

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.

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User Login	Training Potential Welcome to Skills+
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Log in Program your season?	Ability Knowledge
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My Profile

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

My Dashboard	Sign out
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My profile A snapshot of your personal information, Companies and Job roles.	8
User Three	
Email address:	
user.three.3985@lantra.co.uk	
User Company:	
Company 1 - One Top Level Module Group	
User Managers:	
User One	
Legicy User ID:	
ж.	
Job Role:	
Example 1 - Joo Role A	
Edit profile	
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MENU	

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	
MENU	
FAQs	
Contact Us	
GDPR	





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.

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My Dashboard								
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		Module Group - Example 1						
		Module 1 - Example 1 - Training Module 2 - Example 1 - Qualifica						
		 Module 3 - Example 1 - CPD 						
		Module 1 - Example 1 - Train						
			ing					
		Unit Group 1 - Training Part 1					View status and Endo	rsements 🗸
		Unit title	Start Date	Finish Date	Location	Endorsed Date	Evidence	
		0						
		Unit 11 - Level 2						
		Unit Group 2 - Training Part 2					View status and Endo	irsements 🗸
		Unit title	Start Date	Finish Date	Location	Endorsed Date	Evidence	
		Unit 14 - Level 2						
		Unit 13 - Level 2						
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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.

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My Dashboard				
My Profile		Job Role Example 1 - Job Role B Module ("Gray: Isample 1 - Training Module 2 - Example 1 - Training Module 2 - Example 1 - Training Module 3 - Example 1 - Challingtion	×	
		Module 3 - Example 1 - CPD		
				Print Version



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

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Skills 🕀	Module 1 - Example 1 - Training UK 12-LEWI2	8
My Dashboard		
My Profile	This is an evidence based unit	
	Complete the form below and attach files to submit evidence for endorsement.	
	Start Dete (if applicable)	
	Start Date	
	Finan Carte (Pappicable)	
	From Date	
	Location (f applicable)	
	Loation	
	Add fires.	
	Comments	
	Add new comment	h
	Cick Sine as draft if you would like to add more evidence at a litter date.	
C 2018 Larses & Phacy	See in draft	

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						
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.odf Insurance-Schedule.odf
Public Liability	15-03-2018		Endorsed			file(s) exist
Yearly Renewal T&C's						

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.

Start Date	Status	Endorsed Date	S	itatus	Manager Status	Evidence	
-		-					
-							
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					Evidence		
							<u>edit</u> <u>dele</u>
25-03-2011	Hawksmoor Hydro	therapy Training Centre	-	Endorsed	file(s) exist		edit dele
01-09-2014	Hawksmoor Hydro	therapy Training Centre		Endorsed	file(s) exist		edit dele
13-04-2018	South Coast Hydro	therapy School	-	Endorsed	file(s) exist		edit dele
			-	Endorsed			edit dele
01-10-2018				Endorsed			<u>edit</u> <u>del</u>
16-03-2019	-		7	Endorsed	file(s) exist		<u>edit</u> <u>del</u>
25-07-2018				Endorsed			<u>edit</u> <u>del</u>
25-07-2018	-		1	Endorsed			edit dele
15-08-2018			1	Endorsed	file(s) exist		edit dele
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