

We the Learning Gateway

All of the LSCB training is listed on the Learning Gateway and it couldn’t be easier to access a course appropriate to your role and level of responsibility. In order to do this you will need;

* A user name and log in password
* To know the name of your line manager
* To have completed the Online Basic Safeguarding training in most instances

**How do I get started?**

Click [here](https://www.westsussexcpd.co.uk/cpd/enquiry.asp) to request a user name and log in password. This should take no more than 3 working days. You do not need your line manager’s permission to request this.

**How do I search for a course?**

Using the search box, type LSCB and the name of the course. The course should then appear on the screen with training dates. You can also click [here](https://www.westsussexcpd.co.uk/courses/bookings/default.asp)

**Why do I need my line manager’s approval?**

There is a cost for LSCB training (please see our [Charging Policy](http://www.westsussexscb.org.uk/professionals/training/training-booking/) for more information and which agencies it relates to), which requires authorisation and a cost code from a Manager. It also enables your Manager to ensure the training is appropriate to your role and the date is convenient for you to be released from your role

****

**Handy hints and tips**

* + Be sure to spell the name of the course correctly!
  + After attending a course you will need to complete and submit your evaluation in order to receive your certificate
  + Ensure that you let the Learning Gateway know if your Line manager changes as this may delay authorisation for further courses. You can

Email them at [learninganddevelopment@westsussex.gov.uk](mailto:learninganddevelopment@westsussex.gov.uk) making

sure you copy in your new line manager.