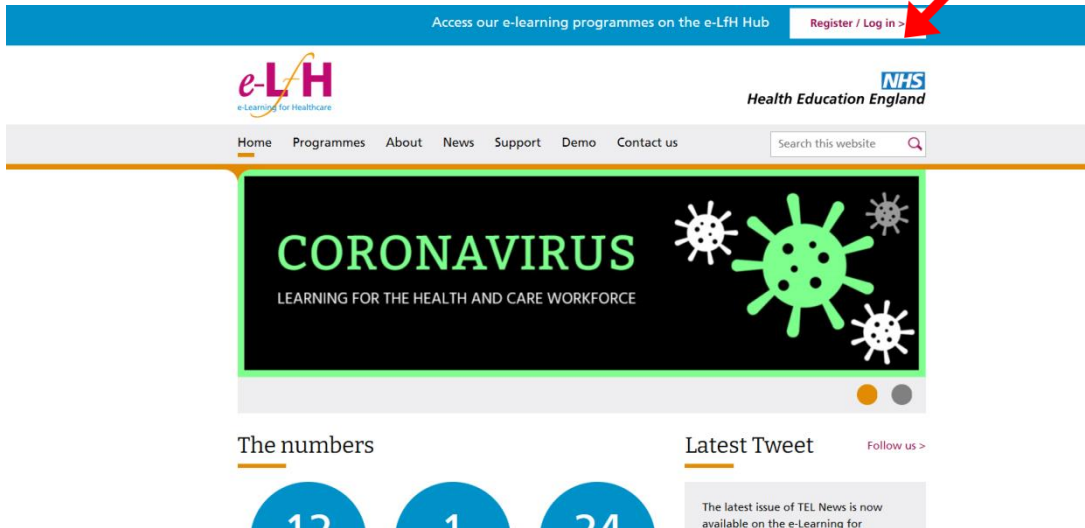



The Volunteer Learning Programme Step by Step Guide

Step 1

In your browser type the e-learning for Healthcare address: www.e-lfh.org.uk
Register for the training by: Clicking on **Register / Log in** on the top right hand



Access our e-learning programmes on the e-LfH Hub [Register / Log in >](#)

e-LfH e-Learning for Healthcare 

Home Programmes About News Support Demo Contact us

CORONAVIRUS

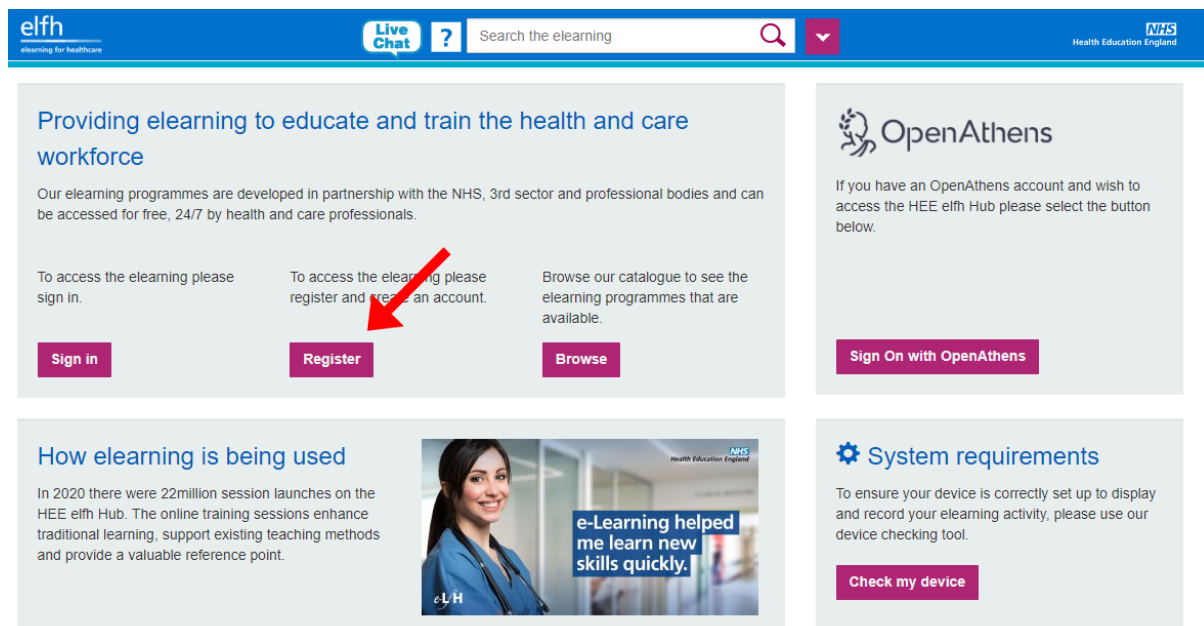
LEARNING FOR THE HEALTH AND CARE WORKFORCE






The numbers: 12, 1, 24

Latest Tweet: Follow us >
The latest issue of TEL News is now available on the e-Learning for

Step 2

Click **Register** again



elfh e-Learning for Healthcare   Search the elearning   

Providing elearning to educate and train the health and care workforce

Our elearning programmes are developed in partnership with the NHS, 3rd sector and professional bodies and can be accessed for free, 24/7 by health and care professionals.

To access the elearning please sign in. [Sign in](#)

To access the elearning please register and create an account. [Register](#)


Browse our catalogue to see the elearning programmes that are available. [Browse](#)

OpenAthens

If you have an OpenAthens account and wish to access the HEE elfh Hub please select the button below. [Sign On with OpenAthens](#)

How elearning is being used

In 2020 there were 22million session launches on the HEE elfh Hub. The online training sessions enhance traditional learning, support existing teaching methods and provide a valuable reference point.




System requirements

To ensure your device is correctly set up to display and record your elearning activity, please use our device checking tool. [Check my device](#)

Step 3

Type: Your email address & Confirm email address

elfh
e-Learning for Healthcare

[Live Chat](#) [?](#) [Q](#) [v](#)
Health Education England 

[Home](#)

Registration

Ideally you should provide a work email address so that your registration results in the most appropriate access to e-learning content

NOTE: If you choose to use a personal email address the available e-learning content should be sufficient for volunteers or for those registering for personal use.

Work email address


Confirm work email address

A confirm email address is required

[Register](#)

Select: I am an active volunteer or I am interested in volunteering and Continue

e-LH

[Live Chat](#) [?](#) [Q](#) [v](#)
Health Education England 

[Home](#)

Registration

About you

- I am registering for access to COVID-19 resources
- I work in a Dental Practice or University Dental School that provides NHS care
- I am a care worker or hospice worker
- I work within the Social Care Sector in England and have a NMDS-SC registration code
- I am eligible for an OpenAthens account
- I am a student or student tutor/supervisor
- I am an active volunteer or I am interested in volunteering
- None of the above apply to me

I am a volunteer or I am interested in volunteering

This option is for individuals who are actively volunteering or interested in becoming a volunteer and wish to access relevant training materials.

[Continue](#)


e-LH is a Health Education England Programme in partnership with the NHS and Professional Bodies

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[Terms and conditions](#)

[Privacy Policy](#)

[Accessibility](#)



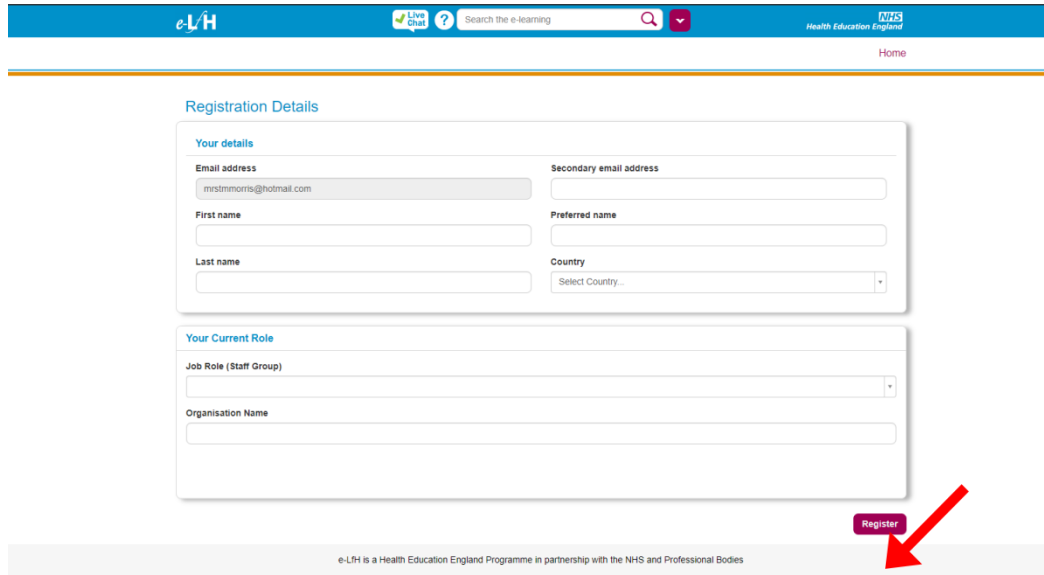
THE NHS
CONSTITUTION

Step 4

Register your details. Make sure you type inside the box for:

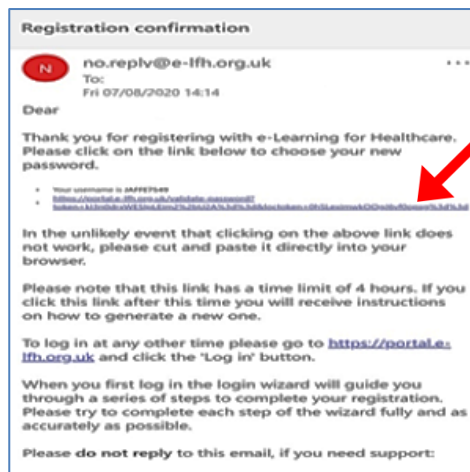
For Country, type or select 'England' and then Region, you could select London unless you are in a different region.

For Job Role (Staff Group): Type Volunteer and you will get a list to select from; Make sure you select **Volunteer (Health)**. Under Organisation Name: Type: **MVCC** and click **Register**

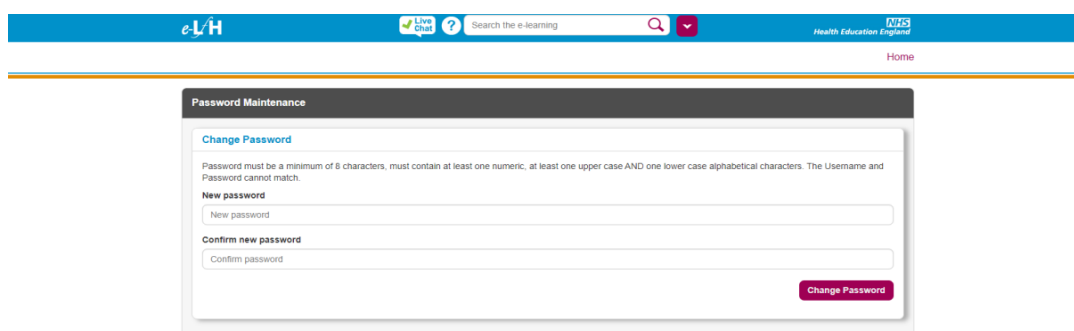


Step 5

Log into, **your** email account. You will receive a confirmation e-mail with your username and password. You will need the user name to log in to the website.

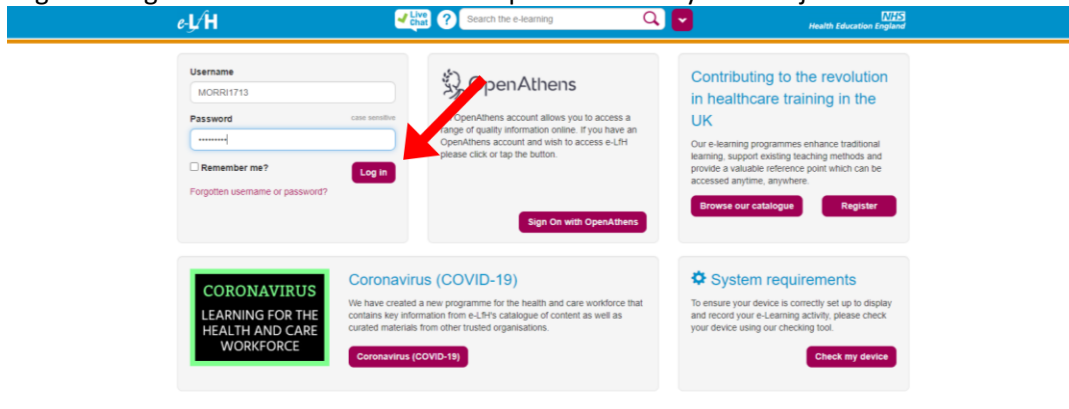


Click email link to create a new password



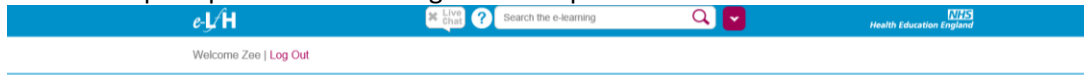
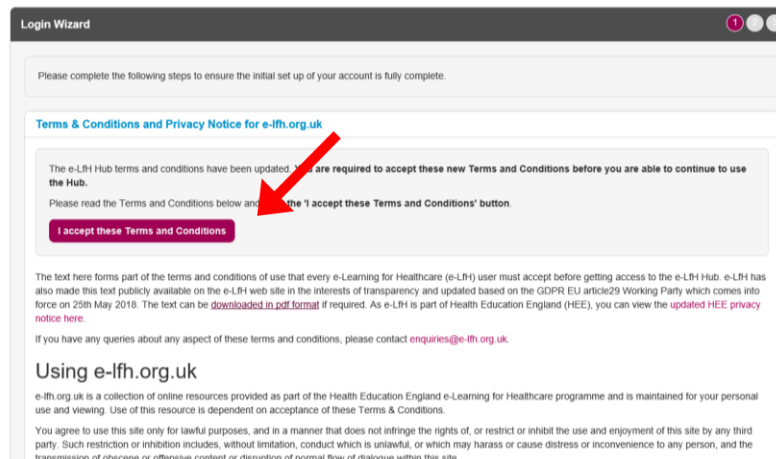
Step 6

Log in with generated username and new password that you have just created



Step 7

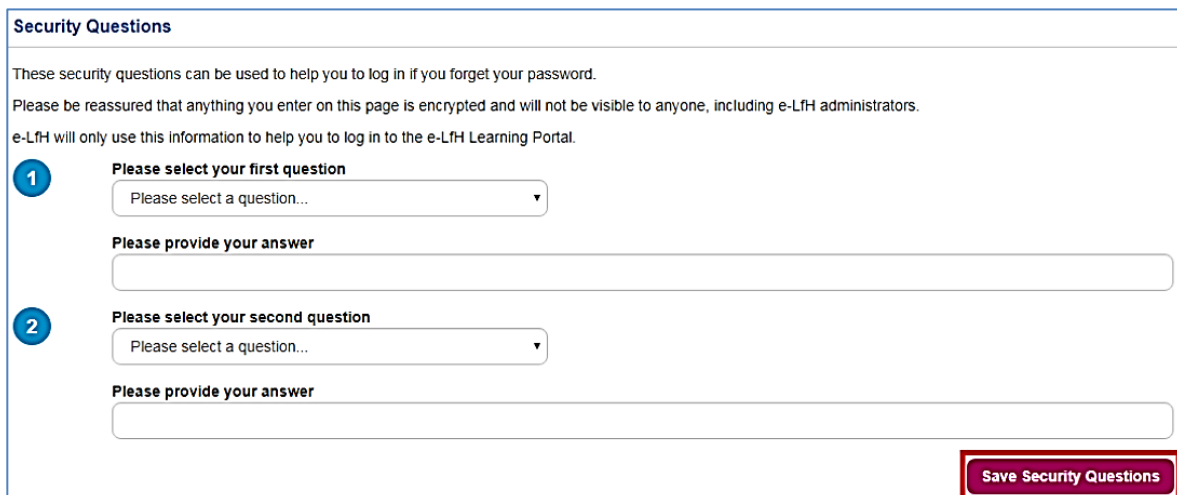
You will be prompted to read through and accept the terms and conditions.

Step 8

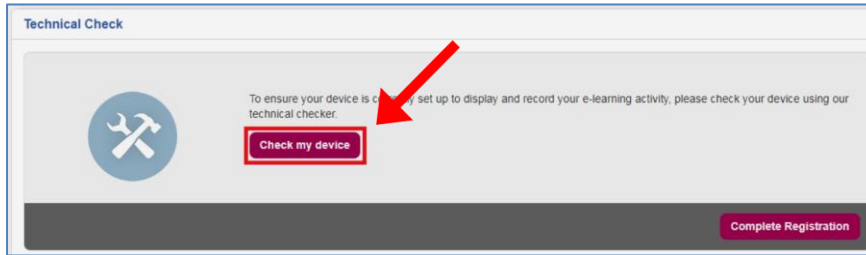
Please set two security questions. This will enable you to reset your password in future if required.

Click **Save Security Questions**



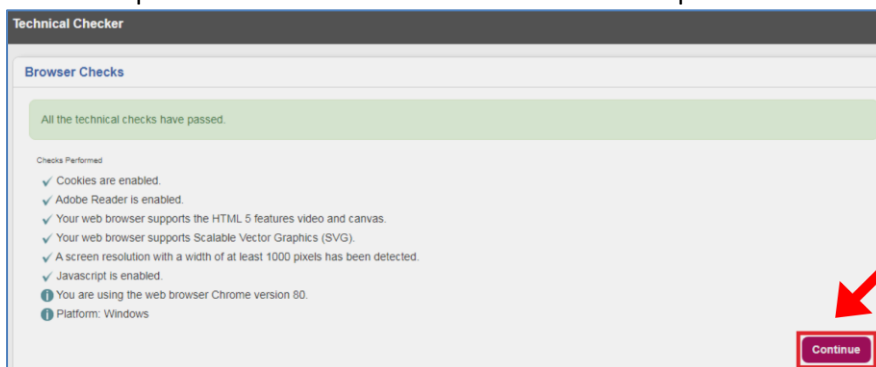
Step 9

To ensure that the e-learning works correctly, you will be asked to run a technical checker to check your device and highlight any potential issues. Click **Check my device** to get started.



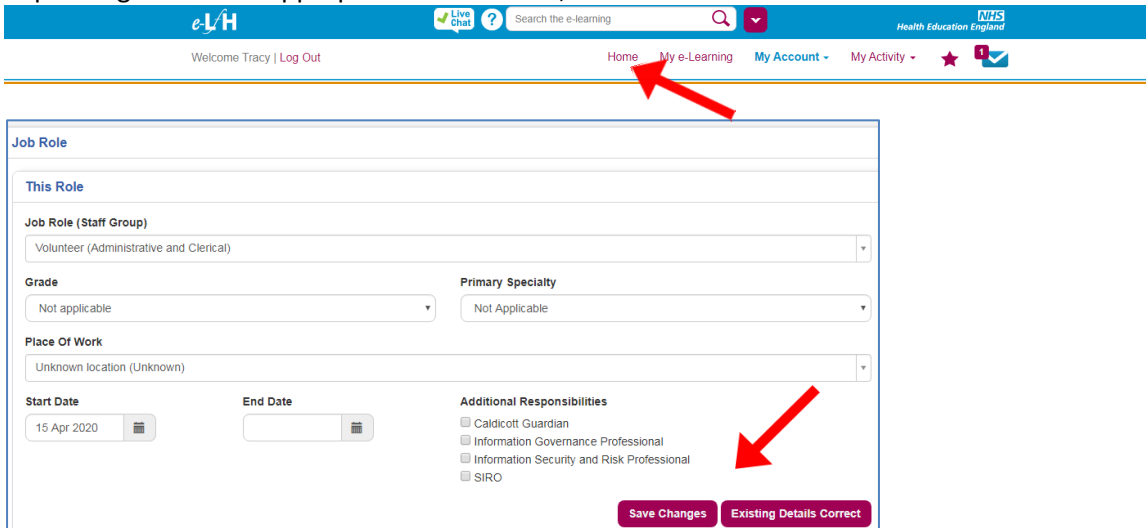
Step 10

The resulting page will provide guidance on any changes you need to make, or confirm that your device has passed all technical checks. Click **Continue** to proceed.



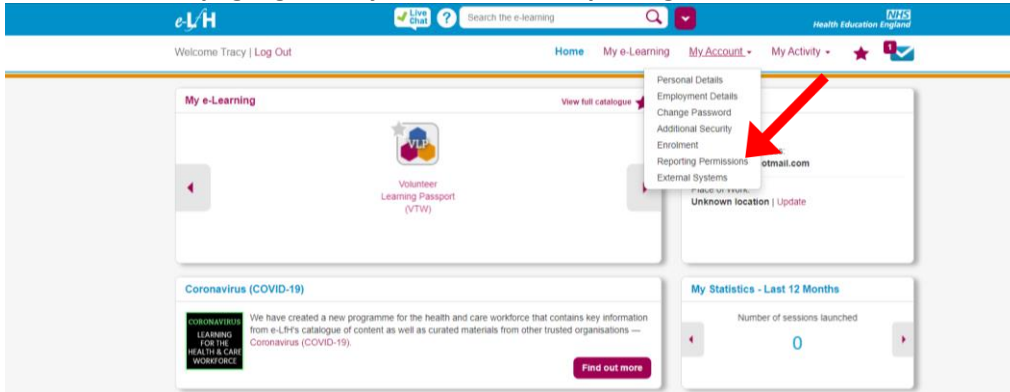
Step 11

Please confirm your details are correct and then click on **Save Changes** or **Existing Details Correct** depending on what is appropriate. Once saved, click on the **Home** button on the bookmarks bar.



Step 12

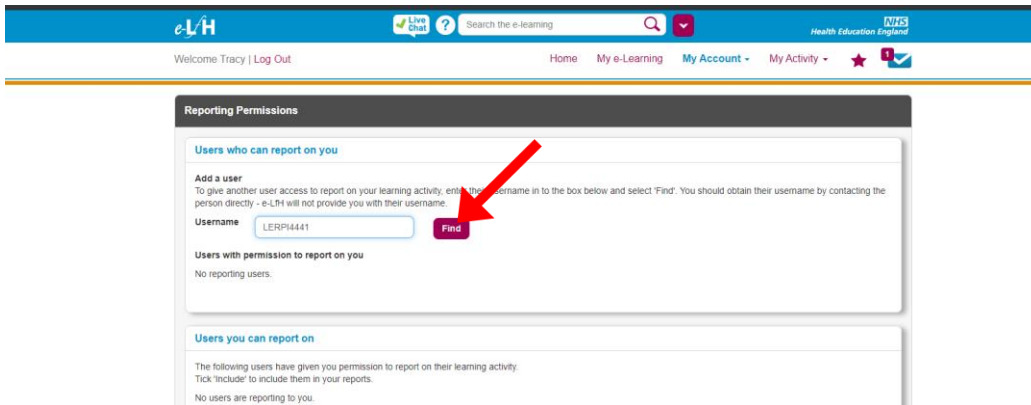
From the **Home** page, go to **My Account** then **Reporting Permissions**



The screenshot shows the e-LH user interface. At the top, there's a navigation bar with 'Home', 'My e-Learning', 'My Account', and 'My Activity'. The 'My Account' menu is expanded, showing options like 'Personal Details', 'Employment Details', 'Change Password', 'Additional Security', 'Enrolment', 'Reporting Permissions', and 'External Systems'. A red arrow points to 'Reporting Permissions'. Below the menu, there are sections for 'My e-Learning' (with a 'Volunteer Learning Passport (VLP)' icon), 'Coronavirus (COVID-19)', and 'My Statistics - Last 12 Months'.

Step 13

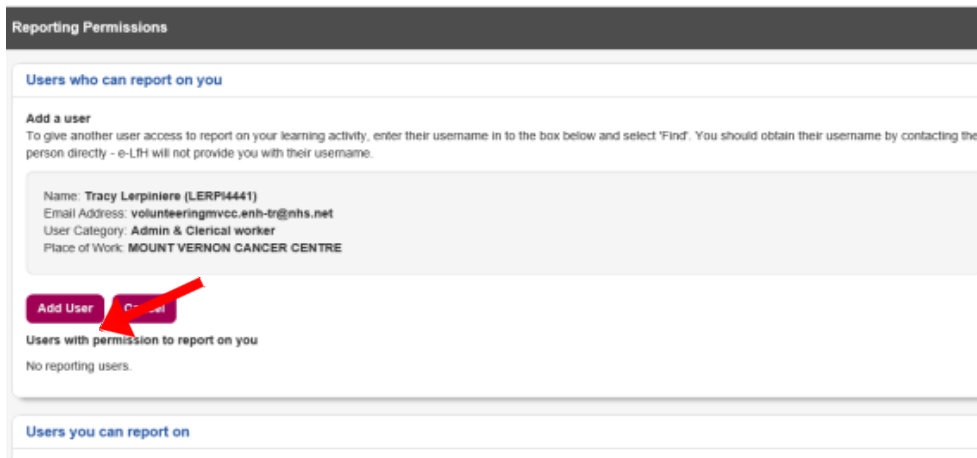
Enter the username of the MVCC volunteering account as **LERPI4441** – Click **Find**- this will show you our details



The screenshot shows the 'Reporting Permissions' page. Under the 'Users who can report on you' section, there's an 'Add a user' form. The 'Username' field contains 'LERPI4441' and the 'Find' button is highlighted with a red arrow. Below this, it says 'Users with permission to report on you: No reporting users.' and 'Users you can report on: The following users have given you permission to report on their learning activity. Tick 'Include' to include them in your reports. No users are reporting to you.'

Step 14

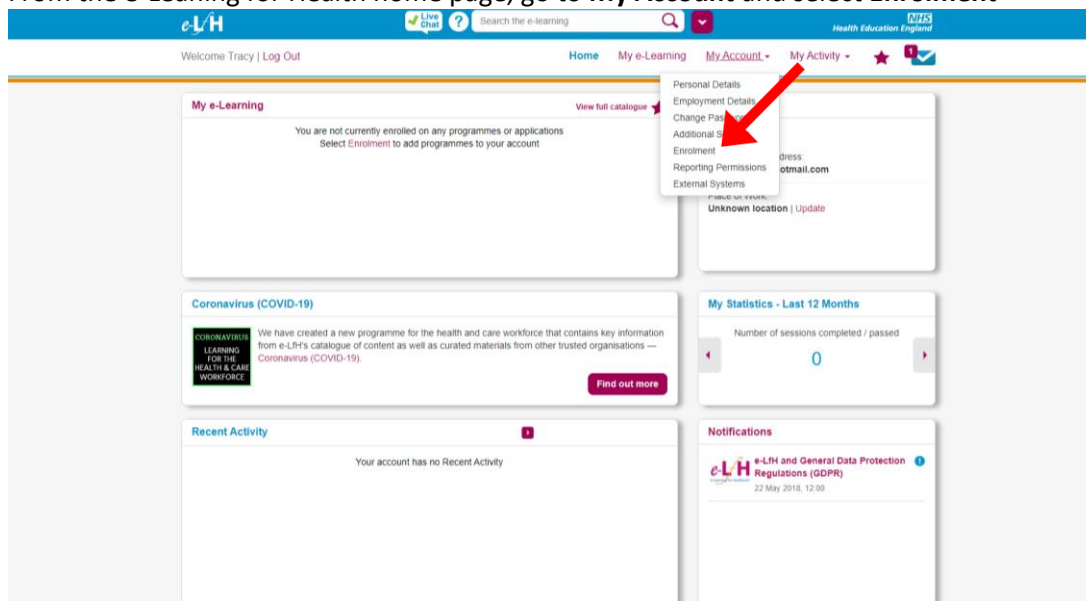
Once Mount Vernon details appear, click **Add User** and return to home page



The screenshot shows the 'Reporting Permissions' page with user details for Tracy Lerpiniere (LERPI4441). The details include: Name: Tracy Lerpiniere (LERPI4441), Email Address: volunteeringmvcc.enh-tr@nhs.net, User Category: Admin & Clerical worker, and Place of Work: MOUNT VERNON CANCER CENTRE. Below the details, there are 'Add User' and 'Cancel' buttons. A red arrow points to the 'Add User' button. Below this, it says 'Users with permission to report on you: No reporting users.' and 'Users you can report on: The following users have given you permission to report on their learning activity. Tick 'Include' to include them in your reports. No users are reporting to you.'

Step 15

From the e-Learning for Health home page, go to **My Account** and select **Enrolment**



Welcome Tracy | Log Out

Home My e-Learning **My Account** My Activity

My e-Learning View full catalogue

You are not currently enrolled on any programmes or applications
Select Enrolment to add programmes to your account

Personal Details
Employment Details
Change Password
Additional Settings
Enrolment
Reporting Permissions
External Systems

Address: otmail.com
Unknown location | Update

Coronavirus (COVID-19)
We have created a new programme for the health and care workforce that contains key information from e-LH's catalogue of content as well as curated materials from other trusted organisations — Coronavirus (COVID-19).
Find out more

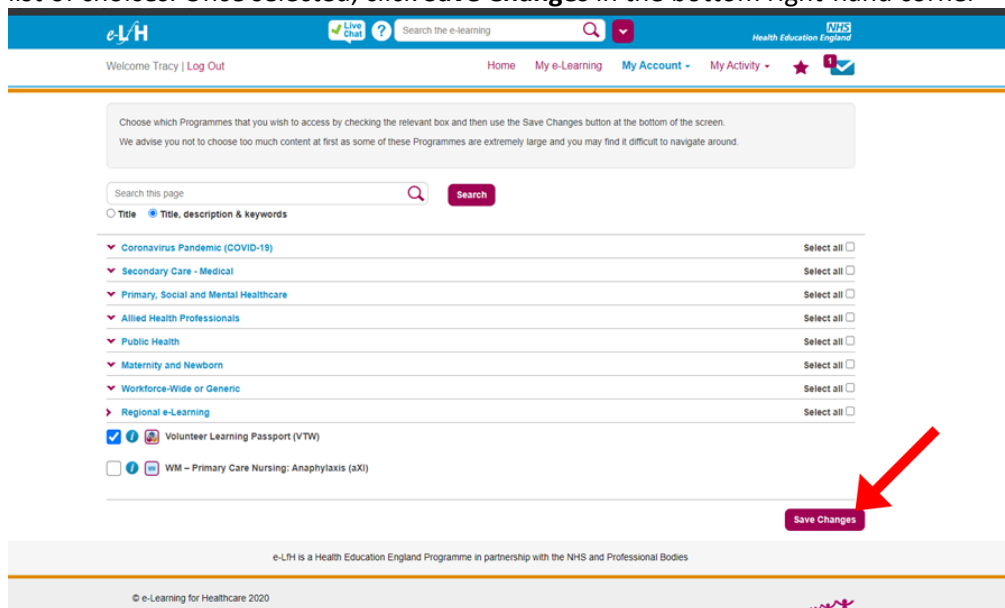
My Statistics - Last 12 Months
Number of sessions completed / passed
0

Recent Activity
Your account has no Recent Activity

Notifications
e-LH and General Data Protection Regulations (GDPR)
22 May 2018, 12:00

Step 16

Select **Regional e-learning**. From here, you can select box **The Volunteer Learning (VTW)** from the list of choices. Once selected, click **Save Changes** in the bottom right-hand corner



Welcome Tracy | Log Out

Home My e-Learning **My Account** My Activity

Choose which Programmes that you wish to access by checking the relevant box and then use the Save Changes button at the bottom of the screen.
We advise you not to choose too much content at first as some of these Programmes are extremely large and you may find it difficult to navigate around.

Search this page

Title Title, description & keywords

Coronavirus Pandemic (COVID-19)	Select all <input type="checkbox"/>
Secondary Care - Medical	Select all <input type="checkbox"/>
Primary, Social and Mental Healthcare	Select all <input type="checkbox"/>
Allied Health Professionals	Select all <input type="checkbox"/>
Public Health	Select all <input type="checkbox"/>
Maternity and Newborn	Select all <input type="checkbox"/>
Workforce-Wide or Generic	Select all <input type="checkbox"/>
Regional e-Learning	Select all <input type="checkbox"/>
<input checked="" type="checkbox"/> Volunteer Learning Passport (VTW)	
<input type="checkbox"/> WM - Primary Care Nursing: Anaphylaxis (axi)	

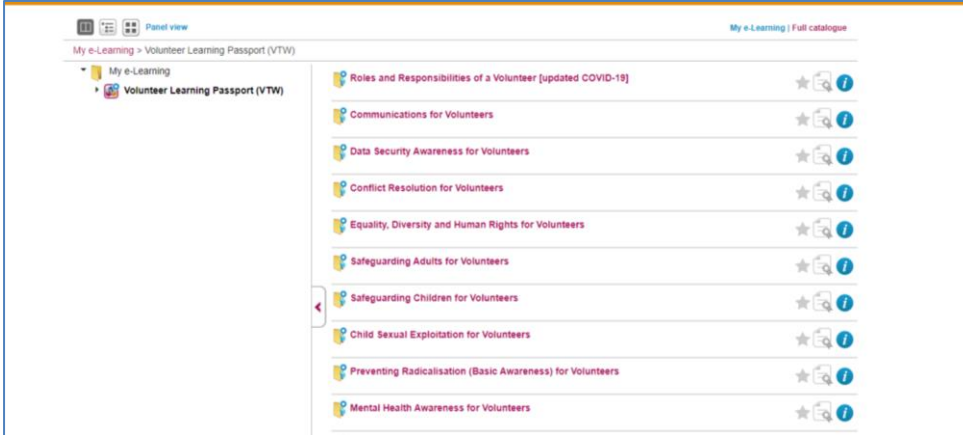
Save Changes

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Step 17

Under **My e-Learning**, you should now have access to the modules of the volunteer learning passport. There are 15 modules available to you. You must complete the 11 mandatory modules and the module entitled Child Sexual Exploitation which may appear as 'optional' however it is mandatory for us working the East and North Herts NHS Trust.

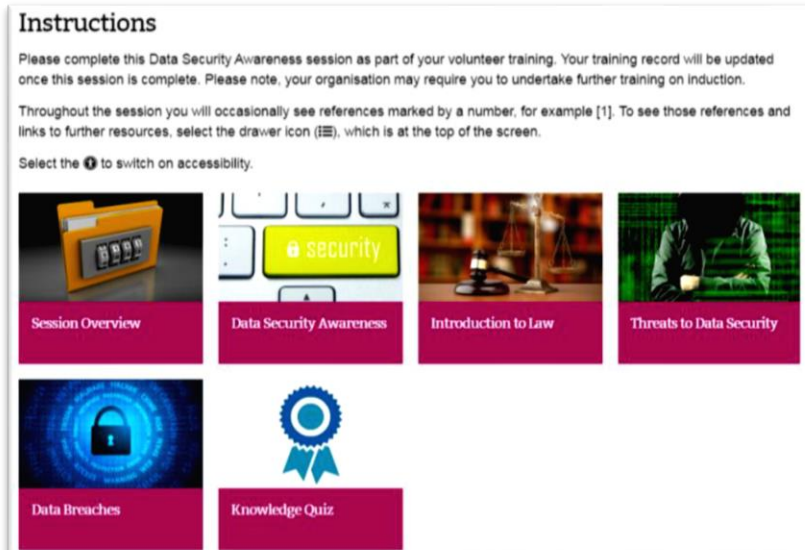


The screenshot shows a user interface for 'My e-Learning'. The main content area displays a list of courses under the heading 'Volunteer Learning Passport (VTV)'. The courses listed are:

- Roles and Responsibilities of a Volunteer [updated COVID-19]
- Communications for Volunteers
- Data Security Awareness for Volunteers
- Conflict Resolution for Volunteers
- Equality, Diversity and Human Rights for Volunteers
- Safeguarding Adults for Volunteers
- Safeguarding Children for Volunteers
- Child Sexual Exploitation for Volunteers
- Preventing Radicalisation (Basic Awareness) for Volunteers
- Mental Health Awareness for Volunteers

Step 18

You will need to read through the instructions and then complete each section of the e-learning topic. Once completed, exit the pop-up window and complete any other required training by clicking on the course name to see the other available sessions.









Instructions

Please complete this Data Security Awareness session as part of your volunteer training. Your training record will be updated once this session is complete. Please note, your organisation may require you to undertake further training on induction.

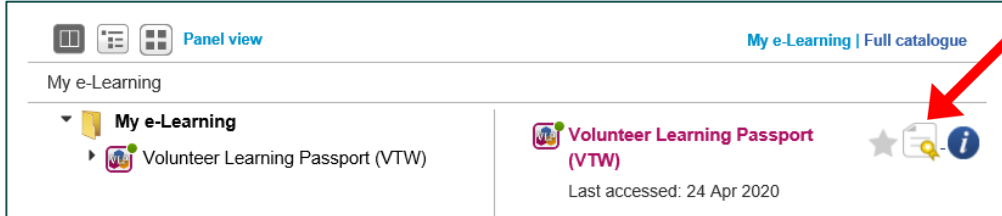
Throughout the session you will occasionally see references marked by a number, for example [1]. To see those references and links to further resources, select the drawer icon (☰), which is at the top of the screen.

Select the ⓘ to switch on accessibility.

 Session Overview	 Data Security Awareness	 Introduction to Law	 Threats to Data Security
 Data Breaches	 Knowledge Quiz		

Step 19

Once a course has been completed, you can access a certificate to demonstrate completion of a section via the yellow badge icon on the right-hand side.



The screenshot shows a user interface for 'My e-Learning'. At the top, there are navigation options: 'Panel view' (selected) and 'My e-Learning | Full catalogue'. Below this, the 'My e-Learning' section is expanded to show 'My e-Learning' with a dropdown arrow, and 'Volunteer Learning Passport (VTW)' with a right-pointing arrow. To the right of the 'Volunteer Learning Passport (VTW)' entry, there is a star icon, a yellow badge icon (highlighted by a red arrow), and an information icon. Below the course name, it says 'Last accessed: 24 Apr 2020'.

Step 20

Once you have completed all 12 of the mandated modules of the volunteer learning please drop us a quick email to volunteeringmvcc.enh-tr@nhs.net and we will be able to go on line and check your record.