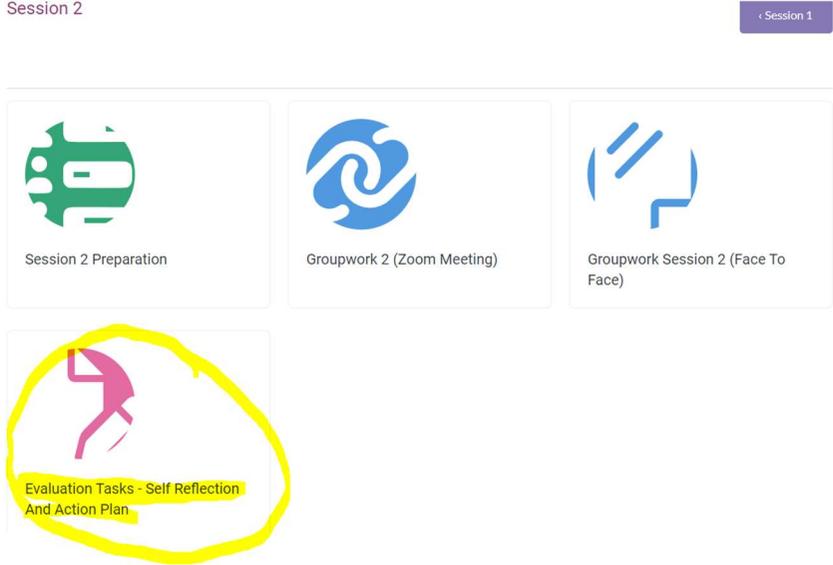


Safeguarding Leadership training module

How to submit evaluation task on the portal – step by step guide

1.	Log into the learning portal	https://safeguardingtraining.cofeportal.org/						
2.	<p>Scroll down to ‘Courses’ section, click on ‘Leadership’ tab and then on ‘Guildford Diocese – Leadership’</p>	<p>Welcome back, Marzena.</p> <p>We hope you can find what you need on the training portal today. If you have a question, please do check out our FAQ section and get in touch if you need further help or advice.</p> <p>Your current username is <code>marmccann</code> and your email address is <code>marzena.mccann@cofeguildford.org.uk</code></p> <hr/> <p>Courses ? FAQ</p> <p>Basic Awareness Foundations Leadership Senior Leadership Additional</p> <p>For all those who are in positions of safeguarding leadership within church settings. Filter by Diocese</p> <p>This training is administered by Diocesan Safeguarding Teams - if the diocese providing your training doesn't appear below, please contact them directly - their details can be found either on their own website or through the Church of England page here.</p> <p>Select the Diocese providing your training:</p> <table style="width: 100%; text-align: center;"> <tr> <td> Canterbury Diocese - Leadership</td> <td> Chichester Diocese -- Leadership</td> <td> Ely Diocese - Leadership</td> </tr> <tr> <td> Exeter Diocese - Leadership</td> <td> Gloucester Diocese - Leadership</td> <td> Guildford Diocese - Leadership</td> </tr> </table>	 Canterbury Diocese - Leadership	 Chichester Diocese -- Leadership	 Ely Diocese - Leadership	 Exeter Diocese - Leadership	 Gloucester Diocese - Leadership	 Guildford Diocese - Leadership
 Canterbury Diocese - Leadership	 Chichester Diocese -- Leadership	 Ely Diocese - Leadership						
 Exeter Diocese - Leadership	 Gloucester Diocese - Leadership	 Guildford Diocese - Leadership						

<p>3. Click on 'Session 2' button</p>	
<p>4. Click on 'Evaluation Tasks – Self Reflection and action Plan' button</p>	

5. Read what your evaluation should contain (points 'a' and 'b') and click on 'Add submission' button.

You need to create an action plan. You need to do it separately as a Word/.pdf document. If you want, you can use the action plan template or you can create the plan in your preferred format

Evaluation Tasks - self reflection and action plan

The history and experience of evaluation in "safeguarding training" – across all sectors, not just the Church - is that it tends to focus on the immediate self-reported capturing of people's experience of the session itself. The limitation of this is that we just do not know if such training is having any impact – do people just "attend" the training event, tick that box, and carry on as before?

The evaluation that really matters is whether the "learning experience" has affected someone's beliefs, values and understanding at a deep level so that there is a change in the person's behaviours. They now do things not because they must do something, but because they really want to exhibit those behaviours. This is called "second order" change – when people do things because there is an inner motivation.

The evaluation tasks

As the final step in your leadership pathway, within six weeks of the second session, you must:

a) **Complete a 250-300 word self-reflection** on your learning about safeguarding leadership and your role in this. Review and reflect on your learning from all elements of the leadership pathway by identifying the most important things you have learned on the course.
Please note: the word count for the reflection is for guidance only - please use bullet points if you find that easier.

b) **Construct a personal action plan.** Identify the changes you wish to make as a result of your learning. The changes can be personal to you or apply to your parish or individual setting. Identify 3-4 specific actions that you wish to carry out showing how you will integrate your learning into your safeguarding practice. If you wish to use a template please download the file below or alternatively, use your own formatting.

[Download action plan template here.](#)

Both your self-reflection and your action plan should be submitted via the Training Portal within six weeks of the second programme session. They will be reviewed by the course facilitator, and you will be notified once all required elements are graded as met. It takes around twenty-four hours for the site to update training records once you have completed all elements of the course - following this, you will be able to download your course certificate from the Training Portal.

[Add submission](#)

6. Type your reflections in the box next to 'Online text'.

Upload your action plan that you created in a Word/.pdf format by clicking on the paper icon next to 'File submissions'

▼ Add submission

Online text

File submissions

Moodle auto-format

Maximum file size: 20 MB, maximum number of files: 1

Files

You can drag and drop files here to add them.

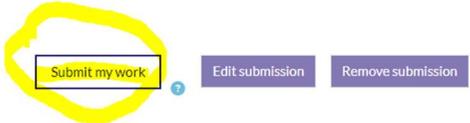
Accepted file types:

Document files .doc .docx .epub .gdoc .odt .oth .ott .pdf .rtf

Image files .ai .bmp .draw .gif .ico .jpe .jpeg .jpg .pct .pic .pict .png .svg .svgz .tif .tiff

Presentation files .gslides .odp .otp .potm .potx .ppam .pps .ppsm .ppsx .ppt .pptm .pptx .pub .sti .sxi

<p>7. Click on 'Save Changes'</p>	<p>▼ Add submission</p> <p>Online text</p> <div data-bbox="1218 240 1962 523" style="border: 1px solid #ccc; height: 177px;"></div> <p>Moodle auto-format ▾</p> <p>File submissions</p> <p style="text-align: right;">Maximum file size: 20 MB, maximum number of files: 1</p> <div data-bbox="1218 592 1962 767" style="border: 1px solid #ccc;"><p>📁 📄</p><p>■ Files</p><div data-bbox="1234 660 1312 732" style="border: 1px solid #ccc; padding: 2px;"></div><p>Action Plan-...</p></div> <p>Accepted file types:</p> <p>Document files .doc .docx .epub .gdoc .odt .oth .ott .pdf .rtf</p> <p>Image files .ai .bmp .gdraw .gif .ico .jpe .jpeg .jpg .pct .pic .pict .png .svg .svgz .tif .tiff</p> <p>Presentation files .gslides .odp .otp .potm .potx .ppam .pps .ppsm .ppsx .ppt .pptm .pptx .pub .sti .xli</p> <p>Save changes Cancel</p>
--	--

<p>8.</p>	<p>Click on ‘Submit my work’</p>	<p>Evaluation Tasks - self reflection and action plan</p> <p>The history and experience of evaluation in “safeguarding training” – across all sectors, not just the Church - is that it tends to focus on the immediate self-reported capturing of people’s experience of the session itself. The limitation of this is that we just do not know if such training is having any impact – do people just “attend” the training event, tick that box, and carry on as before?</p> <p>The evaluation that really matters is whether the “learning experience” has affected someone’s beliefs, values and understanding at a deep level so that there is a change in the person’s behaviours. They now do things not because they must do something, but because they really want to exhibit those behaviours. This is called “second order” change – when people do things because there is an inner motivation.</p> <p>The evaluation tasks</p> <p>As the final step in your leadership pathway, within six weeks of the second session, you must:</p> <p>a) Complete a 250-300 word self-reflection on your learning about safeguarding leadership and your role in this. Review and reflect on your learning from all elements of the leadership pathway by identifying the most important things you have learned on the course. <i>Please note: the word count for the reflection is for guidance only - please use bullet points if you find that easier.</i></p> <p>b) Construct a personal action plan. Identify the changes you wish to make as a result of your learning. The changes can be personal to you or apply to your parish or individual setting. Identify 3-4 specific actions that you wish to carry out showing how you will integrate your learning into your safeguarding practice. If you wish to use a template please download the file below or alternatively, use your own formatting.</p> <p>Download action plan template here.</p> <p>Both your self-reflection and your action plan should be submitted via the Training Portal within six weeks of the second programme session. They will be reviewed by the course facilitator, and you will be notified once all required elements are graded as met. It takes around twenty-four hours for the site to update training records once you have completed all elements of the course - following this, you will be able to download your course certificate from the Training Portal.</p> 
<p>9.</p>	<p>Click on ‘Continue’ to confirm your submission, otherwise your work will remain at ‘draft’ stage</p>	<p>Confirm submission</p> <p>Are you sure you want to submit your work? You will not be able to make any more changes.</p> 
<p>Your evaluation will be graded and you certificate will be available on your portal account 24hrs after the grading has been completed</p>		