

Introduction Safeguarding Online Course – iPad Guidance

This course is designed for 14 and 15 year olds and may sometimes be used by 16 year old Referees.

To access the course, please follow each of the steps carefully.

Step 1: Go to <http://learning.thefa.com> you should see the below screen

The screenshot shows the mobile interface of the TheFA Learning website. At the top, the browser address bar displays 'learning.thefa.com'. The website header includes the TheFA logo and the word 'LEARNING' in large red letters. A navigation menu below the header lists 'Home', 'Active Learning', 'My Reports', 'Find Awards', and 'Calendar'. A green button labeled 'back to 'Take Part'' is located in the top right corner of the main content area. The main content area features a large image of a football pitch with the text 'WELCOME TO THE NEW HOME OF FOOTBALL EDUCATION'. Below this image are two smaller images: one showing a person at a podium with the text 'ONLINE CPD COURSES' and another showing a football jersey with the text 'ONLINE RESPECT COURSES'. On the right side, there is a 'Calendar' widget for August 2016, with the 12th highlighted. Below the calendar is an 'Administration' section with a link to 'My profile settings'. The iPad status bar at the top shows the time as 15:27 and a battery level of 59%.

Step 2: Click on 'sign in' highlighted in yellow (see arrow)

TheFA LEARNING

Home | Active Learning | My Reports | Find Awards | Calendar

Home

Calendar

August 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Administration

- My profile settings

Step 3: 'Sign in' using your username and password highlighted in yellow (see arrow)

TheFA Sign In

England | The Emirates FA Cup | St. George's Park | Women | Take Part | Rules & Governance | Shop | More

The FA

SIGN IN YOUR FOOTBALL ACCOUNT

Sign in with Facebook | Sign in with Google | Sign in with Twitter

OR

Email or Fan

Password

Remember Me | Password Reset

SIGN IN

Don't have an account?

Step 4: You should see the below screen again but you are now logged in

TheFA LEARNING

back to 'Take Part'

[Home](#) | [Active Learning](#) | [My Reports](#) | [Find Awards](#) | [Calendar](#)

Home

WELCOME TO THE NEW HOME OF FOOTBALL EDUCATION

ONLINE CPD COURSES

ONLINE RESPECT COURSES

Calendar

August 2016

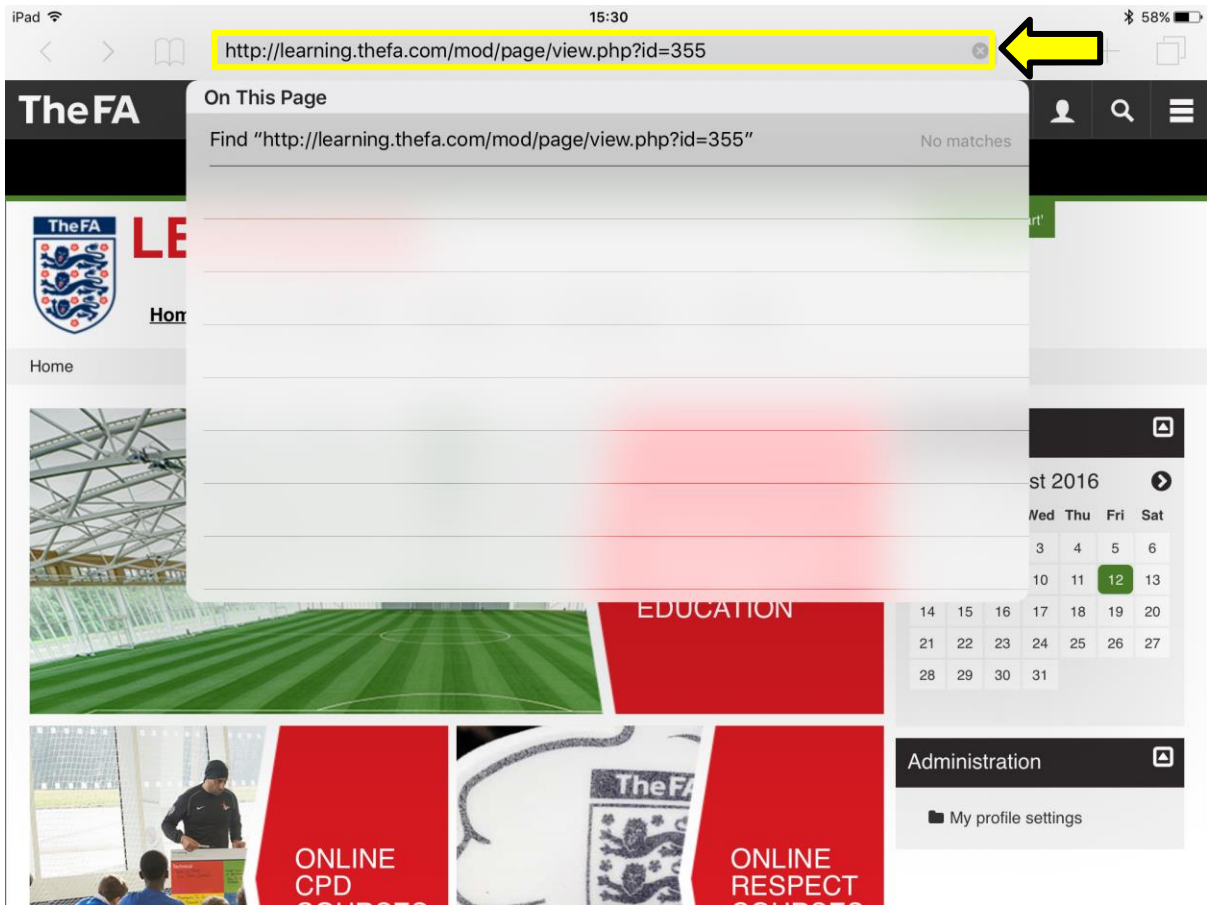
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Administration

- My profile settings

Step 5: Staying on the same page, type this link into your web browser:

<http://learning.thefa.com/mod/page/view.php?id=355> highlighted in yellow (see arrow)



Step 6: You should see the below screen which shows 'Enrol Here' highlighted in yellow (see arrow)

The screenshot shows the TheFA Learning website on an iPad. The browser address bar displays 'learning.thefa.com'. The page header includes 'TheFA' and navigation links: 'Home', 'Active Learning', 'My Reports', 'Find Awards', and 'Calendar'. A 'back to 'Take Part'' button is visible in the top right. The main content area features a banner for 'Introduction To Safeguarding' with a photo of four people jumping in front of a goal. Below the banner, the text reads: 'INTRODUCTION TO SAFEGUARDING', 'Welcome to the Introduction To Safeguarding online course.', and 'This new online course is for:'. A sidebar on the right contains 'Administration' (with 'My profile settings') and 'Start Course' (with 'Enrol here' highlighted in yellow and a yellow arrow pointing to it).

Step 7: You should see the below screen which shows you are enrolled on to the course

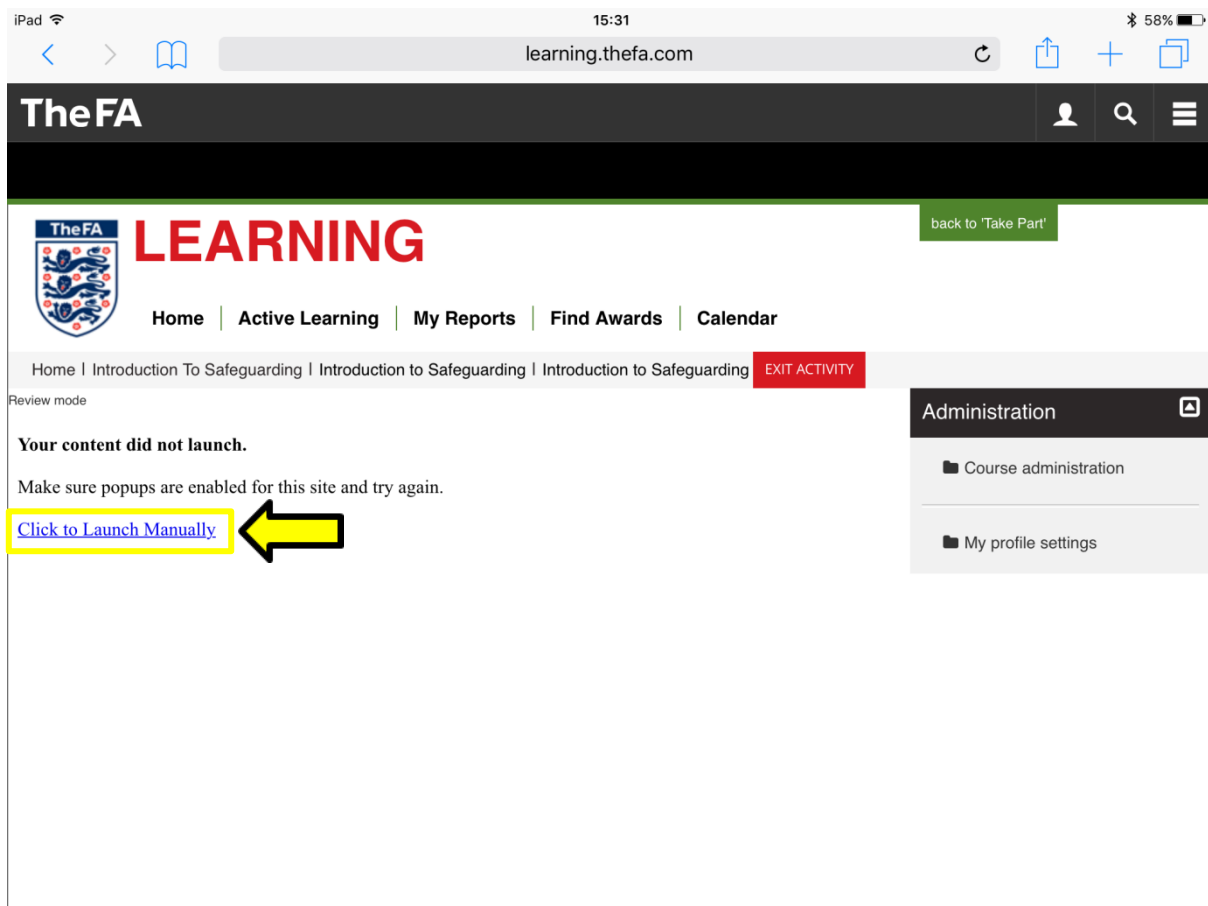
The screenshot shows the TheFA Learning website on an iPad, indicating the user is now enrolled in the course. The browser address bar displays 'learning.thefa.com'. The page header is identical to Step 6. The main content area features a banner for 'Introduction To Safeguarding' with a photo of four people jumping in front of a goal. Below the banner, the text reads: 'Need help or advice?' with a right-pointing arrow, 'If you are worried about your own safety or that of another child or young person in football you can get help.', and 'You can do one of the following:'. A list of options is provided: 'Tell an adult you trust' and 'Talk to the Club Welfare Officer'. The sidebar on the right contains 'Administration' (with 'Course administration' and 'Unenrol me from Introduction To Safeguarding') and 'Search Forums' (with a search input field, a 'GO' button, and a link to 'Advanced search').

Step 8: Scroll down the page and click 'Introduction to Safeguarding' highlighted in yellow (see arrow)

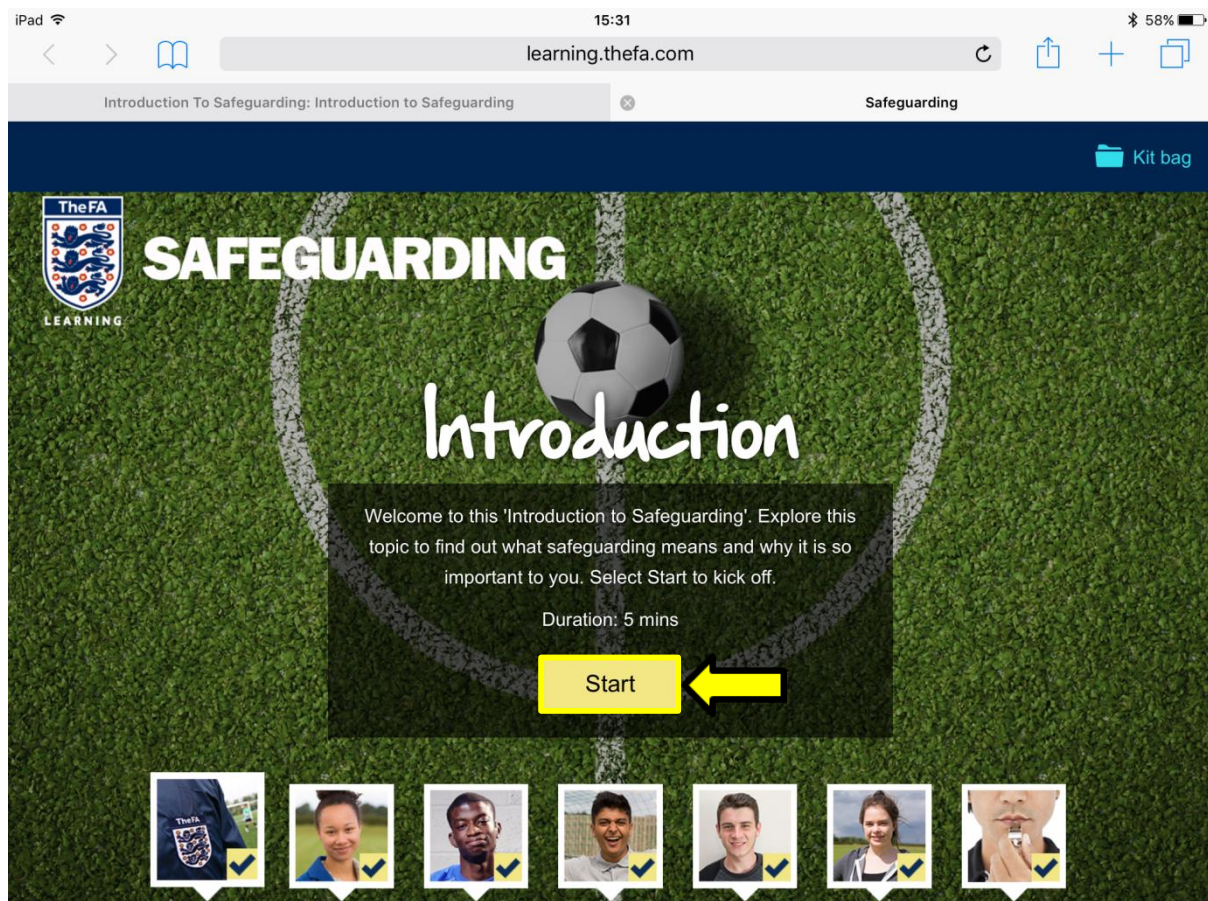
The screenshot shows an iPad interface with the following elements:

- Top status bar: iPad, signal strength, 15:31, learning.thefa.com, 58% battery.
- Section: **Emergency?**
 - Text: "In an emergency if you or another young person is at serious and immediate risk of harm or there is a serious injury you can ring 999 and ask for Police or Ambulance. They will want to know where you are, the phone number you are calling from and exactly what has happened."
- Section: **Introduction to Safeguarding** (with a red right-pointing arrow)
- Item: **Introduction to Safeguarding** (highlighted in yellow with a yellow arrow pointing to it, and a red checkmark icon to its right)
- Text: "Click this link to launch the 'Introduction to Safeguarding' eLearning course."
- Section: **Web App** (with a globe icon)
 - Text: "This App contains links to all County FAs, as well as links to useful safeguarding contacts, including ChildLine, Stonewall and Young Minds websites."
 - Text: "Thank you for completing the course. Your records have been updated and you can now print off your certificate."
 - Text: "Give us feedback? Click on the link below."
- Section: **Feedback** (with a speech bubble icon)
 - Text: "Get your Certificate? Click on the link below."
- Section: **Course Certificate** (with a certificate icon)

Step 9: You will see the page below, at which point you need to 'Click to Launch Manually' highlighted in yellow (see arrow) *note, a new window opens



Step 10: You will then see the page below, click on 'start' highlighted in yellow (see arrow)



Finish the course by following the on screen prompts, stories and questions.

Your FAN record will be updated on completion of the course as long as you close the course properly by closing the window on the final screen.