

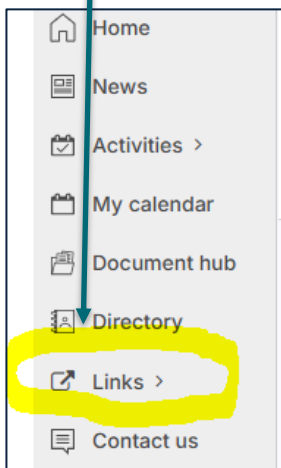
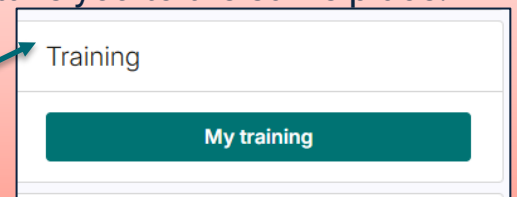
# Video 6. Completing your Training (non-Retail Volunteers)

This 'cheat sheet' covers all the steps to enable you to access and complete any necessary training and sits alongside the accompanying video.

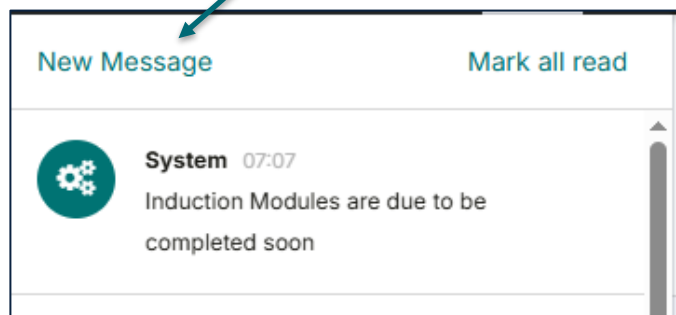
## Accessing your training

Dependant on your volunteer role, you may be required to undertake e-learning modules as part of your official training, which is all done through Assemble. You can access your training in any one of 3 ways, all will take you to the same place.

- Via **Links**, then **Training** on the left-hand menu
- Via the **Training button** on the home screen
- And via your profile below



When training falls within 30 days of needing completion, you will also receive a message within your messaging centre, prompting you to complete your module(s). This is a handy reminder that something will soon be due.



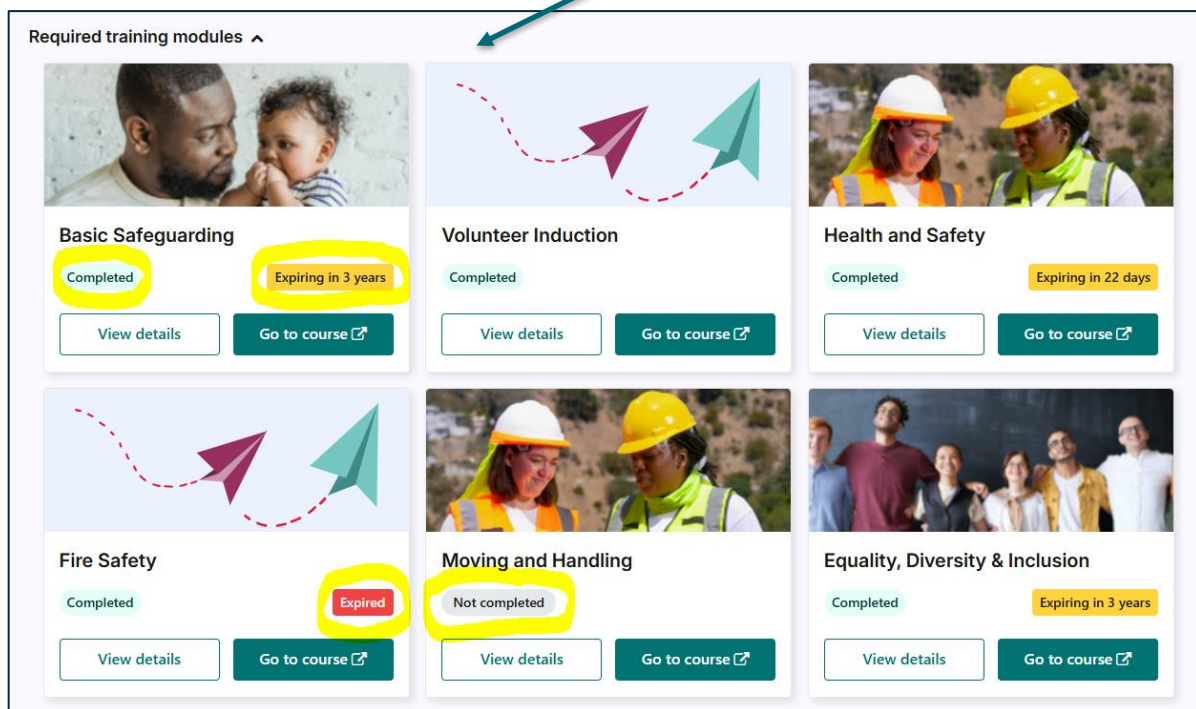
# Video 6. Completing your Training (non-Retail Volunteers)

## Your Training Page

Your training page will look like the example below. Each module will show you –

- **Due** date
- **Completion** date
- **Recurring** date due (if it is something that you need to complete again in future)
- And **Expiring** if it is within the 1-month window of needing completion

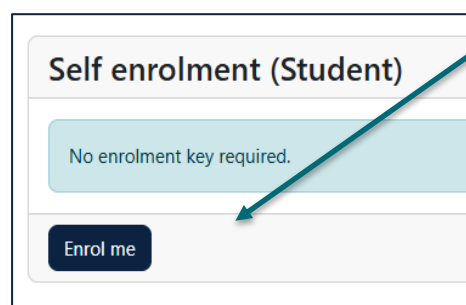
**NOTE** - Further down the screen, it will show you **'Optional modules to complete'**. These are historic training modules that you have already completed, not new ones to do.



Required training modules ^

Module Name	Status	Expiry/Completion Info	Action
Basic Safeguarding	Completed	Expiring in 3 years	Go to course
Volunteer Induction	Completed		Go to course
Health and Safety	Completed	Expiring in 22 days	Go to course
Fire Safety	Completed	Expired	Go to course
Moving and Handling	Not completed		Go to course
Equality, Diversity & Inclusion	Completed	Expiring in 3 years	Go to course

To complete any module on your Training page, you simply click on **'Go to course'**. This takes you to another window, where you click on **'Enrol me'** to access the course

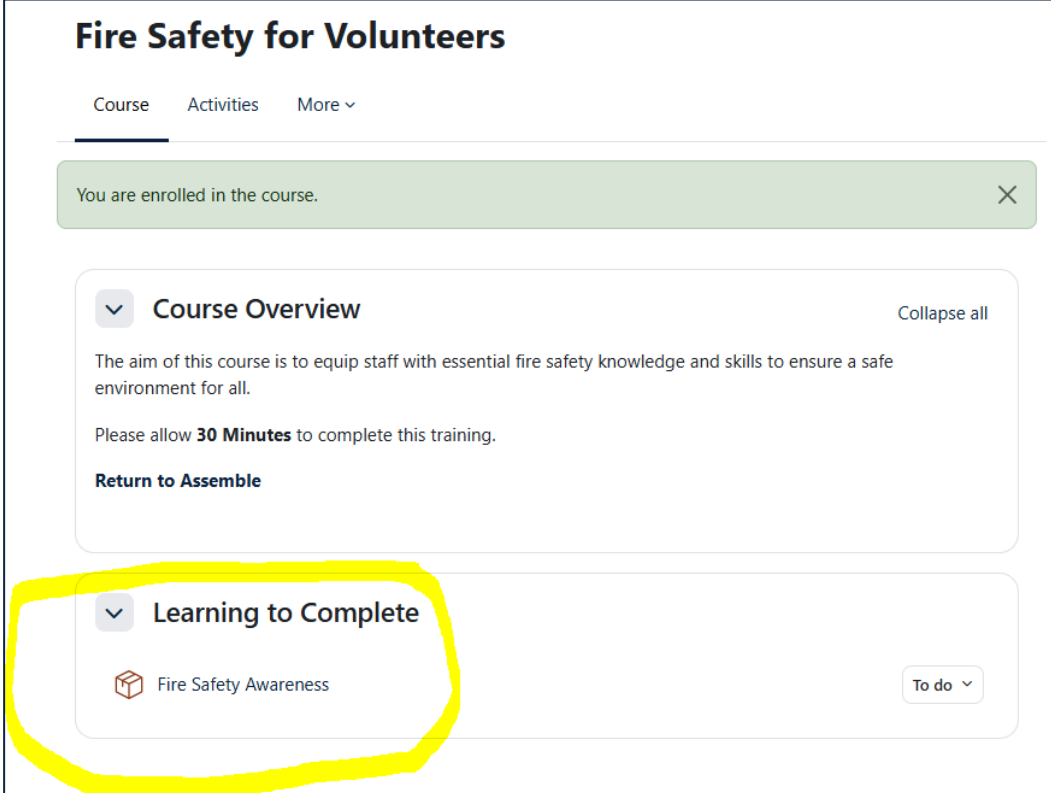


Self enrolment (Student)

No enrolment key required.

Enrol me

## Video 6. Completing your Training (non-Retail Volunteers)



### Fire Safety for Volunteers

Course Activities More ▾

You are enrolled in the course. ✕


▾ **Course Overview** Collapse all

The aim of this course is to equip staff with essential fire safety knowledge and skills to ensure a safe environment for all.

Please allow **30 Minutes** to complete this training.

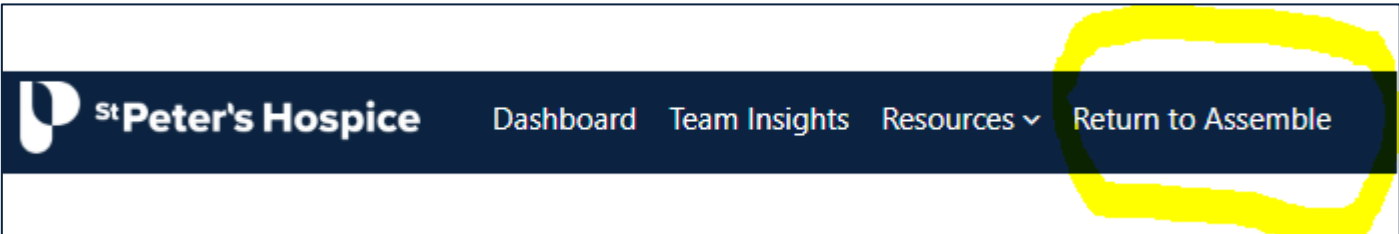
**Return to Assemble**


▾ **Learning to Complete**

 Fire Safety Awareness To do ▾

Under **Learning to complete** (above), the required module will be shown, and you will be able to click into it to action.

Once complete, click on the **Return to Assemble** button, top left of your screen, to take you back.



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