

How to access your Virtual College e-learning

This quick guide shows you how to complete your e-learning.
Virtual College is an external website that hosts the Trusts e-learning including your Core Mandatory training.
E-learning is also available via ESR. If you need clarification contact the Learning & Development Team at
course.bookings@ssstf.nhs.uk / 01785 221596


E-learning including your Core Mandatory Training is delivered through Virtual College. Access details including your user name and password will have been emailed to your Trust email address, the email will be sent from Learner Admin.

If you have not received this email please contact the Learning & Development Team at course.bookings@ssstf.nhs.uk or 01785 221596 who will be able to send you a reminder email.

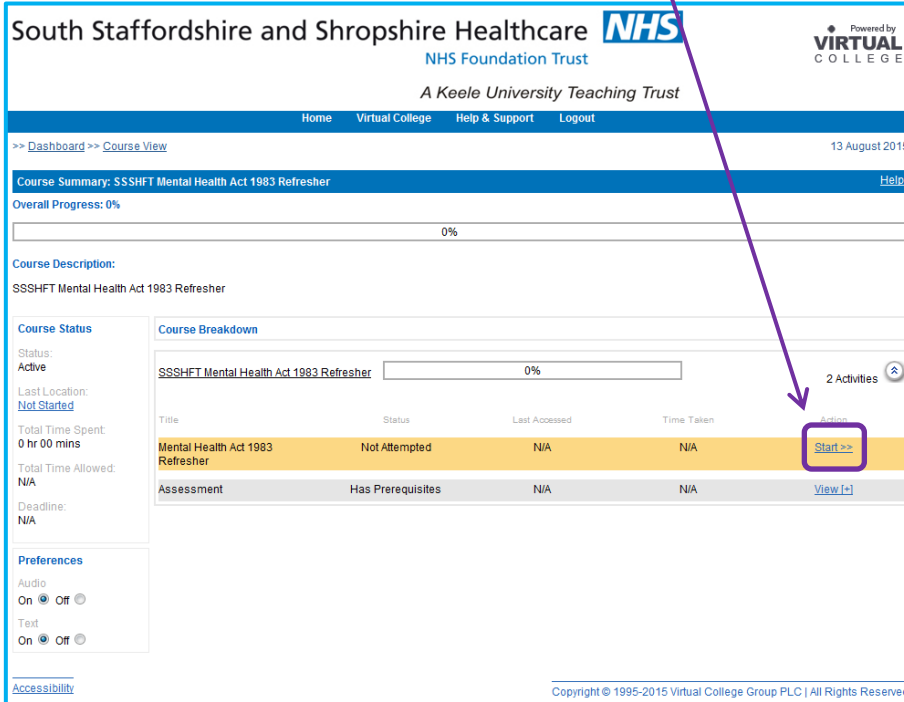
Complete your e-learning at <https://healthcareea.vctms.co.uk/> shown below. Enter your username and password in the right hand box.

Once you have logged in the below page will appear any courses that you need to complete will be displayed in the active learning tab, the completed learning tab will show all online training you have completed (You can revisit your completed learning at any time).

Title	Type	% Complete	Action
SSSHFT Mental Health Act 1983 Refresher	E-learning	0%	

In the active learning section click on the action icon  on the line of the course you wish to complete.

The below screen will then appear. To begin click on the start button



South Staffordshire and Shropshire Healthcare **NHS** NHS Foundation Trust
A Keele University Teaching Trust

Home Virtual College Help & Support Logout

>> Dashboard >> Course View 13 August 2015

Course Summary: SSSHFT Mental Health Act 1983 Refresher [Help](#)

Overall Progress: 0%

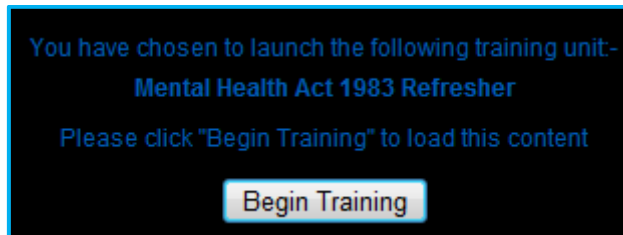
0%

Course Description:
SSSHFT Mental Health Act 1983 Refresher

Course Status		Course Breakdown	
Status:	Active	SSSHFT Mental Health Act 1983 Refresher 0%	
Last Location:	Not Started	2 Activities	
Total Time Spent:	0 hr 00 mins	Title	Status
Total Time Allowed:	N/A	Mental Health Act 1983 Refresher	Not Attempted
Deadline:	N/A	Assessment	Has Prerequisites
Preferences		Last Accessed	N/A
Audio	On <input checked="" type="radio"/> Off <input type="radio"/>	Time Taken	N/A
Text	On <input checked="" type="radio"/> Off <input type="radio"/>	Action	Start >>
Accessibility			View [-]

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Click on begin training to launch the course.



You have chosen to launch the following training unit-
Mental Health Act 1983 Refresher
Please click "Begin Training" to load this content

Begin Training

Following the course you will be able to take the assessment. For most courses you get three attempts to pass. If you require any additional attempts please contact the Learning & Development Team. Please note competency checks have only one attempt, the full module will be allocated for completion if you do not pass this.

Your Trust learning record will be updated within 10 working days of completion.