



The Volunteer Passport Programme Step by Step Guide

Step 1

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



Step 2

Click Register again







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

e-J⁄H	Live Chat Search the e-learning	Q 🔽	N/HS Health Education England
			Home
Registration			
About you	I am a volunteer or I am interested	in volunteering	
I am registering for access to COVID-19 resources Work in a Dental Practice or University Dental School that provides NHS care	This option is for individuals who are activities relevant training materials.	ety volunteering or interested in becom	ing a volunteer and wish to access
 I am a care worker or hospice worker I work within the Social Care Sector in England and have a MMDS-SC registration code 			Continue
I am eligible for an OpenAthens account I am a student or student tutorisupervisor			
 I am an active volunteer or I am interessed in voluntering None of the above apply to me 			
e-LfH is a He	alth Education England Programme in partnership wi	th the NHS and Professional Bodies	
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Step 4

Register your details. Make sure you type inside the box for: First name, Last name, secondary email address if you have another email address, otherwise leave it blank. 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**

e-L⁄H	Chat ? Search the e-learning	19 🔍 🔽	NHS Health Education England
			Home
Registration Details			
Your details			
Email address		Secondary email address	
mrstmmorris@hotmail.com			
First name		Preferred name	
Last name		Country	
		Select Country	•
Your Current Role			
Job Role (Staff Group)			
			Ψ
Organisation Name			
			Register
			_
	e-LfH is a Health Education England Programme in	partnership with the NHS and Professional Bodies	





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

e-I∕H	Chat ? Search the e-learning	Q 🔽	NHS Health Education England
			Home
Password Maintenance			
Change Password			
Password must be a minimum Password cannot match.	of 8 characters, must contain at least one numeric, at least one upper	r case AND one lower case alphabetica	al characters. The Username and
New password			
Confirm new password			
Confirm password			
			Change Password

Step 6

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





East and North Hertfordshire NHS Trust

Step 7

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

e-	_ H	Search the e-learning	ц <u>с</u>	Health Education England
We	elcome Zee Log Out			
	Login Wizard			
	Please complete the following steps to ensure	the initial set up of your account is fully complete.		
	Terms & Conditions and Privacy Notice	e for uk		
		o i o minorg.uk		
	The e-LfH Hub terms and conditions the Hub.	een updated. You are required to accept these new Te	erms and Conditions before you are	e able to continue to use
	Please read the Terms and Conditions below	w and click the 'I accept these Terms and Conditions'	button.	
	I accept these Terms and Conditions			
	also made this text publicly available on the e-L.	fill web site in the interests of transparency and updated orded in ord format if required. As a Lift is part of Health	based on the GDPR EU article29 Wo Education England (HEE) you can y	rking Party which comes into
	notice here.	unequire di la part or rieguired. As e-cirri is part or rieguire	r Education England (FIEE), you can t	iew the updated HEE privacy
	If you have any queries about any aspect of the	ese terms and conditions, please contact enquiries@e-Ifn	1.org.uk.	
	Using e-lfh.org.uk			
	e-Ifh.org.uk is a collection of online resources pl use and viewing. Use of this resource is dependent	rovided as part of the Health Education England e-Learn dent on acceptance of these Terms & Conditions.	ing for Healthcare programme and is	maintained for your personal
	You agree to use this site only for lawful purpos party. Such restriction or inhibition includes, with transmission of obscene or offensive content or	es, and in a manner that does not infringe the rights of, of hout limitation, conduct which is unlawful, or which may h disruption of normal flow of dialogue within this site.	or restrict or inhibit the use and enjoyr harass or cause distress or inconvenion	nent of this site by any third ence to any person, and the
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Step 8

Please set two security questions. This will enable you to reset your password in future if required. Click **Save Security Questions**

Security Q	uestions
These secur	ty questions can be used to help you to log in if you forget your password.
Please be re	assured that anything you enter on this page is encrypted and will not be visible to anyone, including e-LfH administrators.
e-LfH will on	y use this information to help you to log in to the e-LfH Learning Portal.
	Please select your first question
	Please select a question
	Please provide your answer
	Please select your second question
	Please select a question
	Please provide your answer
	Save Security Questions





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.

Technical Check	
*	To ensure your device is a transfer of the provident of t
	Complete Registration

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.

Technical Checker	
Browser Checks	
All the technical checks have passed.	
Checks Performed	
✓ Cookies are enabled.	
✓ Adobe Reader is enabled.	
✓ Your web browser supports the HTML 5 features video and canvas.	
✓ Your web browser supports Scalable Vector Graphics (SVG).	
✓ A screen resolution with a width of at least 1000 pixels has been detected.	
✓ Javascript is enabled.	
You are using the web browser Chrome version 80.	
Platform: Windows	
	Continue

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.

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Welcom	ne Tracy Log Out		Home	ly e-Learning	My Account +	My Activity 👻	*	۹	
lob Role									
This Role									
Job Role (Staff Group)									
Volunteer (Administrative and Clerical)						*			
Grade			Primary Specialty						
Not applicable		•	Not Applicable			•			
Place Of Work									
Unknown location (Unknown)						Y			
Start Date	End Date		Additional Responsibilities						
15 Apr 2020			 Caldicott Guardian Information Governance Professional Information Security and Risk Professi SIRO 	ional					
			Save C	hanges Ex	isting Details Cor	rect			





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

e-L/Ĥ	🕜 Search the e-Jearning 🔍 🔽 Health Education England
Welcome Tracy Log Out	Home My e-Learning My Account - My Activity - 🌟 🍢
My e-Learning	Personal Details Wew full catalogue Employment Details Change Password
	Additional Security Enrolment
Volunteer Learning Pass	Aporting Permissions otranai.com External Systems Unknown location Update
(vitr)	
We have created a new programme for the bea	My Statistics - Last 12 Months
EXAMING FOR THE Coronavirus (COVID-19).	Init and care workdore that contains key internation rated materials from other trusted organisations

Step 13

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

e·l/H	Search the e-learning	Q 🔽	WHS Health Education England
Welcome Tracy Log Out	Home	My e-Learning My Account	- My Activity - ★ 🖤
Reporting Permissions			
Users who can report on yo Add a user To give another user access to re person decty - e_14-IN will not pro Username LERPI441 Users with permission to report No reporting users.	put on your learning activity, ends the resemance in to the box vide you with their username. Find	below and select "Find" You should obto	ain their usemame by contacting the
Users you can report on The following users have given yo	ou permission to report on their learning activity.		
No users are reporting to you.	one reporta-		

Step 14

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

Reporting Permissions
Users who can report on you
Add a user To give another user access to report on your learning activity, enter their username in to the box below and select 'Find'. You should obtain their username by contacting the person directly – e-LRH will not provide you with their username.
Name Email Address: volunteeringmvcc.enh-tr@nhs.net User Category: Admin & Clerical worker Place of Work: MOUNT VERION CANCER CENTRE
Add User Tancel
Users with permission to report on you
No reporting users.
Users you can report on





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

My e-Learning	View full catalogue	Details ent Details
You are not currently enrolled on any programm Select Enrolment to add programmes to y	hes or applications Additional : rour account Enrolment Reporting I External S	dress Permissions vstems
	Ur	nknown location Update
Coronavirus (COVID-19)	M	ly Statistics - Last 12 Months
CONDUCTION CONDUCTION CONTINUE CO	are workforce that contains key information erials from other trusted organisations — Find out more	Number of sessions completed / passed
Recent Activity	D N	otifications
Your account has no Recent Act	e	e-LfH 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 Passport (VTW)** from the list of choices. Once selected, click **Save Changes** in the bottom right-hand corner

e-L⁄H	Chat ? Search the e-learning	Q, 🔽	NHS Health Education England				
Welcome Tracy Log Out	Home	My e-Learning My Acc	ount 🗸 My Activity 🗸 🌟 찬				
Choose which Programmes that you wish to acce We advise you not to choose too much content at	ss by checking the relevant box and then use the first as some of these Programmes are extremely	Save Changes button at the botto I large and you may find it difficult	im of the screen. to navigate around.				
Search this page	Q Search						
○ Title							
Coronavirus Pandemic (COVID-19)			Select all 🗌				
Secondary Care - Medical			Select all 🗌				
 Primary, Social and Mental Healthcare 			Select all 🗌				
Allied Health Professionals			Select all				
Y Public Health			Select all				
Maternity and Newborn			Select all				
▼ Workforce-Wide or Generic			Select all 🗌				
Regional e-Learning			Select all				
🗹 🕧 💩 Volunteer Learning Passport (VTW)							
🗌 🕧 📼 WM – Primary Care Nursing: Anaph	ylaxis (aXI)						
			Save Changes				
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Under **My e-Learning**, you should now have access to the modules of the volunteer learning passport. There are 15 modules available to you – and you must complete the 12 mandatory modules to satisfy the requirement for your statutory/mandatory refresher training. You are welcome to complete the optional modules if you are interested.

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y e-Learning > Volunteer Learning Passport (VTW)		
 My e-Learning Volunteer Learning Passport (VTW) 	Roles and Responsibilities of a Volunteer [updated COVID-19]	* 🗟 🕖
	Communications for Volunteers	* 🗟 🕐
	Pata Security Awareness for Volunteers	* 🗟 🕖
	Conflict Resolution for Volunteers	* 🗟 🕖
	Equality, Diversity and Human Rights for Volunteers	* 🗟 🕖
	Safeguarding Adults for Volunteers	* 🗟 🕖
	K Safeguarding Children for Volunteers	* 🗟 🕖
	Child Sexual Exploitation for Volunteers	* 🗟 🕖
	Preventing Radicalisation (Basic Awareness) for Volunteers	* 🗟 🕖
	Mental Health Awareness for Volunteers	4 S 🗛

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.







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.

Panel view	My e-Learnin	g Full catalogue
My e-Learning		
 My e-Learning Wolunteer Learning Passport (VTW) 	Volunteer Learning Passport (VTW) Last accessed: 24 Apr 2020	* 🗟 🕖

Step 20

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