

## Booking Training Courses through TSCB

Training courses on the TSCB training programme are provided free of charge to professionals or volunteers that work to support and safeguard children and their families in Tameside. This guidance gives you step by step instructions on how to book TSCB Training.

1. To create a Learner account log on to [www.tamesidesafeguardingchildren.org.uk](http://www.tamesidesafeguardingchildren.org.uk). Click the **"Sign in"** box in the top right hand corner. A box will appear, **"Sign in here for online booking, if you don't have an account you can sign up here!"** Complete the online form and create a password.
2. This will then direct you to the **"Charging Policy"** (please read this) There will be a box on the left which says **"Signed in"** also in the box **"Manage Course Bookings, Course History, My account and view all training courses"**.
3. To book a course select **"view all training courses"** all training courses will be displayed, select the course you wish to attend. The course details will then be displayed, scroll down to the bottom of the page select the button in the bottom right **"book now"**
4. A pre course learning and evaluation form will now pop up; this must be completed prior to attending the course. Once you have completed this select **"next button"**. A **"confirmation of booking"** will appear plus our **"charging policy"** you must tick the box to confirm you have read this, select **"confirm" button**
5. A pop up will appear **"Booking"** informing you that an email will be sent to your Manager notifying them you have booked a place on the course. Your place is now confirmed.
6. If you wish to attend the **"Foundation Course"** it is mandatory to complete **"Safeguarding Children Level 1"** Complete steps 1 to 3. You will then be asked to **"book E Learning now"** a pop up will appear **"confirm E Learning"** tick the box and select **"confirm" button**. This will then send an alert to the administration team to set up and E Learning account for you.
7. You will receive your E Learning log on details from **"ME Learning @ Tameside"** log on and complete **"Safeguarding Children Level 1"** once you have completed the module inform, [Christine.bryan@tameside.gov.uk](mailto:Christine.bryan@tameside.gov.uk) or [Kayleigh.brown@tameside.gov.uk](mailto:Kayleigh.brown@tameside.gov.uk) . We will then update the system within 24hrs.
8. To complete your booking and secure your place, following completion of E Learning complete steps 3 – 5.
9. Any other courses where you wish to undertake E Learning please follow steps 6 – 8 for the relevant course.
10. Once you have completed the training course log into your TSCB Learner account using your email and password set up as in step 1, select **"manage course bookings"** complete the end of course learning and evaluation form select the top right button **"Download certificate"** this will then allow you to print your certificate.