NRCSE e-learning introduction doc

Welcome to our e-learning Good Management course. Developed in close partnership with a wide variety of out-of-school settings and local safeguarding children partnerships, our Good Management course takes supplementary schools and other out-of-school settings through the governance essentials to deliver safe and effective activities for children and young people coming to you 2-8 hours a week.
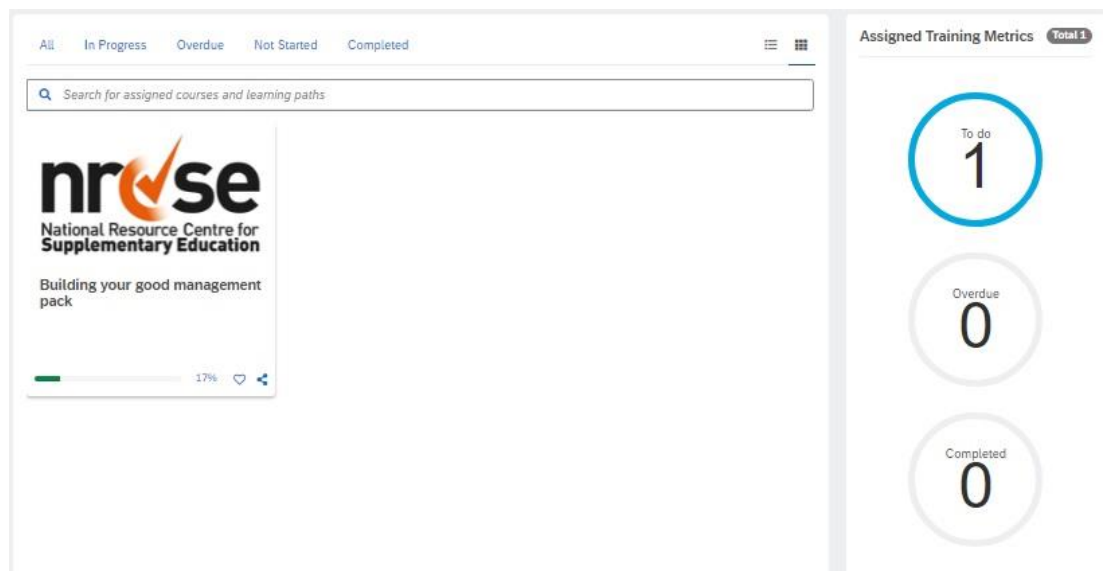
Since March 2020, we've all learned so much about remote learning, there has been some amazing practice going on across the supplementary education sector and we've been sharing some of it on our news pages. It's clear that many more people are now comfortable learning remotely and online.

We've also learned how important it is for all of you running supplementary schools and out-of-school activities to be able to bring your governance and management procedures up to date. What we've done is work in collaboration with The National Training Academy to turn our acclaimed Good Management course into a self-led e-learning programme. Across seven modules you will get to practice and prepare good management procedures at your own pace. By the end of the course you will have gone through all the documents you should have in place: for parents, for staff, for funders and the role and responsibilities of management committee members.

The course is in line with the Department for Education's guidance on Keeping Children Safe in Out-of School Settings and the first step in achieving the NRCSE's Quality Mark for Supplementary Education.

When you log in to your account you will see the following:

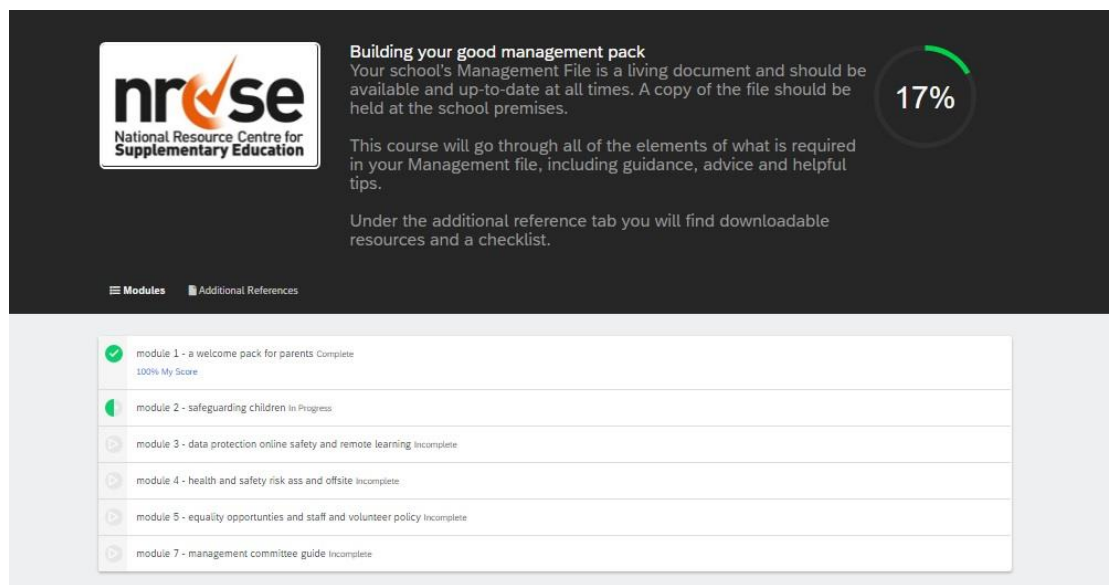To access the course you need to click on the Image to the right, with the NRCSE logo.

You will then see this page.

This includes:

- An overview of the course
- Percentage complete
- A list of the modules
- Additional references

Additional references, includes downloads which you can access. These are taken rom the modules but placed here for easy access.

The modules need to be completed in order. You must gain 75% in the mini assessment to unlock the following module. You can re-take the assessment if you don't achieve 75% (instructions are included in the document).

To access a module, click on the text e.g. Module 1 – a welcome pack for parents.

Navigation

The progress bar indicates how far through the module you are.

At the bottom of each screen you will see the following navigation tools:

The Menu button allows you to jump to different sections within the module.

The back arrow will take you back a step.

The forward arrow will take you to the next step.

Voice over

If you require the text to be read aloud, simply click on any text the text will be read aloud. Please note, the voice will change depending on device and browser that you are using.

The **voiceover** feature **does not work** on the **multiple choice questions.** As the system needs to be able to identify which answer you are selecting, and this does not work when voiceover is enabled.

Assessment

When you reach this page, it is time for a mini assessment. There are approximately 5 questions in each module. You need to score 75% to unlock the following module.

Staff and Volunteer Handbook

National Resource Centre for Supplementary Education **nrcse**

You've reached the end of the module, now you need to complete a quick assessment to demonstrate your understanding.

Click on the forward button to start the assessment.

At the end of the assessment you will see this page.

Your score is shown as a percentage.

If you scored less than 75% you will need to retake the assessment.

Click the orange button, which says 'clear results to retake assessment'

This takes you to the beginning of the lesson. You can use the menu button to revisit any key points.

If you scored more than 75% your next module will be unlocked.

You scored 100%

If you scored **less than 75%**, you need to re-take the assessment. **Click clear results** and use the **menu button to jump to the beginning of the assessment.**

Clear results to re-take assessment

Want to see your results? **Click** here.

You can also use the menu button to jump to the assessment, this saves you going through all of the modules again.