



## Registering Taxi Driver E-Learning Courses - New User.

The instructions from page 1 to page 2 are for taxi drivers who **do not** currently have a user name and password with the Lincolnshire Safeguarding Children Partnership and Adults Boards.

The instructions from page 3 onwards are for requesting both e-learning once logged in to your Learner Record.

1. Visit the Lincolnshire Safeguarding Children Partnership website:

<https://www.lincolnshire.gov.uk/safeguarding/lscp>

2. Click on the Training link:

The screenshot shows the website header with the Lincolnshire County Council logo and tagline 'Working for a better future'. A search bar and 'My Account' link are visible. The breadcrumb trail reads 'Home > Childcare and family support > Lincolnshire Safeguarding Children Partnership'. The main heading is 'Lincolnshire Safeguarding Children Partnership'. Below this is a 'Contents' section with a table of links:

<a href="#">The LSCP</a>	<a href="#">Report a concern about a child</a>
<a href="#">Training resources</a>	<a href="#">Campaign resources</a>
<a href="#">Child sexual exploitation</a>	<a href="#">Report a child death</a>
<a href="#">Improving child protection and safeguarding</a>	

On the right side of the page, there is a large LSCP logo with the text 'Lincolnshire Safeguarding Children Partnership' below it.

3. Click on the New User Login link to be taken to the registration page to obtain a new learner Record and log in details:

- o The direct URL link is: <https://safeguardinglincolnshire.vc-enable.co.uk/register>

The screenshot shows the following text on the registration page:

people, adults and their families.

It is delivered through a mix of with face-to-face training and e-learning courses.

Our programme identifies the aims and learning outcomes for all courses and identifies which groups of staff the training is appropriate for.

We use the National Competency Framework for Safeguarding Children and Adults.

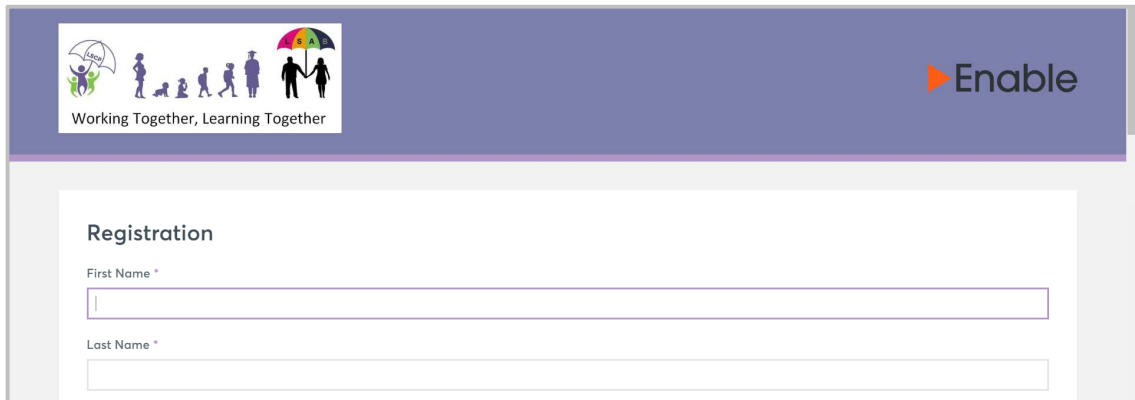
- [Login to access training](#)
- [Register to access training](#)

For training queries, email [safeguardingtraining@lincolnshire.gov.uk](mailto:safeguardingtraining@lincolnshire.gov.uk).

Navigation links at the bottom:

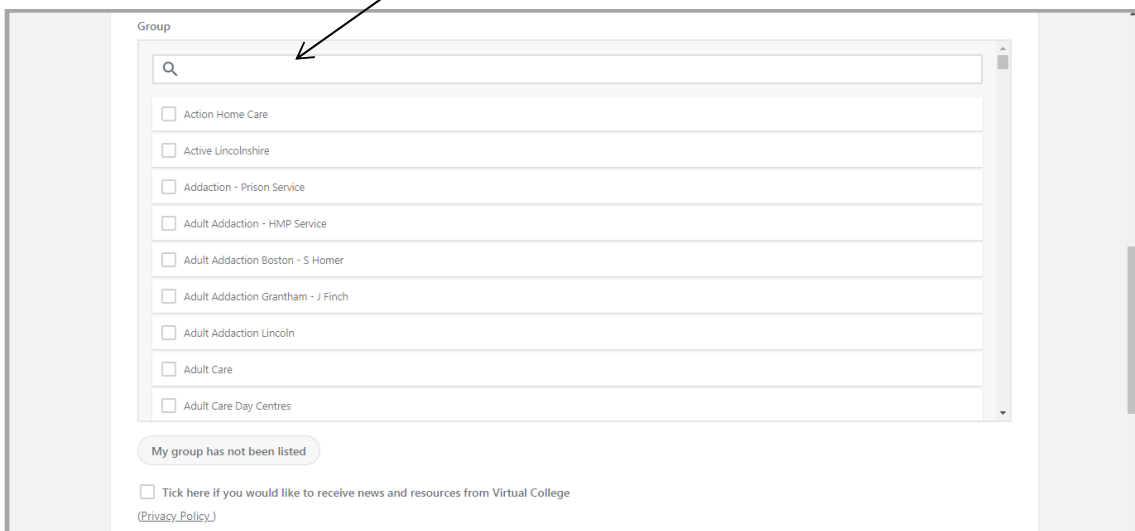
- < Previous  
Report a concern about a child
- > Next  
Campaign resources

4. Fill in the fields marked with a \* :



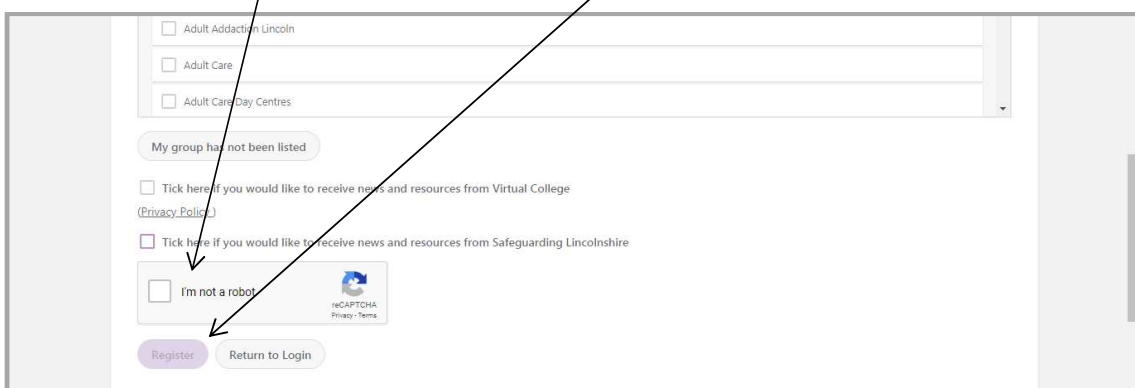
The image shows the top section of a registration page. On the left, there is a logo with silhouettes of people and the text "Working Together, Learning Together". On the right, the "Enable" logo is displayed. Below the header, the word "Registration" is centered. Underneath, there are two input fields: "First Name \*" and "Last Name \*", both with asterisks indicating they are required. The "First Name" field is currently empty.

5. Select your groups from the list:  
o The list is long and may take a few minutes to load. Or you can type the word **Taxi** into the search box.



The image shows a "Group" selection interface. At the top, there is a search bar with a magnifying glass icon. Below it is a list of groups, each with a checkbox and a label: "Action Home Care", "Active Lincolnshire", "Addaction - Prison Service", "Adult Addaction - HMP Service", "Adult Addaction Boston - S Homer", "Adult Addaction Grantham - J Finch", "Adult Addaction Lincoln", "Adult Care", and "Adult Care Day Centres". Below the list is a button that says "My group has not been listed". At the bottom, there is a checkbox labeled "Tick here if you would like to receive news and resources from Virtual College" with a link to "(Privacy Policy)".

6. Click in the I'm Not A Robot box and then Register at the bottom of the screen to finish:



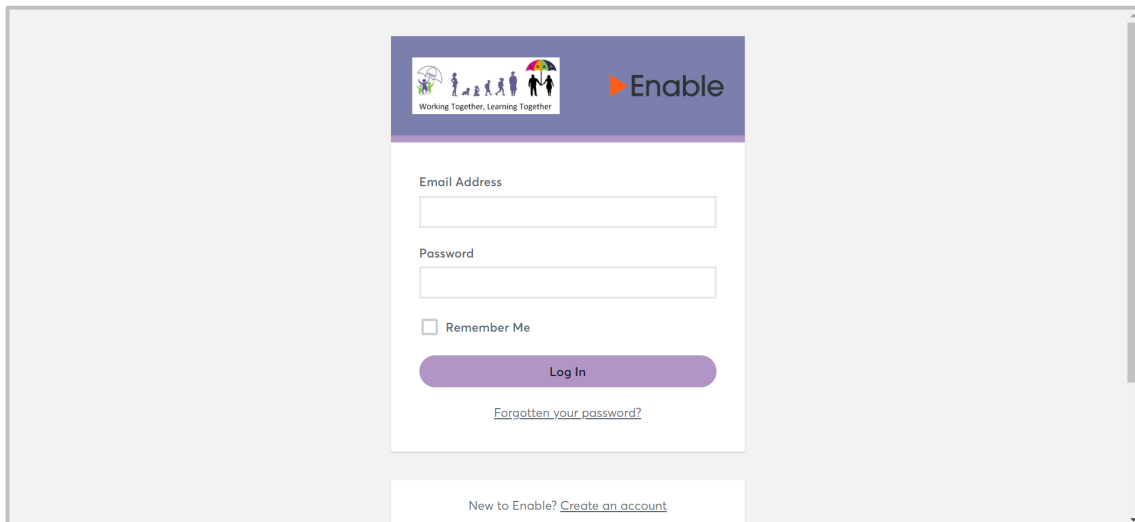
The image shows the bottom section of the registration form. It includes the same group selection list as in the previous image. Below the list is a button that says "My group has not been listed". There are two checkboxes for receiving news and resources: "Tick here if you would like to receive news and resources from Virtual College" (with a link to "(Privacy Policy)") and "Tick here if you would like to receive news and resources from Safeguarding Lincolnshire". Below these is a checkbox labeled "I'm not a robot" next to a reCAPTCHA logo. At the bottom, there are two buttons: "Register" and "Return to Login".

An automatic email will be sent with your log in details. It may take several minutes to come through and please be sure to check your spam/junk inbox.

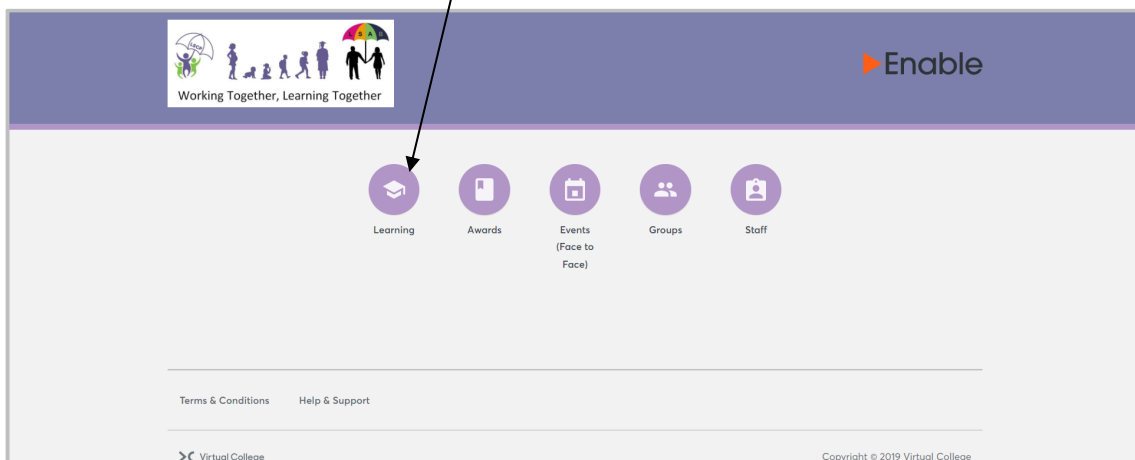
Please do not re-register if you already have a Learner Record. If you are unsure as to whether you have a Learner Record please contact [safeguarding\\_training@lincolnshire.gov.uk](mailto:safeguarding_training@lincolnshire.gov.uk) with as much detail as possible so the team can locate any previous Learner Records.

# Registering Lincolnshire Taxi Driver Training Courses - When Log In Details have been received.

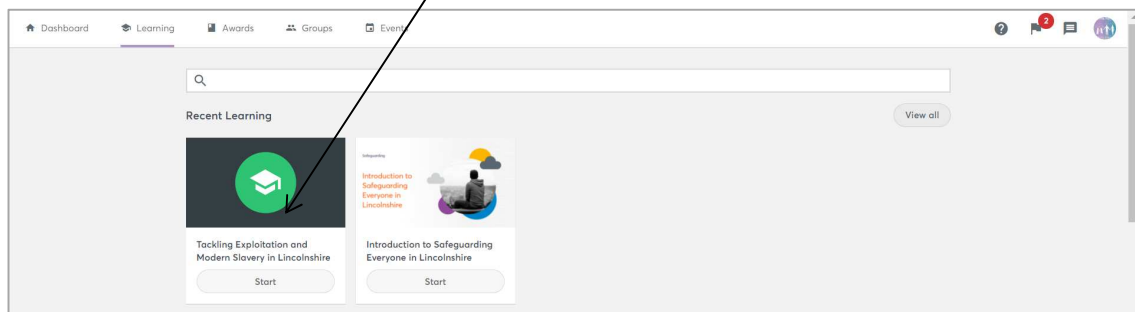
1. Log in at <https://safeguardinglincolnshire.vc-enable.co.uk>



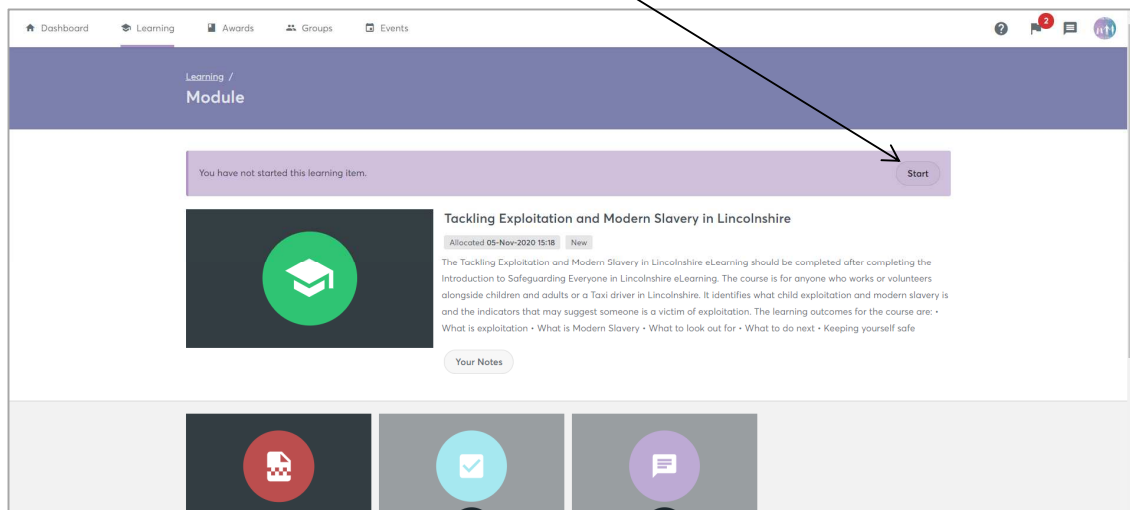
2. Once logged in click on the Learning tile to request e-Learning:



3. You will first see the Active Learning. Both required e-learning courses will be assigned to you automatically. Click Start to begin:
  - Tackling Exploitation and Modern Slavery in Lincolnshire
  - Introduction to Safeguarding Everyone in Lincolnshire



4. This page shows what modules have to be completed in order to finish the course. Click start to begin and follow the onscreen prompts:



The evaluation will become available once the main modules have been completed.

The Certificate will become available once the evaluation has been completed.

Repeat this process from step 3 to access the second e-learning course.

# Important Information & Rules for E-Learning.

## Rules

- Participants agree to complete their e-learning course within the four week deadline. If more than one course is requested they must still be completed within four weeks.
- If any e-learning course is not completed within the 4 weeks then the Learner will be charged **£35**. An invoice will be sent to the address held on their Learner Record.
  - After this time the account will be archived, deleting any progress already made. Learners will then have to contact [safeguarding\\_training@lincolnshire.gov.uk](mailto:safeguarding_training@lincolnshire.gov.uk) in order for the Learner Record to be re-instated and start their training from the beginning. If the account contains previously completed training then the course will be removed but the account will remain.
- If participants cannot complete within the timescale then they are to notify Lincolnshire Safeguarding Children Partnership Training team on [safeguarding\\_training@lincolnshire.gov.uk](mailto:safeguarding_training@lincolnshire.gov.uk)

## Important Information

- Registration is an automatic process. If you have not received log in details please check your junk/spam email boxes before enquiring.
- Queries sent to the [safeguarding\\_training@lincolnshire.gov.uk](mailto:safeguarding_training@lincolnshire.gov.uk) email address can take up to 3 working days to be answered. It is monitored on a part time basis.
- Most e-learning courses require that you have version 7 or above of Adobe Flash Player on the computer you are using to complete your training. Please enquire with your organisation's IT support to ensure you have this. If you do not have access to IT support please try the following web page link:  
[http://www.vc-tms.co.uk/vc/compatibility\\_check.asp](http://www.vc-tms.co.uk/vc/compatibility_check.asp)  
Should you require the player please go to following web page:  
<http://get.adobe.com/flashplayer/>
  - Please note Apple Devices running Apple OS will not support Adobe Flash Player. However e-learning courses are being converted so they display correctly on all electronic devices.
  - For technical queries please contact [customersupport@virtual-college.co.uk](mailto:customersupport@virtual-college.co.uk)