Guidance for adding Welcome Conversation Learning to Compass:

Step 1: Navigate to the volunteer's record, and open up the Training tab. Open their Personal Learning Plans, and 'Show PLP' of the role you are adding to.

Step 2: Click 'Add Module' and the 'Add Training Module To PLP' box will pop up. From the Module dropdown list, select 'WCL : Welcome Conversation Learning'.

Add Training Module To PLP   ✕

12071171 Rachel Test

PLP Training Details   • Required fields

Module	WCL : Welcome Conversation Learning ▾
Training Advisor	[ ] 🔍 [ ]
Learning Required	Yes ▾

Learning Method	**Planned Completion**	**Actual Completion**	
E-Learning ▾	[ ] 📅	14 May 2024 📅	Remove
--- Select Learning Method --- ▾			

Validation Criteria	**Planned Completion**	**Actual Completion**
E-Learning ▾	[ ] 📅	14 May 2024 📅
--- Select Validation Criteria --- ▾		

Validation Methods

ELearning Certificate	☑
Workbook/Worksheets	☐

Validation Completed

Validated By	[734763] 🔍 [00734763 Heather Smith]
Validated On	[14 May 2024] 📅

Close	Clear		Save

Step 3: Fill out the details, including the Learning Method, Validation Criteria, Validation Methods and Validation Completed. Then click 'Save'.

Training Module	Learning Required	Learning Method	Learning Completed	Validated By	Validated On		
)02 - Personal Learning Plan	▾	--- Select Method --- ▾	[ ]	[ ] 🔍	[ ]	Update	Delete
)04 - Tools for the Role (Managers and Supporters)	▾	--- Select Method --- ▾	[ ]	[ ] 🔍	[ ]	Update	Delete
)05 - The Fundamentals of Scouting	▾	--- Select Method --- ▾	[ ]	[ ] 🔍	[ ]	Update	Delete
)06 - Changes in Scouting (ENDED: SEPT 2020)	▾	--- Select Method --- ▾	[ ]	[ ] 🔍	[ ]	Update	Delete
)07 - Scouting For All	▾	--- Select Method --- ▾	[ ]	[ ] 🔍	[ ]	Update	Delete
)11 - Administration	▾	--- Select Method --- ▾	[ ]	[ ] 🔍	[ ]	Update	Delete
)12A - Delivering a Quality Programme	▾	--- Select Method --- ▾	[ ]	[ ] 🔍	[ ]	Update	Delete
GDPR - General Data Protection Regulations	▾	--- Select Method --- ▾	[ ]	[ ] 🔍	[ ]	Update	Delete
.MA - Achieving Results	▾	--- Select Method --- ▾	[ ]	[ ] 🔍	[ ]	Update	Delete
ME - Enabling Change	▾	--- Select Method --- ▾	[ ]	[ ] 🔍	[ ]	Update	Delete
.MM - Managing Time and Personal Skills	▾	--- Select Method --- ▾	[ ]	[ ] 🔍	[ ]	Update	Delete
.MP - Providing Direction	▾	--- Select Method --- ▾	[ ]	[ ] 🔍	[ ]	Update	Delete
.MU - Using Resources	▾	--- Select Method --- ▾	[ ]	[ ] 🔍	[ ]	Update	Delete
.MW - Working with People	▾	--- Select Method --- ▾	[ ]	[ ] 🔍	[ ]	Update	Delete
NCL - Welcome Conversation Learning	Yes	E-Learning	14 May 2024	00734763 Heather Smith	14 May 2024		Update
(001 - (Discontinued) Essential Information	▾	--- Select Method --- ▾	[ ]	[ ] 🔍	[ ]	Update	Delete
(010 - (Discontinued) First Aid	▾	--- Select Method --- ▾	[ ]	[ ] 🔍	[ ]	Update	Delete
(LMS - (Discontinued) Safety for Managers and Supporters	▾	--- Select Method --- ▾	[ ]	[ ] 🔍	[ ]	Update	Delete
wards Advisory Group Member	28 September 2018	Full	Test District 1 - Elmswood				Show PLP

Step 4: You'll now see 'WCL - Welcome Conversation Learning' on the volunteer's PLP, and they are now able to facilitate Welcome Conversations using the interim process.

Please note, the Welcome Conversation Learning will carry across from Compass to the new digital system, when we go through data migration, as long as it has been added to Compass and validated correctly.