
Child Wellbeing and Protection in Sport Training

Course Organiser Guidance

Sport for life

sportscotland
the national agency for sport

Introduction

The Course Organiser is the governing body of sport or local authority organising Child Wellbeing and Protection in Sport (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 developed a 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, or location that the classroom session will take place. 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 in advance of the course. Please do this as soon as you arrange the training even if this is months in advance.
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. **Note** - If this is the first time you are arranging a course, please contact safeguarding.training@sportscotland.org.uk to get a folder set up.
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 download a copy then complete the Learners’ details in the Bulk Upload Spreadsheet (and check for spelling errors!) and return it via the One Drive folder for your organisation **at least 2**

weeks prior to the course start date (please do not email the spreadsheet unless absolutely necessary).

This allows sufficient time for **sportscotland** to enrol 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".

The minimum number of learners on a course is 6 and the maximum number of learners is 16.

6. Confirm that the upload is completed by emailing 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 or completing a specific SGB course). You can also **highlight** them on the bulk upload spreadsheet and ensure that the same name (e.g. Michael not Mike or vice versa) and same email address is used. If the reason that they are registered on Brightspace because they completed the course 3 years ago, they can complete the renewal award. There is a separate guidance document for this.
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" when the unit has been created. You will be able to see the learners enrolled onto your course via 'class progress' (please see note 14 on completion %). You will not be able to edit any lists or content within the course. If you notice any spelling mistakes, please contact **sportscotland**.

Class Progress: To track class progress, go to My Brightspace on the blue navbar and select class progress. A video on how to do this is within the "Course Organiser information" folder on One Drive.



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. This needs to be provided to **sportscotland** in order for it to be added if this is not provided when the course is registered.

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

Below is an example of text that can be added to the course information on how to enter the classroom. Please send this after you have confirmation from sportscotland that your course has been added to Brightspace. Please also 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 or face to face.*

There are 5 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. 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. 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 Guidance Document 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 \(brightspace.com\)](Homepage - sportscotland (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 classroom session 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 you:
 - Open and read the Welcome Quick Start guide and About the Course widgets;
 - Open and fully complete Module 1, including the eLearning content, quizzes, main points page and the CWPS Survey Form;
 - Open Module 2;
 - Have been marked as attending the classroom session by the Tutor.
 - Complete the 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 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.



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.

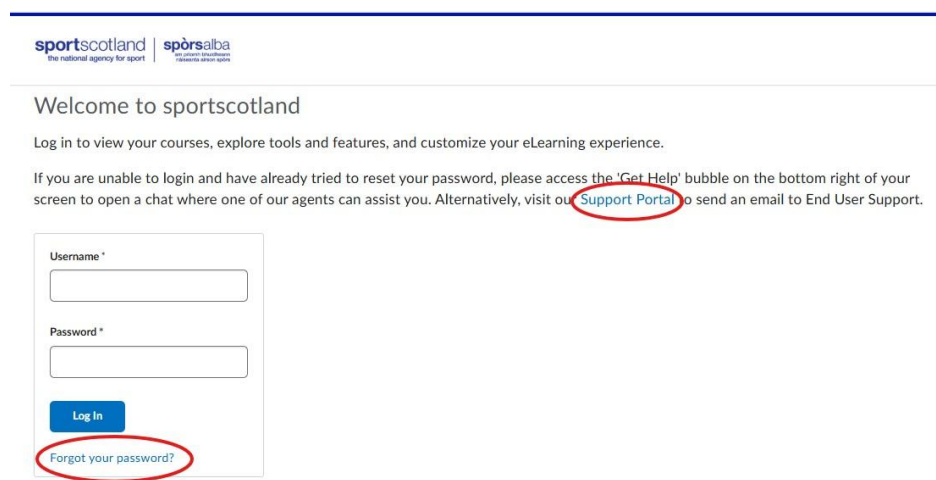


17. **Remember** the Support Portal is available on the initial log in screen, home page and course home page. If you or your Learners are unable to login and have tried resetting your passwords, please access the Support Portal to open a chat or send an email, so one of our D2L agents can assist you.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

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.



Links to the forgotten password function and the Support Portal (for any login issues) can be seen on this page and are highlighted on the above screenshot.

The Learners' Dashboard/Course Homepage


Learners will see the following content:

- **Welcome quick start guide** on how to navigate through the course. We recommend that they read through this guide before going any further.
- **About the course** widget which gives further information about the course.
- **Module 1**
- **Module 2** - Module 2 will only become visible after the Learner has 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 feedback if they could spare the time!

The screenshot shows the course homepage for 'Child Wellbeing & Protection in Sport 2025 - Quarter 1'. At the top, there is a header with logos for 'sportsScotland' and 'spòrs Alba', followed by the course title. To the right of the title are icons for a grid, email, chat, notifications, and a user profile for 'Jen Wilson as Learner' with a settings gear. Below the header is a blue navigation bar with links: 'Course Home', 'My Brightspace', 'Content', 'Discussions', and 'Course Tools'. The main banner features a photo of a man and children playing basketball, with the text 'Child Wellbeing & Protection in Sport 2025 - Quarter 1'. Below the banner, there is a 'Content' section with two widgets: 'Welcome: Quick Start Guide' (0/4 Topics Completed) and 'About the course' (3/4 Topics Completed). To the right, there is a 'Welcome to the course!' message with a 'Launch the Quick Guide' button, and an 'Announcements' section with a 'Welcome!' announcement by Jen Wilson.



Course Homepage / Dashboard screenshot


Content ▾



Welcome: Quick Start Guide


0/4 Topics Completed


 



About the course



3/4 Topics Completed






CWPS Module 1



1/34 Topics Completed



Survey - please complete at the end of the course.

0/2 Topics Completed

Course Modules screenshot