

Barnardo's Training and Consultancy Surrey Driver Safeguarding & Child Sexual Exploitation Access Guide

Barnardo's and your licensing and contracting authorities understand there is a need to increase the ability of licensed and contracted drivers to be able to spot the signs of child sexual exploitation and take appropriate action to protect children.

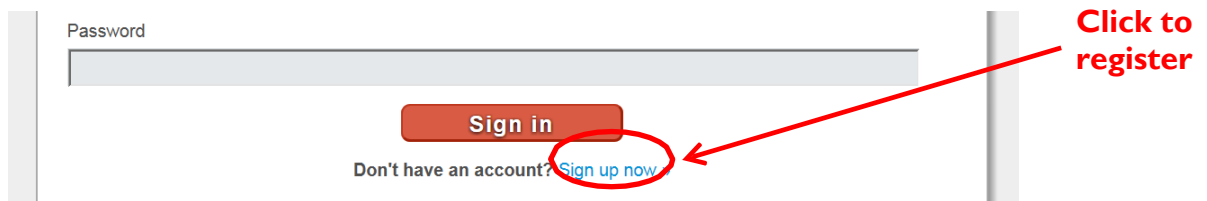
This **e-learning** programme has been written specifically for you as a driver to provide the knowledge and understanding about safeguarding concerns and child sexual exploitation. Please find below quick and easy step by step instructions to register for the e-learning training.

NOTE: To access this e-learning programme, you will require Internet Explorer (version 8) or later, or any version of Chrome/Firefox/Safari

1. To access the e-learning please log on to: -

https://taxiilm.learnupon.com/users/sign_up

2. Click 'Sign up now' to register



The image shows a login/register form. At the top, there is a label "Password" above a long, empty text input field. Below the input field is a red button with the text "Sign in". Underneath the button, the text "Don't have an account?" is followed by a blue link "Sign up now". A red circle is drawn around the "Sign up now" link, and a red arrow points from the text "Click to register" on the right side of the image to this link.

3. Type your e-mail address and new password. Click 'Sign up' once completed

The registration form consists of three input fields: 'Email', 'Password', and 'Password confirmation'. A red circle highlights the 'Email' field with the instruction 'Enter e-mail address'. Another red circle highlights the 'Password' field with the instruction 'Enter new password'. A third red circle highlights the 'Password confirmation' field with the instruction 'Enter new password'. Below the fields is a red 'Sign up' button, which is circled in red with the instruction 'Click 'Sign up' once completed'.

4. Type your first name and last name. Click on the down arrow and select your area. Type your licence number (or type your Date of Birth if you are not yet licensed). Click 'Save' once completed

This form contains four input fields: 'First name', 'Last name', 'Authority Area', and 'Licence Number'. The 'Authority Area' field is a dropdown menu with a down arrow, circled in red with the instruction 'Click on arrow to choose your authority'. The 'Licence Number' field is circled in red with the instruction 'Enter licence number or date of birth if not yet licensed'. Below the fields is a 'Save' button, circled in red with the instruction 'Click 'Save' once'. The 'First name' and 'Last name' fields are circled in red with the instruction 'Enter first and last'.

5. Click 'browse the catalogue' to enroll

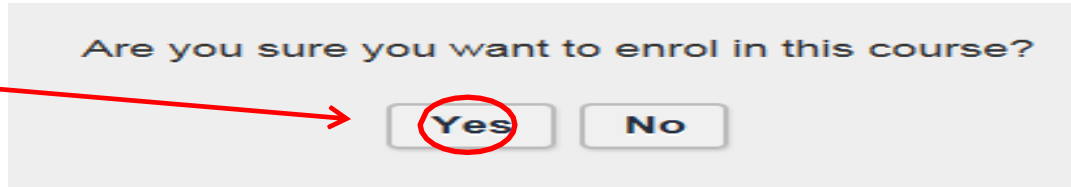
The 'Courses' section displays three statistics: 'Enrolled' (0), 'Completed' (0), and 'Total' (0). Below these are two tabs: 'Enrolled' and 'Completed'. A message states: 'Currently you have not been enrolled in any courses. Why not [browse the catalogue](#) to find some courses you would like to take.' The 'browse the catalogue' link is circled in red with the instruction 'Click here to access'.

6. Click 'Enrol in Course'

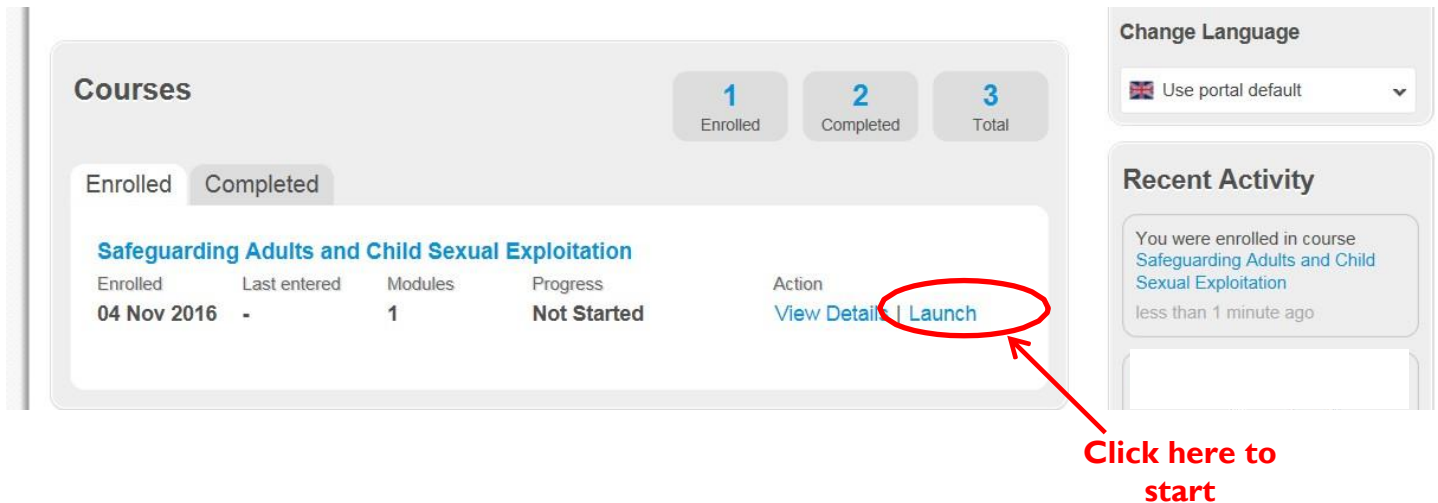
The course details for 'Safeguarding Adults and Child Sexual Exploitation' are shown. It includes a '...read more' link, 'Content' information, and '1 module' with a 'View Details' link. A blue 'Enrol in Course' button is circled in red with the instruction 'Click here to enroll'.

7. Click 'Yes' to join course

Click 'Yes' to enrol



8. Click 'Launch' to start the course



The image shows a course management interface. At the top, there are three buttons: "1 Enrolled", "2 Completed", and "3 Total". Below these are two tabs: "Enrolled" and "Completed". The "Enrolled" tab is active. A table lists courses, with the first row highlighted:

Enrolled	Last entered	Modules	Progress	Action
04 Nov 2016	-	1	Not Started	View Details Launch

The "Launch" button is circled in red, and a red arrow points from the text "Click here to start" to the "Launch" button.

Change Language
Use portal default

Recent Activity
You were enrolled in course [Safeguarding Adults and Child Sexual Exploitation](#) less than 1 minute ago

9. Begin the course, following the on-screen instructions

10. Take the 'Quiz'

There is a 'Quiz' at the end of the course, which you must pass. The pass mark is 80% which means getting getting 8 out of the 10 questions right.

11. Complete the Course

Once you have finished the quiz, click the small 'x' in the top right hand corner of the screen. This will bring up a screen showing whether you have passed or failed.



12. If you fail

If you did not achieve the pass mark, you must take the quiz again. You can do this by clicking on 'Launch' and doing the course again.

The screenshot shows a course dashboard. At the top, there are three buttons: "1 Enrolled", "1 Completed", and "2 Total". Below these are tabs for "Enrolled" and "Completed". A button "Download Your Course History" is visible. The main part of the dashboard is a table with the following data:

Enrolled	Completed	Exam results	Certificate	Credits	Action
04 Nov 2016	04 Nov 2016	50%	-	-	View Details Launch

The "Launch" link in the "Action" column is circled in red. To the right of the table, there is a "Change Language" dropdown menu set to "Use portal default" and a "Recent Activity" section showing a message: "You were enrolled in course Safeguarding Adults and Child Sexual Exploitation less than 1 minute ago".

13. If you passed

Congratulations, you can now download or print your 'pass' certificate. You can do this by clicking on 'print' and this will display your certificate. You can save this to your computer or print it.

The screenshot shows a user interface for a course titled "Safeguarding Adults and Child Sexual Exploitation". At the top, there are statistics: 1 Enrolled, 1 Completed, and 2 Total. Below this, there are tabs for "Enrolled" and "Completed", with "Completed" being the active tab. A button labeled "Download Your Course History" is visible. The course details show it was enrolled on 04 Nov 2016 and completed on 04 Nov 2016 with 100% exam results. A "Certificate" column contains a printer icon and the word "print", which is circled in red. Other columns include "Credits" (dash) and "Action" (links for "View Details" and "Launch"). On the right side, there is a "Change Language" dropdown set to "Use portal default" and a "Recent Activity" section showing the user was enrolled in the course less than 1 minute ago.

14. Download/print/retain a copy of your pass certificate

Once you have passed the course and downloaded, or printed, your certificate, you must retain a copy for your records. This is very important as the licensing team may ask you to supply a copy of the certificate to us in the future.

If you experience technical issues with accessing, logging in or undertaking the training then please email: support@marshallacm.co.uk rather than contacting the licensing team as we do not run or administer this website.

