

Guidance notes for accessing the online booking system - LMS

To access the online booking system please click on <http://www.learningservice.org/gcc/gcc.aspx>

If this is the first time you have used the online booking system you will need to register, following the instructions below. Please note that there is a different registration process for GCC and non-GCC staff.

If you have previously registered and therefore have a user name and password, please enter them in the spaces provided and click 'Login' and follow the rest of the instructions.

Registering on the online booking system – LMS

GCC Staff should register by typing their SAP User ID into the Username box and selecting "Request Password"

Non-GCC staff should register using the screenshots and instructions below.



The screenshot shows a login page titled "Please Log In". It includes a "Username:" field, a "Password:" field, and a "Login" button. Below the fields, there is a "Forgotten Password? Request Password" link. On the left side, there is a list of instructions. The first bullet point, "If you are not an employee of Gloucestershire County Council you can [register here](#).", is circled in red. An arrow points from this link to an orange box at the bottom of the page that says "Click on 'register here'".

Please enter your username and password, then select the **Login** button.

If this is the first time you have used the Learning Management System:

- If you are not an employee of Gloucestershire County Council you can [register here](#).
- If you are an employee of Gloucestershire County Council put your normal SAP User ID in the username box (usually your initial and surname) and click on request a password, this will be sent to your GCC email address. Use your username (SAP user ID) and your new password to access the LMS.

If you have forgotten your password, enter your username, and select **Forgot Password**.

Click on 'register here'

Registering on the online booking system (LMS)

Complete the registration form in full that appears on your screen (part of which is shown in the screen shot below). Please make sure that you provide an email address that you have frequent access to as it will be used for sending your booking confirmations and joining instructions.

System Registration

To register for access to Learning Service please complete this form.

Contact Details

First Name:

Surname:

Job Title:

Designated Person
 (Only tick this box if you are responsible for booking courses for other delegates)

Name of Organisation:

Address:

Work Contact Number

Email Address:

Note: Your email address will be used to allow communications relating to the usage of the service.

Confirm Email Address:

Username:

Your username could be your email address, name or something memorable to you. Please note if you share an email address with another user that may access the LMS, the email address can only be used once as a username and an alternative username will need to be created for others wishing to self-register

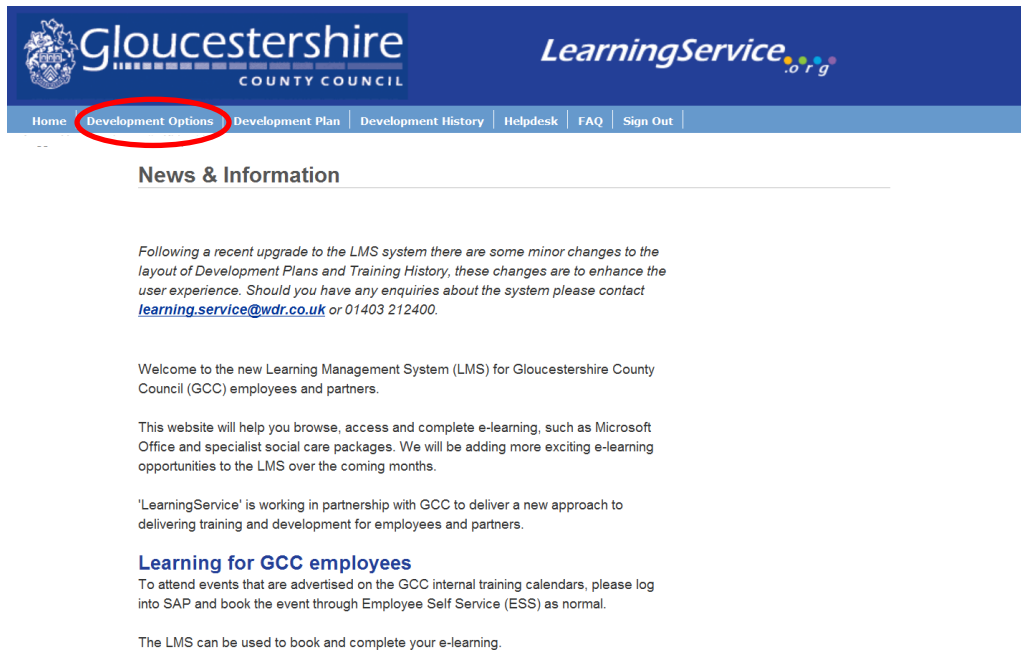
Password:

Type of service:

If you are unsure which Type of Service to select please telephone Learning Service on 01403 212400.

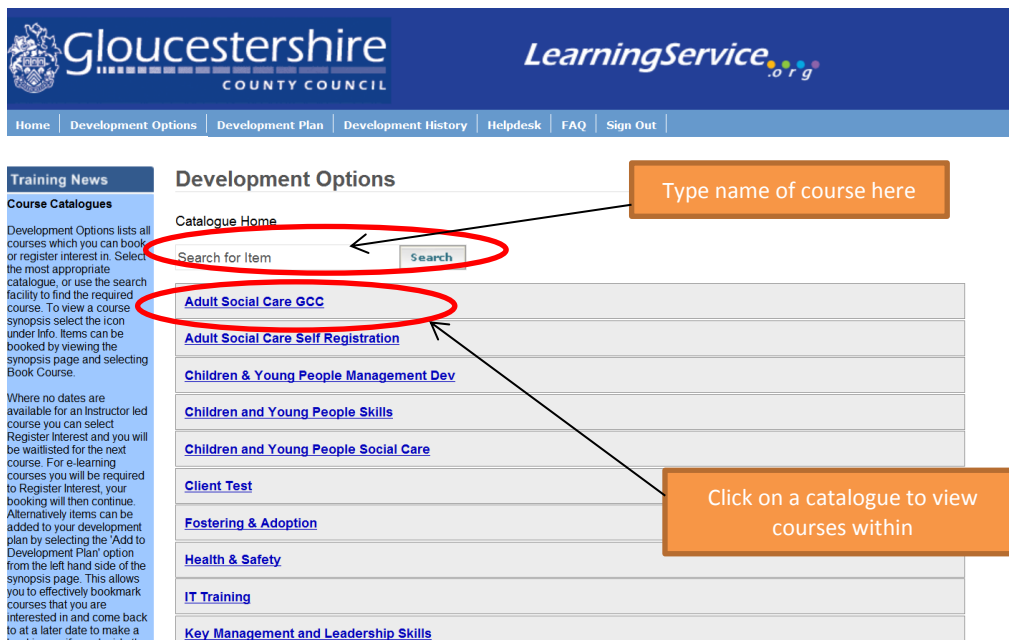
COURSE BOOKINGS & INFORMATION

Once logged in you will see the following information page. To view courses click on “Development Options”.



The screenshot shows the Gloucestershire LearningService website. The header includes the Gloucestershire County Council logo and the LearningService logo. The navigation menu contains: Home, **Development Options** (circled in red), Development Plan, Development History, Helpdesk, FAQ, and Sign Out. Below the menu is a 'News & Information' section with several paragraphs of text and a link to 'Learning for GCC employees'.

On this page you have the option to click on a catalogue i.e. for Dementia courses click on ‘Adult Social Care’ or if you know the name of the course you can type in the first word to the “Search for Item” Box.



The screenshot shows the 'Development Options' page. On the left is a 'Training News' sidebar. The main content area has a 'Development Options' header and a 'Catalogue Home' section. Below this is a search box labeled 'Search for Item' with a 'Search' button. A list of course catalogues follows, including 'Adult Social Care GCC', 'Adult Social Care Self Registration', 'Children & Young People Management Dev', 'Children and Young People Skills', 'Children and Young People Social Care', 'Client Test', 'Fostering & Adoption', 'Health & Safety', 'IT Training', and 'Key Management and Leadership Skills'. Two callout boxes are present: one pointing to the search box with the text 'Type name of course here', and another pointing to the 'Adult Social Care GCC' link with the text 'Click on a catalogue to view courses within'.

Within the chosen catalogue you will view all courses available and more information on a course can be seen by clicking on the page icon in the “Info” box as shown below.

Training News

Course Catalogues

Development Options lists all courses which you can book or register interest in. Select the most appropriate catalogue, or use the search facility to find the required course. To view a course synopsis select the icon under Info. Items can be booked by viewing the synopsis page and selecting Book Course.

Where no dates are available for an instructor led course you can select Register Interest, if offered as an option, and you will be waitlisted for the next course. For e-learning courses you will be required to Register Interest, your booking will then continue.

Alternatively items can be added to your development plan by selecting the 'Add to Development Plan' option from the left hand side of the synopsis page. This allows you to effectively bookmark courses that you are interested in and come back to at a later date to make a booking or, if you decide the event is not suitable, you can remove it from your plan.

Development Options

[Catalogue Home](#) :: [Adult Social Care specialist](#) :: Adult Social Care GCC

Search for Item

Open Learning Programs

Program	Info	Ref
New Managers induction Programme 2015 (7 items)		NMI15

Courses

Course	Info	Ref	Duration
Autistic Spectrum Disorder Awareness Type: Instructor Led		NSO0001	3 Hours
Autistic Spectrum Disorder for Practitioners Undertaking Social Care Assessments Type: Instructor Led		NSO0002	1 Day
Care Act - Assessment & Care Planning Type: Instructor Led		CHL0002	2 Days
Carer Aware Type: eLearning		CLD0001	1 Hour
Case Recording Type: Instructor Led		MAK0001	1 Day
Dementia Training Type: Instructor Led		2GT0045	2 Days
FACE eLearning Type: Self Paced eLearning		FCE0045	6 Hours
FACE V7 Training Type: Instructor Led		FCE0061	6 Hours
FACS (Fair Access to Care Services) Type: Instructor Led		CAV0001	1 Day
Learning Disability Best Practice Sharing Forum November 2014 Type: Instructor Led		LNT0007	3 Hours
Learning Exchange Program with Sheila Reynolds FEBRUARY 2015 Type: Instructor Led		SHR0052	2.5 Hours
Learning Exchange Program with Sheila Reynolds JANUARY 2015 Type: Instructor Led		SHR0053	2.5 Hours
Learning Exchange Program with Sheila Reynolds MAY 2015		SHR0054	2.5 Hours

Click here to view course synopsis and dates

To book a course, please click on the button above, select you preferred date and then click on “Book Course”. If no dates are available please click on “Register Interest” to be added to the waitlist. If you are a line manager you will also have the facility to book for your team by clicking ‘Book Course for Employees’ if not then you will only see the ‘Book Course’ button.

Options

Add to my Development Plan

Add to employee Development Plan

View Venues and Maps

Print this Page

Course Synopsis

Dementia Training

Duration: 2 Days
Course Code: 2GT0045
Price: £0.00

Colwell Centre, Derby Road, Gloucester - 21 Jan 2016 (Start)

If you wish to book employees on this course you do not need to select a specific date at this point, you are able to allocate employees to specific dates once you select the book employees button.
If the dates / locations for this course are not suitable for you please use the 'Register Interest' option below.

There is currently no synopsis available for this course.

Complete the booking process by clicking 'Request Course' or if you have any special requirements please enter in the comments box before requesting the course

<p>Overview</p> <p>This screen enables you to request training.</p> <p>The details of the course are shown to the right of this text box, along with an optional comments area which allows you to provide additional information to the training team.</p> <p>Note: The submission of this form does not guarantee acceptance on to the course.</p>	<h2>Register Interest</h2> <hr/> <p>(2GT0045) Dementia Training</p> <p>Optional Information</p> <p>Any Comments (e.g. Special requirements)</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p style="text-align: center;">Request Course</p>
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Authorisation will then be sent to your line manager to approve your booking and you will then get confirmation of the booking followed by Joining Instructions that are sent 3 weeks before an event.

Should you have any questions or need further assistance please contact the Learning Service helpdesk by calling 01403-212400 or by emailing learning.service@wdr.co.uk

Alternatively, you can contact the Gloucestershire County Council Training enquiries Team on 01452 324306 or by emailing trainingenquiries@gloucestershire.gov.uk