

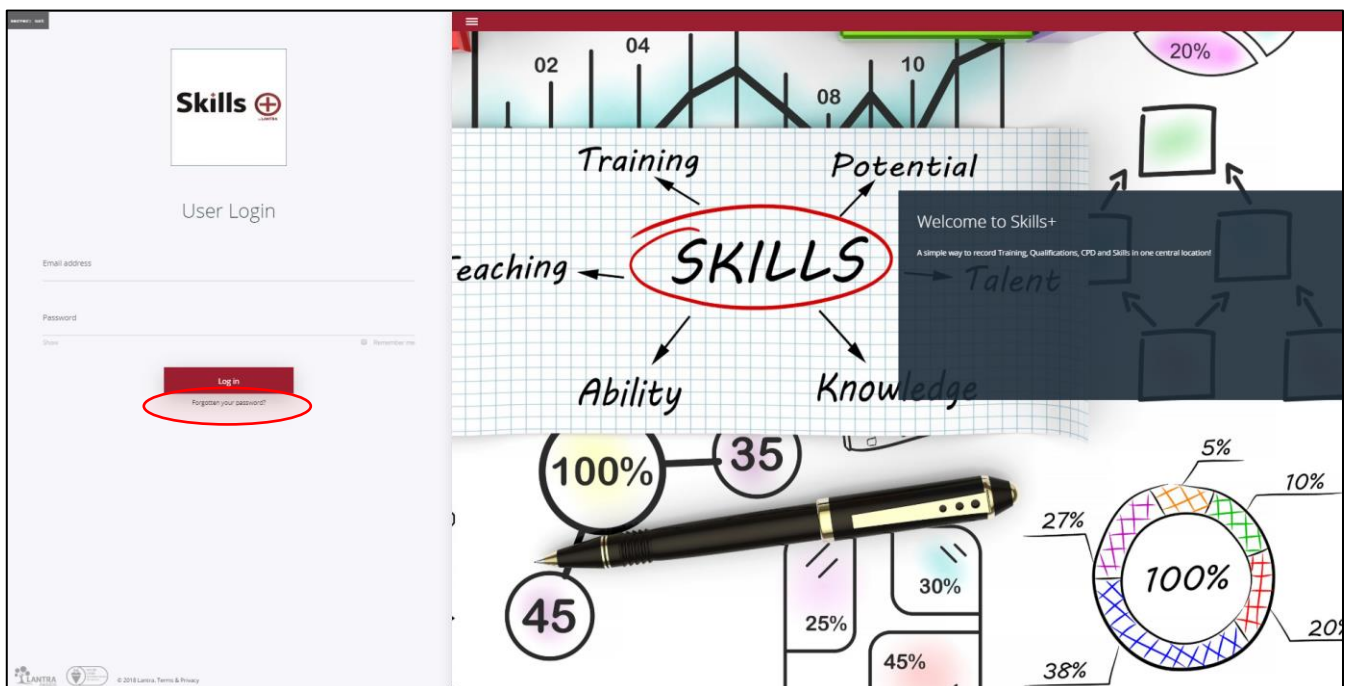
Welcome to the New Skills+ Platform

Lantra have redeveloped the Skills Plus platform to improve performance and support future development. This guide will give you a few hints and tips for using the revised platform over the old system.

Login Page

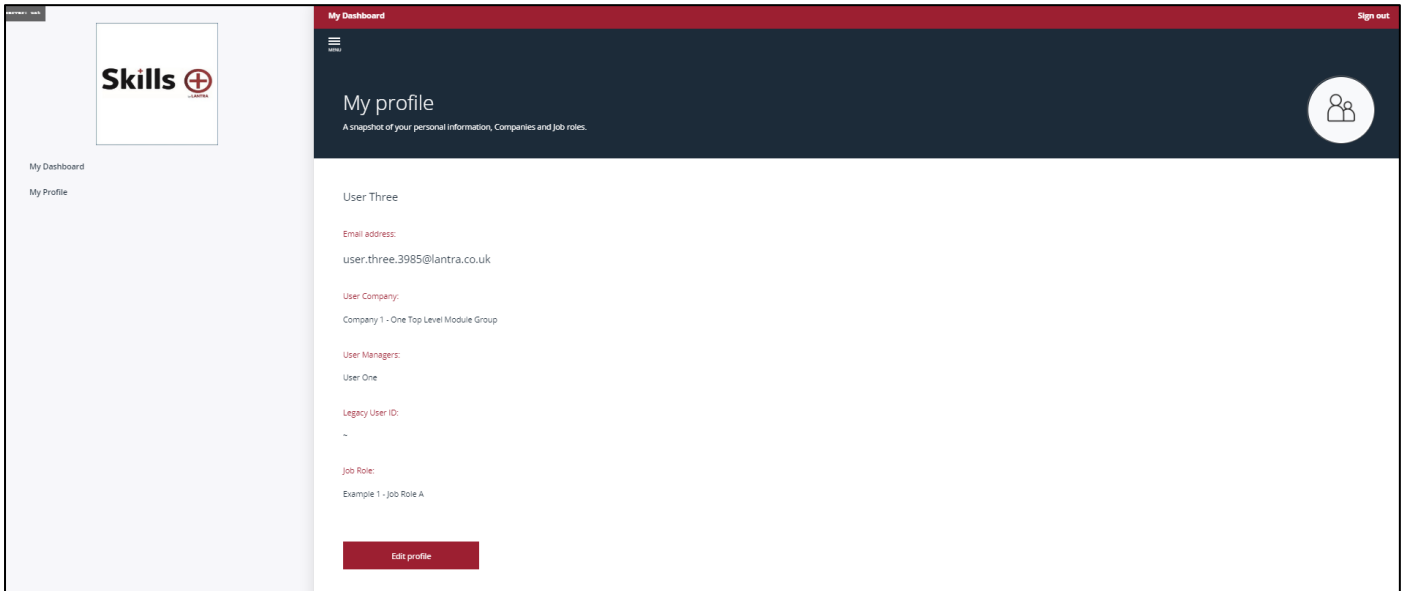
Username: This can be your email address or previous username excluding any spaces, replacing with a dot. For example, if my username was *Skills Plus*, it would now be *Skills.Plus*

Password: For security reasons, unfortunately we are not able to bring across any passwords. You will need to follow the Forgotten your Password link under the login button on the front screen.



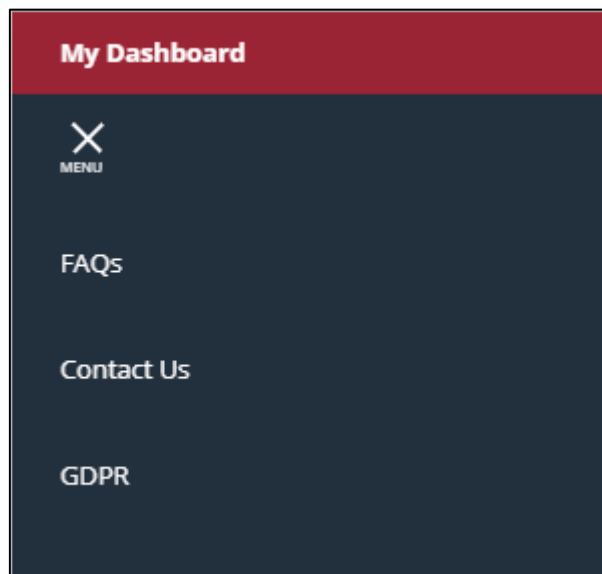
My Profile

This is where your profile information is held. You can update your details and add a photo in this section.



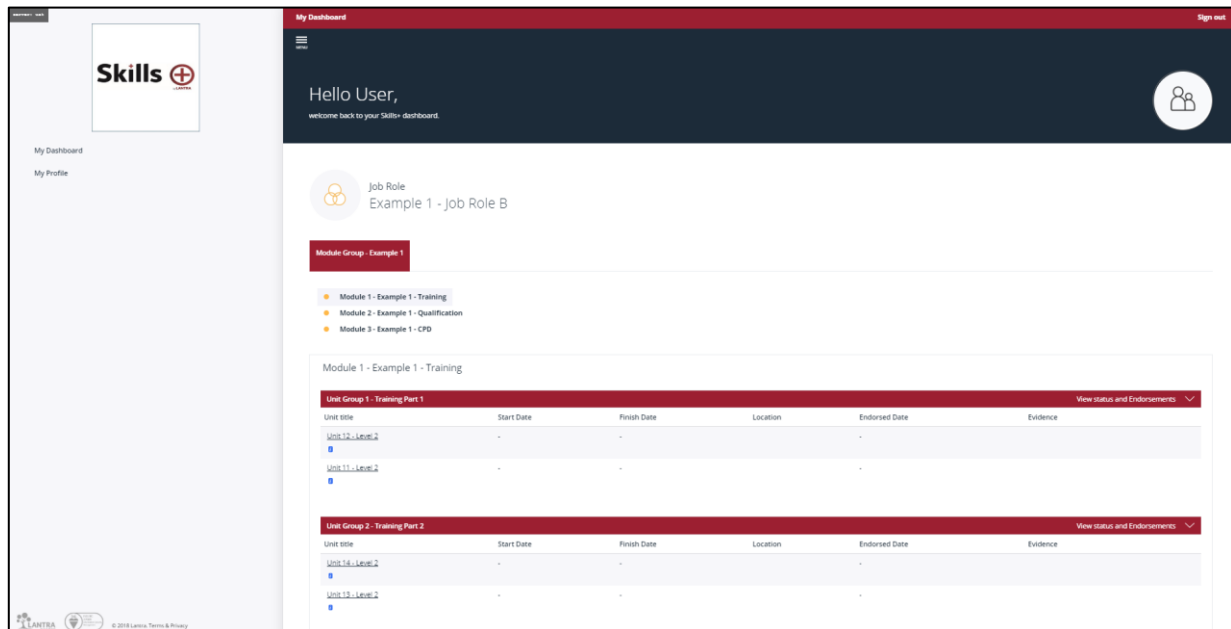
In the top left hand corner above 'My Profile' you will see the following symbol

Click on the menu to expand and you will see any other web pages that are relevant to your scheme.



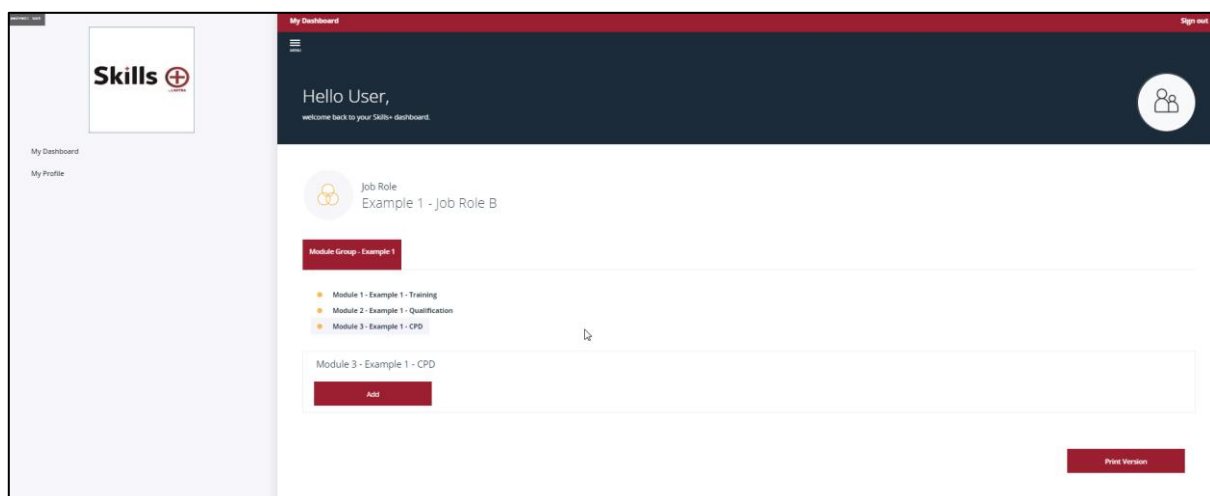
My Dashboard

Your Dashboard may vary slightly depending on the set up of your scheme but is very similar to the previous set up and is familiar to follow.

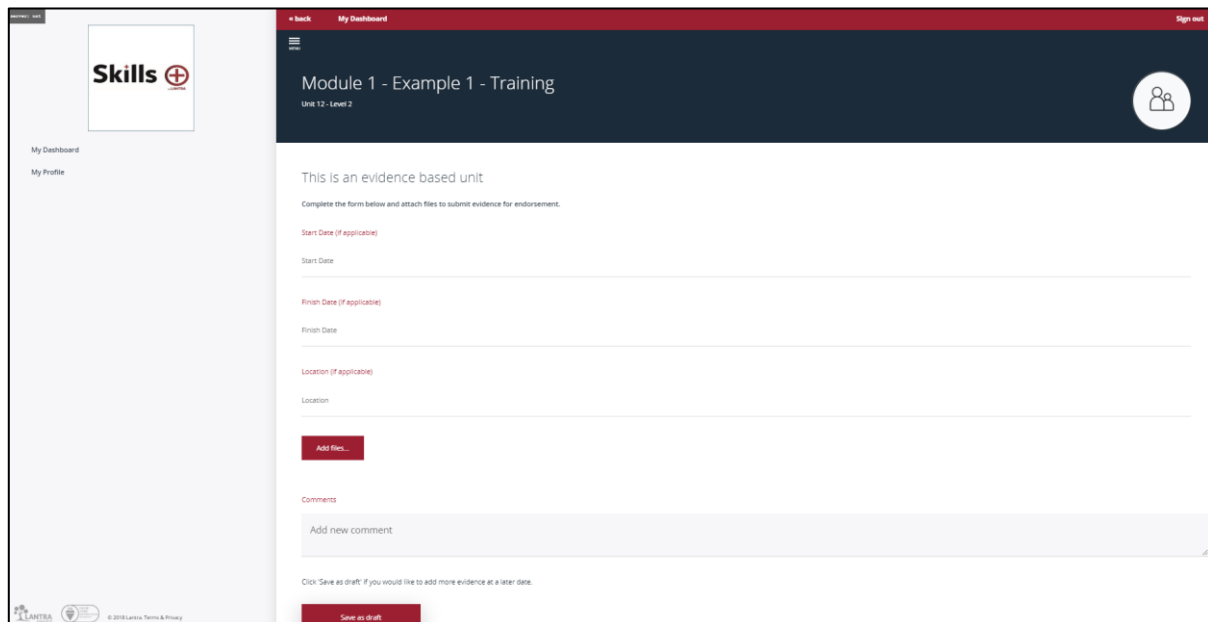


You will either have multiple Module Groups across the top or Modules listed under the main heading. These will navigate you through the different sections to upload evidence.

Some modules will have pre-defined “Skills” or “Unit” for you to upload and add comments for the evidence.

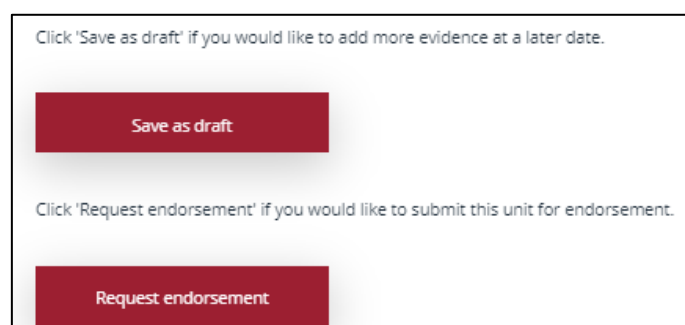


To populate a pre-defined unit, click on the unit title which will be underlined and work through the stages. If you are adding in your own information and you want to create a new unit to record your information, select the 'Add' button



Once you have opened up or created your unit, here is a typical view. In here you can populate the information required and add multiple files as evidence N.B. Please upload each file separately.

You can save the results as a 'Draft' to come back to and populate with more detail at a later stage. 'Request endorsement' will send a notification to your manager immediately that you have something that you wish them to review.



Where you have previously entered results and evidence in the old Skills+ system, we have transferred this data for you so you've not lost anything.

Job Role
Cat A Member

Centre Details | Qualifications | CPD

Current Role

Documents							View status and Endorsements
Unit title	Start Date	Status	Endorsed Status	Endorsed Date	Manager Status	Evidence	
Professional Indemnity	15-03-2018		Endorsed	-		PetPlan-Insurance-Schedule-20th-October-2018-to-20th-October-2019.pdf Insurance-Schedule.pdf	
Public Liability	15-03-2018		Endorsed	-		file(s) exist	
Yearly Renewal T&Cs							

In the picture above you can see that the data has been populated. Where the evidence says “File(s) exist”, the files are waiting to be synchronised across. Open the unit under its title and this will update and pull in the previously saved documents.

ERROR: Could not create evidence folder, contact technical support.



You may see this error when opening new units or when trying to view previously migrated data. Try refreshing the screen in the first instance by selecting Ctrl & F5 together from your keyboard.

If the message is still there, a lot of files are moving over and updating and this takes time. Be patient, it will upload and update.

For some you may feel that you have lost some result information, you may find it in the Result History table. Scroll down to the bottom and you should find all migrated data from the old system.

Equipment							View status and Endorsements
Unit title	Start Date	Status	Endorsed Date	Status	Manager Status	Evidence	
Pool	-		-				
Stia	-		-				
Treadmill	-		-				

Results History							
Result Title	Start Date	Location	Hours	Status	Evidence		
First Aid Certificate	13-04-2018	South Coast Hydrotherapy School	-	Endorsed		edit delete	
Level 3 Certificate in Hydrotherapy for Small Animals	25-03-2011	Hawksmoor Hydrotherapy Training Centre	-	Endorsed	file(s) exist	edit delete	
Level 3 Diploma in Hydrotherapy for Small Animals	01-09-2014	Hawksmoor Hydrotherapy Training Centre	-	Endorsed	file(s) exist	edit delete	
First Aid Certificate	13-04-2018	South Coast Hydrotherapy School	-	Endorsed	file(s) exist	edit delete	
Renewal 2019	-	-	-	Endorsed		edit delete	
Veterinary Times - Vol 48 No 38	01-10-2018	-	-	Endorsed		edit delete	
Oplex Careers	16-03-2019	-	7	Endorsed	file(s) exist	edit delete	
VN Times 2018 - Nursing Notes	25-07-2018	-	-	Endorsed		edit delete	
Veterinary Times	25-07-2018	-	1	Endorsed		edit delete	
A pain in the back...chronic spinal pain and how to fix it	15-08-2018	-	1	Endorsed	file(s) exist	edit delete	