The Leadership Pathway is the required training for:

- Licensed Clergy and Curates
- Licensed Lay Ministers and Readers
- Ordinands (during IME1)
- PTO Clergy
- Parish Safeguarding Representatives

The course is currently delivered online in two parts, via the National Safeguarding Training Portal. Both **1.5 hour** sessions take place exactly **two weeks apart**. Participants will need access to a computer, tablet or smart phone with internet access and a camera and microphone. **The course includes pre-course, mid-course and post-course work and participants will need to allow enough time to complete this. Attendance at both sessions and completion of all course work is required. If a session is missed, then participants will need to re-book onto another course.** To book a place on the Leadership Pathway safeguarding course please use the following instructions:

Booking onto a course:

1. Please use this link to access the Portal.
2. If you have already completed safeguarding training via the Portal, please log in. If you have not yet registered on the Portal, you will need to create an account. Please follow the instructions on the Portal or refer to this guide.
3. Once you have created an account or logged in, scroll down, and click on 'Online Courses'.
4. Click on 'Leadership' and then select 'Exeter'.
5. Click on 'enrol me'. When enrolling, please ensure that you include your name and your role title, as it relates to the course.
6. Once verified, we will confirm your enrolment on the course via email. **Please note this may go into your Junk or Spam folder so you will need to mark emails from the Portal as safe to receive or continue to check your Junk or Spam folders for correspondence.**
7. Once you have received confirmation of enrolment, log back into the Portal and re-enter the Leadership course as described above.
8. Click 'Start here – preparing to learn'.
9. Read to the page to the bottom.
10. At the bottom of page on the right- hand side click on 'Next Activity – Choose a learning group'.
11. Choose the course you want to join and to book yourself onto it click 'Become a member'.
12. Make a note of the day, dates, and time of the course you are booked on.

Completing the pre-course work:

This must be submitted via the Portal **at least 4 working days** prior to the first session. Access to the first session will not be made available to you, in the Portal, until you have completed the pre-course work. The pre-course work should take around **1.5 hours** to complete and your answers should demonstrate that you have engaged with the questions and subject in a meaningful way.

1. Click on 'Preparation Task' – this is the pre-course work.
2. Complete the written and reading tasks listed on this page. Once you have completed all of the sections, use the 'submit' button to finish this section. You will not be able to join the first Groupwork Zoom session until this is done.

Accessing Groupwork Session 1:

1. Log back into the Portal on the date and time of your first session and re-enter the Leadership course.
2. To join the first Groupwork Zoom session, click on 'Groupwork 1 (Zoom meeting)'. Please note, the Zoom link is not sent separately, and you can only access it in this way.

Completing the mid-course work:

The course work between Sessions 1 and 2 should demonstrate that you have engaged with the questions and subject in a meaningful way.

1. Log back into the Portal and click 'Session 2' (do not click 'resume' as this will take you back to the Zoom link).
2. Complete the questions and use the 'submit' button to complete this section.

Accessing Groupwork Session 2:

1. Log back into the Portal on the date and time of your second session and re-enter the Leadership course.
2. To join the second Groupwork Zoom session, click on 'Groupwork 2 (Zoom meeting)'. Please note, the Zoom link is not sent separately, and you can only access it in this way.

Completing the post-course work:

A post course reflection must be submitted within six weeks of the second session in order to gain certification and completion. Post-course work consists of:

1. Self-reflection
2. Action plan

Both should demonstrate how the learning will be applied and how learning from the course will be integrated into safeguarding practices. If not completed with submission of post-course work, participants will be required to re-book onto a future course and complete both sessions again.

1. Complete the post-course work via the Portal.
2. Click on 'Evaluation Task', and then click 'Add Submission'. In this box, write your reflection. You can also include your Action Plan in this section if you wish.
3. If you wish to submit a separate Action Plan, download the template provided and then upload it again once completed.

Once submitted, the course facilitators will review your post-course work within two weeks. You will then receive an email to say that your certificate is available in your profile on the Portal.