

# ICS Academy Exchange – Adult Safeguarding Training

## Introduction

The ICS Academy Exchange is a learning management system and a repository of learning resources that has been created as a shared resource for the workforce of the Herefordshire and Worcestershire Integrated Care System.

Adult Safeguarding Training is a face-to-face virtual sessions that is hosted on the ICS Academy Exchange and can be booked following the instructions below.

## Accessing the ICS Academy Exchange

1. The ICS Academy Exchange can be accessed from this link from any device.

<https://icsacademyexchange.hubkencore.com/>

Or by scanning this QR Code.



## Creating a user Account

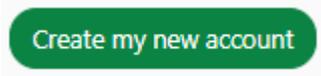
To access the Adult Safeguarding course, you will be required to create a user account for the ICS Academy Exchange.

1. From the login screen click on the Create new account button.



Create new account

2. Next complete the mandatory fields highlighted with a red asterisk.
3. **Note:** you are creating your own user name which can be anything of your choice but could for example be joanna.smith or it could be your email address.
4. **Note:** if you work for an NHS organisation you also need to choose your organisation identifier as ESR assignment number and then enter your unique ESR assignment number.
5. **Note:** If your organisation is not listed, please contact [hwicb.icsacademy@nhs.net](mailto:hwicb.icsacademy@nhs.net)
6. Once you have completed all the sections click on Create my new account and begin accessing resources.



Create my new account

# Course Enrolment

## Course Search

You can find the Adult Safeguarding course from the following places.

- Featured link on the home page.
- From the Learn menu link and Find Learning.
- Resource Library Search.



1. Once located click on the course icon or listing.

## Adult Safeguarding Training Course Enrolment

1. The **Enrol me** button will now be displayed.
2. Click on the Enrol me button.

### Enrolment options

 Adult Safeguarding Training Level 3

All staff, whether they work in a hospital, a care home, in general practice, or in providing community care, and whether they are employed by a public sector, private, or not-for-profit organisation, have a responsibility to safeguard children and adults at risk of abuse or neglect in the NHS.

▼ Self enrolment (Learner)

No enrolment key required.

[Enrol me](#)

- The You've been enrolled successfully message will now appear.
- You can now begin the course.



## Adult Safeguarding Training Virtual Session

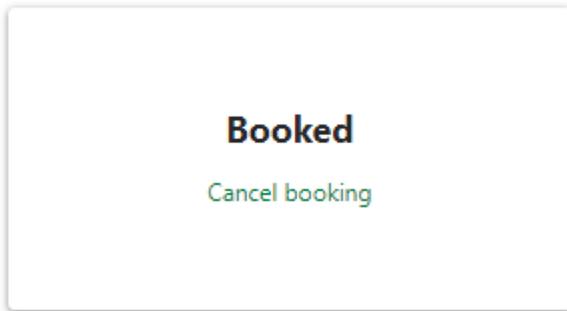
- Course information will now be displayed.
- Scroll down to the bottom of the page to book on to a virtual session.
- To book onto a one-hour virtual sessions, click on the Sign-up button next to the appropriate date

### ^ Adult Safeguarding Training Level 3

Adult Safeguarding Training Level 3 Seminar Dates <span style="float: right;">Not complete</span>					
Event status	Seats available	Session times	Rooms	Facilitators	Actions
Upcoming Booking open	29	13 May 2024, 1:00 PM - 3:30 PM <small>Timezone: Europe/London</small>	SAT Lvl 3 13.05.2024	Nikki Holmes	<a href="#">Sign up</a>
Upcoming Booking open	30	8 July 2024, 1:00 PM - 3:30 PM <small>Timezone: Europe/London</small>	SAT Lvl 3 08.07.2024	Nikki Holmes	<a href="#">Sign up</a>
Upcoming Booking open	30	10 September 2024, 1:00 PM - 3:30 PM <small>Timezone: Europe/London</small>	SAT Lvl 3 10.09.2024	Nikki Holmes	<a href="#">Sign up</a>
Upcoming Booking open	30	5 November 2024, 1:00 PM - 3:30 PM <small>Timezone: Europe/London</small>	SAT Lvl 3 05.11.2024	Nikki Holmes	<a href="#">Sign up</a>

[View all events](#)

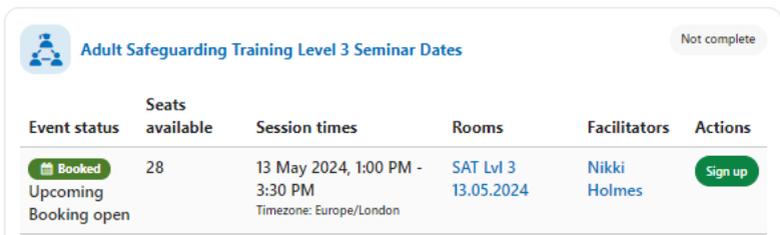
4. You can also add here any special requests to the organisers of the training.
5. Click the Sign up button.
6. You will now see a Booked confirmation message.



7. An email confirmation message and the link to the virtual session will also be sent automatically to your inbox.

## Course Cancellation

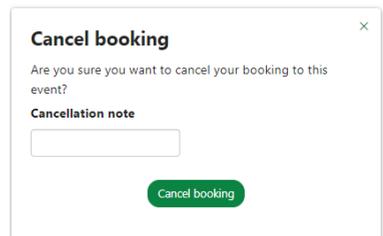
1. To cancel your course booking or change the date of your booked session, click on Learn from the menu at the top of the screen and choose record of learning.
2. Click on course name.
3. Here you will see your booked session.



The screenshot shows a course listing for 'Adult Safeguarding Training Level 3 Seminar Dates'. The course is marked as 'Not complete'. The table below lists the booking details:

Event status	Seats available	Session times	Rooms	Facilitators	Actions
<span>Booked</span> Upcoming Booking open	28	13 May 2024, 1:00 PM - 3:30 PM Timezone: Europe/London	SAT Lvl 3 13.05.2024	Nikki Holmes	<span>Sign up</span>

4. Click on the Sign-up button.
5. Now choose Cancel Booking and then click on the Cancel booking button.



The dialog box is titled 'Cancel booking' and contains the following text: 'Are you sure you want to cancel your booking to this event?'. Below this is a 'Cancellation note' field with an empty text input box. At the bottom right of the dialog is a green 'Cancel booking' button.

6. If you would like to sign up to another session, click on the Sign-up button and complete the process again.