

How to book a place on a community safety classroom course

You can use this guidance to book onto any of our [community safety classroom courses](#) which have been released for general booking:

- Community Safety Introduction
- Domestic Abuse Awareness
- Hate Crime Awareness
- MARAC Training
- Modern Slavery Awareness Training
- Workshop to Raise Awareness of Prevent (WRAP)

You must have a Derbyshire Learning Online account to be able to book a place.


Derbyshire County Council employees, elected members and Derbyshire school employees should already have accounts set up. If you need help email dlo@derbyshire.gov.uk for more information.

Derbyshire partner agencies and school governors wishing to book onto community safety courses will need to create an account to access Derbyshire Learning Online. To request a registration key, email: communitysafety.training@derbyshire.gov.uk

To book your place:

Go to <https://derbyshire.learningpool.com/> and login to your account.

Search for your chosen course using the course search function

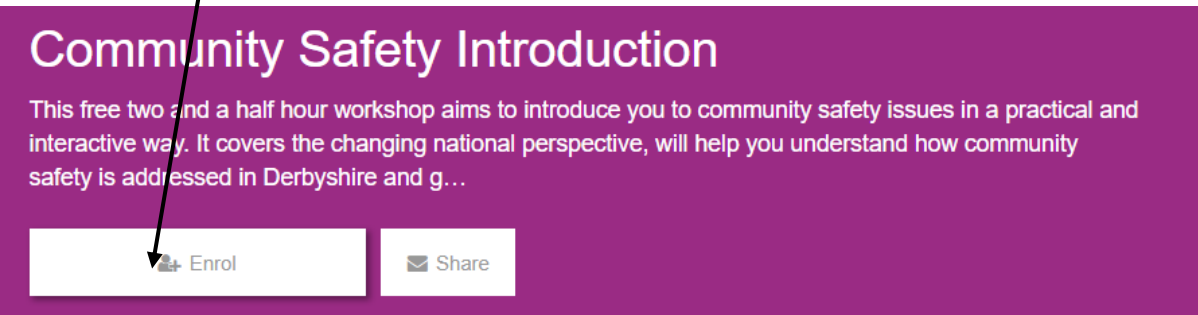
 

Click on the course title. In the example below, we'll use the Community Safety Introduction. You should use the title of the course you wish to book.










This will take you to the course page.

You will be able to see information on the page, but you'll need to enrol on the course, to be able to book onto any of the available events. Click on 'Enrol', as shown below.

A screenshot of a course page with a purple background. At the top, the title "Community Safety Introduction" is displayed in white. Below the title, a short description reads: "This free two and a half hour workshop aims to introduce you to community safety issues in a practical and interactive way. It covers the changing national perspective, will help you understand how community safety is addressed in Derbyshire and g...". At the bottom of the page, there are two white buttons: "Enrol" with a plus sign icon and "Share" with an envelope icon. A black arrow points from the "Enrol" button in this screenshot to the "Enrol" button in the screenshot above.

How to book a place on a community safety classroom course

You will see the available dates listed after the 'Aims and Objectives' section.

Community Safety Introduction Dates 						Edit 
Date	Time	Venue	Capacity	Status	Options	
23 May 2019	9:00 AM - 12:00 PM	County Hall Committee Room 4 (Venue details)	0 / 10	Booking open	    Attendees Sign-up	
16 July 2019	9:00 AM - 12:00 PM	County Hall Committee Room 4 (Venue details)	0 / 10	Sign-up period not open	    Attendees Sign-up unavailable	

[View all events](#)


You can see in the example above, that only the first date is available for booking. If a course is available for sign up, you can book onto it.

Click 'Sign-up' for your chosen date.

You will then be taken through to another screen which provides further details about the event.

Please read these carefully, before you scroll down to sign up at the bottom of this page.

Check the 'Self-authorisation' box, after you have read the terms and conditions.

Self authorisation* 	<input type="checkbox"/>	By checking this box, I confirm that I have read and agreed to the Terms and conditions (opens a new window).
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If you have any 'Additional learning needs', please tell us in the next box.

Additional learning needs	<input type="text"/>
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Community Safety courses are free, so enter 'Free' or '0' in the 'Charge code' box.

This is a mandatory field, used for other courses run by Derbyshire County Council.

Charge code*	<input type="text"/>
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How to book a place on a community safety classroom course

'Learning Type' – choose the most relevant type from the drop down box.

- Statutory and Mandatory Training
- Job specific
- Personal and Professional Development

Learning type*	Choose... ▼
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You can then choose how to receive your confirmation email:

- Email with iCalendar appointment
- Email Only
- Do not send confirmation (not recommended)

Receive confirmation by* ⓘ	Email with iCalendar appointment ▼
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You can then click 'Agree' and submit'

Agree and submit	Cancel
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You will then be sent back to the course page, which should now show the following message.

Your request was accepted.
You will receive a booking confirmation email shortly.

Your status against your chosen date will show as 'booked'. You can click on more information to see the joining instruction details.

Status	Options
Booked	    Attendees More info Cancel booking

How to book a place on a community safety classroom course

labelling="Section-Header">Cancelling your place

If you need to cancel your booking, you can click 'cancel booking'. You will need to provide a reason for your cancellation. Select 'no' for cancellation charge. Then click the purple 'Yes' button to submit your cancellation.

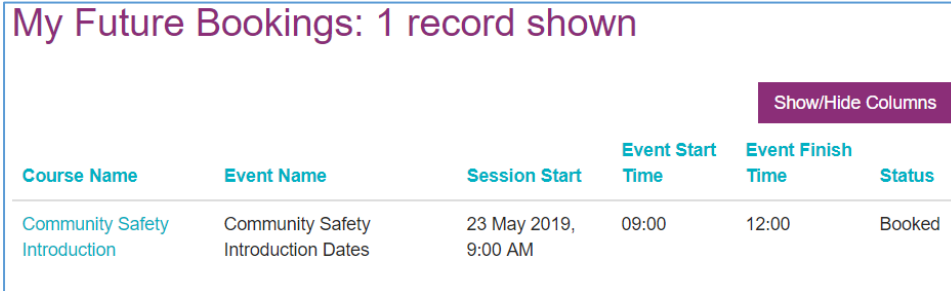
labelling="Section-Header">Sometimes we may need to change or cancel your booking

We reserve the right to change or cancel your booking. We will always let you know the reason for this.

We aim to keep our courses as 'multi-agency' as possible. If there are more than our quota of delegates from your team or organisation, we may ask you to move to another date.

labelling="Section-Header">Other ways to find your bookings

You can also view your booking via 'My Learning' in the purple bar at the top of the homepage. From the dropdown, select 'My bookings' and you will see something similar to below:



The screenshot shows a table titled "My Future Bookings: 1 record shown". The table has a purple "Show/Hide Columns" button in the top right corner. The table columns are: Course Name, Event Name, Session Start, Event Start Time, Event Finish Time, and Status. The single row of data shows: Community Safety Introduction, Community Safety Introduction Dates, 23 May 2019, 9:00 AM, 09:00, 12:00, and Booked.

Course Name	Event Name	Session Start	Event Start Time	Event Finish Time	Status
Community Safety Introduction	Community Safety Introduction Dates	23 May 2019, 9:00 AM	09:00	12:00	Booked

You can jump to the course page by clicking the course title in the 'Course Name' column.

labelling="Section-Header">After your course

An administrator will mark your attendance, which will trigger an email inviting you to evaluate the course via Derbyshire Learning Online.

This will then unlock any related resources and certificates on the course page.

labelling="Section-Header">Need help?

If after following this guide, you are having difficulties with booking a course, please email communitysafety.training@derbyshire.gov.uk