

Guidance for adding Welcome Conversation Learning to Compass:

My Roles: HQ Administrator (Compass Support)

Welcome Back, Heather

12071171 Rachel Test

Personal Details Roles Permits **Training** Awards Emergency Details Communications Visibility Disclosures

↓ Personal Learning Plans (4)

PLP Role	Start Date	Status	Location	Training Advisor	Completed
Country Commissioner - Test County (Pre-ov)	30 January 2019	Provisional	Test - County		<input type="checkbox"/>
District Appointments Secretary	30 January 2019	Full	Test District 1 - Elmwood		<input type="checkbox"/>
District Commissioner (Pre-Prov)	30 January 2019	Pre provisional	Test District 1 - Elmwood		<input type="checkbox"/>

PLP for - District Commissioner (Pre-Prov)

Role Training Advisor: [Search]

PLP agreed: [Search]

Buttons: Add Module, Print PLP

Training Module	Learning Required	Learning Method	Learning Completed	Validated By	Validated On	Update	Delete
062 - Personal Learning Plan	<input type="checkbox"/>	--- Select Method ---	<input type="checkbox"/>	[Search]	<input type="checkbox"/>	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
064 - Tools for the Role (Managers and Supporters)	<input type="checkbox"/>	--- Select Method ---	<input type="checkbox"/>	[Search]	<input type="checkbox"/>	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
065 - The Fundamentals of Scouting	<input type="checkbox"/>	--- Select Method ---	<input type="checkbox"/>	[Search]	<input type="checkbox"/>	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
066 - Changes in Scouting (ENDED: SEPT 2020)	<input type="checkbox"/>	--- Select Method ---	<input type="checkbox"/>	[Search]	<input type="checkbox"/>	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
067 - Scouting For All	<input type="checkbox"/>	--- Select Method ---	<input type="checkbox"/>	[Search]	<input type="checkbox"/>	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
011 - Administration	<input type="checkbox"/>	--- Select Method ---	<input type="checkbox"/>	[Search]	<input type="checkbox"/>	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
012A - Delivering a Quality Programme	<input type="checkbox"/>	--- Select Method ---	<input type="checkbox"/>	[Search]	<input type="checkbox"/>	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
GDPR - General Data Protection Regulations	<input type="checkbox"/>	--- Select Method ---	<input type="checkbox"/>	[Search]	<input type="checkbox"/>	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
LMA - Achieving Results	<input type="checkbox"/>	--- Select Method ---	<input type="checkbox"/>	[Search]	<input type="checkbox"/>	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
LME - Enabling Change	<input type="checkbox"/>	--- Select Method ---	<input type="checkbox"/>	[Search]	<input type="checkbox"/>	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
LMM - Managing Time and Personal Skills	<input type="checkbox"/>	--- Select Method ---	<input type="checkbox"/>	[Search]	<input type="checkbox"/>	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
LMP - Providing Direction	<input type="checkbox"/>	--- Select Method ---	<input type="checkbox"/>	[Search]	<input type="checkbox"/>	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
LMU - Using Resources	<input type="checkbox"/>	--- Select Method ---	<input type="checkbox"/>	[Search]	<input type="checkbox"/>	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
LMW - Working with People	<input type="checkbox"/>	--- Select Method ---	<input type="checkbox"/>	[Search]	<input type="checkbox"/>	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
X801 - (Discontinued) Essential Information	<input type="checkbox"/>	--- Select Method ---	<input type="checkbox"/>	[Search]	<input type="checkbox"/>	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
X810 - (Discontinued) First Aid	<input type="checkbox"/>	--- Select Method ---	<input type="checkbox"/>	[Search]	<input type="checkbox"/>	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
XLMS - (Discontinued) Safety for Managers and Supporters	<input type="checkbox"/>	--- Select Method ---	<input type="checkbox"/>	[Search]	<input type="checkbox"/>	<input type="button" value="Update"/>	<input type="button" value="Delete"/>

Awards Advisor: Group Member | 28 September 2018 | Full | Test District 1 - Elmwood | Show PLP

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.

Add Training Module To PLP

12071171 Rachel Test

PLP Training Details

Module: **WCL : Welcome Conversation Learning** (Required fields)

Training Advisor: [Dropdown]

Learning Required: [Dropdown]

Learning Method

--- Select Learning Method ---

Validation Criteria

E-Learning [input type="checkbox"]

--- Select Validation Criteria ---

Validation Methods

E-Learning Certificate

Workbook/Worksheets

Validation Completed

Validated By: [Search]

Validated On: [Calendar]

Buttons: Close, Clear, Save

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



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PLP Training Details

• Required fields

Module

Training Advisor

Learning Required

Learning Method	Planned Completion	Actual Completion
E-Learning	<input type="text" value=""/>	14 May 2024
--- Select Learning Method ---		

Validation Criteria	Planned Completion	Actual Completion
E-Learning	<input type="text" value=""/>	14 May 2024
--- Select Validation Criteria ---		

Validation Methods

E-Learning Certificate

Workbook/Worksheets

Validation Completed

Validated By

Validated On

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	
102 - Personal Learning Plan	<input type="text" value=""/>	--- Select Method ---	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="Update"/> <input type="button" value="Delete"/>
104 - Tools for the Role (Managers and Supporters)	<input type="text" value=""/>	--- Select Method ---	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="Update"/> <input type="button" value="Delete"/>
105 - The Fundamentals of Scouting	<input type="text" value=""/>	--- Select Method ---	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="Update"/> <input type="button" value="Delete"/>
106 - Changes in Scouting (ENDED, SEPT 2020)	<input type="text" value=""/>	--- Select Method ---	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="Update"/> <input type="button" value="Delete"/>
107 - Scouting For All	<input type="text" value=""/>	--- Select Method ---	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="Update"/> <input type="button" value="Delete"/>
111 - Administration	<input type="text" value=""/>	--- Select Method ---	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="Update"/> <input type="button" value="Delete"/>
112A - Delivering a Quality Programme	<input type="text" value=""/>	--- Select Method ---	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="Update"/> <input type="button" value="Delete"/>
1DPR - General Data Protection Regulations	<input type="text" value=""/>	--- Select Method ---	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="Update"/> <input type="button" value="Delete"/>
1MA - Achieving Results	<input type="text" value=""/>	--- Select Method ---	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="Update"/> <input type="button" value="Delete"/>
ME - Enabling Change	<input type="text" value=""/>	--- Select Method ---	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="Update"/> <input type="button" value="Delete"/>
MM - Managing Time and Personal Skills	<input type="text" value=""/>	--- Select Method ---	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="Update"/> <input type="button" value="Delete"/>
MP - Providing Direction	<input type="text" value=""/>	--- Select Method ---	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="Update"/> <input type="button" value="Delete"/>
MU - Using Resources	<input type="text" value=""/>	--- Select Method ---	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="Update"/> <input type="button" value="Delete"/>
MW - Working with People	<input type="text" value=""/>	--- Select Method ---	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="Update"/> <input type="button" value="Delete"/>
WCL - Welcome Conversation Learning	Yes	E-Learning	14 May 2024	00734763 Heather Smith	14 May 2024	<input type="button" value="Update"/>
001 - (Discontinued) Essential Information	<input type="text" value=""/>	--- Select Method ---	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="Update"/> <input type="button" value="Delete"/>
015 - (Discontinued) First Aid	<input type="text" value=""/>	--- Select Method ---	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="Update"/> <input type="button" value="Delete"/>
GLMS - (Discontinued) Safety for Managers and Supporters	<input type="text" value=""/>	--- Select Method ---	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="Update"/> <input type="button" value="Delete"/>

WCLs Advisory Group Member 28 September 2018 Full Test District 1 - Elmwood 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.