



eDofE Training Support Guide

Frequently Asked Questions

This FAQ has many of the answers you may need to use eDofE training; please contact eDofE@dofe.org with any further questions.

What is eDofE training? eDofE training is a new online method for managing adult DofE training information (e.g. MTF course information, course delegates, Course Directors and Tutors). The system has six main features (those marked with * are permission-based so you will only see them if you have been given access to them).

- 1) **The 'Training Search'*** allows you to look for adult training records, within your location.
- 2) **'Manage courses'*** allows you to search for training courses and to add/edit courses.
You will not have access to this tab
- 3) A new system of **'Training alerts'*** shows Tutor/Director applications, submitted courses and delegate applications awaiting approval. All require an action by the DofE Office. LO users will see the course applications awaiting their approval. **You will not have access to this tab**
- 4) **'e-Learning'** can now be completed through eDofE and the results automatically recorded on an eDofE record.
- 5) **'Course payment'**: DofE-run courses now have an online payment option.
- 6) **My training**: has been updated to show e-learning completions, numbers of courses run and Tutor/Director settings.

<div style="text-align: center;">  <p>Ben Storrar ID No: 749797 View/edit my profile</p> </div> <ul style="list-style-type: none"> DofE Information Participation Places Award approvals Manage participants Manage adults Manage infrastructure Training <ul style="list-style-type: none"> Training search Manage courses Training alerts e-Learning Course payment My training News AAPs Resources Keep Safe Reports My Settings 	<h3>Training</h3> <p>What can you do in this section?</p> <p>Training search This page is where you can search for users with training records, Accredited Assessor information or tutor and director settings.</p> <p>Manage courses This page lets you search for your training courses and access the course management options.</p> <p>Training alerts This page shows you any pending Training related actions and links you through to the page where that action can be completed.</p> <p>e-Learning This page shows you the online training options available. Accessing e-Learning from this page will automatically update your training record.</p> <p>Course payment This is the online course payment portal. It shows you your courses pending payment and allows you to search for course applications that need payment.</p> <p>My training This link takes you to your own training record.</p>
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Using eDofE Training

- 1) **How do I search for an adult?** Use the 'training search' screen. Search by location, name, accreditation number, or search for all expired Assessors within your location. Adults returned will include: active adults in your location, archived adults with training or accreditation information, adults who have attended a training course in your location or Assessors who are currently affiliated to your location.

Additional filters can be applied to the **Search results** to show Tutors, Directors, Accredited Assessors and those due for reaccreditation, using the tick boxes.

Show tutors: Show directors: Show assessors: Due reaccreditation: Results: 3

ID	Name	eDofE roles	Accreditation affiliations	Accreditation number	Assessor status	Tutor Director
my image 457730	<u>Ben Storrar</u>	Regional Administrator		Add		No

- 2) **What do the different underlined bits mean when I do a search?**

ID	Name	eDofE roles	Accreditation affiliations	Accreditation number	Assessor status	Tutor Director
my image 647730	<u>David Sleaford</u>	Co-ordinator	Sheffield Futures (Primary)	YH17760A	Active 31/07/2019	No
my image 647741	<u>Laura Young</u>	Leader				No
my image 647746	<u>Mireia Romero Puente</u>	Leader				No

Adults with training recorded will have their name in **bold underlined** text.

Adults without training recorded will have their name in non-bold underlined text. Click this link to add training.

- 3) **What is the new Course Application Process?**

Delegates apply to attend a course via the course details page on the Opportunities Finder or from the Central England Training page. Delegates either login to eDofE or register to complete their application. A follow up email will be sent to confirm the login details. The Course Administrator will then approve or reject the application.

- 4) **How do MTF delegates receive approval to attend a course?**

When applying for a course, delegates will not receive confirmation of a place until they have been approved. Approval is recorded in the delegate section of the course details page; delegates then receive a confirmation email with login details to eDofE. This does not give them a role in eDofE and they cannot access participant information.

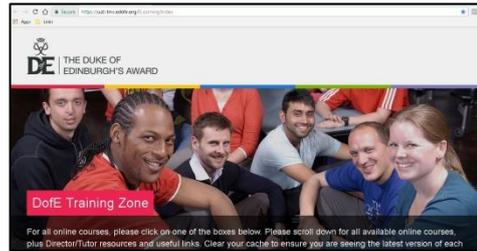
Edit all	Delegate	Approved	Paid	Invoiced	Attended	Did not complete	Comment	Application date	Certificate date	Select
	Curtis Andrews	<input checked="" type="checkbox"/>	Yes ED	Yes	<input checked="" type="checkbox"/>				19/01/2017	
	Summer Barr		No	No				07/04/2017		

Delegates must not assume that they are booked on to the course until they receive a confirmation email.

e-learning

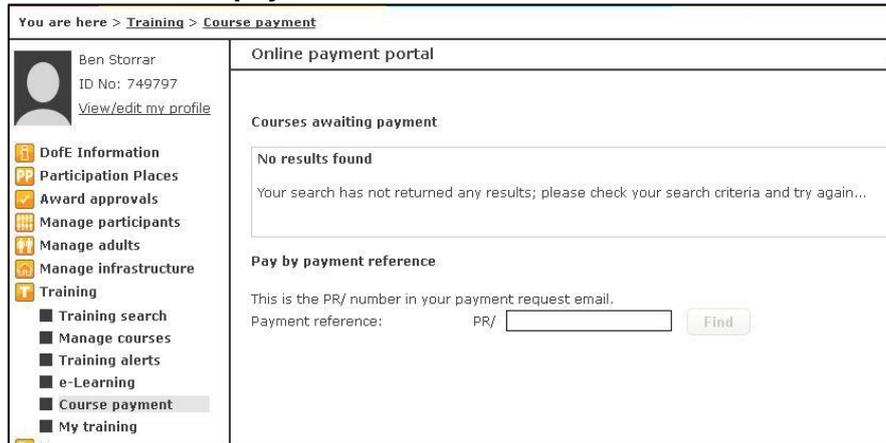
5) How does the e-learning option work?

The DofE's e-learning modules are all now hosted within eDofE. The results are automatically saved to an individual's eDofE record, if you are logged into eDofE. Users need to log in or sign up when starting a Module.



Course Payment

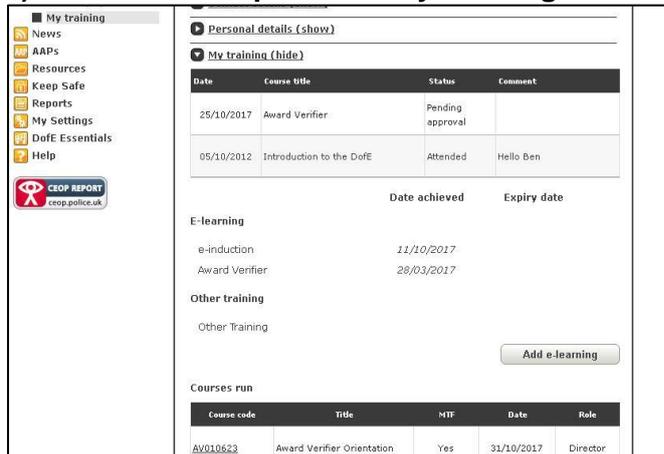
6) What is the new course payment feature?



Delegates on DofE-run courses only, have the option to pay for their attendance via eDofE. Payment options include by credit/debit card, cash, cheque or via a request for an invoice.

My Training

7) What's been updated in My Training?



All eDofE users have a 'My training' section on their profile. We've added your training information, including all MTF courses attended, e-learning completed and MTF course run.

You can view this information for any adult you have permission to see.