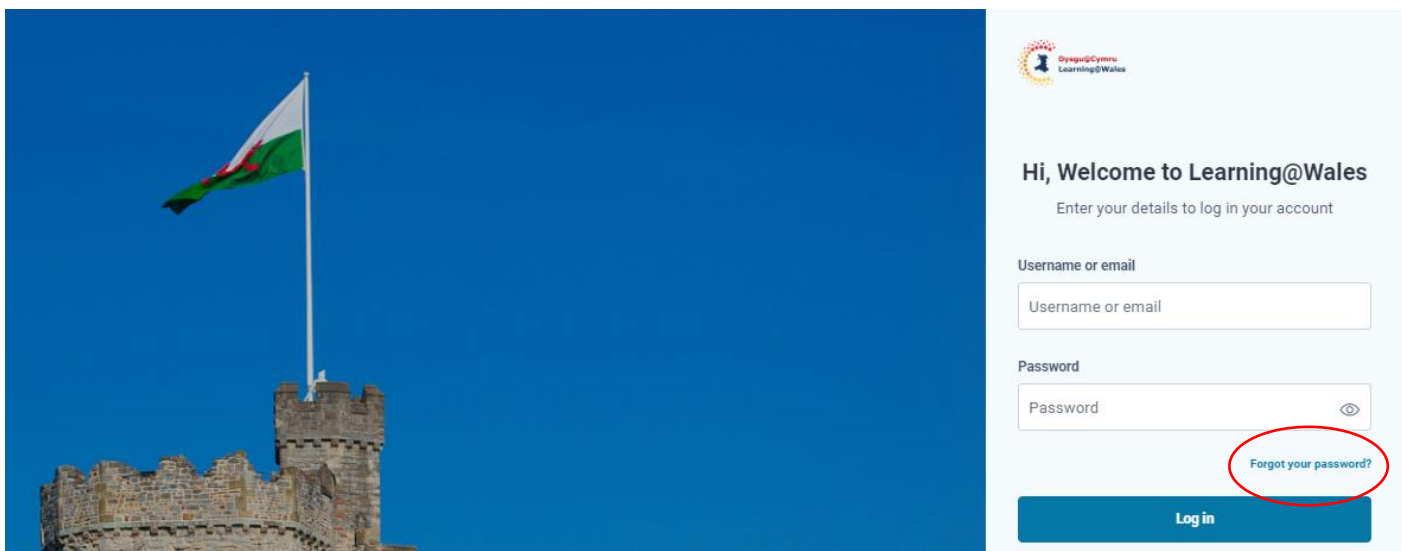


Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV) E-Learning Course FAQ's

How do I access the training?

- To login into the training, copy and paste the following link into Google Chrome or Microsoft Edge (the training site is not compatible with Internet Explorer):
<https://learning.nhs.wales/login/index.php>
- On the Log in page your username will be your personal reference number (available at the top of your payslip, or from your manager) pre-fixed with bgcbc e.g. **bgcbc123456**
- Your initial password is **Changeme01%** (please note this is case sensitive), or if you have previously used the site and changed your password, use whatever you have changed it to. If you need your password to be reset, if you have a Blaenau Gwent email address you can reset it by clicking "Forgot your password?" (this, and any other options that need to be clicked are circled in red below). If you **do not** have a Blaenau Gwent email address please contact lee.mcdonald@blaenau-gwent.gov.uk or jane.thomas@blaenau-gwent.gov.uk to reset your password.



- If you get a message to say your login is invalid, double check you are using the correct personal reference number (pre-fixed with bgcbc). If the error persists, please email lee.mcdonald@blaenau-gwent.gov.uk or jane.thomas@blaenau-gwent.gov.uk (**please note it is not possible for you to create your own e-learning account**).
- Once you've logged into the e-learning website, you can access the course by clicking the following:
 - Local Authorities
 - Blaenau Gwent
 - Mandatory Training
 - Violence against women, domestic abuse and sexual violence
 - Link to course

A Short Pre Course Survey needs to be completed prior to the course being undertaken, and a Short Post Course Survey needs to be completed to access a Certificate.

Click “Enrol me”:

Enrolment options

Violence against women, domestic abuse and sexual violence ➡

Skill Level: Beginner

▼ Self enrolment (Student)

No enrolment key required.

Enrol me

Click “VAWDASV”:

Violence against women, domestic abuse and sexual violence

You are enrolled in the course.



Announcements



VAWDASV

Click “Link to course”:



VAWDASV



VAWDASV



Link to course

Mark as done

On the next screen enter the enrolment key **Blaen15%** and click the “Enrol me” button:

Enrolment options

Violence Against Women, Domestic Abuse and Sexual Violence 🔍

Self enrolment (Student)

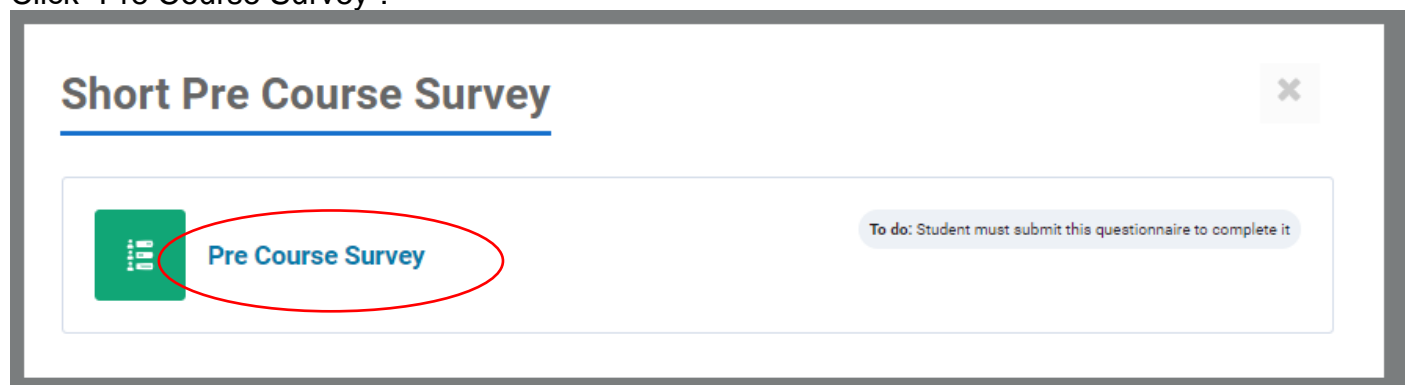
Enrolment key

Enrol me

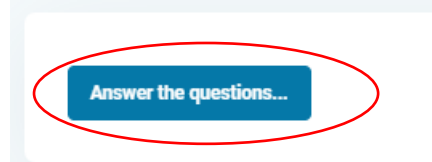
Click “Short Pre Course Survey”:



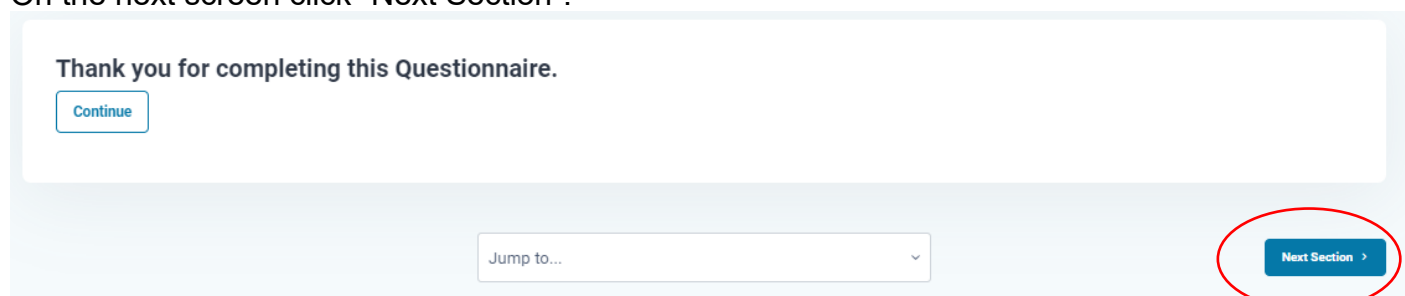
Click “Pre Course Survey”:



Click “Answer the questions...” to complete the survey and then click “Submit questionnaire”.



On the next screen click “Next Section”:



Click “Violence against women, domestic abuse and sexual violence”:

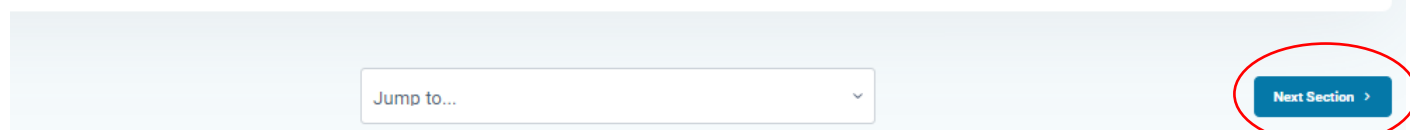
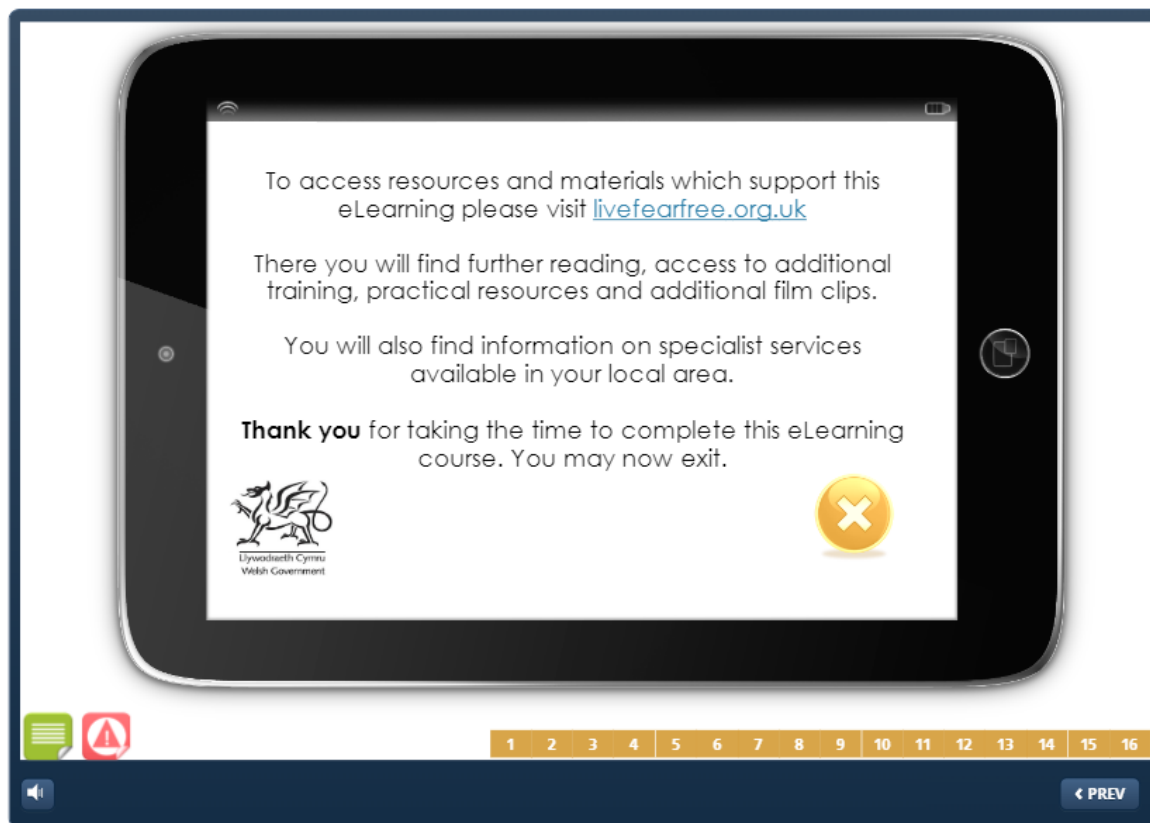
The screenshot shows a course dashboard with four main tiles at the top. From left to right: 'Short Pre Course Survey' with a green checkmark icon; 'Violence against women, domestic abuse and sexual violence' with a hand icon and 'Progress: 0%'; 'Short Post Course Survey' with a sad face icon and 'Progress: 0%'; and 'Certificate' with a gold star icon. Below these tiles is a large white box with the title 'Violence against women, domestic abuse and sexual violence' and a close button. Inside this box, there is a blue folder icon next to the same title, which is circled in red. To the right of the folder icon are two buttons: 'To do: View' and 'To do: Complete the activity'.

Click the “Enter” button:

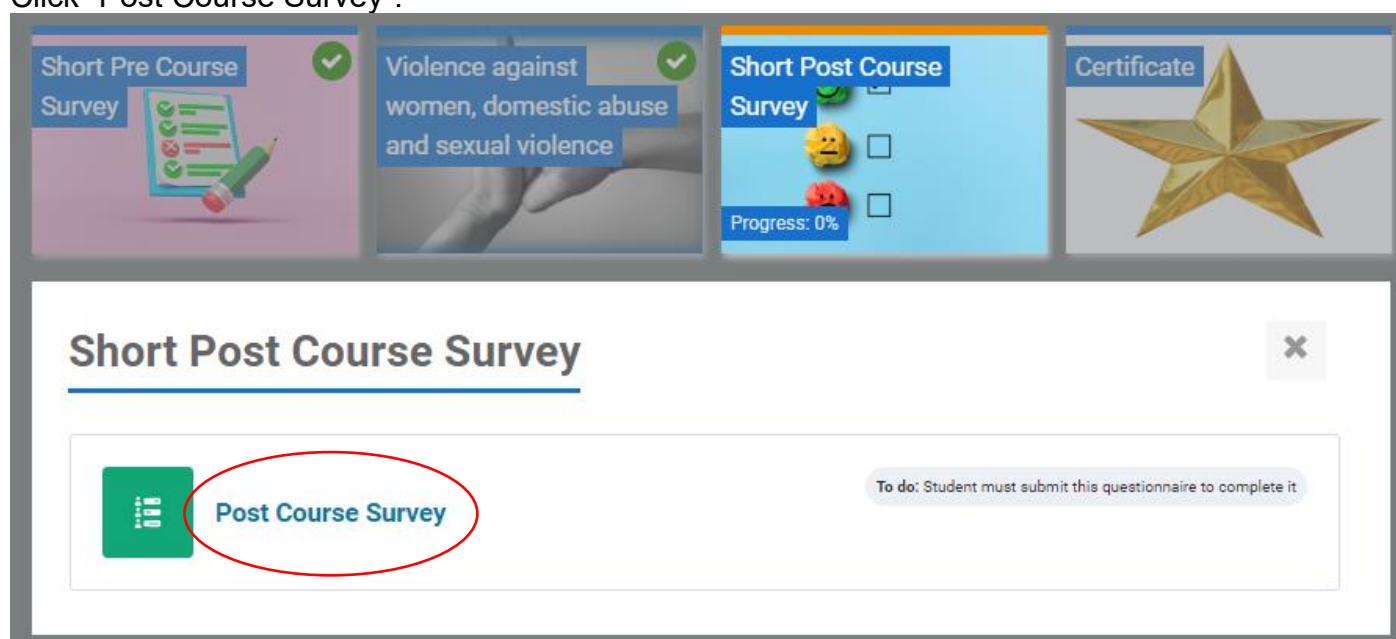
The screenshot shows the course activity page. At the top, there is a blue folder icon next to the title 'Violence against women, domestic abuse and sexual violence'. Below the title are two buttons: 'To do: View' and 'To do: Complete the activity'. Further down, there are two buttons: 'Preview' and 'Enter'. The 'Enter' button is circled in red. Below the buttons, there is a list of course details: 'Number of attempts allowed: Unlimited', 'Number of attempts you have made: 0', 'Grading method: Highest attempt', and 'Grade reported: None'.

Work your way through each of the screens, clicking “Next” at the end of each screen.

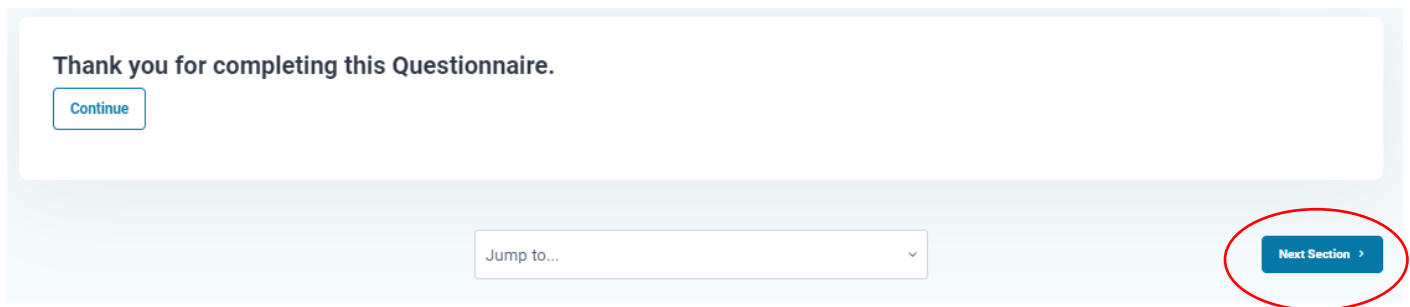
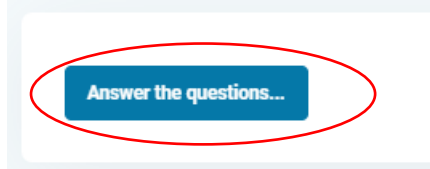
When you get to the final screen click “Next Section”



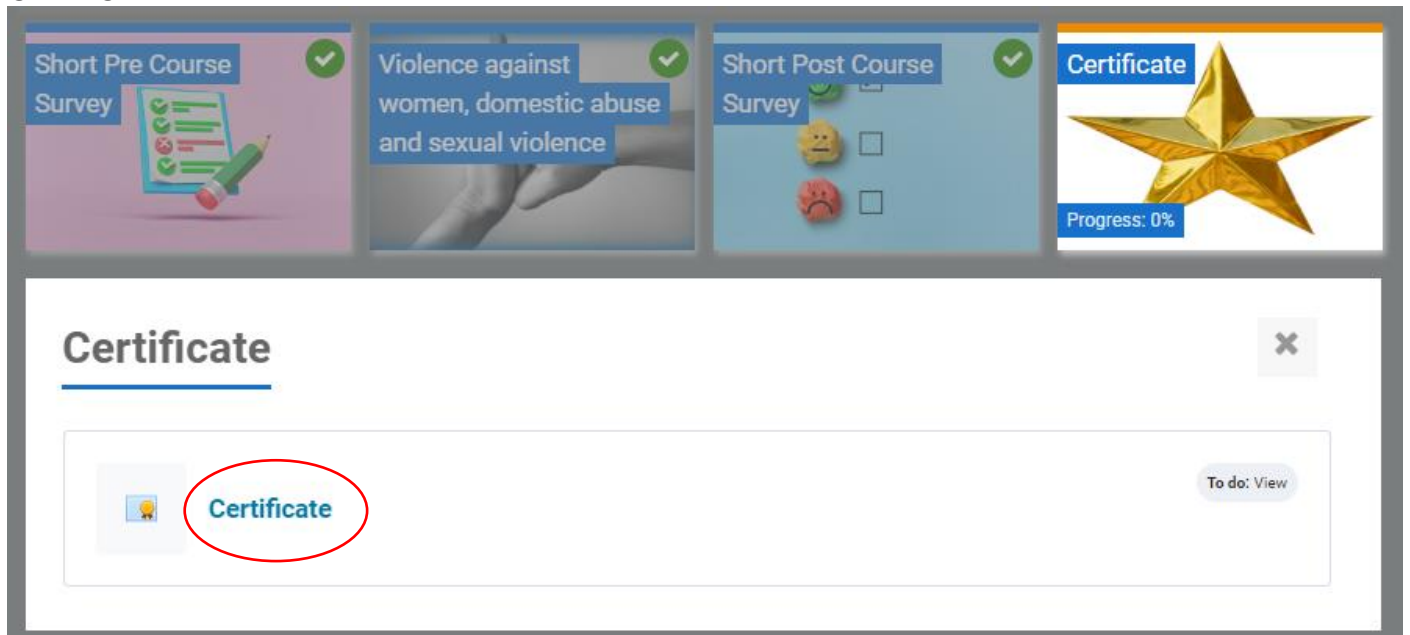
Click “Post Course Survey”:



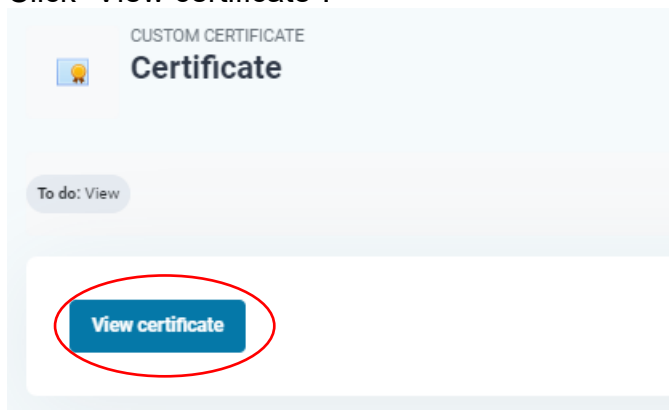
Click “Answer the questions...” to complete the survey and then click “Submit questionnaire”.



Click “Certificate”:



Click “View certificate”:



How do I check how much of the training I've completed?

Your overall progress is shown at the bottom of the screen.. In the screenshot below you can see that the first 8 pages of Section 1 have been completed as the numbers have changed colour.

