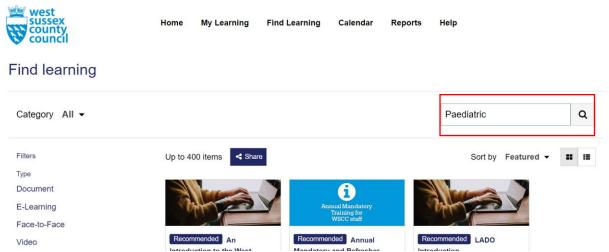
# Locating and booking courses on the Learning and Development Gateway hosted by Learning Pool

Please follow instructions below to book and locate course on the Learning and Development Gateway.

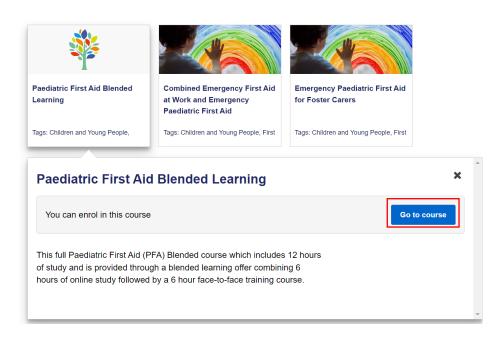
1. Select 'Find learning'.



2. Type the key word of the course you are looking for into the 'Search' box.



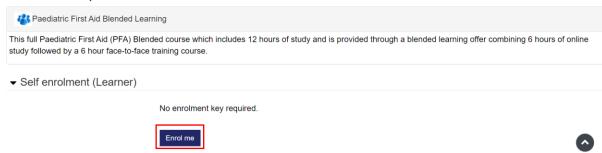
3. Click on the relevant course and then select 'Go to course'.



#### 4. Select 'Enrol me'

## Paediatric First Aid Blended Learning

## **Enrolment options**



5. This will change the page view and show an overall summary of the course

Dashboard / My courses / Paediatric First Aid Blended Learning



#### **Event Description**

This full Paediatric First Aid (PFA) Blended course which includes 12 hours of study and is provided through a blended learning offer combining 6 hours of online study followed by a 6 hour face-to-face training course.

6. If the course has multiple dates, scroll down the page to the 'Book an Event' area. Select 'Sign-up' on your desired course date and location



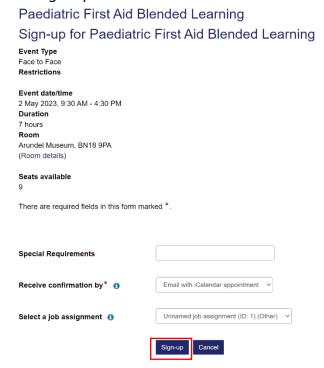
A Paediatric First Aid Blended Learning

Please select an event below, to request a place select Sign-up or Request approval.

Seats available Room Options 25 April 2023 9:30 AM - 4:30 PM Goodwood Room, County Hall North, Horsham 10 Event in progress None RH12 1XH (Room details) 2 May 2023 9:30 AM - 4:30 PM Arundel Museum, BN18 9PA Booking open Sign-up (Room details) 9 May 2023 9:30 AM - 4:30 PM Field Place - Worthing, BN13 1NP Booking open Sign-up (Room details)

C

7. This will take you to a new page where you can enter your details. Select 'Sign-up'



8. A green box will then appear at the top of the screen. If the course is payable payment will not be requested at this time but will be invoiced or requested to pay by BACS after booking.

