

E-LEARNING JOINING AND REGISTRATION GUIDELINES



The AWEBB LEAD E-Learning Platform is your exclusive online portal for accessing a full range of courses designed for AWEBB members and their staff.



This guide will walk you through the platform, outline course options and ensure accurate learning records for easy reporting.



powered by



The AWEBB LEAD E-Learning Platform is your online portal to access a full range of courses exclusively to AWEBB members and their staff.

This guide has been produced to guide you through the process, explain the options and to ensure accurate reporting on the learning can be recorded.

Available to you is a full suite of e-modules that can be used as part of an induction and onboarding programme, starting with 'A - Welcome to AWEBB and Electrical Wholesaling' through to a range of Health & Safety and Compliance training, which will be relevant to most, if not all, of your teams as part of your broader training plans.

There are courses available that are applicable to staff including 'back office' functions who might want to get a broader understanding of the business.

The courses are split into 4 core categories:

- AWEBB LEAD
- Health & Safety
- Compliance
- Business Skills

There is also an opportunity to register for a range of classroom workshops delivered face to face. Please select the course you are interested in, and we will be in contact with the details.

A full Course Directory is available from: training@awebb.org.uk

Each learner has access to the platform for 4 weeks before the access will deactivate. The access can be reactivated again after this time by emailing training@awebb.org.uk

Your details will be retained so another account will not need to be created.

We advise selecting courses that you can comfortably complete in time as you can always go back and do the next course/s when you do have time.

The best approach is to have an ordered training plan for each staff member to do their chosen courses.

If there is no activity on the account by the learner, they will receive a 21-day email reminder to let them know they have another week to complete. After this time, the access will be deactivated.

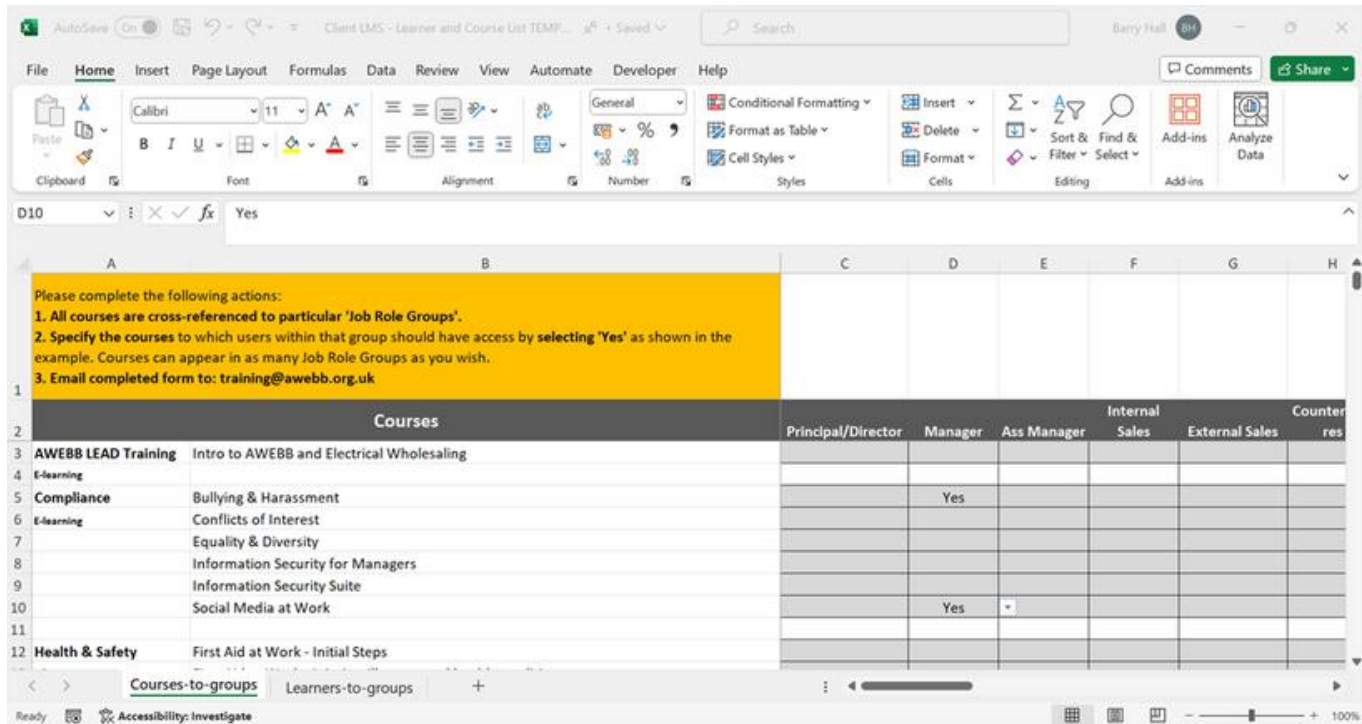
Accurate recording and reporting of progress can be provided by requesting the progress on a monthly basis to training@awebb.org.uk

In order to ensure the quality of the information provided, each learner must have an official company email address as personal accounts are not verifiable and could potentially compromise the platform.

Please follow the steps below in order to create and gain access to your courses.

1. **IMPORTANT:** Before access to the portal is granted, the Principal or Director must sign the 'Terms & Conditions' to use the platform. This can be emailed back with the document below.

2. Send an email to request to training@awebb.org.uk for the 'Learner and Course' template, which looks like this:

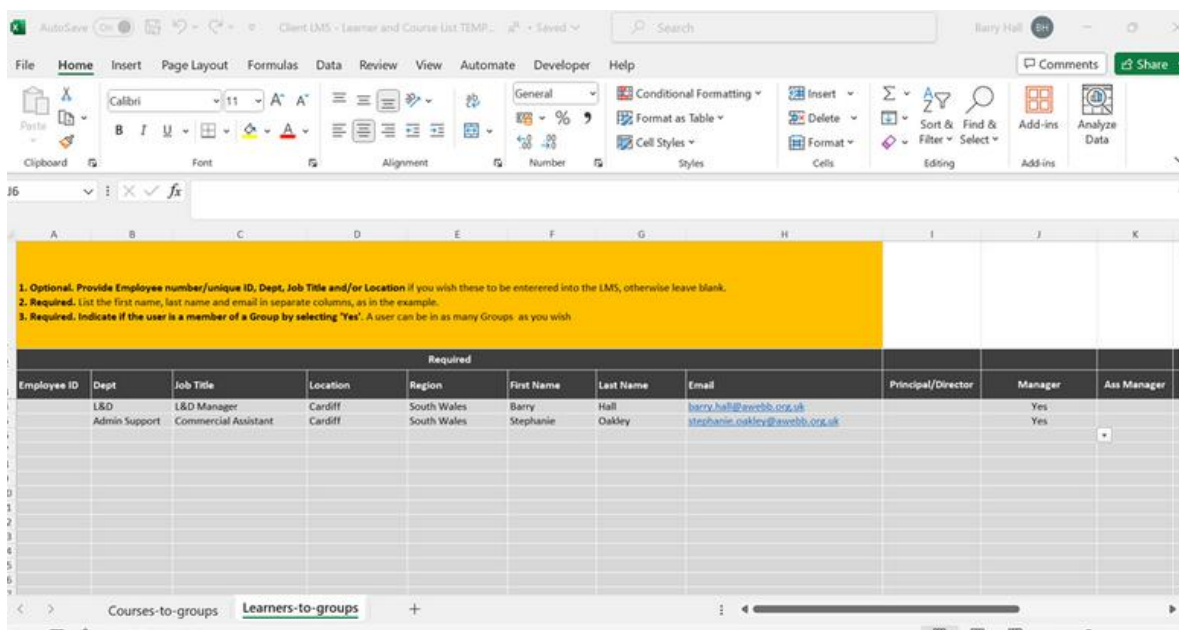


3. There are two tabs on the template – **'Courses-to-groups'** and **'Learner-to-groups'**

4. Select **'Courses-to-groups'** first. You can scroll down to see the full range of courses available. Ensure you scroll down fully to see the complete range of courses.

5. Choose the course and, scrolling across, select the Job Role Group to which the course is to be assigned. Each Job Role Group has a drop-down option in the column to insert 'Yes' as in the example above.

6. Once completed, select the **'Learners-to-groups'** tab. This is where you populate the tab with the details of all your learners, cross referencing them to their 'Job Role Group' (which is the same format as the first tab). Please scroll across to see all the 'Job Role Groups'



7. Scroll across to see all the 'Job Role Groups' and complete accordingly with the drop down 'Yes'

8. Once completed, email training@awebb.org.uk

9. Within 15 minutes your learner will receive an email to notify them that an account has been created and to click on the link to create a password – please check your junk/spam folder if you don't receive it.

The email will look like this:

Subject: Your account for the AWEBB LEAD academy training portal is ready!

Dear (related_user_name),

A new account has been setup for you on the AWEBB LEAD academy training portal.

Username: (related_user_login)

Please follow this link to create your password. **Create my password**

This link is only valid for 48 hours. After that time, you will need to set your password via the 'Forgot your password?' link at <https://awebb.lms.learnerbubble.com/>

Once you have set your password, please log in and complete your allocated training within 30 days.

If you wish to view the training courses on a mobile device, please download and install the free 'TalentLMS' app on the Apple or Google Play Store. When you open the app, enter awebb.lms.learnerbubble.com as the domain name and use the same login details as above.

10. This email will only be active for 48 hours and you will need to set your password again.

11. You can now logon to the platform and complete your selected courses – please ensure you download the Certificate of Completion once finished!

We wish you all the very best with your learning, but if you have any questions or if I can help in anyway please do not hesitate to contact - training@awebb.org.uk