Learners’
    b. Click on ‘Allocate New Manager’
    c. Enter the forename, surname and username of a sub-manager (Note: The sub-manager will appear in the list of learners)
    d. If you wish to be able to see the learners profiles once you allocate the new manage leave the ‘Remove me as manager’ box unticked, otherwise tick it
    e. Put a tick next to each learner you wish to allocate
    f. Scroll to the bottom and click ‘Submit’
    g. Repeat for each sub-manager

Conclusion:

All your sub-managers and learners have been registered and the learners have been allocated to their immediate line manager. If the sub-managers login they will be able to see the personal development plans of their learners.

Scenario 7:

You are doing the Health and Social Care Diploma Level 3 and wish to put this into your Personal Development Plan to store evidence and find learning sessions linked to the units you are undertaking.

How to achieve Scenario 7:

1. **Add the Diploma into your Personal Development Plan**
    a. Login
    b. Click on ‘Personal Development Plan’
    c. Click on ‘Learner Tasks’
    d. Click on ‘My Plans’
    e. Click on ‘Add a Plan’
    f. Select ‘Add a whole qualification or set of standards’ and click on ‘Submit’
    g. Select the qualification you are doing (i.e. Level 3 Health and Social Care Diploma (including Generic, Dementia and Learning Disability Pathways)) and click on ‘View Selection’
    h. Select all the units you are doing to undertake and click on ‘Add Units’
    i. If an error occurs (e.g. you have not selected enough units or credits) you will be prompted to change your selection

2. **Find relevant learning sessions**
    a. Click on ‘My Plans’
    b. Choose ‘View Plan’ from the drop down menu in the row of the Level 3 Diploma
    c. Click on the unit that you want to find learning sessions (knowledge) for
    d. You will now see a list of learning sessions that you can open

Conclusion:
You will now have the Level 3 diploma in your Personal Development Plan and be able to easily find and open relevant learning materials

Scenario 8:

You wish to add a qualification to the PDP that you have already completed

How to achieve Scenario 8:

1. Login
2. Click on ‘Personal Development Plan’
3. Click on ‘Learner Tasks’
4. Click on ‘My Plans’
5. Click on ‘Add a plan’
6. Select ‘Add any type of learning material’ and click on ‘Submit’
7. Enter the following:
    a. Plan Name: The name of the qualification you’ve completed
    b. Plan Description: A short description about the qualification
8. Click on ‘Submit’
9. Choose ‘View Plan’ from the drop down menu in row of the plan you’ve just created
10. Click on Add Further modules to template only
11. Choose ‘Any other Learning’ and click on ‘Submit’
12. Enter the name of the qualification you have completed in the learning material name box and write further details in the description box. The ‘Browse’ button that appears on the right hand side of the screen enables you to upload any documentation as evidence of completion, e.g. a certificate.
13. Click on ‘Submit’

Conclusion:
You have now added a qualification that you have already completed along with the evidence of completion e.g. a certificate.

Scenario 9:

An element of your PDP needed updating after a year. You have completed it and want to upload the evidence to the PDP.

How to achieve Scenario 9:

1. Login
2. Click on ‘Personal Development Plan’
3. Click on ‘Learner Tasks’
4. Click on ‘My Plans’
5. Click on ‘View Plan’ in the row of the plan that needs updating
6. Click on ‘Add Modules’
7. Choose ‘Any other Learning’ and click on ‘Submit’
8. Enter the name of the update that you have completed in the learning material name box and write further details in the description box. The ‘Browse’ button that appears on the right hand side of the screen enables you to upload any documentation as evidence of completion, e.g. a certificate.
9. Click on ‘Submit’

Conclusion:

You have now added an extra module and piece of evidence to the element of your PDP that required updating

Scenario 10:

You wish to upload all your policies to the website and assign them to your staff

How to achieve Scenario 10:

1. **Create the plan called 'Organisational Policies'**
    a. Login
    b. Click on 'Personal Development Plan'
    c. Click on 'Manager Tasks'
    d. Click on 'Manage Plans'
    e. Click on 'Add a plan'
    f. Select 'Add any type of learning material'
    g. Click on 'Submit'
    h. Enter a plan name (e.g. Organisational Policies) and description (e.g. A plan containing all the organisational policies for Scils)
    i. Click on 'Submit'
    j. Choose 'View Plan' from the drop down menu in the row of the plan you've just created

    (Repeat steps k-n for each policy that you have)

    k. Click on 'Add further modules to template only'
    l. Select 'Any other Learning' and click on 'Submit'
    m. Enter the name and description of the policy, and use the 'Browse' button to find the policy on your computer
    n. Click on 'Submit'

    o. Reorder the policies by dragging and dropping the policies on screen
    p. Click on 'Save the new order' to store the order after dragging and dropping

2. **Assign the plans to members of staff**
    a. Click on the 'Go' button next to 'Manage Plans' in the light blue area
    b. Choose 'Assign Plan' from the drop down menu in the Organisational Policies column
    c. Scroll down and put a tick next to the members of staff you wish to assign it to and click on 'Submit'
    d. Click on 'Back'

Conclusion:
You have now created a plan called 'Organisational Policies' that contains your policies and you've assigned it to the relevant members of staff

Scenario 11:

You wish to upload a policy to the website and set your staff a test around the policy to ensure that they full understand it

1. **Create the test**
    a. Login
    b. Click on ‘Personal Development Plan’
    c. Click on ‘Manager Tasks’
    d. Click on ‘Manage Tests’
    e. Click on ‘Add a new test’
    f. Enter a name and description for the test (e.g. Social Networking Policy), use the ‘Browse’ button to find the policy on your computer
    g. Click on ‘Submit’
    h. Choose’ View Test’ from the drop down menu in the row of the test you’ve just created
    i. Use the ‘Edit’ button to set a pass percentage if required

    (Repeat steps j-n for how many questions you wish to add)

    j. Click on ‘Add question interactively’
    k. Type the question and click on ‘Add’
    l. Enter the number of answers that the members of staff will be able to choose from and click on ‘Next’
    m. Enter the possible answers and put a tick next to the correct answer(s).
    n. Click on ‘Add’

    o. Click on ‘Manage Tests’
    p. Choose ‘Publish test’ from the drop down menu in the row of the test you’ve created (Publishing a test makes it available to all your learners)
    q. Choose ‘Assign Test’ from the drop down menu in the row of the test you’ve just published
    r. For each learner select either ‘Assign test’ or ‘Send email invitation’ and click on ‘Submit’. A description of the options is below:
        i. ‘Assign Test’: This assigns it to the learner but they need to login and go to the PDP to start the test
        ii. ‘Send email invitation’ (preferred option if available): If the learner has an email address in the system they will get a link that will take them straight to the test when clicked

Conclusion:
You’ve uploaded a policy and created a test about the policy. The test has been assigned to the relevant learners, or a link has been sent to them by email.