

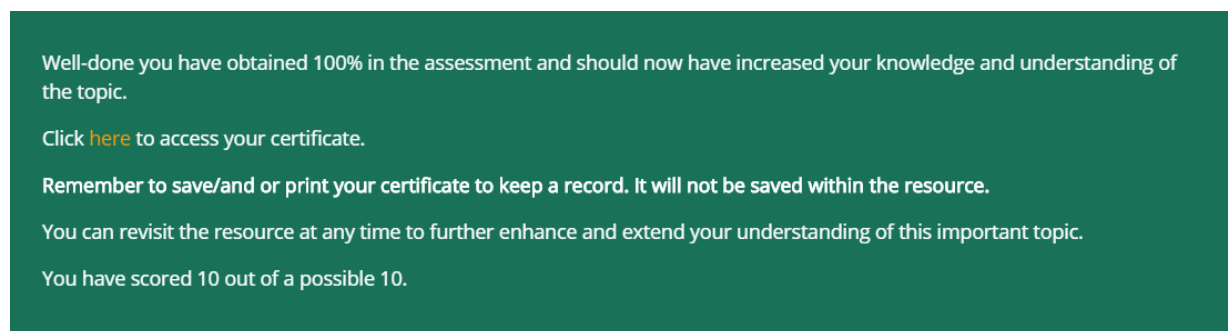
Quick Guide for Accessing your Certificate

In order to access your certificate and be able to save and print please follow the instructions below. We recommend completing the assessment on a desktop or laptop computer to enable you can save and print the certificate as easily as possible.

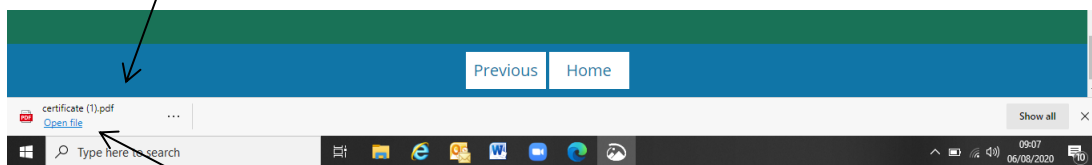
You should complete the course first before attempting the assessment.

To obtain your certificate you must correctly answer the 10 assessment questions at the end of the resource.

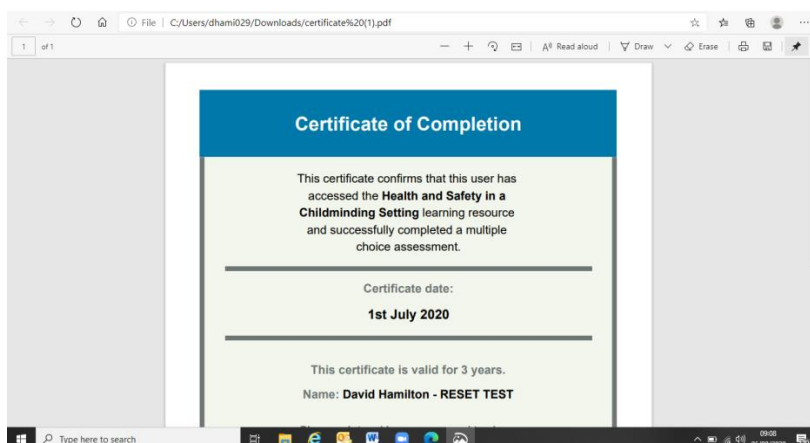
Once you have submitted the correct answers for all 10 questions the message below will appear at the bottom of the screen; please ensure you scroll all the way down the page to see it:



Click on “[here](#)” and a bar should pop up at the bottom of your screen that should look something like this below:



Then Click on **Open File** to download and access your certificate, it should look like this:

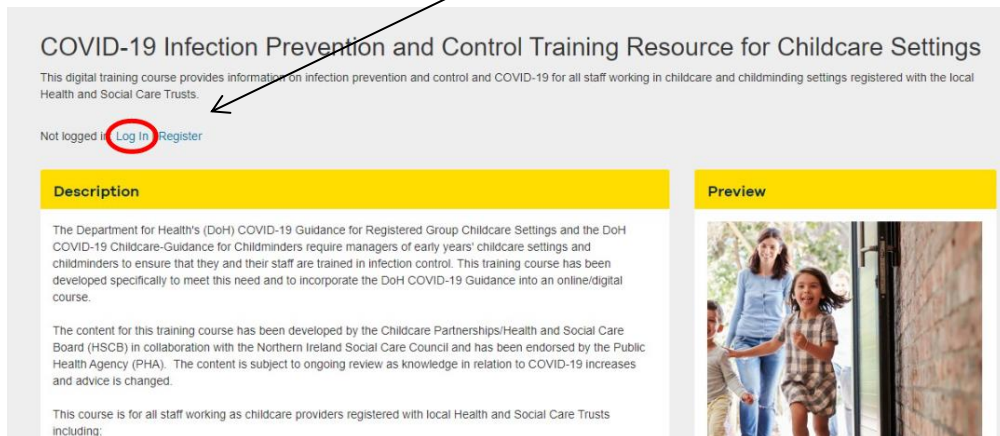


Once you have opened the certificate (as above) you have the ability to save and print your certificate.

Quick Guide to Downloading your Certificate from the Learning Zone

In order to download your certificate from the Learning Zone, please follow the instructions below. We recommend doing this on a desktop or laptop computer to enable you to save and print the certificate as easily as possible but you can also access this from a mobile device.

To download your certificate you must first login. You can log in from the Learning Zone page of the resource in question – see below.



COVID-19 Infection Prevention and Control Training Resource for Childcare Settings

This digital training course provides information on infection prevention and control and COVID-19 for all staff working in childcare and childminding settings registered with the local Health and Social Care Trusts.

Not logged in [Log In](#) [Register](#)


Description

The Department for Health's (DoH) COVID-19 Guidance for Registered Group Childcare Settings and the DoH COVID-19 Childcare-Guidance for Childminders require managers of early years' childcare settings and childminders to ensure that they and their staff are trained in infection control. This training course has been developed specifically to meet this need and to incorporate the DoH COVID-19 Guidance into an online/digital course.

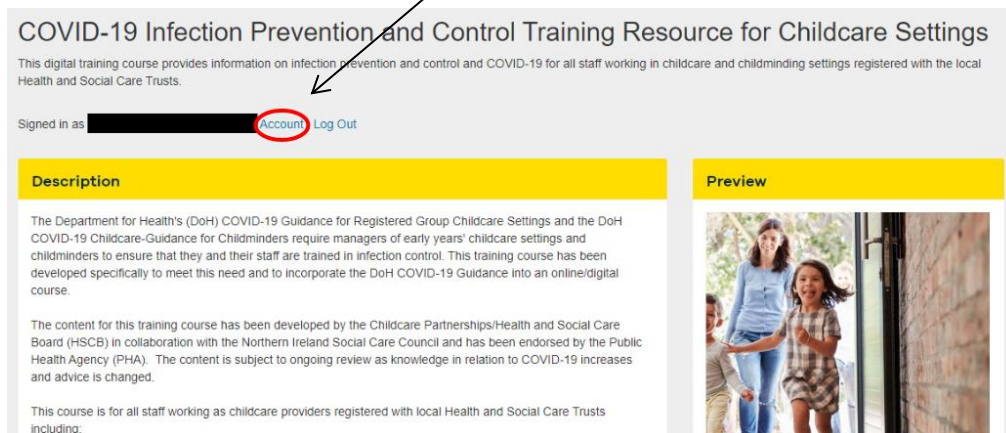
The content for this training course has been developed by the Childcare Partnerships/Health and Social Care Board (HSCB) in collaboration with the Northern Ireland Social Care Council and has been endorsed by the Public Health Agency (PHA). The content is subject to ongoing review as knowledge in relation to COVID-19 increases and advice is changed.

This course is for all staff working as childcare providers registered with local Health and Social Care Trusts including:

Preview



Once you have logged in click on the “**account**” option to access your account page:



COVID-19 Infection Prevention and Control Training Resource for Childcare Settings

This digital training course provides information on infection prevention and control and COVID-19 for all staff working in childcare and childminding settings registered with the local Health and Social Care Trusts.

Signed in as [redacted] [Account](#) [Log Out](#)


Description

The Department for Health's (DoH) COVID-19 Guidance for Registered Group Childcare Settings and the DoH COVID-19 Childcare-Guidance for Childminders require managers of early years' childcare settings and childminders to ensure that they and their staff are trained in infection control. This training course has been developed specifically to meet this need and to incorporate the DoH COVID-19 Guidance into an online/digital course.

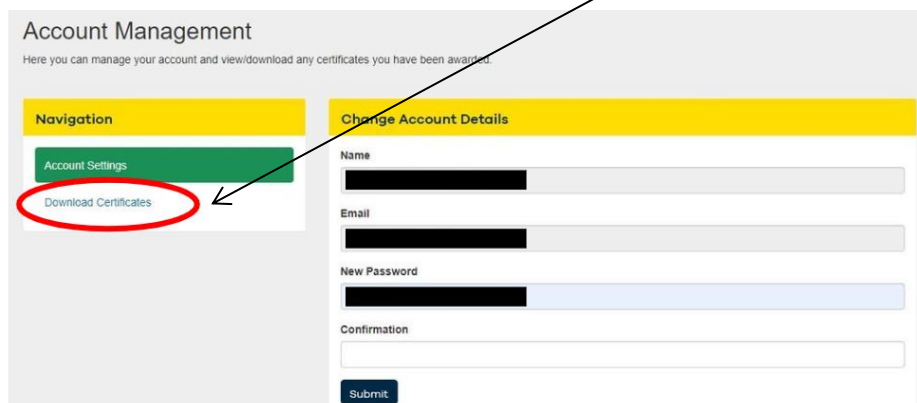
The content for this training course has been developed by the Childcare Partnerships/Health and Social Care Board (HSCB) in collaboration with the Northern Ireland Social Care Council and has been endorsed by the Public Health Agency (PHA). The content is subject to ongoing review as knowledge in relation to COVID-19 increases and advice is changed.

This course is for all staff working as childcare providers registered with local Health and Social Care Trusts including:

Preview



Once you are on the account page, you will see an option for **Download Certificates** - click on the “Download Certificates” tab as shown below:



Account Management

Here you can manage your account and view/download any certificates you have been awarded.

Navigation

- Account Settings
- [Download Certificates](#)

Change Account Details

Name
[redacted]

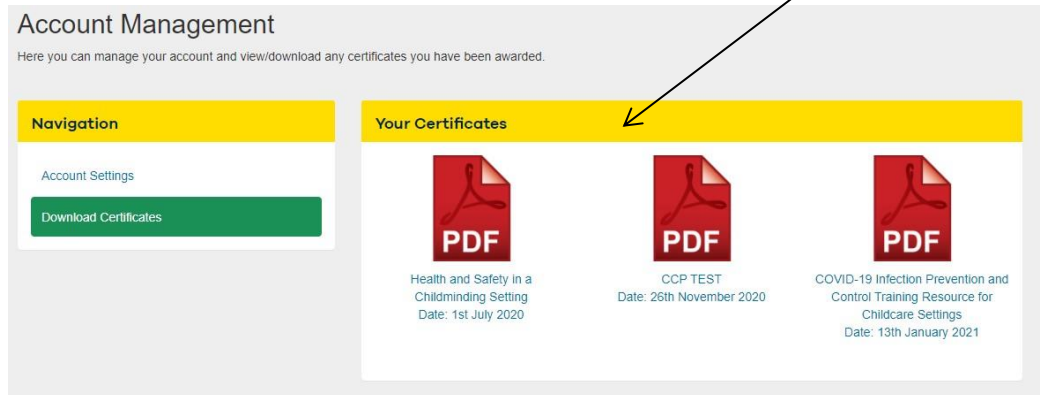
Email
[redacted]

New Password
[redacted]

Confirmation
[redacted]

[Submit](#)

You will or should see the certificates you have successfully achieved on the right – see below. Simply click on the certificate you want to download to open it and then save as normal:



The screenshot displays the 'Account Management' interface. At the top, it says 'Account Management' and 'Here you can manage your account and view/download any certificates you have been awarded.' Below this, there are two main sections. On the left is a 'Navigation' sidebar with a yellow header, containing 'Account Settings' and a green 'Download Certificates' button. On the right is the 'Your Certificates' section, also with a yellow header, which contains three certificate cards. Each card features a red PDF icon, the title of the certificate, and its date. An arrow from the text above points to the 'Your Certificates' header.

Certificate Title	Date
Health and Safety in a Childminding Setting	1st July 2020
CCP TEST	26th November 2020
COVID-19 Infection Prevention and Control Training Resource for Childcare Settings	13th January 2021

If you do not see a certificate – you will need to retake the assessment and follow the instructions as described above.

If you are still having difficulty accessing your certificate, please contact David Hamilton at David.Hamilton@niscc.hscni.net