

# A Guide to the Learning Hub

## OPERATIONS/DEPARTMENTAL MANAGER APPRENTICESHIP

### 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 Operations/Departmental Manager Apprenticeship, you will be assigned 2 apprenticeship programmes:

1. GP Strategies Induction Programme
2. Operations/Departmental Manager Apprenticeship

#### 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. You will need to achieve 80% in all quizzes.

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

## The Aim

The aim of this apprenticeship is to provide learners working in an organisation with the leadership and management knowledge and skills required to progress in their career and on to further study.

Each knowledge section 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 range of resources (a power point session, this includes activities within the presentation as well as additional activities found within the Learning Hub). The session will direct you. The role of the resources is to build your knowledge to support your learning and to prepare you for your formal assessments/ assignments.

Please inform your Skills Coach of any completed activities, as these can be logged against your off-the-job hours. Once you feel confident in that unit, you should take the assigned quizzes. Email any completed activities to your Skills Coach as well as your completed quiz certificates; these can then be uploaded to your e-portfolio.

Please also complete the formal assessment/ assignment that can be found within each Knowledge section; at the end of each unit. This must be emailed to your Skills Coach.

There is a skills section underneath each knowledge unit. Within this section, there is a document that lists the skills you will need to demonstrate for that unit. There is also a checklist of evidence within the document. Your Skills Coach will discuss this with you further.



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## GP Strategies Learning Hub

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