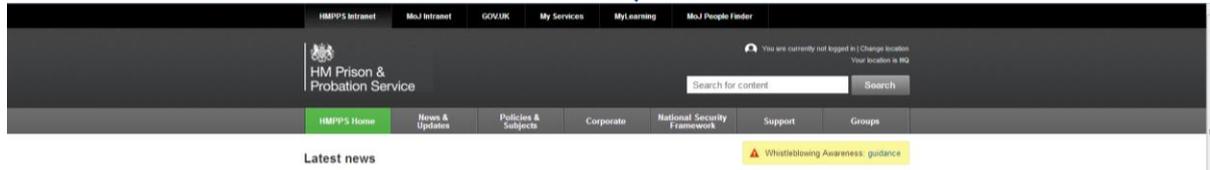# Using myLearning Guidance Information

You can access myLearning directly from the HMPPS Intranet front page. Please note: myLearning should be accessed via Firefox for Quantum users and for Probation staff on DOM1 via MS Edge or Firefox.

_____

1. When you first use myLearning, you'll need to enter your MOJ staff number, which is 8 digits long. Ensure the moj is not in capitals as per below.

You'll be prompted for a password, if you don't already have one then; go to '**I'm an employee within MOJ but I haven't received an email with login details yet.'** This will then ask you to enter a password of your choosing.

2. Once your password is set-up, you'll come to your Learning Dashboard:

This is your Dashboard with your Record of Learning

Once logged into myLearning, you can browse the catalogue, view upcoming bookings and much more.

From the **Help section**, located at the top right of the Landing Page you can find myLearning guidance videos by clicking on All Learners and, on the second link, contact details for SSCL if you have queries etc. The third link is for staff who use Assistive Technology

3. Your Dashboard will give you numerous options, but for this **'How to Guide',** we'll just be touching on finding your courses.

Once here go to **'Find Learning'**

4. The **'Find Learning'** tab will bring you to the page below. From here you have three ways of finding courses:

- Course Search function on the right
- Search Courses Function on the left;
- Lastly, you go via **'Ministry if Justice'**

OASys will be the first course you participate on after your Ndelius and Gateway to Practice.

To find OASys training, enter the name of the course into: **'Search course'** then press the magnifying glass option.

5. You'll then be brought to page with a list of events with the word OASys in the title. Please choose the one that has been designated for your learning.

For this guide, I will choose **'OASys Practitioner'**.

Ensure your course is an NPS course before booking.

myLearning

| Course Search | 🔍 |

Home | My Learning | Find Learning | Reports | Help |

Dashboard > Courses > Search > OAsys

Course Search 🔍

Search results: 23

Page: 1 2 (Next)
Show all 23

NPS IT – OASys for Admin
This course deals with Oasys from an Admin perspective and the tasks related to the users role.
Category: NPS ICT Systems Tutor Led Training

NPS IT – OASys IT for Assessors
This course will include inputting data into the electronic OASys assessment and will compliment the OASys practitoner course
Category: NPS ICT Systems Tutor Led Training

ARMS informed OASys
Tags: Risk, Risk assessment, OASys, prisons, sexual offending, sex offenders, sex offences, sex offending, sexual offenders, ARMS
Category: NPS

HMPPS SARA (Spousal Assault Risk Assessment) briefing
This briefing is designed to support experienced practitioners in completing Spousal Assault Risk Assessment (SARA) as a part of their OASys assessment on all individuals who have perpetrated intimate partner abuse. Learners may not have had previous SARA training, may be experienced in SARA and want a refresher, or currently be using SARA 3 and need to refresh their knowledge of SARA. This course involves an initial video explaining SARA, it's uses and it's coding process, a

NPS - OASys Practitioner
This course will provide Probation Officers and Probation Service Officers working in Offender Management with the appropriate skills and knowledge to complete an OASys assessment to a sufficient level.
Category: NPS

6. This will bring you through to a description of the course so you can double check it is the correct one before signing up.

Course Search

Home | My Learning | Find Learning | Reports | **Help** |

Dashboard > Courses > Ministry Of Justice (MoJ) > HMPPS > Risk > NPS > NPS - OASysP

NPS - OASys Practitioner

Description

This course will provide Probation Officers and Probation Service Officers working in Offender Management with the appropriate skills and knowledge to complete an OASys assessment to a sufficient level.
Course Content: This course has no formal assessment. At the end of the course, learners are asked to self reflect and consider what they will now do differently.

Intended audience

Probation Officers and Probation Service Officers

Objectives

By the end of the course, learners will be able to:
- Explain the rationale and origins of OASys
- Demonstrate an ability to navigate OASys
- Produce an OGRS3 score
- Complete sections 2, 6 and 11 to a sufficient level
- Identify whether an offender is likely to cause serious harm
- Create a SMART, outcome focussed sentence plan
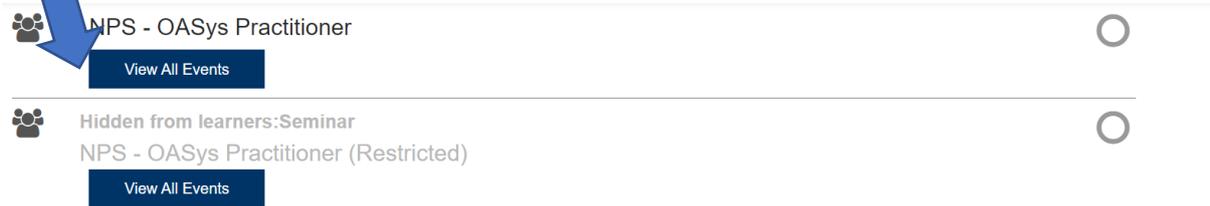
NPS - OASys Practitioner

View All Events

Once you're happy it's the right event, press **'View All Events'**.

7. **'View All Events'** allows you to view events in different regions and sign up to virtual courses as part of your Learning Pathway.

NPS - OASys Practitioner

[View All Events]

Hidden from learners:Seminar
NPS - OASys Practitioner (Restricted)

[View All Events]

Webinar

NPS - OASys Practitioner (online)

Date	Time	Room	Capacity	Status	Options
18 August 2021 - 19 August 2021	9:30 AM - 4:00 PM		1 / 16	Event cancelled	[Attendees]
18 August 2021 - 19 August 2021	9:30 AM - 4:00 PM	Virtual - SWSC [Room Details]	14 / 16	Event in progress	[Attendees]
19 August 2021 - 20 August 2021	9:30 AM - 3:30 PM	Virtual -NE [Room Details]	11 / 16	Sign-up period is now closed	[Attendees] Sign-up unavailable
23 August 2021 - 24 August 2021	10:00 AM - 4:00 PM	Virtual - SEE [Room Details]	11 / 16	Sign-up period is now closed	[Attendees] Sign-up unavailable
24 August 2021 - 25 August 2021	9:30 AM - 4:00 PM	Virtual - Midlands [Room Details]	9 / 16	Booking open	[Attendees] [Sign-Up]
24 August 2021 - 25 August 2021	9:30 AM - 4:00 PM	Virtual - SWSC [Room Details]	14 / 16	Booking open	[Attendees] [Sign-Up]
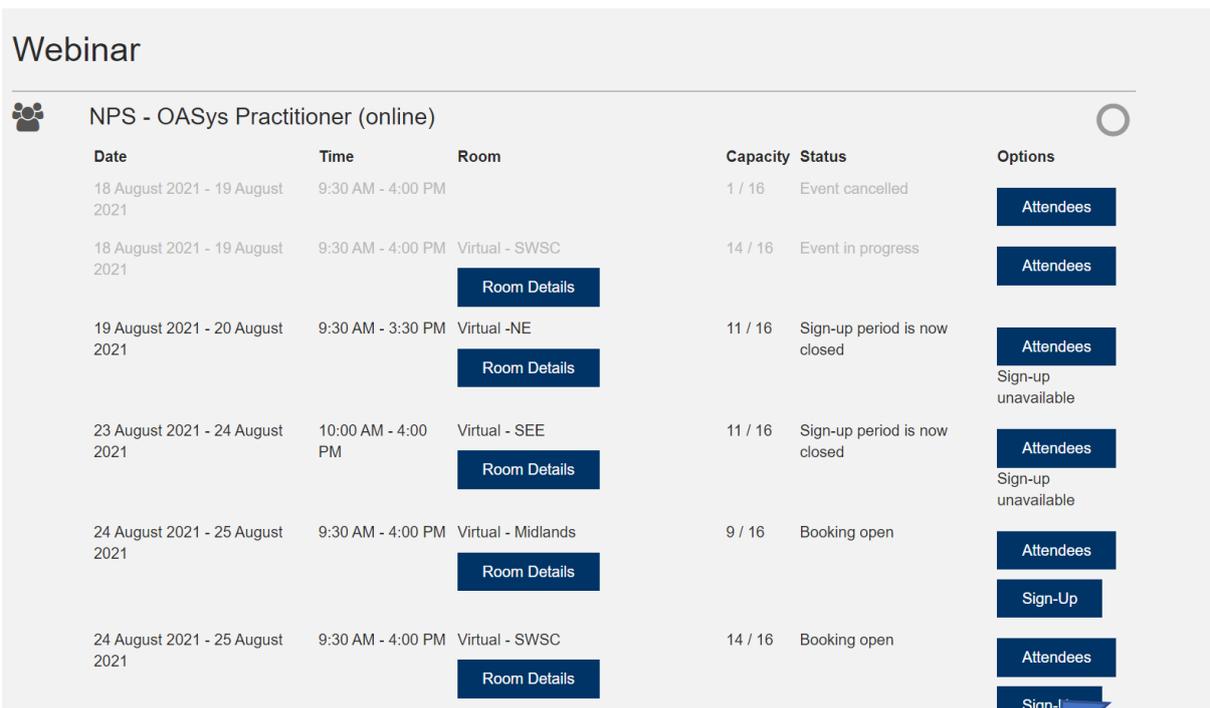
Please ensure you only sign-up for courses in your region and that you can attend those dates assigned to the course.

Sign-up for NPS - OASys Practitioner (online)

Title
MS Teams - OASys Practitioner - Midlands PQuiP 10 only - 240821

Event ID

Cancellation Reason

Event date/time
24 August 2021 - 25 August 2021, 9:30 AM - 4:00 PM

Duration
1 day 6 hours

Room
Virtual - Midlands
Room details

Maximum bookings
16 (enable waitlist)

Approval required by:
Manager Approval

Manager's name
Emma Naden

Primary Trainer
Laura Riley

There are required fields in this form marked *.

Manager's name ℹ
Emma Naden

**Requests for session organiser**

Receive confirmation by * ℹ
Email with iCalendar appointment

Request Approval   Cancel

8. On this page you have an option to tell the organiser if you have special requirements for your learning before pressing **'Request Approval'**.

9. **'Requests'** is your opportunity to inform us of educational needs prior to training or if you think the subject matter in a course may be triggering or sensitive for you.

10. Other packages within MyLearning can be found using the Course Search function in the top right corner and select the package with a computer or file next to it. Under the titles once found, it will say <u>category NPS</u> – these are the correct packages, do not complete the package if the category is HMPS.

11. Type in the search name for the following courses, please try to keep to the schedule below for Learning;

    - PQiP OASys
    - Module 1
    - Module 2
    - Child Safeguarding
    - Adult Safeguarding
    - PSR Prep
    - Module 4
    - ARMS
    - Parole Recall and Oral Hearing

12. Anything that's says National Training (TR) can also be self booked.

13. For further information on myLearning go to '**myLearning Guidance'** where several videos and FAQs can be found.
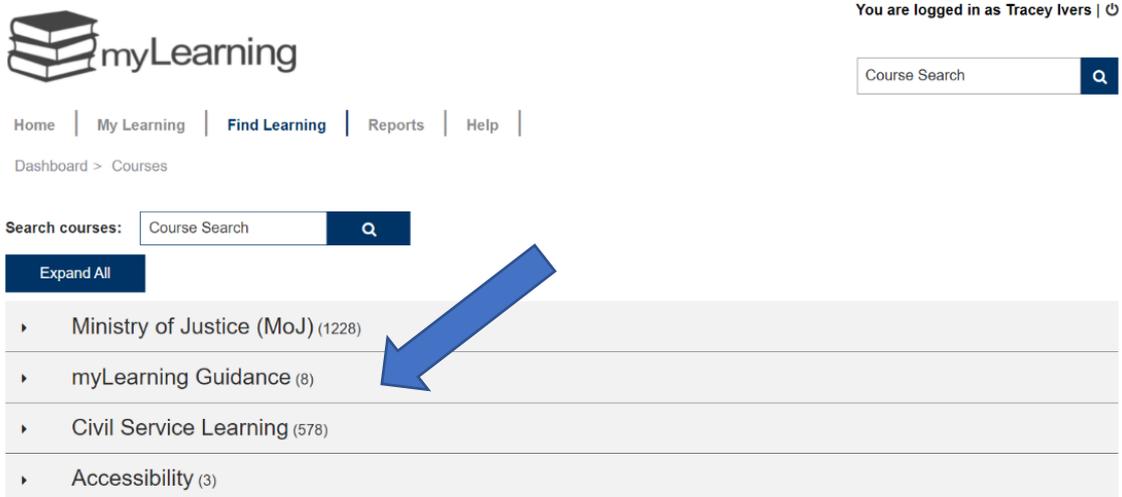
You are logged in as Tracey Ivers | ⏻

Course Search 🔍

myLearning

Home | My Learning | **Find Learning** | Reports | Help |

Dashboard > Courses

Search courses: Course Search 🔍

Expand All

▸ Ministry of Justice (MoJ) (1228)

▸ myLearning Guidance (8)

▸ Civil Service Learning (578)

▸ Accessibility (3)

14. Sometimes as a learner you may complete some e-learning courses that may not appear straight away on your Training Record. To avoid this happening and being asked to do the course again, please take a screenshot or photo of completion screen and keep it safe, so it can go down as other evidence to complete your training and can be passed to myLearning support for them to add manually.

15. If you need to cancel a course for whatever reason, then please inform your SPO, Regional Admin and the coach from the course so you can be removed and added to another course with the least disruption to your learning.

16. Again, if you book by mistake let your SPO and Regional Admin know so they can contact your region and have you removed from the mistaken course.