

Staff Training Passport

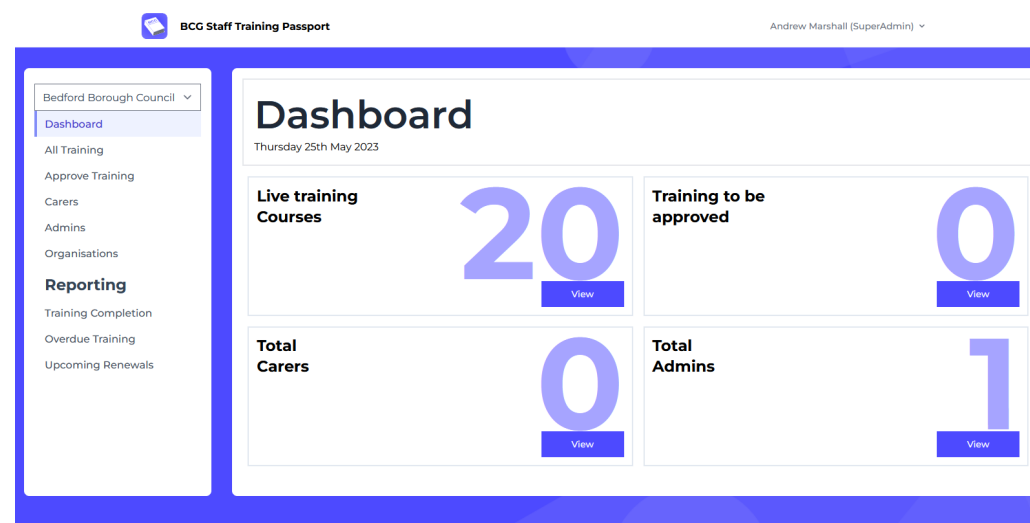
Introduction

Overview

- The system consists of 2 parts

A mobile app - used by staff to record training

A web based administration system - used by managers



Key features

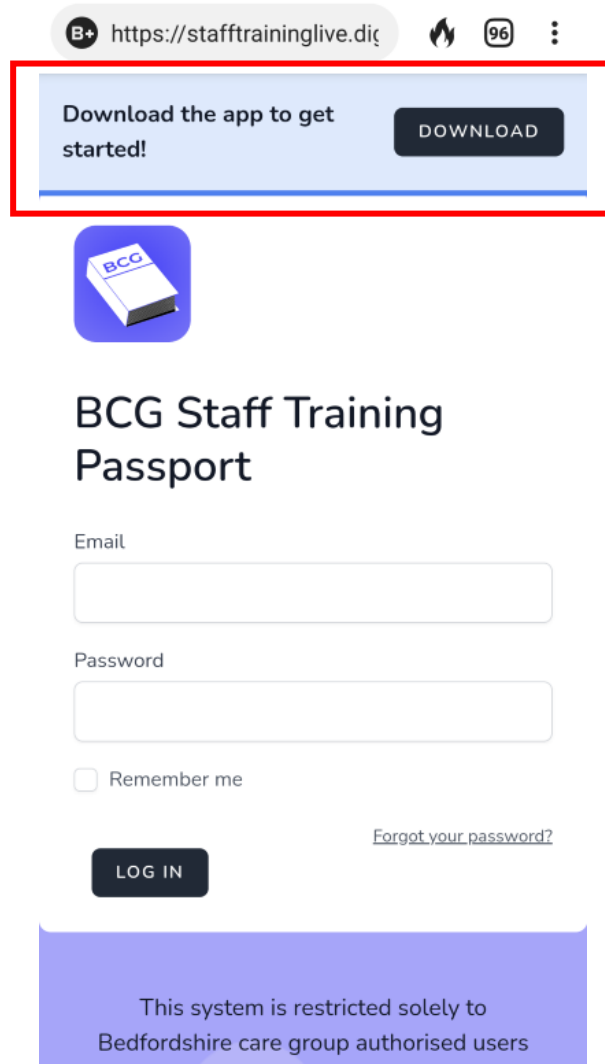
Mobile App

- Staff self register on mobile app
- Record training with photo evidence
- add additional training to log
- no need to repeat completed training

Admin App

- Invite Staff to register
- Assign training
- Approve/Reject training
- View Reports

How to get the software



<https://bcgstafftraining.co.uk>

On a PC, this link allows login to the admin system

On mobile, this link provides the ability to download the mobile app

Direct Links

| | |
|--------------|---|
| Admin system | https://stafftraininglive.digitwellhosting.co.uk |
| Apple App | https://apps.apple.com/us/app/bcg-staff-training-passport/id6445887193 |
| Android App | https://play.google.com/store/apps/details?id=uk.co.digitwell.stafftrainingapp |

Administration Login

Your email address have been added to the system.

FIRST LOGIN: use the 'forgotten password' link on the login page

Forgotten Password



BCG Staff Training Passport

Email

Password

Remember me

LOG IN

[Forgot your password?](#)



BCG Staff Training Passport

Forgot your password? No problem. Just let us know your email address and we will email you a password reset link that will allow you to choose a new one.

Email

EMAIL PASSWORD RESET LINK



BCG Staff Training Passport

Email

Password

Confirm Password

RESET PASSWORD

Home Page



Bedford Borough Council ▾

Dashboard

All Training

Approve Training

Carers

Admins

Organisations

Reporting

Training Completion

Overdue Training

Upcoming Renewals

Dashboard

Thursday 25th May 2023

**Live training
Courses**

20

[View](#)

**Training to be
approved**

0

[View](#)

**Total
Carers**

0

[View](#)

**Total
Admins**

1


[View](#)

Add Training

All Active Training

Thursday 25th May 2023


[+ Add new Training](#)
[View Archived Training](#)



| | | |
|--|---|---|
| <p>Assisting and moving people</p> <p>Will be dependent on the workers role and responsibilities and appropriate training ...</p> <p>View details Link to Staff</p> | <p>Basic life support and first aid</p> <p>Basic life support: - Understand and know how to follow ...</p> <p>View details Link to Staff</p> | <p>Communication</p> <p>- Understand why communication is important in the work setting...</p> <p>View details Link to Staff</p> |
| <p>Dignity</p> <p>- Understand the principles that underpin dignity in care....</p> <p>View details Link to Staff</p> | <p>Equality and diversity</p> <p>- Understand the importance of equality and inclusion....</p> <p>View details Link to Staff</p> | <p>Fire safety</p> <p>- Understand and know how to promote fire safety in the work setting....</p> <p>View details Link to Staff</p> |
| <p>Food hygiene</p> | <p>Health and safety awareness</p> | <p>Infection prevention and control</p> |

Add New Training

Thursday 25th May 2023



[Browse...](#) No file selected.

Renewal Frequency. Every Months

Induction Yes No

Archived Yes No

[SAVE](#) [CANCEL](#)

Assign Training to Staff

Staff will automatically be assigned all training marked as “induction”

All Active Training

Thursday 25th May 2023

[+ Add new Training](#)
[View Archived Training](#)

| | | |
|---|---|---|
| Assisting and moving people Will be dependent on the workers role and responsibilities and appropriate training ... View details Link to Staff | Basic life support and first aid Basic life support: - Understand and know how to follow ... View details Link to Staff | Communication - Understand why communication is important in the work setting... View details Link to Staff |
| Dignity - Understand the principles that underpin dignity in care... View details Link to Staff | Equality and diversity - Understand the importance of equality and inclusion... View details Link to Staff | Fire safety - Understand and know how to promote fire safety in the work setting... View details Link to Staff |
| Food hygiene | Health and safety awareness | Infection prevention and control |

Link Staff to training

Assisting and moving people

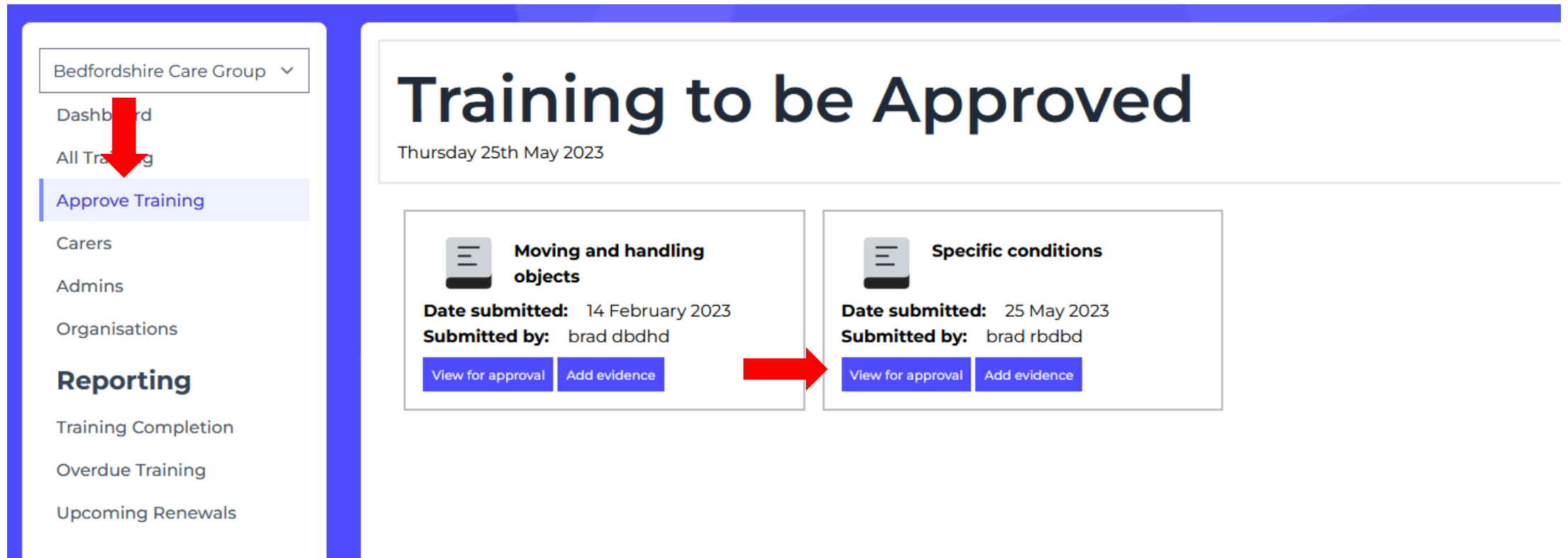
STAFF

[Link Selected Staff](#)

[Select All](#) [Deselect All](#)

| | | |
|-------------------------------------|--|------------------------|
| <input checked="" type="checkbox"/> | | Andrew Marshall |
| <input type="checkbox"/> | | Brad Live |
| <input type="checkbox"/> | | Brad Live |
| <input checked="" type="checkbox"/> | | Helen Jones |
| <input type="checkbox"/> | | brad dbdhd |
| <input type="checkbox"/> | | brad rdbbd |
| <input type="checkbox"/> | | Madalina Ivan |

Approve training



The screenshot shows a web application interface for training approval. On the left is a navigation sidebar with a dropdown menu for 'Bedfordshire Care Group'. The sidebar contains links for 'Dashboard', 'All Training', 'Approve Training' (highlighted with a blue bar), 'Carers', 'Admins', 'Organisations', 'Reporting', 'Training Completion', 'Overdue Training', and 'Upcoming Renewals'. A red arrow points from the 'Approve Training' link to the main content area. The main content area has a header 'Training to be Approved' with the date 'Thursday 25th May 2023'. Below the header are two training items, each with a document icon, title, submission date, and submitter name. The first item is 'Moving and handling objects' submitted on 14 February 2023 by 'brad dbdhd'. The second item is 'Specific conditions' submitted on 25 May 2023 by 'brad rdbdb'. Each item has two buttons: 'View for approval' and 'Add evidence'. A red arrow points from the 'View for approval' button of the first item to the 'View for approval' button of the second item.

Bedfordshire Care Group ▾

- Dashboard
- All Training
- Approve Training**
- Carers
- Admins
- Organisations
- Reporting**
- Training Completion
- Overdue Training
- Upcoming Renewals

Training to be Approved

Thursday 25th May 2023

| Training Title | Date submitted | Submitted by | View for approval | Add evidence |
|-----------------------------|------------------|--------------|-----------------------------------|------------------------------|
| Moving and handling objects | 14 February 2023 | brad dbdhd | View for approval | Add evidence |
| Specific conditions | 25 May 2023 | brad rdbdb | View for approval | Add evidence |

Approve training

Moving and handling objects

Submitted by: brad dbdhd
Date submitted: 14 February 2023

Add Image Evidence

Training Name: Moving and handling objects

Evidence

| | |
|-----------------------------------|-------------------------|
| Test Image Square 800 x 800 | Test Image 2048x2048 |
|-----------------------------------|-------------------------|

DELETE DELETE

brad's Comments

brad dbdhd - 14 Feb 2023
dgfdf
Training Assigned

Your Review Comments

comment

Approve Training Reject Training

Training Description
- Be able to move and handle equipment and other objects safely.

Inviting Staff

Carers
Thursday 25th May 2023

[+ Invite new carer](#)

| | | | |
|---|---|---|--|
| Andrew Marshall View Training View Profile | Brad Live View Training View Profile | Brad Live View Training View Profile | brad dbdhd View Training View Profile |
|---|---|---|--|

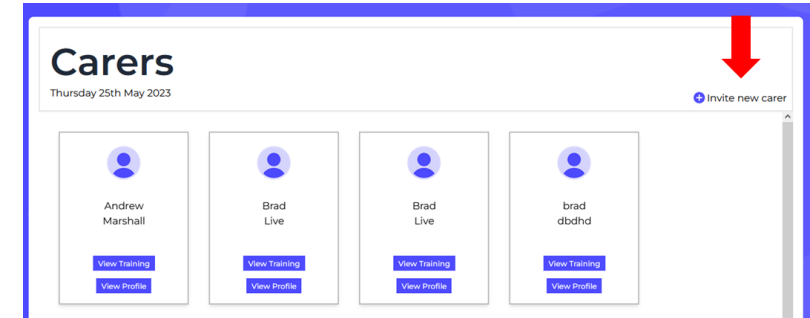
Invite new carer

To invite a carer, please enter their email address in the field below and click on the Send button

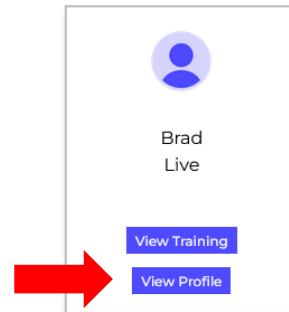
[Send](#) [Cancel](#)

Add additional Admin

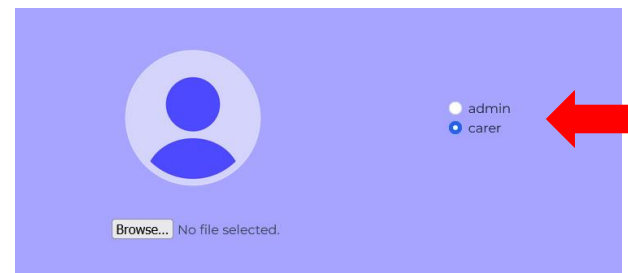
Invite the person using “invite new carer”



View Profile



Change to 'Admin'



Reporting

- All reports can be downloaded as CSV for use in Excel or other packages

A vertical menu with a blue bar on the left and a blue bar on the right. The menu items are: Reporting (bold), Training Completion (highlighted), Overdue Training, and Upcoming Renewals.

Reporting

Training Completion

Overdue Training

Upcoming Renewals

Mobile App

