BEFORE YOU PROCEED

You will be asked for a password when trying to access a module – it is the generic Affinity Trust password, and not the one you created to access your own eLearning account.

If your line manager has not shared this with you, please contact them directly before proceeding!

To visit the Affinity Trust eLearning website, please go to: <u>http://www.affinitytrusttraining.org/</u> and then click on the 'Register' tab:



Enter your details – use your Affinity Trust email if you have one. This email address will be where your results will be sent (as well as them coming direct to the LD team):

Guide for Accessing the eLearning website

E-mail Address (Use Affinity Trust email if you have one)	
First Name	
	This will also be where you will
Last Name	
Password	
Confirm Password	
Register Login	You can then click on the course tab, and then on the picture of the course you wish to complete:



Equality, Diversity and Inclusion

Read more.

Health and Safety

Fire Safety Read more.

Manu	ual Handling of Loads	5	
© 29/09/2017	7 🛔 elearning		Click on course
Module 1	Manual Handling of Loads Course		
Unit 1	Manual Handling of Loads	۲	
Module 2	Manual Handling of Loads Quiz		
Unit 1	Manual Handling of Loads Quiz	۲	
Click on	Launch		

Once you have finished the module close the tab, and then click on 'Next Unit' which will take you through to the quiz:

Understanding Learning			
Disabilities			
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Launch			
You must press the launch button and go through the course content before clicking on complete as pressing complete will take you to the quiz and you will not be able to come back to it.			
eLearning Team			
You have now completed this unit.			
Next Unit »			

If for any reason you complete the training module but want to take the quiz later, that is fine as the system will mark the module as 'complete' which is indicated by a green tick; with just the quiz outstanding. You will therefore be able to click on the quiz link:

Guide for Accessing the eLearning website



Understanding Learning Disabilities

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Module 1	Understanding Learning Disabilities Course	
Unit 1	Understanding Learning Disabilities	0
Module 2	Understanding Learning Disabilities Quiz	
Unit 1	Understanding Learning Disabilities Quiz	

Once you have finished the module and quiz you do not need to do anything else, unless you wish to print a copy of your certificate.

The L&D will automatically update Carista if your pass rate is higher than 85%, or will alert your manager if not, so that further development in this topic can be arranged.

THAT'S IT!