

Prevention and Early Help Learning and Development Portfolio User Guide (For External Colleagues)

Introduction

The Prevention and Early Help (PEH) Learning and Development Portfolio is a curriculum of courses aimed at colleagues working within PEH. The Portfolio is within the Council's online training system, but is also accessible to our colleagues in the community via 'Learn & Develop with Bradford'. This Portfolio of courses has been designed to be a one stop, all-encompassing training area for colleagues within PEH.

The Portfolio is broken down into seven sections, plus an extra one for managers. Section 1 'Getting the Basics Right' is broken down into two parts. The first, 'Getting the Basics Right – Mandatory', contains training recommended to be completed in full by all members of staff. The second section 'Getting the Basics Right', along with the following sections, incorporates training that should be discussed with your line manager to identify which are relevant for your particular role, learning and development. They can then be added to your personal Learning Plan within the system for completion. It is not expected that anyone should complete all training within the Portfolio.

This guide will show you how to add the PEH Learning and Development Portfolio to your Learning Plan, select courses for completion and launch courses.

How To Access The Portfolio

1) If you have never used the Learn and Develop with Bradford system for training courses before, you will need to sign up here:

[Learn & Develop with Bradford](#)

Go to the 'Sign In' section at the top of the page and select 'Sign Up'. Fill in all boxes marked with * and again, select 'Sign Up'.

2) Once completed, and for those who already have an account, use this link:

[PEH Portfolio Landing Page](#)

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Prevention and Early Help Learning and Development Portfolio (External)

A workforce with a broad 'whole family' skill set and areas of practice specialism

Home

WELCOME TO THE PREVENTION AND EARLY HELP LEARNING AND DEVELOPMENT PORTFOLIO

What's New?

No new Pages yet.

Popular Pages

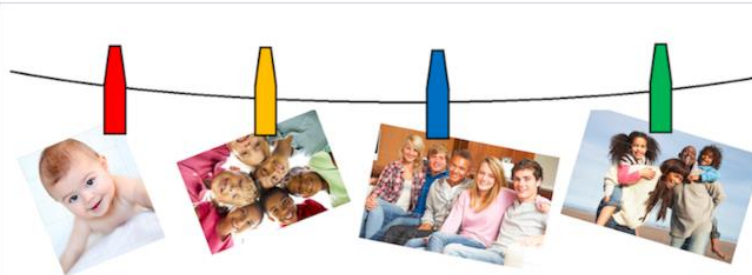
As you rate pages, the most popular ones will surface here.

Prevention and Early Help Learning and Development Portfolio (External) Contacts

Author

Co-Owner

Laura Marsden



The purpose of the workforce passport is to develop a workforce with a broad 'whole family' skills-set alongside several areas of practice specialisms. It should be used for initial self-assessment and on-going CPD as part of supervision and performance reviews. The L&D portfolio is designed to support practitioners and managers in identifying areas for development on an on-going basis. The content of the portfolio will be reviewed regularly to ensure it is up to date and inline with current research and thinking. It is NOT intended to replace an individual organisation's own workforce development or requirements for registrations and clinical assurance.

Prevention and Early Help aims to support families using strengths based and solutions focused approaches. Fundamentally, best practice is based on constructive and open relationships – between families and workers, and within families themselves. This means an approach which is open, honest, assertive and hopeful; and draws on what already exists and is best and most valued in families and communities. It is acknowledged that in order to do this, the workforce require on-going support.

There are 8 sections to the L&D Portfolio. 7 of these are for all staff. The last module is for managers / leaders. Click on each of the sections to access information on each subject area including course listings.

Getting the basics right	Building strong relationships and networks to help families help themselves
Preventing adverse childhood experiences across the age ranges (From pre-birth and beyond)	Working across the ages and stages of children and young people
Family income, steps to work and money matters	Young people's wellbeing, choices and risks
Working with community assets	Leaders & Managers Leading and assure best practices and impacts for families

- 1) If you have already signed up to the Prevention and Early Help portfolio, [click here](#).
- 2) If you have **NOT** signed up to the Prevention and Early Help portfolio, [click here](#).

This is the landing page, which gives some background information on the system and shows the different sections the Portfolio has. Each of these section bubbles can be clicked on to show the course names that are included within them.

At the bottom of this page, you will see a grey box:

1) If you have already signed up to the Prevention and Early Help portfolio, [click here](#).
 2) If you have **NOT** signed up to the Prevention and Early Help portfolio, [click here](#).

The first time you access the Portfolio, click on option number 2, 'If you have **NOT** signed up to the Prevention and Early Help portfolio'.

You will be taken to this page:

The screenshot shows the user interface of the City of Bradford Learning & Development portal. At the top, the user is logged in as 'Hi, Laura Marsden'. The navigation bar includes 'Home', 'Me', 'People', and 'Groups'. A search bar contains the text 'prevention and early hel'. Below the search bar, there are options to 'Generate URL', 'Clear All', and '2 Results found for "prevention and earl..'. The results are sorted by 'Relevance' and show 25 results per page. Two results are displayed as cards. The first card is for 'Prevention and Early Help Learning and Development Portfolio (External)' by Admin Comenius, with a description: 'A workforce with a broad 'whole family' skill set and areas of practice specialism'. The second card is for 'Prevention and Early Help Learning and Development Portfolio - External Version' Curriculum, with a description: 'This learning includes all courses associated with the Prevention and Early Help Learning and Development Portfolio (applicable to all learners)'. Both cards have a 5-star rating and an 'ADD TO PLAN' button.

Click on the 'Add to Plan' button. This will add the portfolio to your personal Learning Plan, and a bar will appear saying 'In Progress' or 'Assigned'. The button at the bottom will also now turn to 'View Details'. Press this to be taken to your personal 'My Plan' page where the Portfolio has now been added.

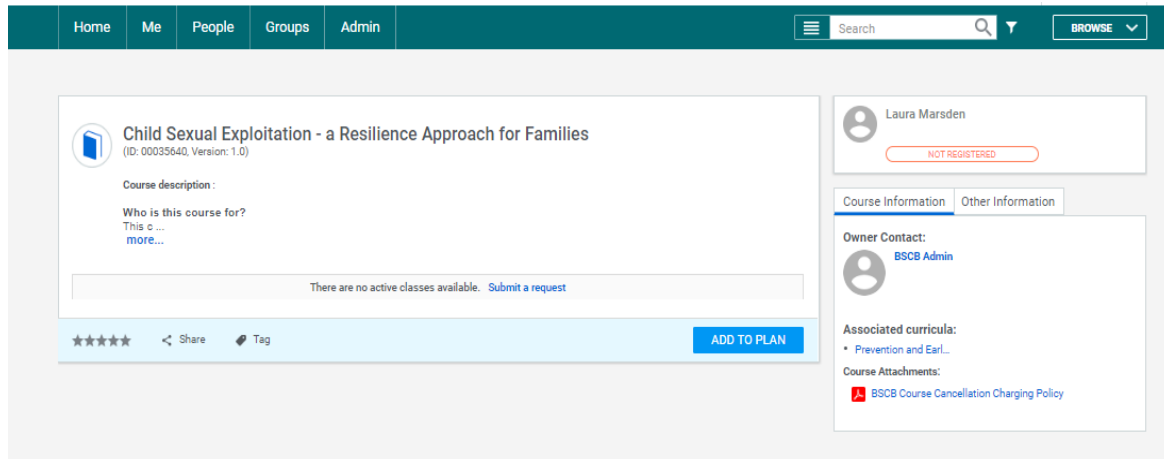
The screenshot shows the 'My Plan' page for the 'Prevention and Early Help Learning and Development Portfolio - External Version'. The page is titled 'Return to search results' and shows the portfolio details, including a 5-star rating and 'Share' and 'Tag' options. The progress bar shows 'Progress 0%' and 'ASSIGNED'. The 'PATH DETAILS' section shows 'Section 1.a Getting The Basics Right - Mandatory *' with 'Complete 10 of 10'. Below this, a list of courses is shown, all with 'PENDING REGISTRATION' status: 'Childrens Services Induction Course', 'Protecting Information Leve... Course', 'Health & Safety Induction e... Course', 'Fire Awareness eLearning Course', 'Cultural Awareness eLearning Course', and 'Neglect: Can you recognise... Course'. The 'MY STATUS' section shows 'Laura Marsden' with 'Progress 0%' and 'ASSIGNED'. The 'CURRICULUM DETAILS' section shows 'ID 00037944' and 'Assigned on 12-NOV-2018'. There is a 'VIEW ATTACHMENTS' link with a plus icon.

The list of courses from the Portfolio will now be seen. Any courses previously completed will automatically be shown as 'Successful' in a green bar. All other courses will be 'Pending Registration'.

Completing Training

Once you know which courses you would like to complete, click on the name to be shown a brief description of the course. Dependant on the type of course (eLearning, classroom, webpage etc), determines what options will follow. The course may launch straight away, or you may be asked to pick a suitable date to attend a class. Please follow prompts as they appear.

However sometimes when you click on the name of a course, there may be no options to 'Enrol' or 'Launch'.



The screenshot displays a user interface for a course titled "Child Sexual Exploitation - a Resilience Approach for Families" (ID: 00035640, Version: 1.0). The course description is partially visible, asking "Who is this course for?". A message states "There are no active classes available. Submit a request". A blue "ADD TO PLAN" button is present. The user profile on the right shows "Laura Marsden" with a "NOT REGISTERED" status. The "Owner Contact" is "BSCB Admin". "Associated curricula" include "Prevention and Early Help". "Course Attachments" include "BSCB Course Cancellation Charging Policy".

In this instance, click on 'Submit a request' to highlight to the Evolve team that there is demand for this particular class to be put on in the near future. There is no need to click the 'Add to Plan' button – it is actually already on your plan.

Using The Portfolio In Future

To get back to the Prevention and Early Help (PEH) Learning and Development Portfolio in future, you can use this link: [PEH Portfolio Landing Page](#)

Choose option 1 in the grey box.

Alternatively, if you are already within the Learn and Develop with Bradford website, click on the 'Me' tab in the top left corner to be taken directly to your own personal Learning Plan. Scroll down until you see 'Prevention and Early Help (PEH) Learning and Development Portfolio - External', and click to open.