

CWPS Renewal Award

Learner Guidance

Sport for life



Introduction

Welcome to the **sportscotland** virtual learning environment. Throughout the guidance documents and the course, we will refer to the Learner - the Learner is you, the person taking part in the training.

sportscotland has recently developed a new renewal process using a virtual learning environment – “Brightspace” which is hosted by D2L.

We aim to make your learning experience as smooth and simple as possible and Brightspace makes learning easy and accessible.

Your dashboard is personalised to you, and you will only see content and section(s) you are enrolled in, nothing else. Some parts of the course will remain hidden until you have completed an earlier part of the course.

Details of all Safeguarding training can be found on our website in the [Training page](#).

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Safeguarding in sport

Child wellbeing and protection

Standards for child wellbeing and protection in sport

Child wellbeing and protection resources

Training

Child Wellbeing and Protection in Sport Training (CWPS)

Child Wellbeing and Protection Officer (CWPO) Training

Organising a workshop

Workshop registration

Child and Wellbeing and Protection in Sport: Board and Committee training

Safeguarding Young Leaders in Sport

Child Wellbeing and Protection in Sport Renewal Award

Training

sportscotland have developed in partnership with Children 1st various child wellbeing and protection training courses. The training has been developed to provide learners with the knowledge and skills required for their role in sport.

Further awareness and training resources are planned and will be rolled out in due course.



Child Wellbeing and Protection in Sport Training (CWPS)



Child Wellbeing and Protection Officer (CWPO) Training



Child and Wellbeing and Protection in Sport: Board and Committee Members training



Training course listings



Organising a workshop



Safeguarding Young Leaders in Sport for 13-15 year olds



Child Wellbeing and Protection in Sport Renewal Award

The Renewal Award

sportscotland is offering learners the opportunity to advance their learning in CWPS, by giving access to renewal modules in various topics. Instead of just repeating CWPS training after 3 years (i.e. completing module 1 & 2), the learner can renew their certificate for another 3 years by completing a series of eLearning. This learning is then valid for another 3 years and it is only then that the learner must complete the whole CWPS training again.

To achieve the Renewal award, learners **must** complete Module 1 of CWPS **plus** two other modules of their choice. This equates to approximately 3 hours of learning and should be completed within 3 months of their CWPS training expiring. Then in 3 years' time after completing the renewal award, learners must then again complete both module 1 and 2 of a CWPS course.

The topics covered in the renewal award are:

- **Safeguarding in a digital world (approx. 45 mins to complete)**

In this eLearning module you will learn about 'Digital safeguarding', technology trends and key steps sports clubs and groups can take to keep young people safe online. Also learn about 'Digital Youth' and 'Digital Professionals'. There will be some scenarios for you to consider, and you'll find out about the different types of risk young people can encounter online and how to protect yourself.

- **Introduction to inclusive practice (approx. 45 mins to complete)**

In this eLearning module you will learn about taking a functional approach to disabilities or the ability of participants. Also, you will learn how best to communicate with participants with a disability and will introduce the Activity Inclusion Model (AIM) and STEP framework.

- **Child mental health and wellbeing (approx. 45 mins to complete)**

The main aim of this e-learning module is to equip you with the tools and techniques to effectively support children you coach or are in contact with. You will be able to define mental health and wellbeing, recognise and explore the spectrum of mental health and learn about the key issues around mental health and wellbeing for children and young people in Scotland. You will be able to identify common mental health problems and how you can deal with a concern by working through some simple scenarios.

- **Common issues in safeguarding (scenario-based learning approx. 1 hour to complete)**

This eLearning will take you through a series of simple scenarios looking at the most common issues in child wellbeing and protection in sport, such as the rights of the child, trips away from home, safeguarding volunteers under 17 years old, dealing with difficult parents and responding to bullying. It will also introduce you to the Standards for Child wellbeing and protection in sport.

Organising and enrolling on a course

1. You, as the Learner, first need to have completed CWPS training within the last 3 years.
2. You then need to register onto Renewal award course directly with a Course Organiser (via their website and through their booking site) or [self register](#).
3. You will receive an email directly from Brightspace, titled **sportscotland: Enrolment Confirmation**. This will come from d2lsupport@learninginsport.brightspace.com. Please check junk and spam folders as some email accounts filter this email out as it is "auto generated".
4. You can access Brightspace by visiting learninginsport.brightspace.com or by following this link <https://learninginsport.brightspace.com/>

Top Tip: **Save or bookmark the URL or download the Brightspace Pulse app to your phone/tablet so you have easy access to Brightspace**

5. **Remember** please use - Chrome, Firefox, Edge (not Internet Explorer and Legacy Edge), when logging in and accessing your course on Brightspace.
6. **If you are having problems with Brightspace then there is support available for you.** The Support Portal is available on the initial log in screen, home page and course home page. If you are unable to login and have tried resetting your password please access the Support Portal to open a chat or send an email to D2L so one of our agents can assist you.

Step-by-step guide to completing the CWPS RENEWAL Course:

To complete the course, you are required to complete 3 eLearning modules in total. The first is the CWPS eLearning module 1 and **it is compulsory**. You can then pick a further two eLearning modules from three options, but those options will not be made available to you until AFTER you have completed the compulsory CWPS eLearning module 1.

Progressing through the course can be broken down into five easy steps as follows:

Step 1: Log in to Brightspace

Step 2: Complete CWPS eLearning module 1

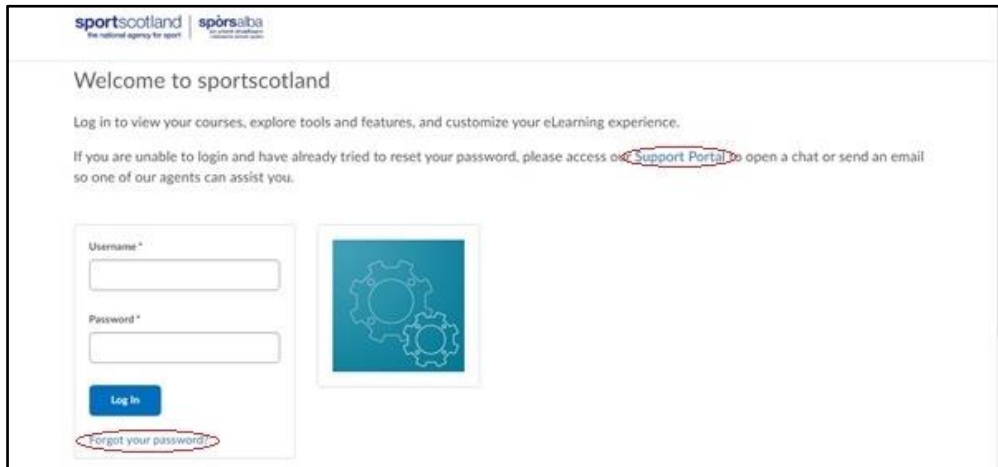
Step 3: Choose the additional two modules

Step 4: Complete the additional two modules

Step 5: Generate and save your certificate.

Step 1: Log in to Brightspace

To begin the course, you should login to Brightspace by following the instructions in the enrolment confirmation email. The screen shot below is the login page that you will see and can be accessed via <https://learninginsport.brightspace.com/>



Links to the forgotten password function and the Support Portal (if you have any login issues) can be seen on this page and are highlighted in red on the above screen shot.

Your Course Homepage/Dashboard

After you have logged in you are ready to start the training. When you open your Dashboard, you will see any other courses that you have previously completed in Brightspace as well as the CWPS Renewal Course. Select the CWPS Renewal Course tile to get started.

Initially you will see (you might need to scroll down to see all of these):

- A welcome announcement and a quick start guide window will pop up. The quick start guide contains information on how to navigate through the course and more detail on the 5 steps you need to take to gain your renewal certificate.

We strongly recommend that you watch the short videos and read through the quick start guide before going any further.

In addition to the announcement and quick start guide you will see:

- The **CWPS eLearning module 1** – this module is compulsory and must be completed before the options for the additional two modules reveal themselves.
- The **Next Steps – choose another 2 eLearning modules** placeholder - This unit of the course is where you will be able to make your choice of additional eLearning modules via a quiz question. The quiz and other information will be hidden from you until after you have completed the CWPS eLearning module.
- **End of Course Survey**. - The End of Course Survey is optional, but we would appreciate the feedback if you can spare the time!

Step 2: Complete the CWPS eLearning module

All the eLearning modules in this course can be completed in one sitting or in parts, so if you have limited time or need to take a break you can always log off and then log back in at another time to complete the content, the system will remember how far you progressed.

The **CWPS Renewal eLearning module** contains the latest e-learning content from the main CWPS Course. To complete it you will need to pass a number of quizzes as you work your way through the module. The pass mark for each of the quizzes is 80% - don't worry if you don't achieve 80% first time round, you will be able to repeat each quiz as often as you need. You will know when you have fully completed the module because you will be awarded the Module Completion Badge.

After you receive the badge move on to the next step where more information about choosing the next modules will be revealed.

Step 3: Choose an additional 2 eLearning modules

When you have completed the first eLearning module new content will be released that will allow you to pick two more eLearning modules to work through. Three additional modules are available, but you only need to complete two of them to finish the CWPS Renewal course. The modules you can pick from are:

The **Safeguarding Children in a Digital World eLearning Module** contains new knowledge based around safeguarding children in today's modern electronic environment.

The **Introduction to Inclusive Practice eLearning Module** is based on the popular course developed by our partners at Scottish Disability Sport (SDS) and provides a basic introduction into good practice when encouraging disability inclusivity in sporting activities.

The **Child Mental Health and Wellbeing eLearning Module** is designed to increase understanding around what is meant by 'mental health and wellbeing', it introduces some of the common mental health problems for children and young people and helps understanding of who to signpost to.

The **Common Issues in Safeguarding – scenario based** looking at the most common issues in child wellbeing and protection in sport, in relation to the Standards.

To enable you to select the additional two modules you would like to work through a quiz will appear in the "Next steps – choose another 2 eLearning modules" placeholder unit after you have completed the first eLearning module. The quiz comprises a single multiple-choice question that invites you to select two eLearning modules.

Please choose carefully because you only get to choose once, after you have submitted your answer to the quiz the eLearning modules you have selected will be released and appear in the course homepage.

TOP TIP: If you would like to complete all of the modules select the **Safeguarding Children in a Digital World and the Child Mental Health and Wellbeing** eLearning modules option in the quiz. The **Introduction to Inclusive Practice eLearning and Common Issues content** can be accessed as a separate course in the "Discover" Section of Brightspace, look for that in the Navbar on your homepage.

Step 4: Complete the additional 2 modules

If you choose the **Safeguarding Children in a Digital World eLearning Module** to complete it you will need to study the content around the case studies (Adam's and Ellie's Stories), digest the 3Rs and 4Cs principles, the On-Line Reputation Management section and pass the "What You Have Learned" quiz. The pass mark for this quiz is 100% and you will be able to repeat this quiz as many times as you need to get 100%. You will be awarded a module completion badge when you have completed this module.

If you choose the **Introduction to Inclusive Practice eLearning Module** to complete it you will need to work your way through the course content, pass the three "Check Your Understanding" quizzes as well as the "Challenges and Solutions Assessment" quiz. The pass mark is 100% for these quizzes and they can be repeated as often as is necessary. You will be awarded a module completion badge when you have met the completion requirements.

If you choose the **Child Mental Health and Wellbeing eLearning Module** to complete it you will need to work through some quizzes and scenarios which will challenge you to think about a situation, how you would respond and what action to take. This is not a pass or fail module but instead it is designed as a learning tool. After you have worked through and reflected upon the module's content you will be awarded a module completion badge.

If you choose the **Common Issues in Safeguarding eLearning Module** to complete it you will need to work through some quizzes and scenarios which will challenge you to think about a situation, how you would respond and what action to take. This is not a pass or fail module but instead it is designed as a learning tool. After you have worked through and reflected upon the module's content you will be awarded a module completion badge.

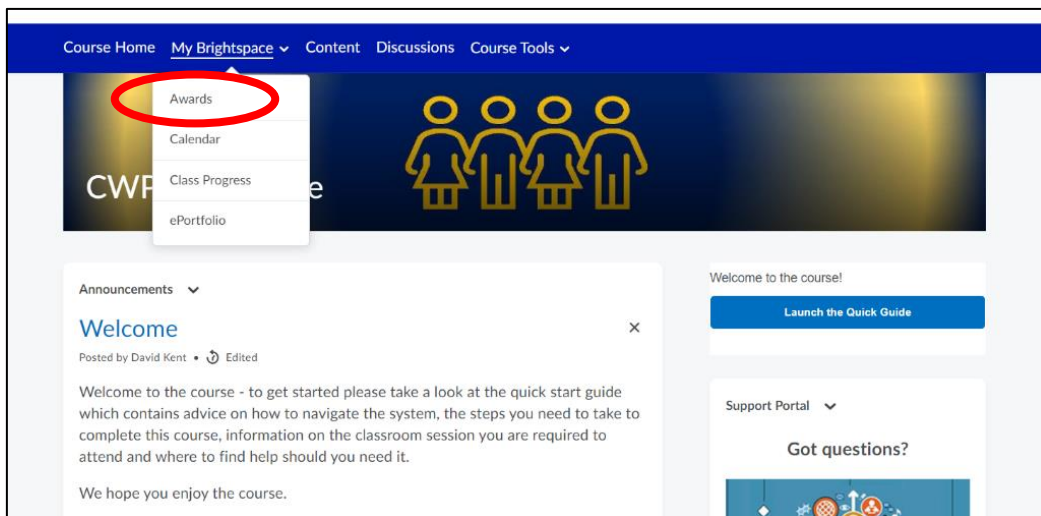
Each of the above modules take between 45-60 minutes to work through.

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

After you have completed all 3 of the eLearning Modules (and collected all 3 of the Module Completion Badges), your CWPS Renewal Certificate will be awarded automatically. You will need to use Brightspace to download and save it.

Many sports governing bodies and other organisations often require to see a copy of your certificate and it can be accessed in the Awards section of Brightspace - look on the blue course navbar under "My Brightspace" if you are having trouble finding the Awards section.

If you select the Certificate icon a window will pop up that will allow you to generate a pdf of the certificate which you can save or print as required.



Awards Menu Screenshot

We hope you enjoy the course!

Remember the Support Portal is available on the initial log in screen, home page and course home page. If you are unable to login and have tried resetting your password, please access the Support Portal to open a chat or send an email so that one of our agents can assist you.

You will see:

- A welcome announcement and quick start guide widget on how to navigate through the course, we recommend that you read through this guide before going any further.
- The elearning modules to select from.
- The End of Course Survey is optional but we would appreciate the feedback if you can spare the time!

INSERT SCREEN SHOT OF RENEWAL AWARD MODULES

Step 1:

Step 2:

Step 3: save your certificate.

Step 4: Complete End of Course survey (optional)

A certificate of attendance award is automatically issued to you when you have completed the Renewal awards. Many sports governing bodies require to see a copy of your certificate and it can be accessed in the Awards section of Brightspace - look on the blue course navbar under "My Brightspace" if you are having trouble finding the Awards section.

INSERT SCREENSHOT OF NAVBAR

If you click on the Certificate icon a window will pop up that will allow you to generate a pdf of the certificate which you can save or print as required.

INSERT SCREENSHOT OF CERTIFICATE

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