

Safeguarding Learners in the Workplace

Instruction Manual

E-learning created using Uduu
online course authoring software

Project funded by the Learning and Skills
Improvement Service, topics defined by providers
of the Thames Valley, Hampshire and Isle of Wight
regions, written and created by Carolyn Lewis of
Vocational Innovation Ltd and managed by West
Berkshire Training Consortium.

Safeguarding Learners in the Workplace

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Project Overview

The health, on-line safety and economic and social well-being of young and vulnerable adults are local and national strategic priorities. This project takes a collaborative approach to creating a bank of fully editable safeguarding e-learning modules, with a specific emphasis on supporting learners in the workplace.

The planned outcomes of the project are to:

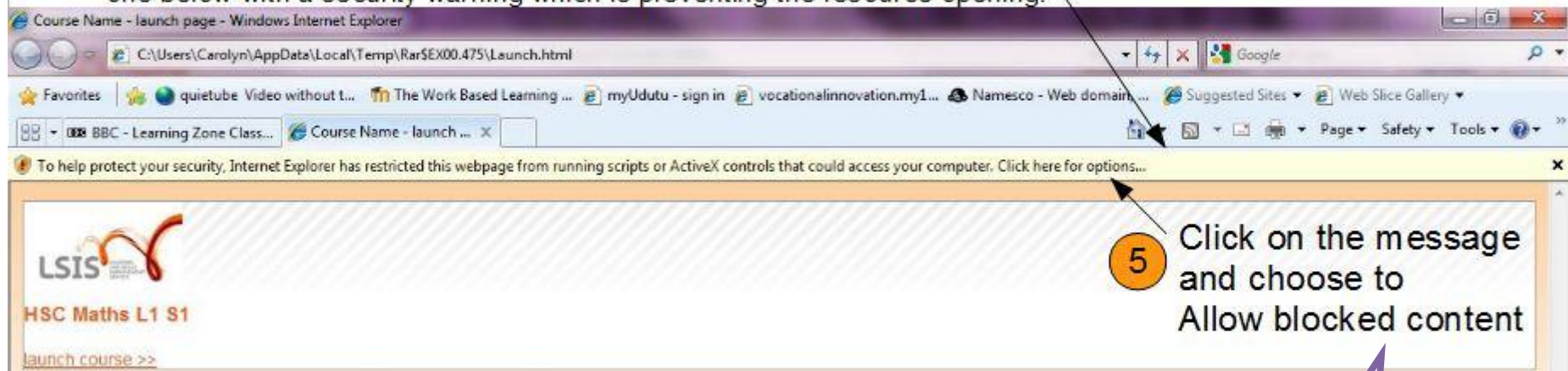
- Support the FE and Skills sector in effectively delivering learning to cover a range of Safeguarding and Every Child Matters (ECM) objectives to learners in the work place
- Share Safeguarding and ECM good practice amongst providers in Berkshire, Buckinghamshire, Hampshire and Isle of Wight
- Provide the sector with resources that can contribute to off-the-job guided learning hour requirements, as set out in the Apprenticeship Standards for England and defined in Apprenticeship frameworks
- Support providers in meeting the requirements of the Common Inspection Framework Safeguarding limiting grade and Outcomes for Learners
- Provide learners and providers with the opportunity to use a range of technology for collaboration, learner support and delivery of learning
- Develop providers understanding of the creation and use of e-learning in work based learning
- Provide learners who are members of the learner consultation group the opportunity to practise and gather evidence towards their competency based qualification and Key/Functional Skills

The planned outputs of the project are:

- A set of e-learning modules, which are fully editable and offer flexible models of delivery
- A project wiki, which will be available for a year after the project end

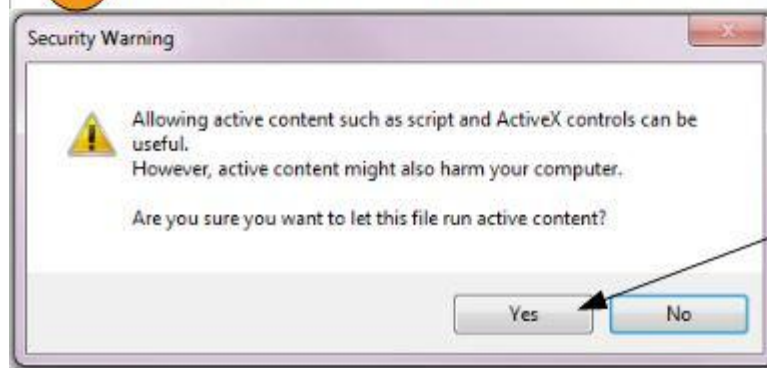
Functional Skills Contextualised e-Learning Resources

- 1 Download the Module, which is a compressed zip file, to your computer.
- 2 Make a new folder on your computer to store the module
- 3 Unzip or extract the zip file to the new folder that you have created
- 4 To launch the resources go to your new folder select the Launch.html file. You may be shown a screen similar to the one below with a security warning which is preventing the resource opening.



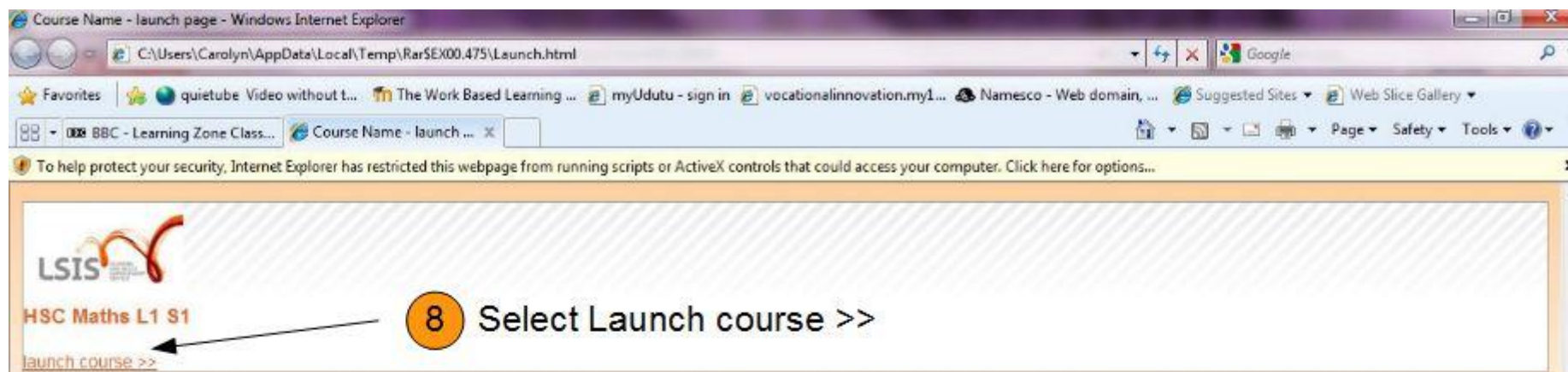
- 5 Click on the message and choose to Allow blocked content

- 6 You will then receive the security warning below



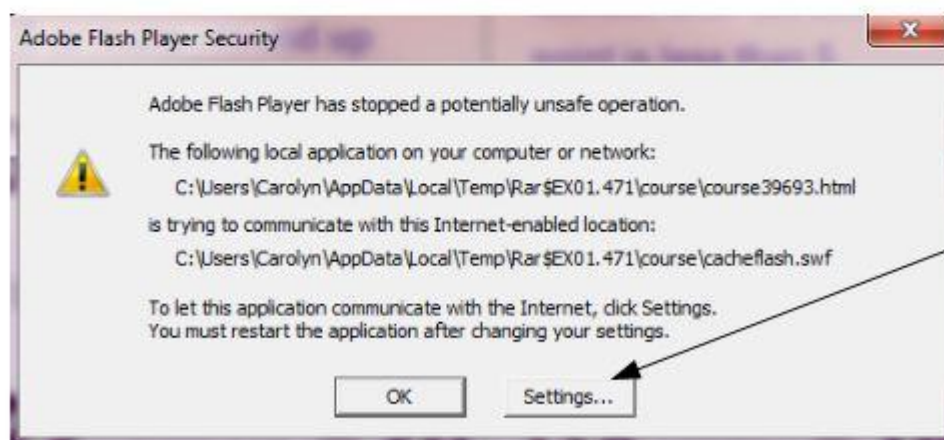
- 7 Select Yes to open the resource

Further security issues occur when running in **Google Chrome**



8 Select Launch course >>

- 9 The same sequence of messages may appear as for step 5 and 6, if so repeat these instructions
- 10 If you haven't run flash animated programs on your computer before you will get the following message. Follow instructions 11 and 12



11 Select settings and a web page will open.

Adobe

Your account |  | Contact | United States (Change)

Solutions Products Support Communities Company Downloads Store

Home / Support / Documentation / Flash Player Documentation /

Flash Player Help

Settings Manager

- Global Privacy Settings panel
- Global Storage Settings panel
- Global Security Settings panel
- Global Notifications Settings panel
- Website Privacy Settings panel
- Website Storage Settings panel
- Protected Content Playback Settings panel
- Peer-Assisted Networking Panel

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- Flash Player Help
- Display settings
- Privacy settings
- Local storage settings
- Microphone settings

Global Security Settings panel



Adobe® Flash® Player Settings Manager

Global Security Settings

Some websites may access information from other sites using an older system of security. This is usually harmless, but it is possible that some sites could obtain unauthorized information using the older system. When a website attempts to use the older system to access information:

☒ Always ask ☐ Always allow ☐ Always deny

Always trust files in these locations:

Note: The Settings Manager that you see above is not an image; it is the actual Settings Manager itself. Click the tabs to see different panels, and click the options in the panels to change your Adobe Flash Player settings.

12 Select "Always allow" to put a dot in the box

13 Close the web page

14 Close the Module so that the settings take effect and then relaunch the module

Safeguarding for Learners in the Workplace

Editing the E-learning Resource

Instructions for Uploading the Modules for Editing

1. Navigate to [www. udutu.com](http://www.udutu.com) and register as a new user:

Use MyUdutu for free now!

2. Once your account is setup navigate to www.myudutu.com, login and upload the relevant Functional Skills zip file to the website by selecting:

OPTION



import an extracted course or restore an archived course

Import a course zip previously extracted from myUdutu or restore an archived course.

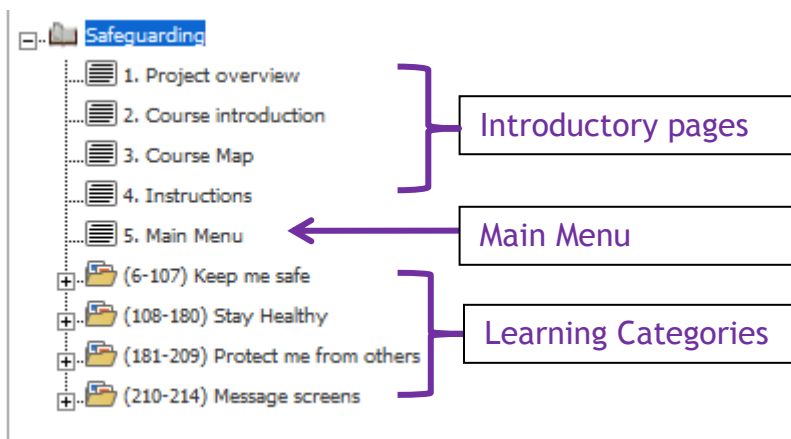
import course

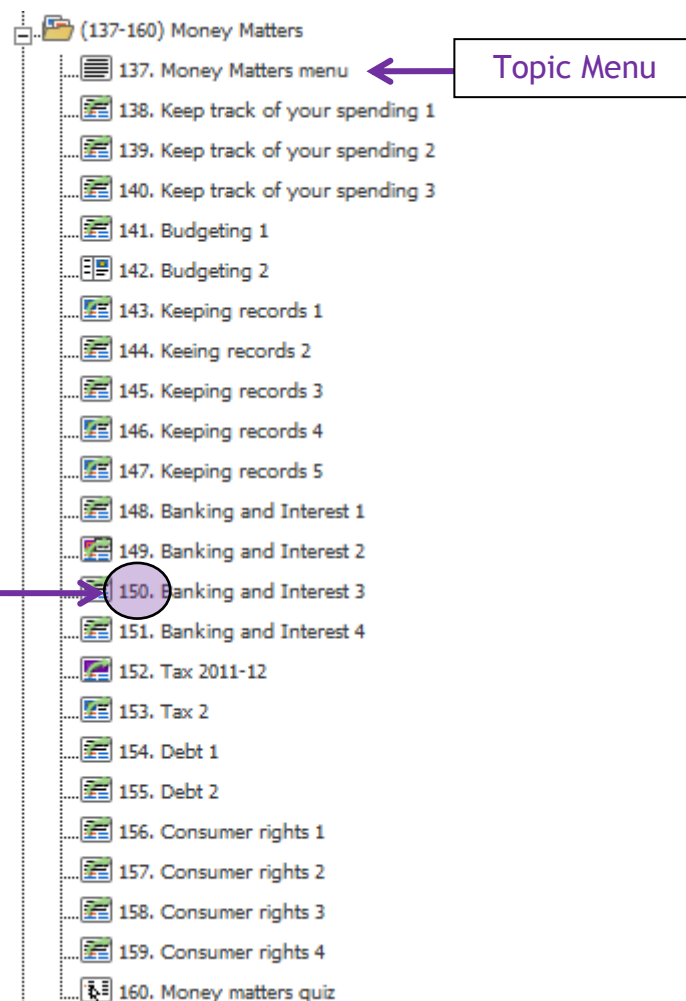
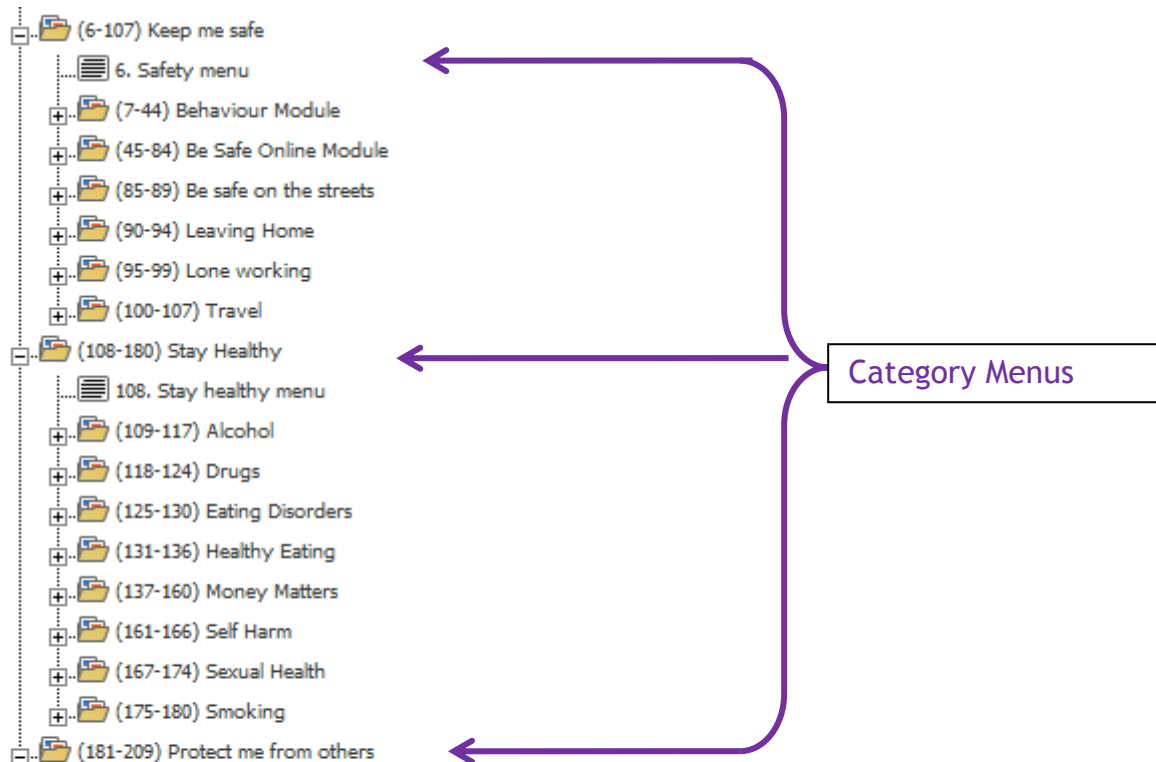
3. Select to author the course



You are now in the Workspace-Create environment

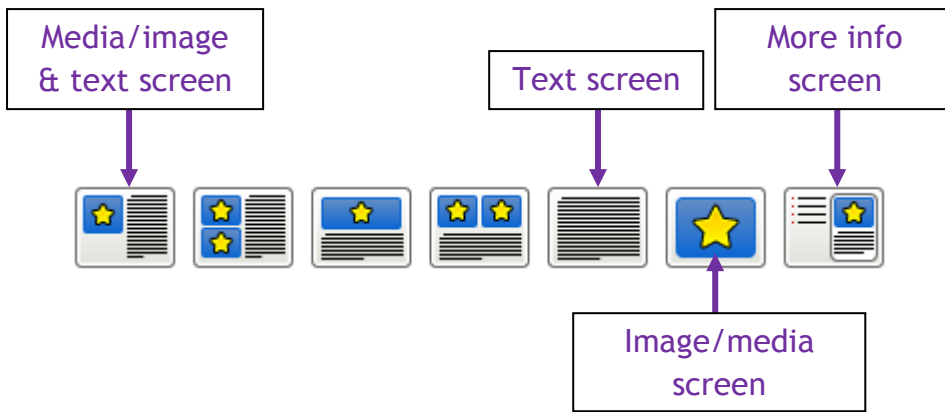
4. Overview of the e-learning module structure





Page number

5. Basic screen types:



6. Adding to and editing a basic screen:

Banking

When you pay money into your bank or building society account it is called making a **deposit** and when you take money out of your account it is called a **withdrawal**. There are various different types of account, but in general there are:

- **Current accounts** for day-to-day use. You can deposit and withdraw money and you can access your money by writing a cheque, taking cash from a cashpoint, buying goods on a debit card and by electronic transfer. Some current accounts pay interest, but it is generally at a very low rate.
- **Savings accounts** for saving your money in the short to medium term. You can deposit your savings and you can make withdrawals, but the frequency that you can take out withdrawals can vary depending on the account. Interest rates vary again depending on the account.
- **Investment accounts** for saving your money for the long term. The rules for depositing and withdrawing your money are strict and usually give little flexibility for making withdrawals, however the interest rates can be much

Place your mouse over the page and the text editing options will appear.

Select add to completely change the page and to add a new text page to your Uduu library.

Select edit to change parts of the text or the images.

Select library to choose text that is already saved in your Uduu library.

Place your mouse over the image/media side of the screen and the editing options will appear.

Select add to select new media that will be added to your Uduu library.

Select edit to change the existing media to a new upload or to stored media in your library.

Select library to choose media that is already saved in your Uduu library.



Image/media and text screen

Financial Abuse

Financial abuse is the unauthorised or illegal use of a person's property, money or possessions. It can take many forms, including a person:

- limiting the financial independence of someone else, e.g making a person ask for money that is rightfully theirs
- stealing another person's welfare benefits
- pressurising someone to hand over money
- taking control of another person's bank account
- stealing from a family member
- pressurising someone to re-write their will
- stealing money from a person in their care

7. Basic screens with jump.

Jump screens show up to 4 buttons that can be edited to action a jump to a specified page. In the Safeguarding resource the jump buttons are used to move the user backwards and forwards through the resource.

There are 3 types of basic jump screens



Physical Harm

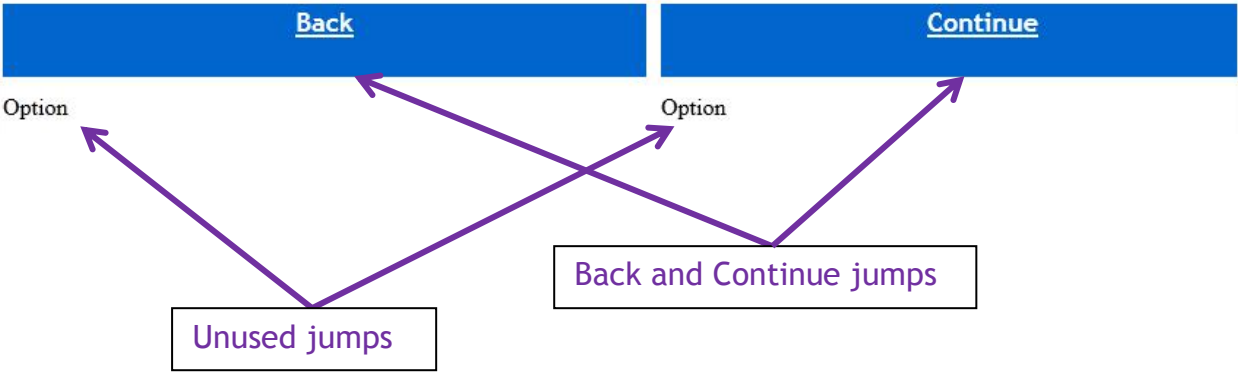


Physical harm can occur at home, at work or when someone is out and about. It may involve hitting, shaking, knifing, drowning, poisoning, burning, throwing or suffocating.

Physical harm can be carried out by a parent, guardian, carer, relative, partner, peer or a complete stranger.

Examples of physical harm:

- Being attacked by a stranger when walking home after work - see Be Safe on the Streets in the



8. Edit a Jump Button

The screenshot shows the 'jump to' editing interface. At the top, there is a box with 'edit' and 'delete' buttons, and a text label 'jump editing options (to 'Protect me from others menu')'. A purple arrow points from a text box 'Hover your mouse over the Jump button and the editing/delete box appears.' to this top box. Below this, the word 'Option' is shown with a purple arrow pointing down to the 'jump to' section. The 'jump to' section has a 'jump text' input field, a question 'Would you like to jump the learner to a new screen?', and two buttons: 'new assessment screen' and 'new basic screen'. A purple arrow points from a text box 'Hover your mouse over Option to create a new Jump button and choose edit.' to the 'Option' text. To the right, there is a tree view titled 'Or jump them to an existing screen in your course?'. The tree view shows a hierarchy: 'Main Menu' -> 'Keep me safe' -> 'Stay Healthy' -> 'Protect me from others' -> 'Protect me from others menu' -> 'Emotional Harm' -> 'Financial Harm' -> 'Neglect' -> 'Physical Harm' -> 'Physical Harm 1' and 'Physical Harm 2'. A purple arrow points from a text box 'Type the button text in here.' to the 'jump text' input field. Another purple arrow points from a text box 'Choose which page the user should be taken to.' to 'Physical Harm 1' in the tree view. At the bottom, there is a 'save' button.

9. Adding images/embedded video to a text page

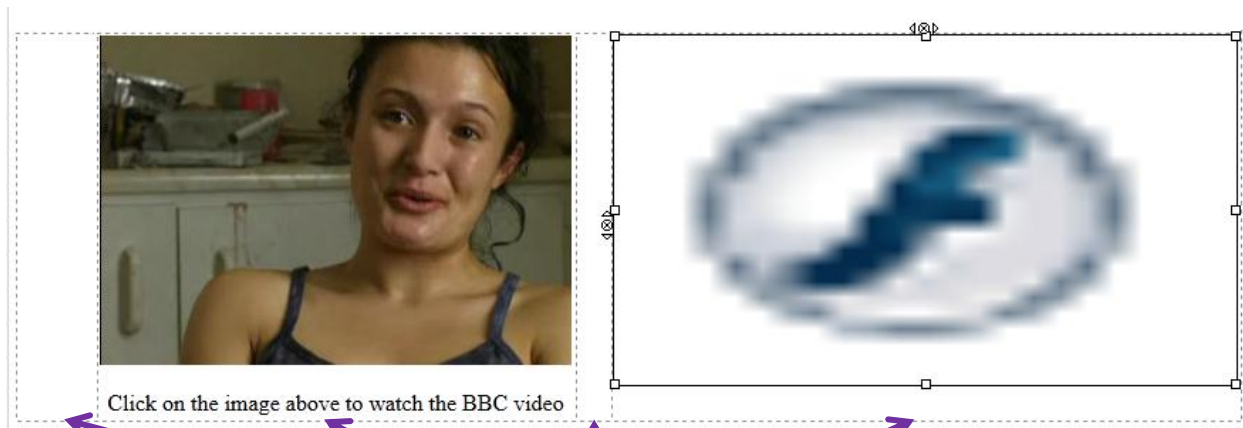
Sometimes you require images or an embedded video to be placed in different parts of the page, as per below. To do this you need to select a text page and then add a table to the page. Add an image or text to cells in the table.



Illegal Drugs

The screenshot shows the 'Illegal Drugs' page. It features a table with two columns. The first column contains an image of a woman, with a purple arrow pointing from a text box 'Image with link to video on the BBC website' to it. Below the image is the text 'Click on the image above to watch the BBC video'. The second column contains an embedded video player from NHS Choices, with a purple arrow pointing from a text box 'Embedded video' to it. At the bottom of the page, there are two blue buttons: 'Back' and 'Continue'.


When you edit the above page, the page below is displayed:



This is a 4 cell table with spaces in the cell, an image and text in the 2nd cell, spaces in the 3rd cell and the embed code of the NHS video in the 4th cell. You can resize most videos and images with no problem, however do not resize NHS videos and they do not then run.

Here's another example of using a table to combine text and images:





Drugs and the Law

If you are convicted of a drug related offence you may lose your job, be banned from driving and stopped from travelling to certain countries. It can also limit the types of jobs that you can apply for.

Giving drugs to your friends, as well as selling drugs, is classed as supplying. If someone is using drugs at your property you can be arrested and prosecuted.

[Class A Drugs](#)


- It's illegal to have yourself, give away or sell
- Possession can result in a criminal record, 7 years in prison and/or an unlimited fine
- Supplying can result in life in prison and/or an unlimited fine

[Class B Drugs](#)

- It's illegal to have yourself, give away or sell
- Possession can result in a criminal record, 5 years in prison and/or an unlimited fine

[Back](#)

Two cell table with 2 images, place on top of each other in the 1st column and text in the 2nd column.



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[Class B Drugs](#)

- It's illegal to have yourself, give away or sell
- Possession can result in a criminal record, 5 years in prison and/or an unlimited fine
- Supplying can result in up to 14 years in prison and/or an unlimited fine

[Class C Drugs](#)

- It's illegal to have yourself, give away or sell
- Possession can result in a criminal record, 2 years in prison and/or an unlimited fine
- Supplying can result in up to 14 years in prison and/or an unlimited fine

12. Adding your organisation's logo to the e-learning

With Safeguarding highlighted select my themes on the right of the screen.

edit course

preview **Safeguarding**

B personalize your course

course name: Safeguarding

passing score %: 50

theme: Selkirk

course map type: TreeView

Your screen may look slightly different to the one below, however Selkirk is the active theme for the Safeguarding e-learning, so Selkirk is the one you need to edit.

my active themes

Default, Default 800x600, Selkirk, Selkirk 1, Selkirk 2

edit, delete buttons for each theme

active theme: Default

3 text styles **4** choose options optional: advanced

logo file

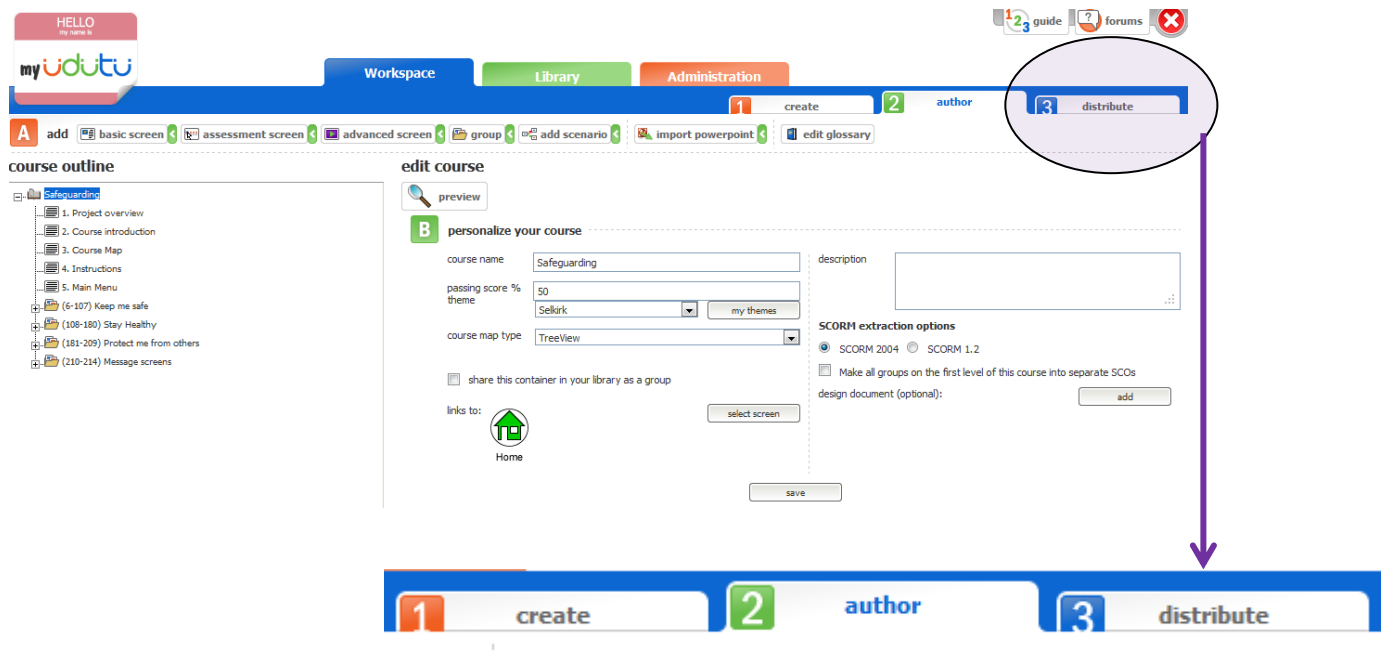
Select Browse to select your logo and then upload and save. Return to the e-learning by selecting Workspace.

Workspace **Library** **Administration**

membership theme builder account

13. Re-packaging your e-learning following your changes

To re-package your e-learning into a zip file, which you can download, you need to use the Distribute function.



extract your course for free!



create a .zip file of your course (No watermark)

There's no catch! Extract your course for free and publish it yourself from your own web server, LMS, LCMS, CMS or simply from your PC. Distribute by CD ROM, memory stick or any other storage device. Archive your course for your records and upload back up into myUdutu any time you want to change the course. All for Free!!

You will get a confirmation message once your course has been extracted.

Safeguarding
screens **214**

extract

Select extract

Once you have extracted your Scorm 2004 file, (default setting - see image at the top of this page), you can click to **GET** the zipped file. This will enable you to save the file to your computer.

