



The New Learning Hub Admin Guide

How to book on Moving & Handling 3 Day Course using the expression of interest form

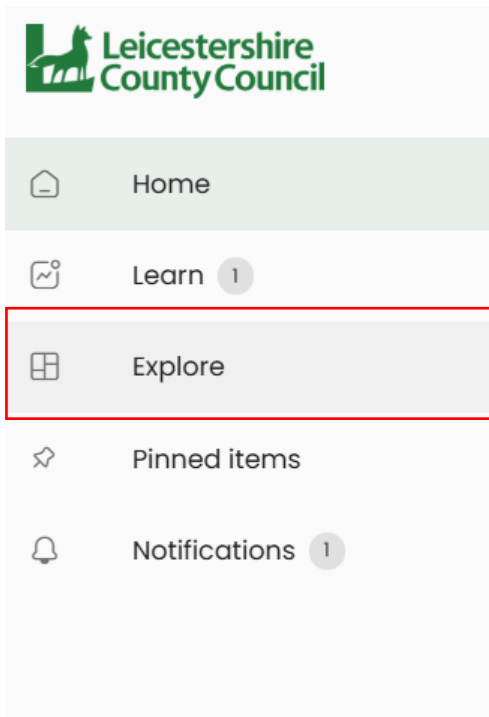
PLEASE NOTE COMPLETION OF THE EXPRESSION OF INTEREST FORM DOES NOT MEAN YOU ARE BOOKED ON THE PROGRAMME.

YOU WILL BE REQUIRED TO COMPLETE THE TRAIN THE TRAINER WORKBOOK AND QUIZ.

UPON COMPLETION OF THE ABOVE, COURSE DATES WILL BE MADE AVAILABLE FOR YOU TO BOOK ON.



Select the Explore option on the menu on the home page



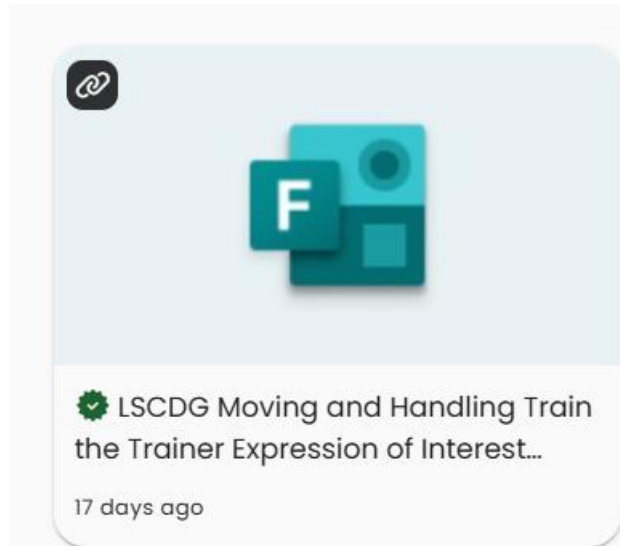
Then click on the LSCDG tile



Followed by clicking on the Moving and Handling of People Tile



Click on the LSCDG Moving and Handling Train the Trainer Expression of Interest

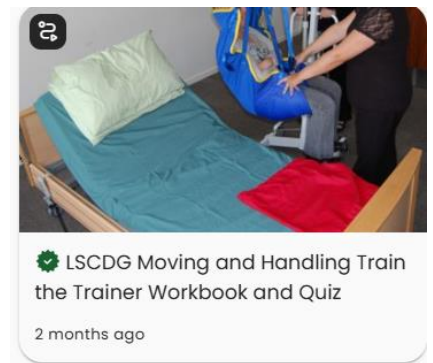
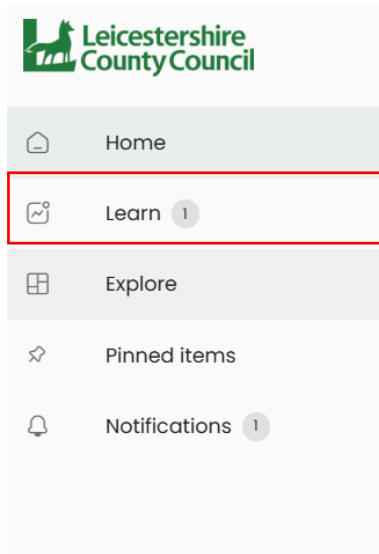
A screenshot of a web form titled 'LSCDG Moving and Handling Train the trainer Expression of Interest Form'. The form is overlaid on a background image of a desk with a lamp and plants. The form contains the following text: 'Complete this form to express an interest in the LSCDG Moving and Handling Train the Trainer course', '* Required', '1. Please enter your first name and last name below *', an input field with the placeholder text 'Enter your answer', and '2. Please enter your company name and address *'.

Complete form and submit

PLEASE NOTE COMPLETION OF THIS FORM DOES NOT MEAN YOU ARE BOOKED ON THE PROGRAMME.

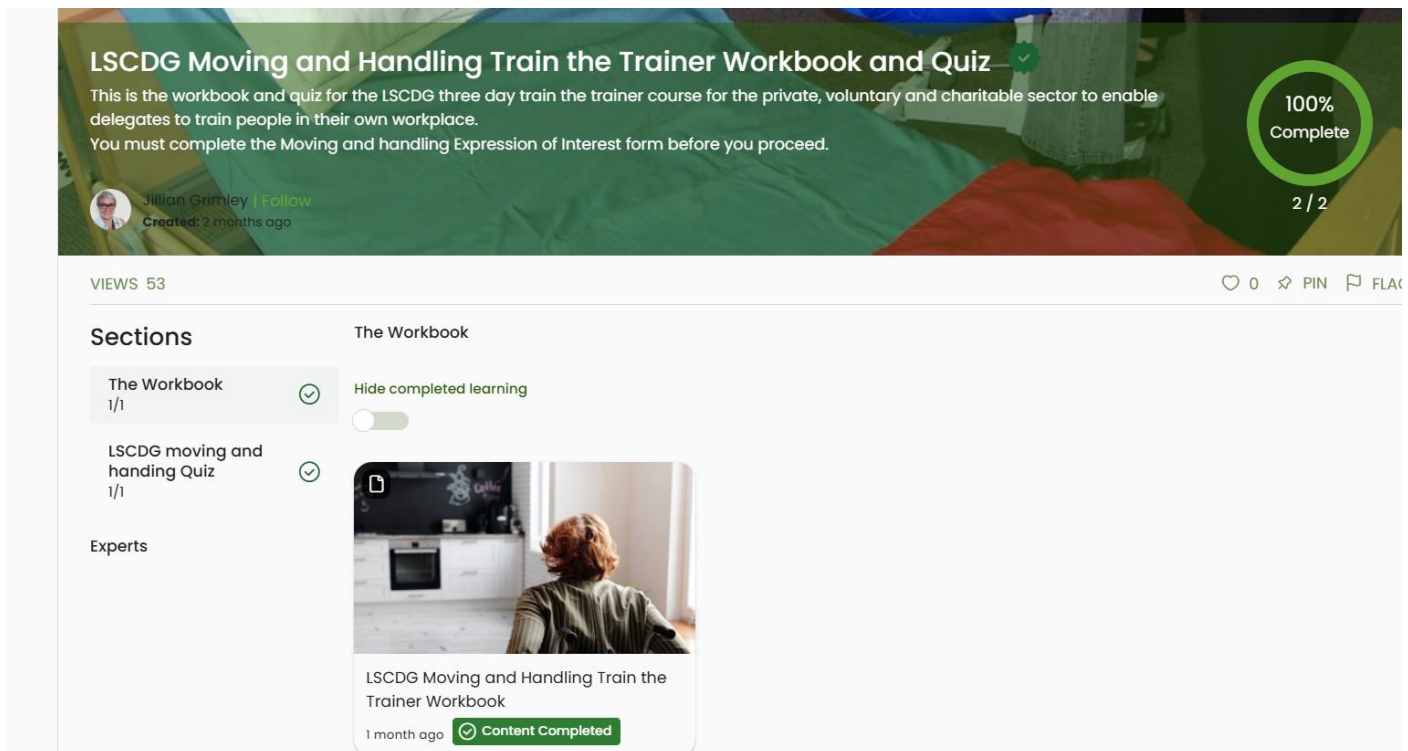
LSCDG will then assign the next stage which will be the completion of the Workbook & Quiz

This will appear in your Learn Section, under Overview



Click on the tile

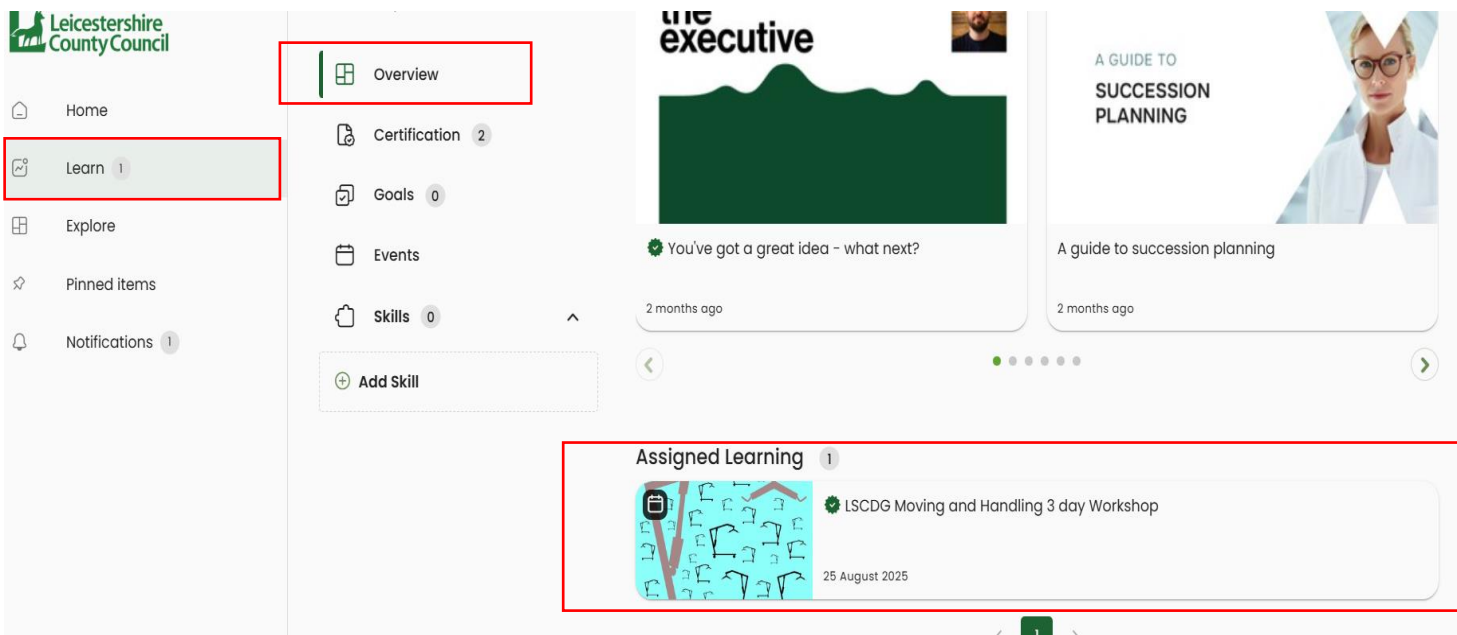
Read the workbook which contains all the answers. Then complete the quiz.



You need to pass the quiz; the pass rate is 80%

Upon successful completion of the quiz, LSCDG will make the course dates available for you to choose. It may take a couple of hours for you to have access to the course dates.

To book on the course you need to go to the Overview Section of the Learn menu



Click on the SIGN-UP button to proceed.

