NAVIGATION AROUND THE NWL LEARNING HUB

Overview

The North West London Learning platform is a free online application which can be accessed from anywhere. It is a Learning Management System (LMS) which provides Primary Care Staff with training courses and resources in one centralised location. What we offer:

- Mandatory Training – allocated dependent on job role
- E-learning for Health (eLFH) courses
- IT skills Pathway – from basic digital literacy and skills through to advanced Microsoft Excel and Word training
- Clinical System Training Courses - Emis and SystmOne (how to book guide attached)
- Training Resources and Videos

If you have any queries with the site, please contact the NWL Primary Care System Team on:

📱 020 3350 4050

✉ nhsnwl.servicedesk@nhs.net

📄 IT Self Service Portal

Contents

Logging on to the NWL Learning Hub and Creating a NWL Learning Hub Account

Below is information regarding the Login screen:

- **Standard Login** – If you already have an account, you can sign in with your username and password to book on to training sessions, completing your mandatory training and access your learning record.

- **Signup** – If you require a account, please complete the create new account details. If you require support creating a NWL Learning Hub account, please click here

- **Guest Access** - Allow you access to:
    - the NWL Learning Hub 'Home Page',
    - browse around 'Find Learning' catalogue
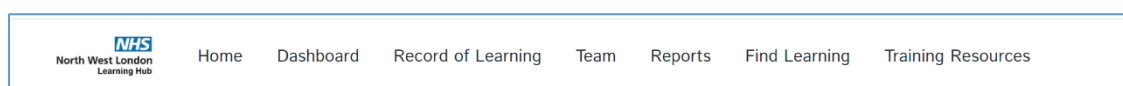   - gives you access all the 'Training Resources'.

Home Page
The Home screen allow you to access:

1) Important updates and maintenance work

2) Quick links to All Courses, Your Current Learning, EMIS Courses and SystmOne Courses.

3) Featured Courses - Displays all new courses that have been added to the learning platform

4) Upcoming Events - Displays a preview of bookable training sessions, click on the 'Go to Calendar' to view further training sessions over the next few months.

The Main Menu Bar (top of page)

| | NHS North West London Learning Hub | Home | Dashboard | Record of Learning | Team | Reports | Find Learning | Training Resources |

The 'White Ribbon' above gives users menu options to navigate around their learning platform. These menu options will always be available throughout the site on the top.

Main Menu Bar Options	Description
Home	Important updates and quick links
Dashboard	Snap shot of current learning
Record of Learning	Status of all enrolled courses
Team	Only available for Managers to view their staff learning records
Reports	To run reports on your training or if you are a manager run reports on your staff training
Find Learning	Access all courses on the platform
Training Resources	Access to training resources (documents/user guides/videos/useful links)
User Profile	access to your User Details and your Job Assignment
Help Centre	Contact details, FAQs and NWL Learning Hub User guides to support users around the site.
Search Function	Allows you to search the site

Dashboard

The dashboard is a snapshot of the courses you are enrolled on and that are still outstanding. This included your Mandatory Training, which is assigned to you according to your job role.

- Displays a status of your current learning, with a progress bar.
- A quick link to access upcoming training sessions
- Will display new courses added to the platform at the bottom of the page.
- Will allow you to resume a course that you have began but not completed.

Record of Learning

The Record of Learning displays all of the courses you are currently enrolled on. This is an easy way to access your courses and see your progression and certifications (renewals).

The 3 tabs within this section are:

1. **Courses** – All Courses will provide you with a list of your courses and the progression status.

2. **Other Evidence** – Allows you to add External Training/Certificates undertaken.

3. **Certifications** – Shows your Renewals (only shows courses that need renewing e.g. mandatory courses)

Team

In this section you will see a list of your staff and their training/learning record. The staff member/s will only be visible to a manager, if the employee/s have selected you as their manager on their learning profile. Managers will also receive email notification alerting them when a staff members course is due for renewal. You have search options on the page and at the bottom of the screen you can export the data.

Reports

This section allows managers to run reports on organisational training progress. All reports can be exported to excel or PDF; this option is at the bottom of the report page. Managers can see the following reports:

- Certification Completion for Managers – gives you a red/amber/green status of training
- Evidence of outside Learning – to review any external training/certificates uploaded for your staff
- Record of Learning Report for Managers – training record for staff , will show 'Completion Status' for staff member and each course assign to them. (Started, Completed and Not Started)
- Userlist for managers – list of your staff with usernames, last logins, organisation names and positions.

Find Learning

This will give you access to all the courses that are on the system. These include:

1. ELFH Courses

2. System Training, for example SystmOne and EMIS

3. IT Skill Pathway - Microsoft training such as Word and Excel

4. And much more...... You can use the search bar/filters to browse the options in the list.

Training Resources

This section allows users to access training materials and videos. There are quick links to Emis and SystmOne resources.

User profile

To access your Profile, click on drop down arrow next to your name on the top right hand side of the screen. Next select Profile as shown below.
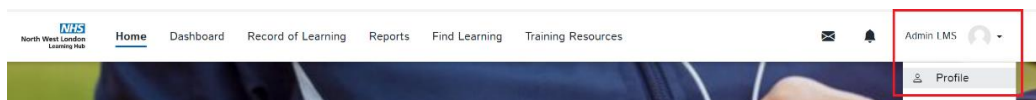
The user profile screen gives you access to your User Details and your Job Assignment.

A Job Assignment allows you to record your job role. If you have more than one job role you can also create another job assignment which will enable you to add your additional organisations/managers to see your training record.

Your Job Assignment consist of:

- Job Assignment Name – this is your Job Role name
- Position – your Job Role
- Organisation
- Manager

Help Centre
The Help Centre at the bottom of each page gives you access to contact details, FAQs and NWL Learning Hub User guides to support users around the site.

Search Function
Allows you to search the platform