

# A Guide to the Learning Hub

## ADULT CARE APPRENTICESHIPS

### Welcome to GP Strategies Apprenticeships' Learning Hub

The Learning Hub with GP Strategies Training Apprenticeships is an online learning environment that allows you to locate learning materials and activities related to your studies and programme induction from any location with internet access, including access via a mobile device.



Go to the Learning Hub login page:

<https://lms.gpsta.co.uk/login/>

Login using the username and password provided.



Use the step-by-step instructions below on how to access the resources within the Learning Hub.

#### Step 1.

Watch the video provided within the welcome email. Take time to look through the tabs at the top of the Learning Hub page. It is important that you understand what information can be found within each tab. There are 7 tabs within the Learning Hub. These are: home, my profile, learner support, technical support, policies and procedures, news and login/logout.

If your Skills Coach asked you what tab you need to access to find information on the free NUS Apprentice Extra Card, offered by GP Strategies Apprenticeships; would you know?



#### Step 2.

Once you have watched the tutorial video and spent time looking through the system, it is recommended that you go to the 'My profile' tab to access your resources.

As you are studying Adult Care, you will be assigned 3 apprenticeship programmes:

1. GP Strategies Induction Programme
2. Adult Care - Standard Level 2 or Level 3
3. L2 or L3 Diploma in Care (mandatory units only)

#### Step 3.

**You must complete the GP Strategies Induction programme.**

This programme includes everything you need to know about Safeguarding, Mental Health, and Wellbeing, Preventing Extremism and Radicalisation, and Personal Development.

You should take time to read the content, complete the e-learning courses and modules.

Once you are satisfied that you are confident with the content, take the quiz and send your certificate to your Skills Coach.

Your Skills Coach will also check your understanding on this content during their first visit.

#### Step 4.

- Congratulations. You should be able to confidently navigate yourself around the Learning Hub.
- You have also completed the Induction Programme.
- You are now ready to start the Adult Care - Standard Level 2 or Level 3 section.

## Step 4. Continued

Once you have accessed the Adult Care Standard Level 2 or Level 3 apprenticeship, scroll down the page to find the 'apprenticeship content'. You will see the units are alphabetically listed - A-F.

The content is identified as **Knowledge**. This includes resources that will teach you what you need to know. When you click to access the knowledge unit, you will be provided with a text book. This textbook covers the knowledge and skills in relation to that unit. For each unit there is also a workbook. You should answer the knowledge questions in the workbook as instructed.

Once the workbook has been complete, you are expected to complete the quiz for the unit. You will be awarded a certificate when you achieve 80%. You should send both the workbook and the quiz certificate to your Skills Coach who will upload the evidence to your e-portfolio.

There is a **Skills** section underneath each knowledge unit. This is a document that lists the skills you need to demonstrate for that unit. These skills also feature in the textbooks and are a quick reference guide.

There is a **Behaviours** workbook. Please read and complete all necessary tasks. There is a quiz you will also need to take. Please send the completed certificate to your Skills Coach.

## Step 5.

You may be asked by your Skills Coach to access the resources within the apprenticeship titled:

- **L2 or L3 Diploma in Care (mandatory units only)**

This will be because more evidence is needed over and above the workbook to ensure your Diploma is achieved.

When you access this section, you will see a list of the 9 mandatory units that covers part of the Diploma qualification.

If directed by your Skills Coach, access the relevant unit. You will see there is a session, this will give you the knowledge on that unit and a knowledge assessment task. This includes questions that you will need to answer.

Once you have completed the knowledge assessment task, please email the evidence to your Skills Coach, who will upload to your e-portfolio

There is also practical assessment guidance. This is for reference only.

## Step 6.

As you are carrying out your apprenticeship, you will be given additional information by your Skills Coach to support any optional units you need to complete.

Some optional units may appear on your hub, so please do not panic, your Skills Coach will let you know.



If you want to complete the workbooks from your tablet or Smart Phone device, please download either the free **Adobe Reader App** or the **Adobe Fill and Sign App**. Either email the workbooks from the Learning Hub yourself, or get your Skills Coach to email them to you. You need to save the workbook from your email to your phone. In the Adobe Fill and Sign App, select and add the workbook. You will be able to add in textboxes and complete the work. The content is automatically saved. Once complete, you can email your workbook to your Skills Coach. Your Skills Coach will discuss these options with you.

## GP Strategies Learning Hub

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