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# CWPS Training

## Course Organiser Guidance

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Sport for life

**sportscotland**  
the national agency for sport

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### Introduction

The Course Organiser is the governing body of sport or local authority organising CWPS training for their coaches and volunteers. If you are looking to arrange training for a smaller entity or club, you should contact your relevant SGB or LA in the first instance. They will be able to coordinate and arrange training for you.

**sportscotland** has recently developed a new registration and certification process using a virtual learning environment – “Brightspace”.

For any course within the Brightspace system, the following information is guidance provided to the Course Organisers from sportscotland.

Frequently asked questions are available on our [website](#).

### How CWPS training is organised

1. You, the Course Organiser must first set a date for the training and contact a Tutor, from the Approved Virtual Tutor list, who will deliver the training to your learners.
2. Confirm workshop details with the Tutor and agree which Virtual Classroom platform to be used for delivery of Virtual Classroom, if applicable. The Tutor will have to provide the Course Organiser with the Virtual Classroom link to be used.
3. Register the training using this [online form](#). This will allow **sportscotland** to know that this training is happening and check that the Tutor is approved to deliver. It will also provide the information for **sportscotland** to create the course shell on Brightspace.
4. **sportscotland** will provide you with access to OneDrive “CWPS Admin” folder. In this folder you will have a specific folder for your organisation that only you can see (no other course organiser has access). This folder is used to upload Learners’ attendance registers. Note that sharing Learners’ information this way is compliant with GDPR.
5. In the One Drive folder you will also have access to the “Course Organiser Information” folder in which you will be able to access a “Bulk Upload” spreadsheet. The spreadsheet is self explanatory and you will see that only the basic details of the Learners are required to enrol them on a course. Please complete (and check for spelling errors!) the Learners’ details in the Bulk Upload Spreadsheet and return it via the One Drive folder for your organisation **at least 2 weeks prior to the course start date**. This allows sufficient time for **sportscotland** to enroll the Learners, and it gives the Learners enough time to familiarise themselves with Brightspace, and complete and reflect upon Module 1 - the first part of the course. Please include the name of course tutor in the bulk upload spreadsheet as “Facilitator”.

6. Confirm that the upload is completed by emailing [safeguarding.training@sportscotland.org.uk](mailto:safeguarding.training@sportscotland.org.uk) and please list in the email the names of any learners that you are aware of that may have already registered in the system for any reason (e.g. missing a previous course).
7. A registration of 'late' Learners who need to be added to the course can be carried out **3 working days prior** to the course start date. **Any learner details received after this period will not be added to the course as this does not give the learner significant time to complete Module 1.**
8. **sportscotland** will allow you access to Brightspace as a "Facilitator". You will be able to see the learners enrolled onto your course and their progress (please see note 14 on completion %). You will not be able to edit any lists or content within the course.
9. Five steps are required to be completed by the Learners to successfully get through the course:
  - Step 1: Log in to Brightspace**
  - Step 2: Complete all of Module 1 in Brightspace**
  - Step 3: Open Module 2 to obtain the virtual classroom link or face to face session details**
  - Step 4: Attend the virtual or face to face classroom session**
  - Step 5: Log back in to Brightspace to Generate and save the certificate.**
10. Please advise Learners that they must complete Module 1 before they can access Module 2 (Module 2 will only appear on the learner's dashboard after they have completed Module 1). Module 2 will contain a copy of the link to the Virtual Classroom Session or details of the conventional classroom session whichever is appropriate.
11. It is good practice for learners to complete Module 1 at least a week before attending Module 2 to digest and reflect on the learning.
12. Example e-mail text for the Learners

This is an example of text you can use that can be added to the course information on how to enter the virtual classroom, also please attach the CWPS Learner Guidance Document to your email.

*Dear Learner*

*Thank you for registering to attend the **Child Wellbeing and Protection in Sport** course on [insert date]. The course will be delivered via Brightspace, sportscotland's virtual learning platform.*

*There are 6 Steps required to be completed to fully finish the course:*

**Step 1: Log in to Brightspace**

*You will be sent an email directly from Brightspace, titled **sportscotland: Enrolment Confirmation** this will come from: [d2lsupport@learninginsport.brightspace.com](mailto:d2lsupport@learninginsport.brightspace.com). This will be issued in the next 24-48 hours so please check your junk and spam folders as some email accounts filter this email out because it is "auto generated".*

*Please login to Brightspace by following the instructions in the email. Your username will normally be **firstname.surname** (all lower case). When logging in please use one of the following browsers - Chrome, Firefox, Edge (not Internet Explorer or Legacy Edge).*

**Step 2: Complete all of Module 1 in Brightspace**

*Note that Module 1 needs to be completed before Module 2 becomes visible to you.*

**Step 3: Open Module 2 to obtain the virtual classroom link or face to face session details**

<INSERT THE FOLLOWING:>

*Virtual Classroom Login opens – 15 minutes before start time*

*Virtual Classroom Start Time: <ADD IN START TIME>*

*The Virtual Classroom Link is available in Brightspace under Module 2, however we have repeated it below:*

*To join the meeting: <ADD MEETING LINK HERE /MS TEAMS/ADOBE CONNECT/ZOOM>*

*Meeting ID: <ADD HERE>*

*Passcode: <ADD HERE>*

<OR INSERT THE FOLLOWING:>

*Date and Time of Face to Face Classroom Session*

*Location of Face to Face Classroom Session*

*Any other relevant information.*

**Step 4: Attend the virtual or face to face classroom session**

**Step 5: Log back in to Brightspace to generate and save your certificate.**

*More information is available regarding completing the course in the Learner's Guide Notes or in the quick start guide in the course itself. If you have any learning needs or any further questions regarding the **course**, then please get in touch with your course organiser.*

*Should you require any system support this can be accessed on the initial log in screen / home page at log in and on the course home page [Homepage - sportscotland \(brightspace.com\)](https://www.brightspace.com) You can access this support 24/7 for any technical issues.*

*We are looking forward to supporting you on your journey.*

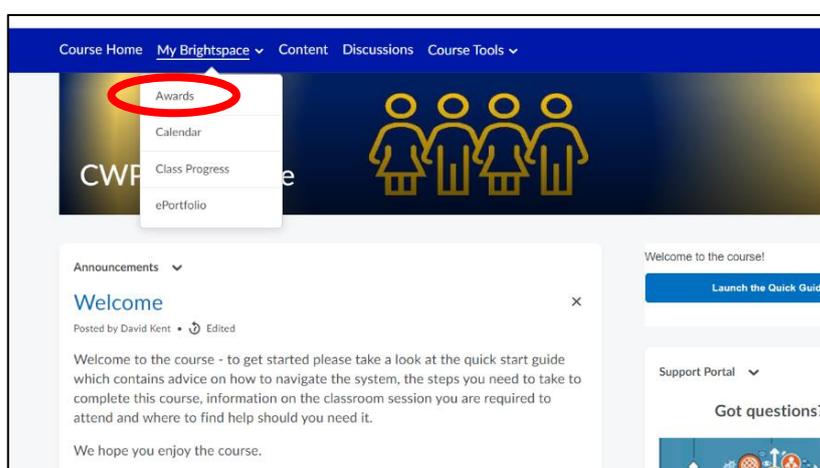
*Kind regards*

13. Please advise the Tutor via email/phone of any changes and additional support requirements /other relevant information prior to the virtual classroom 2 dates. Confirm expected participant numbers and the age of Learners (note that Learners must be over 16 years old).
14. 100% completion is achieved when the Learner:
  - Opens and reads the Welcome Quick Start Guide;
  - Opens and fully completes Module 1, including the eLearning content, quizzes, main points page and the CWPS Survey Form;
  - Opens Module 2;
  - Is marked by the Tutor as attending the classroom session;
  - Completes the end of course survey.

**Note that 100% completion is not required to pass the course**, for example if a Learner is familiar with Brightspace they can legitimately skip the Welcome and Quick Start Guide.

15. **Passing the Course:** The Learner passes the Course when all the quizzes/knowledge checks have been completed in Module 1 and they have been marked as having attended the virtual classroom session in Brightspace by the course Tutor. The certificate award date will be when the Learners achieve both those criteria.
16. Downloading the Certificate:

The completion certificate can be accessed in the Awards section of Brightspace after all the pass criteria have been achieved (including the Module 2 Quiz which is sometimes forgotten!) – learners should look on the blue course navbar under “My Brightspace” to find the Awards section – highlighted in the Dashboard screenshot below.



Course Homepage Screenshot



Certificate Pop-Up

If Learners click on the certificate icon a window will pop up that will allow a pdf of the certificate to be generated (see links at the bottom). The pdf can then be saved or printed as required.

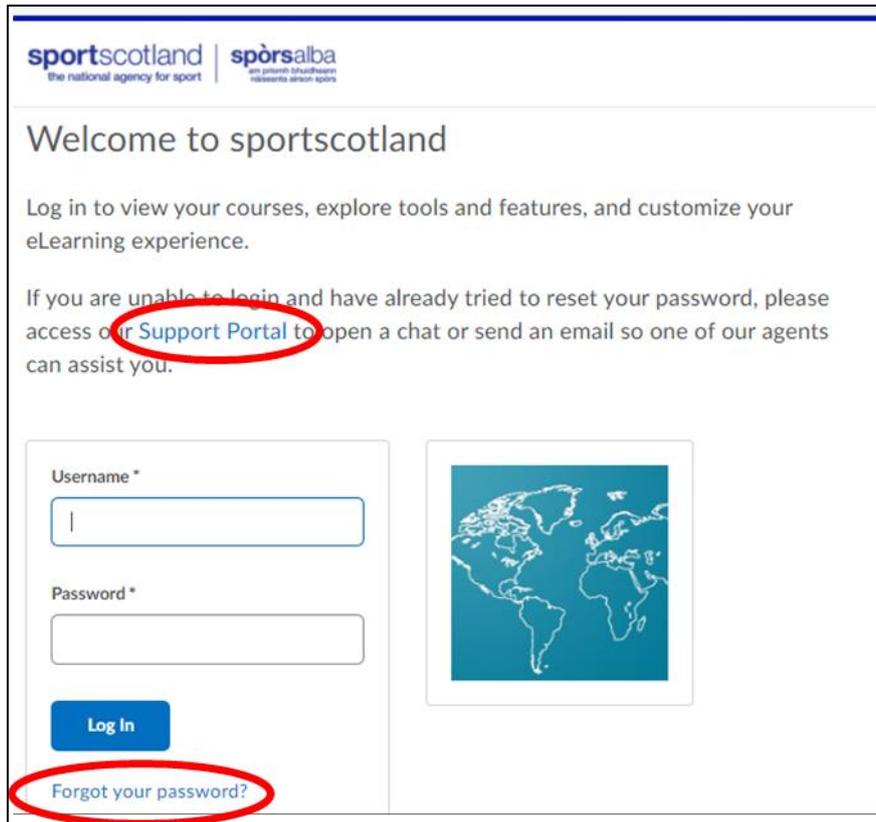
17. **Remember** the Support Portal is available on the initial log in screen, home page and course home page. If you or your Learners are unable to login and have tried resetting your passwords, please access the Support Portal to open a chat or send an email, so one of our D2L agents can assist you.
18. Please pay the tutor directly (£35/hour for 3 hours).

*Continued below:*

## What it looks like:

### ***Brightspace Home/Login page***

The screenshot below is the login page that can be accessed via <https://learninginsport.brightspace.com/>. This is what the learners see at the log-in stage.



Login Page Screenshot

Links to the forgotten password function and the Support Portal (for any login issues) can be seen on this page and are highlighted by a red ellipse on the above screen shot.

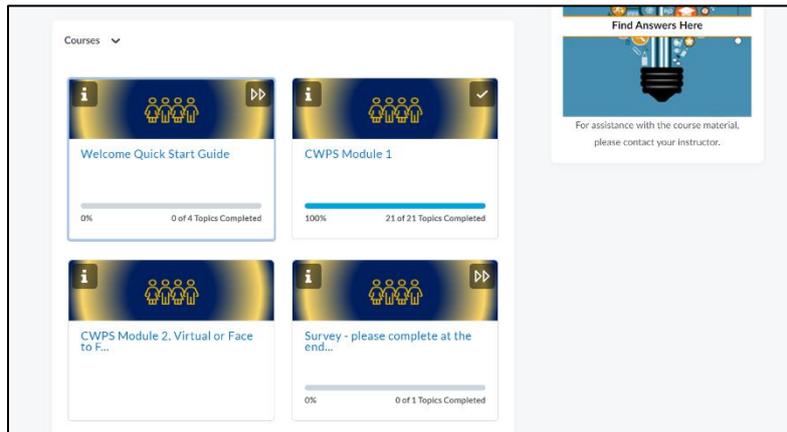
### ***The Learners' Dashboard/Course Homepage***

Learners will see the following content:

- A welcome announcement and quick start guide widget on how to navigate through the course, we recommend that they read through this guide before going any further.
- **Module 1:** this module contains the vast majority of the eLearning, including a number of Quiz based knowledge checks.
- **Module 2** - Module 2 will only become visible after learners have completed Module 1 so they will not see it the first time they log in, or until after they have completed Module 1.
- **End of Course Survey.** - The End of Course Survey is optional, but we would appreciate the feedback if they can spare the time!



Course Homepage/Dashboard Screenshot



Course Modules Screenshot