

# User Guide for the Sector Awareness and Provider Preparedness Programme's Digital Learning Platform

The Digital Learning Platform is where you can register for both our in-person and virtual events, training, and access eLearning courses.

The first few steps of this guide are to help you if you are visiting and booking an event for the first time. **If you already have an account and have made a booking, please go to page 7 for guidance on how to access the event details.**



## Step 1: Access the platform

To access the platform, please follow this link: <https://learning.ncb.org.uk/AccountLogin.aspx>

If you are a new user, you need to register for an account to sign in. If you are an existing user, you need to sign in.



[My Account](#) [Login](#)

[Supported accommodation](#)

[Contact Us](#)

Home > Account Login

## Sign in or Register

### Existing Users

Email

Password

Login

[Forgot Your Password?](#)

### New Users

Create an account in order to register for events and opportunities

[Register for an Account](#)

## New User

To register for a new account, you will be prompted to fill in the details below and create an account password.

[Home](#) > [User Profile](#)

### User Profile

User Information	
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Email Address*	<input type="text"/>
Organisation*	<input type="text"/>
Job Title*	<input type="text"/>
Password must be 8 characters or longer and contain an upper and lowercase character, a number, and a special character.	
Password*	<input type="password"/>
Confirm Password*	<input type="password"/>
Confirm the text shown below*	<input type="text"/>
	

Click **'submit'** when you have finished.

## Step 2: View your account

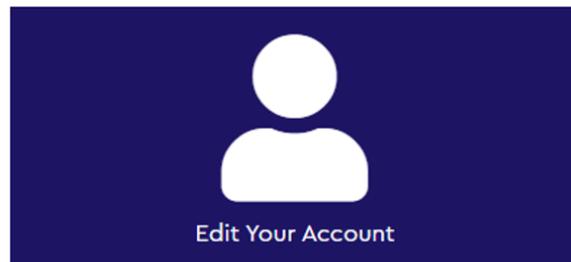
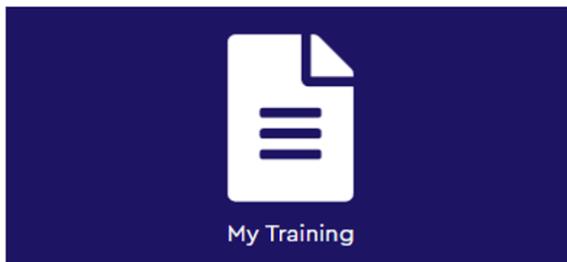
Once you have logged in/signed up, you will see the **'My Account Dashboard'** page below.

Click on **'Supported Accommodation'** at the top right of the screen to view the events, training, and eLearning on offer.



Home > My Home Page

## My Account Dashboard



### Step 3: Browse events, training, and eLearning

Click on the activity or event you want to access or engage with. As an example, the following steps show you how to register for one of our Regional Community of Practice Events.



[My Account](#)   [Logout](#)  
[Supported accommodation](#)   [Contact Us](#)

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Home > Supported accommodation

## Supported accommodation

 <b>Local Authorities- Regional Community of Practice</b>	 <b>Providers- Regional Community of Practice</b>	 <b>Supported Accommodation eLearning</b>	 <b>Virtual Policy Training for Providers of Supported Accommodation</b>
 <b>Virtual Training for Quality Assurance Officers -7th July</b>	 <b>Virtual Training for Quality Assurance Officers -10th July</b>	 <b>Virtual Training for Quality Assurance Officers -11th July</b>	 <b>Young people's voice in supported accommodation: provider workshop - Birmingham</b>

## Step 4: View details and book

You will then see a page with the details and an option to complete your booking.

[Home](#) > [Product Details](#)

### Supported Accommodation Regional Event

#### Community of Practice for Local Authorities

The National Children's Bureau will be delivering a series of Regional Community of Practice events in June and July as part of the Sector Awareness and Provider Preparedness programme.

These events are an opportunity for local authorities to come together through an Action Learning Set model to identify challenges for the implementation of the supported accommodation registration and regulation regime and develop solutions and actions.

**Please select the date that is specific to your region.** We will update the Digital Learning Platform with a full agenda and details of what you can expect from the sessions.



Date	Event Type	City	Price
<input checked="" type="radio"/> 19.06.2023 10:00 – 12:30 GMT- Regional Event CoP East Midlands	In-person	Leicester	Free
<input type="radio"/> 20.06.2023 10:00 – 12:30 GMT- Regional Event CoP East of England	In-person	Stevenage	Free
<input type="radio"/> 20.06.2023 10:00 – 12:30 GMT- Regional Event CoP South East	In-person	London	Free
<input type="radio"/> 22.06.2023 10:00 – 12:30 GMT- Regional Event CoP London	In-person	London	Free
<input type="radio"/> 27.06.2023 10:00 – 12:30 GMT- Regional Event CoP North West	In-person	Manchester	Free
<input type="radio"/> 04.07.2023 10:00 – 12:30 GMT- Regional Event CoP Yorkshire and Humber	In-person	Leeds	Free
<input type="radio"/> 06.07.2023 10:00 – 12:30 GMT- Regional Event CoP North East	In-person	Durham	Free
<input type="radio"/> 07.07.2023 10:00 – 12:30 GMT- Regional Event CoP South West	In-person	Bristol	Free
<input type="radio"/> 12.07.2023 10:00 – 12:30 GMT- Regional Event CoP West Midlands	In-person	Birmingham	Free

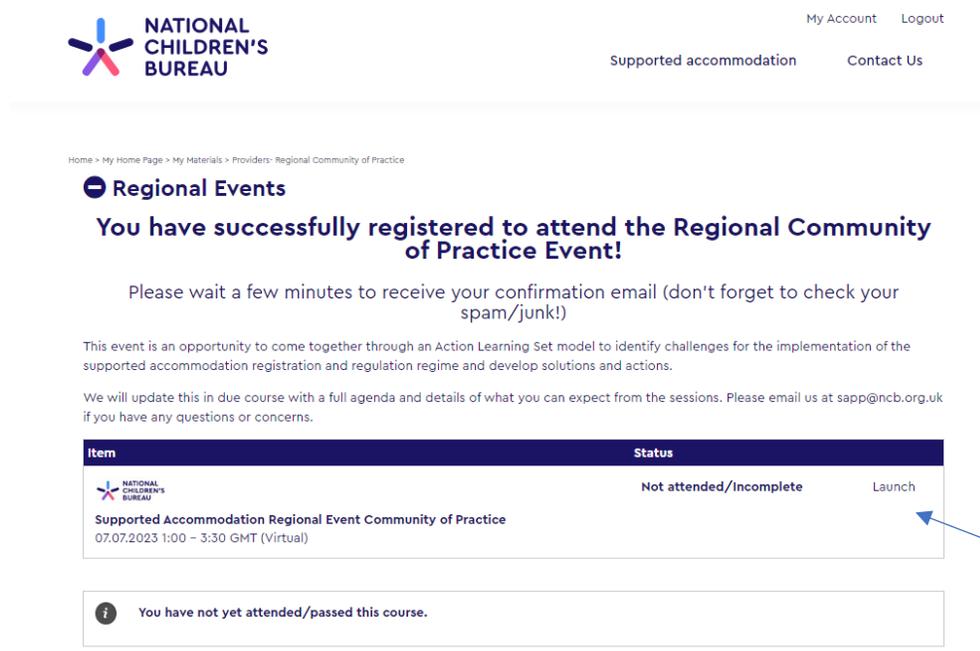
Seats  
1

Add to Cart

Click on **'add to cart'** once you are ready to proceed.

**Step 5: You are all set!**

You will then see the details of the event you have booked.



My Account Logout  
Supported accommodation Contact Us

Home > My Home Page > My Materials > Providers- Regional Community of Practice

**Regional Events**

**You have successfully registered to attend the Regional Community of Practice Event!**

Please wait a few minutes to receive your confirmation email (don't forget to check your spam/junk!)

This event is an opportunity to come together through an Action Learning Set model to identify challenges for the implementation of the supported accommodation registration and regulation regime and develop solutions and actions.

We will update this in due course with a full agenda and details of what you can expect from the sessions. Please email us at [sapp@ncb.org.uk](mailto:sapp@ncb.org.uk) if you have any questions or concerns.

Item	Status
 <b>Supported Accommodation Regional Event Community of Practice</b> 07.07.2023 1:00 – 3:30 GMT (Virtual)	Not attended/Incomplete <span style="float: right;">Launch</span>

**i** You have not yet attended/passed this course.

**If you have booked a virtual event, click 'Launch' when it's time to join and a Microsoft Teams meeting will be launched for you to join.**

## Step 6: Return to view your bookings and access event details.

You can view your bookings at any time, including if you have booked multiple events/training with us.

You can view a list of everything you have booked by [logging in to your account](#) and clicking on **'My Training'** which will take you to a page similar to below.

### My Courses and Events

Below is a list of items you are registered for. If you have questions regarding your access, please contact us.

Local Authorities- Regional Community of Practice – Regional Event CoP North East 06/07/2023 1:00 PM – 3:30 PM GMT Please note that this event will now be a joint event between local authorities and providers and will take place at 1pm – 3.30pm Address: Radisson hotels, Frankland Lane, Durham, DH1 5TA UK	View/Launch
Providers- Regional Community of Practice – Regional Event CoP North East 06/07/2023 1:00 PM – 3:30 PM GMT Please note that this event will now be a joint event between local authorities and providers. Address: Radisson hotels, Frankland Lane, Durham, DH1 5TA UK	View/Launch
Sector Awareness and Provider Preparedness Steering Group – Wednesday 14 June 2023 14/06/2023 11:00 AM – 12:00 PM GMT	View/Launch
Supported Accommodation eLearning	View/Launch
Virtual Training for Quality Assurance Officers -7th July – Virtual Training for Quality Assurance Officers – 7th July 07/07/2023 2:00 PM – 4:30 PM GMT	View/Launch
Young people's voice in supported accommodation: provider workshop – Birmingham – Young people's voice in supported accommodation: provider workshop 02/08/2023 1:00 PM – 5:00 PM GMT Zellig, Gibb Street, Digbeth, Birmingham, INT B9 4AA UK	View/Launch
Young people's voice in supported accommodation: provider workshop – London – Young people's voice in supported accommodation: provider workshop 07/07/2023 1:00 PM – 5:00 PM GMT St Luke's Community Centre, 90 Central St., London, INT EC1V 8AJ UK	View/Launch
Young people's voice in supported accommodation: provider workshop – Manchester – Young people's voice in supported accommodation: provider workshop 27/07/2023 1:00 PM – 5:00 PM GMT Friends' Meeting House, 6 Mount St, Manchester, INT M2 5NS UK	View/Launch

Click **'View'** to see the details of each event, which will include the option to 'Launch' the meeting if it is a virtual event (please refer back to step 5)

You will then see the details of the event you have booked.

Home > My Home Page > My Materials > Providers- Regional Community of Practice

**Regional Events**

**You have successfully registered to attend the Regional Community of Practice Event!**

Please wait a few minutes to receive your confirmation email (don't forget to check your spam/junk!)

This event is an opportunity to come together through an Action Learning Set model to identify challenges for the implementation of the supported accommodation registration and regulation regime and develop solutions and actions.

We will update this in due course with a full agenda and details of what you can expect from the sessions. Please email us at [sapp@ncb.org.uk](mailto:sapp@ncb.org.uk) if you have any questions or concerns.

Item	Status	
 <p><b>Supported Accommodation Regional Event Community of Practice</b> 07.07.2023 1:00 – 3:30 GMT (Virtual)</p>	Not attended/Incomplete	Launch

 You have not yet attended/passed this course.

**If you have booked a virtual event, click 'Launch' when it's time to join and a Microsoft Teams meeting will be launched for you to join.**

## Step 7: Accessing resources and materials after the events

You can access materials after the event by [logging back in to your account](#) and clicking on **'My Training'** which will take you to a page similar to below.

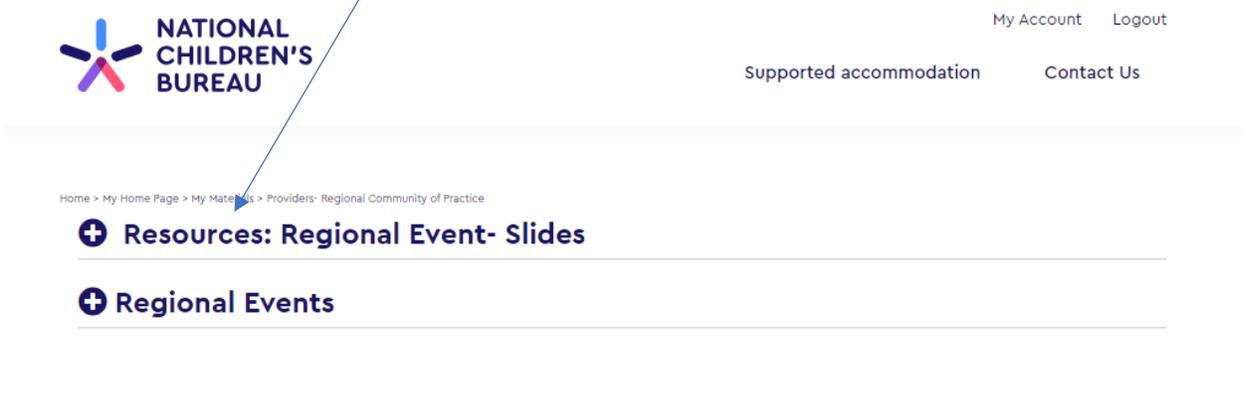
You will be able to see the additional materials and resources by clicking **'View'**.



The screenshot shows the National Children's Bureau website. At the top left is the logo. At the top right are links for 'My Account', 'Logout', 'Supported accommodation', and 'Contact Us'. Below the navigation is a breadcrumb trail: 'Home > My Home Page > My Materials'. The main heading is 'My Courses and Events'. Below this is a note: 'Below is a list of items you are registered for. If you have questions regarding your access, please contact us.' A table lists five events, each with a 'View/Launch' link. A blue arrow points from the text 'View' in the previous paragraph to the 'View/Launch' link in the first row of the table.

Local Authorities- Regional Community of Practice – Regional Event CoP East Midlands 19/06/2023 10:00 AM – 12:30 PM GMT DMU Venues, 20 Western Boulevard, Leicester, LE2 7BU UK	View/Launch
Providers- Regional Community of Practice – Regional Event CoP East Midlands 19/06/2023 1:00 PM – 3:30 PM GMT DMU Venues, 20 Western Boulevard, Leicester, LE2 7BU UK	View/Launch
Providers- Regional Community of Practice – Regional Event CoP South West 07/07/2023 1:00 PM – 3:30 PM GMT	View/Launch
Virtual Policy Training for Providers of Supported Accommodation – 1 Virtual -Policy Training 11/07/2023 10:00 AM – 3:00 PM GMT	View/Launch
Virtual Training for Quality Assurance Officers -7th July – Virtual Training for Quality Assurance Officers – 7th July 07/07/2023 2:00 PM – 4:30 PM GMT	View/Launch

You will now see an additional 'Resources' heading. Click on the + sign to expand the heading to view the materials



The screenshot shows the National Children's Bureau logo in the top left. In the top right, there are links for 'My Account', 'Logout', 'Supported accommodation', and 'Contact Us'. Below the navigation bar, a breadcrumb trail reads 'Home > My Home Page > My Materials > Providers- Regional Community of Practice'. The main heading is '+ Resources: Regional Event- Slides', which is expanded to show a sub-heading '+ Regional Events'.

Please, select '**Launch File**' to view a copy of the materials



The screenshot shows the same breadcrumb trail as above. The heading is now '- Resources: Regional Event- Slides'. Below it is a table with the following content:

Item	Status	
Regional Event- Slides	Completed	<a href="#">Launch File</a>

Below the table is a message box with an information icon and the text 'You have passed this course!'. At the bottom, the heading '+ Regional Events' is visible.

If you have any issues using the platform or need to cancel or amend your booking, please contact [sapp@ncb.org.uk](mailto:sapp@ncb.org.uk)