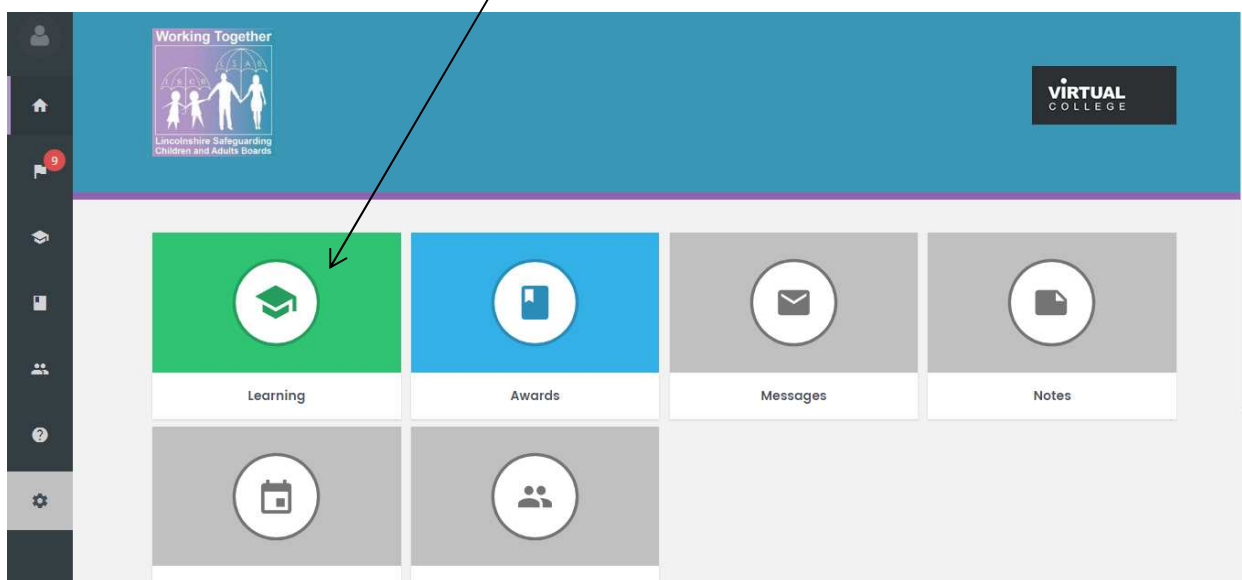




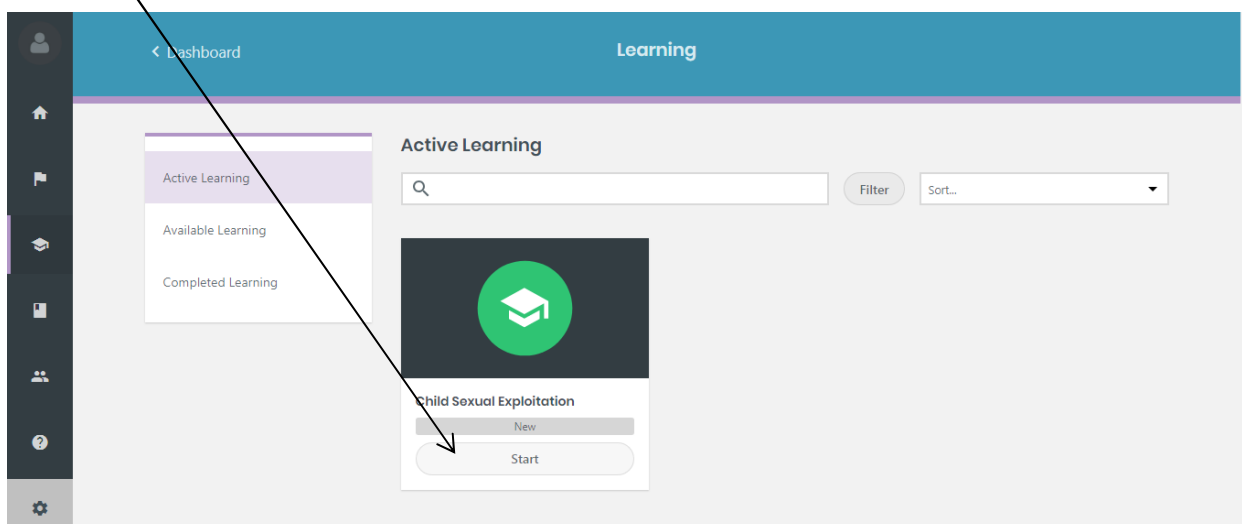
## How To Print A Certificate

To print off your certificate, for both e-learning and face to face training, please follow these steps:

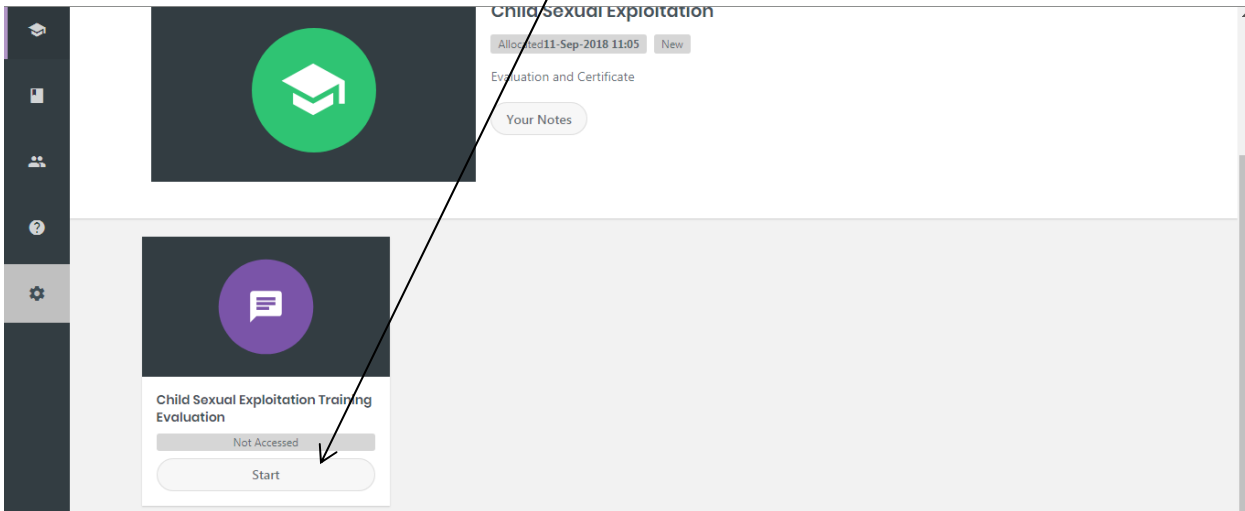
1. Log in to your Learner Record at <https://safeguardinglincolnshire.vc-enable.co.uk>
2. Once logged in click on the Learning tile



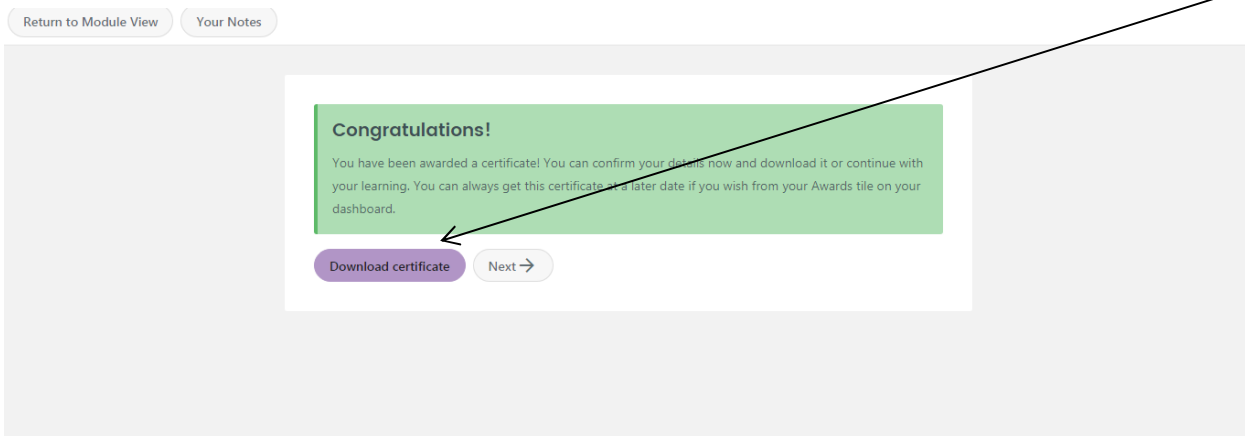
3. Click Start:
  - o This will appear as 'Continue' if you have already begun the evaluation



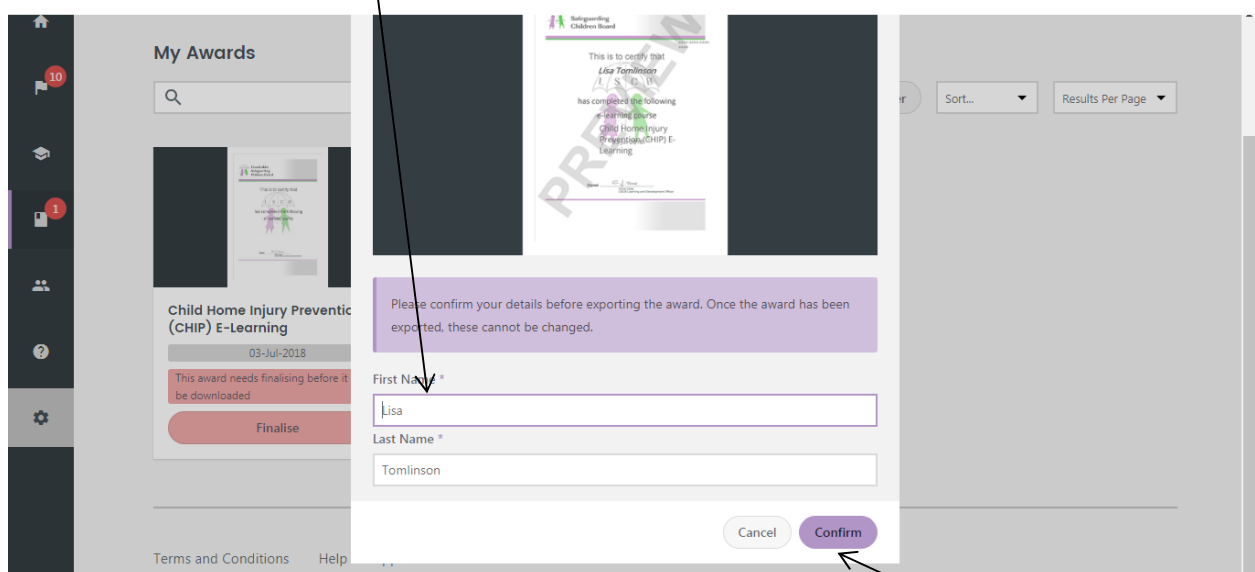
4. Click on Start in the Purple Evaluation box:



5. Once the evaluation has been completed the following screen will appear. Click on Download Certificate:



6. Confirm your name is correct:



7. Click Confirm to print your certificate and then Confirm on the next pop up screen.

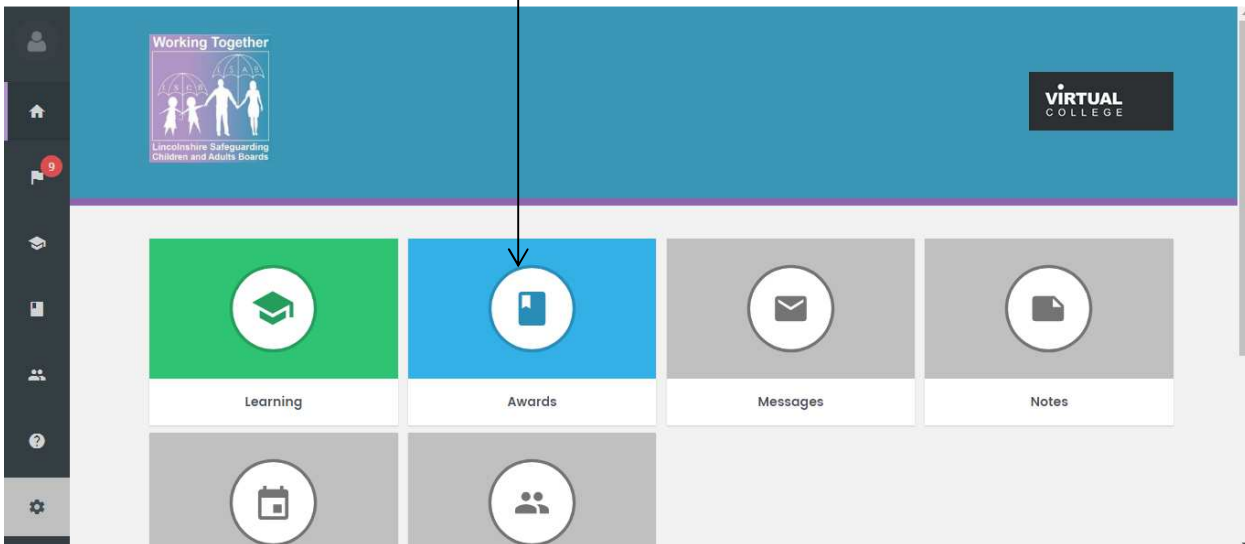
## Keeping Safeguarding Training Records up to date:

It is really important to keep a record of all your staff's safeguarding training. The LSCB's Learning Management System enables you to do this.

After completing eLearning modules and face to face courses, staff can complete an on-line evaluation and when this is done they will be able to print off their certificate. Most organisations will need to keep a record of all safeguarding training so keeping a copy of the certificates centrally is good practice.

If however a certificate gets mislaid staff can log on and print off their certificate through their Learner Record as needed.

This can be done through the Awards Tile:



If staff forget their log on details simply request a new password (see below) and this will be sent automatically <https://safeguardinglincolnshire.vc-enable.co.uk>

