

# Volunteer Learning Passport Guide

## What is the Volunteer Learning Passport?

The Volunteer Learning Passport is a standard package of training courses that are free to access to help develop knowledge and abilities, helping support in volunteering within the Health and Care sector. The sessions are aligned with the Volunteer Certificate Standards produced by Helpforce and help contribute towards a National Framework for Volunteering.

<https://www.e-lfh.org.uk/programmes/volunteer-learning-passport/>



## What topics are covered in it?

- Roles and Responsibilities of a Volunteer
- Communications for Volunteers
- Data Security Awareness for Volunteers
- Conflict Resolution for Volunteers
- Equality, Diversity and Human Rights for Volunteers
- Safeguarding Adults for Volunteers
- Safeguarding Children for Volunteers
- Preventing Radicalisation (Basic Awareness) for Volunteers
- Mental Health Awareness for Volunteers
- Health, Safety and Infection Prevention and Control for Volunteers
- Fire Safety for Volunteers
- Child Sexual Exploitation for Volunteers **(optional)**
- Fluids and Nutrition for Volunteers **(optional)**
- Resuscitation (Basic Life Support) for Volunteers **(optional)**
- Moving and Assisting for Volunteers **(optional)**

## Why should I do it?

The majority of the courses are topics that we at Nottinghamshire Healthcare would train you in as part of your induction and ongoing volunteering with the Trust. The aim is to help develop your knowledge and skills in health and care to better support you in your role and to better protect and improve the care we provide to patients and carers.

As the training package is standardised, other health and care organisations are able to accept the training, rather than retrain you again and you having to repeat courses to volunteer with other organisations.

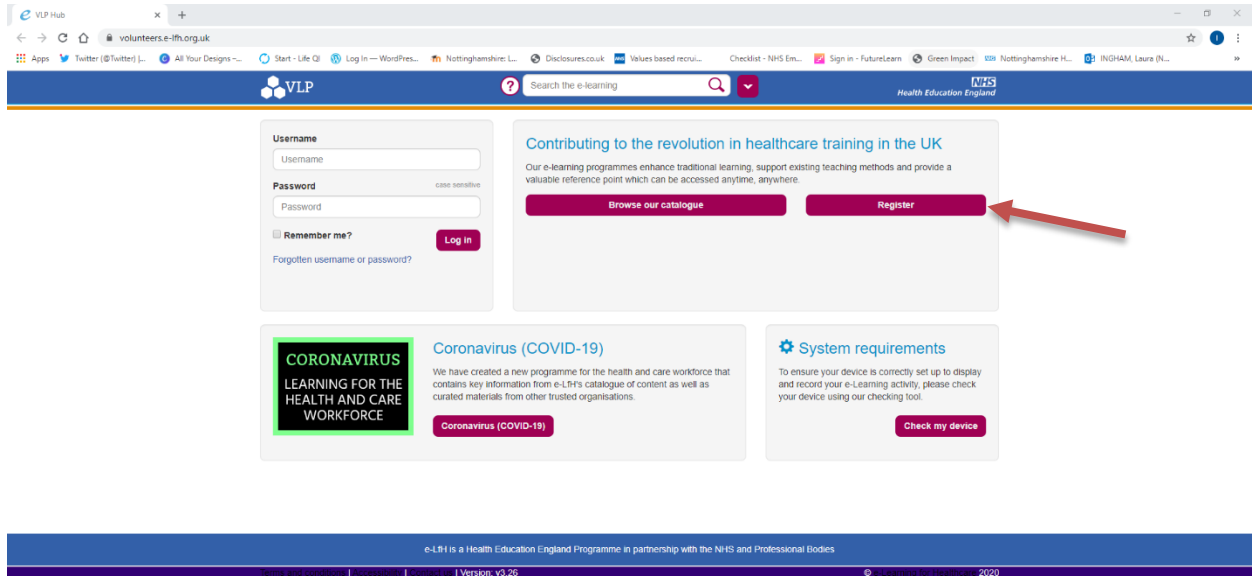
## Which courses do I have to do?

To complete the Volunteer Passport, you need to pass all of the training listed above. We would recommend completing the Volunteer Passport if possible. There are only four optional courses noted in the list above.

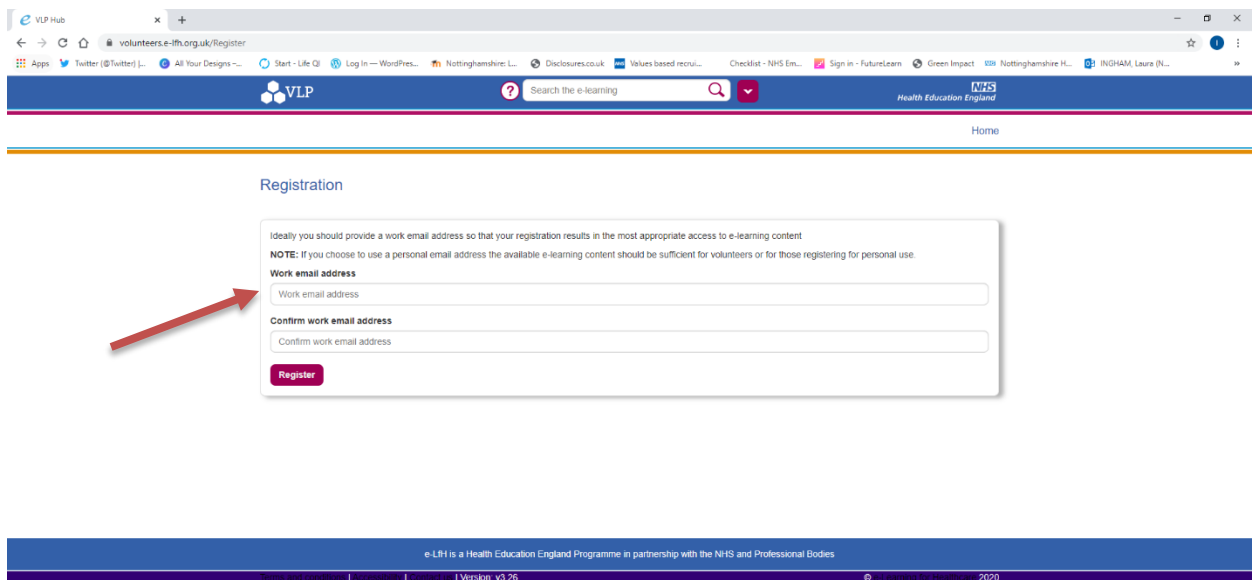


# How to create an e-learning account

Open a web browser and go to the e-learning website: <https://volunteers.e-lfh.org.uk/>  
Click "Register" to create a new account.



Enter your email address. This does not have to be your Trust account. It can be your personal email account. **Please use one which you currently have access to as you will need it to complete the registration process.**



Complete your registration details.

- Job Role – Volunteer (Health)
- Grade – Not Applicable
- Primary Speciality – Not Applicable
- Place of Work – Nottinghamshire Healthcare NHS Foundation Trust

The screenshot shows a web browser window with the URL `volunteers.e-lfh.org.uk/Register/Details`. The page title is "Registration Details". The form is divided into three main sections:

- Your details:** Contains fields for "Email address" (with the value `laura.ingham@nottshc.nhs.uk`), "Secondary email address", "First name", "Preferred name", "Last name", and "Country" (a dropdown menu with "Select Country" selected).
- Your Current Role:** Contains a "Job Role (Staff Group)" dropdown menu, "Grade" (dropdown with "Select Grade..."), and "Primary Speciality" (dropdown with "Select Speciality...").
- Place of Work:** Contains a "Start Date" field with the value "01 Apr 2020" and a "Place Of Work" dropdown menu with the placeholder text "Enter your ODS code (if known) or work place postcode to start searching".

A red "Register" button is located at the bottom right of the form area.

You will receive an email with a username and a link to complete your registration.

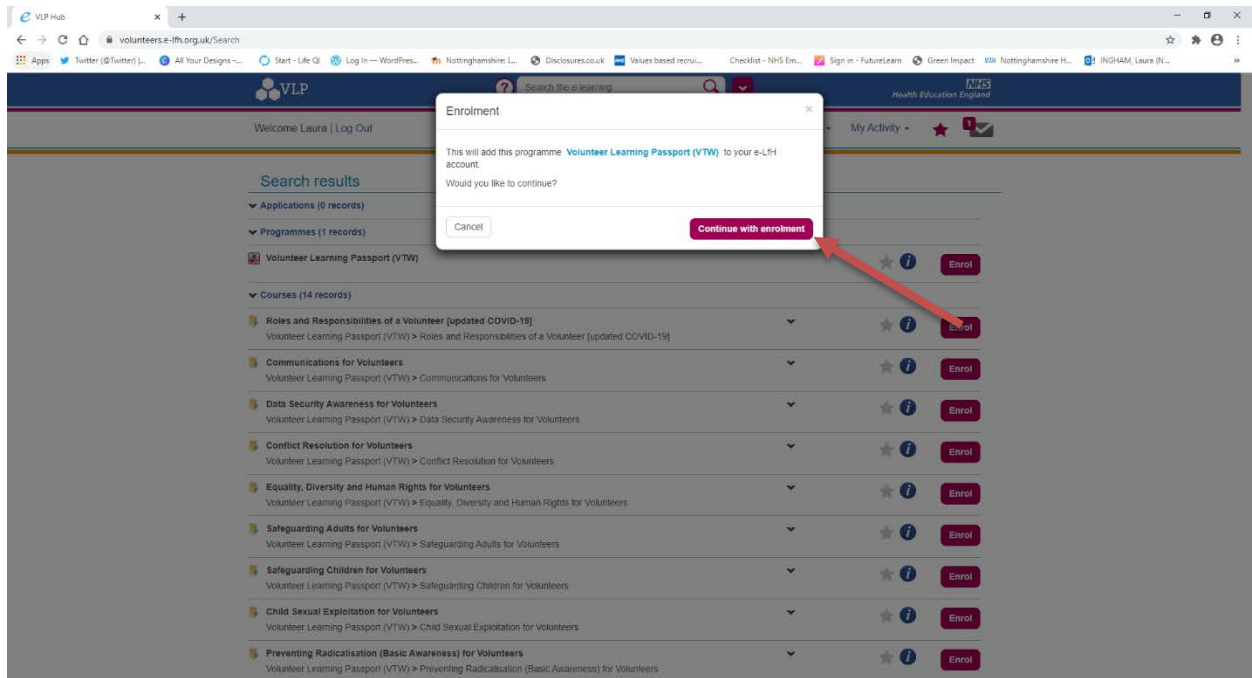
The screenshot shows a web browser window with the URL `volunteers.e-lfh.org.uk/Register/Complete`. The page title is "Registration Complete". The content area contains a message:

Thank you for registering with e-LFH. You will shortly receive an email notifying you of your username and temporary password.

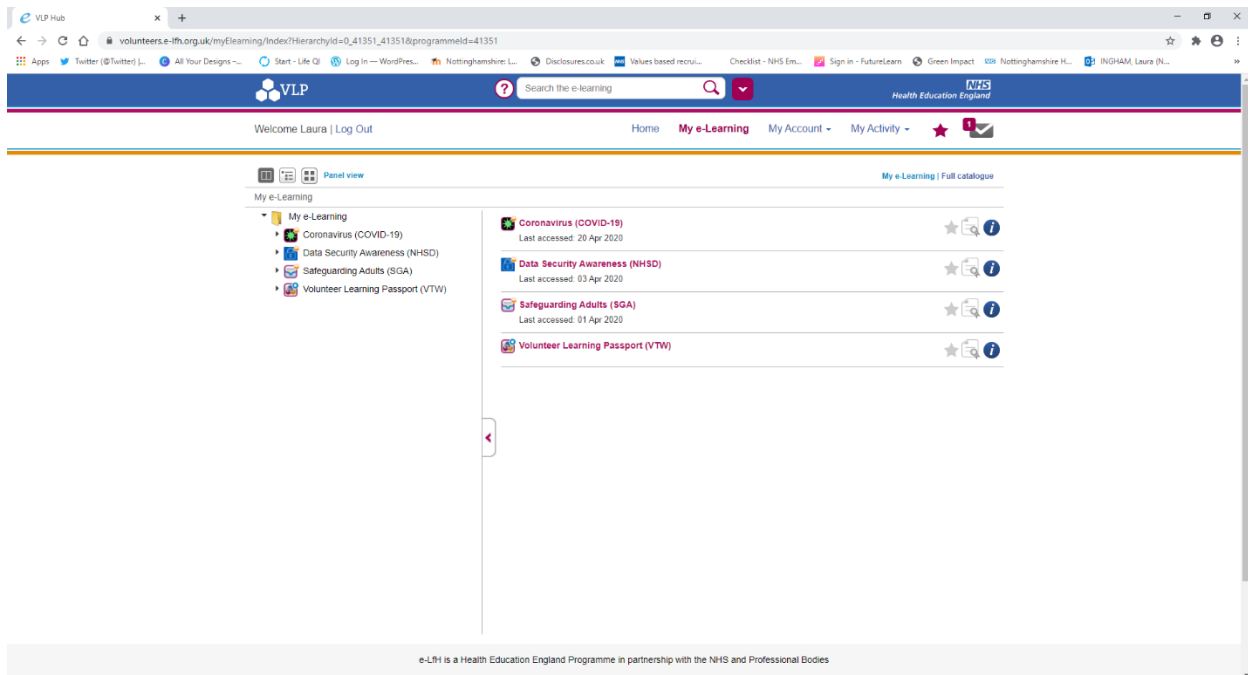
The page features a blue header with the VLP logo, a search bar, and the NHS Health Education England logo. A "Home" link is visible in the top right corner. The footer contains the text: "e-LFH is a Health Education England Programme. In partnership with the NHS and Professional Bodies. Terms and conditions | Accessibility | Contact Us | Version: v3.26 | © Learning for Life 2020".



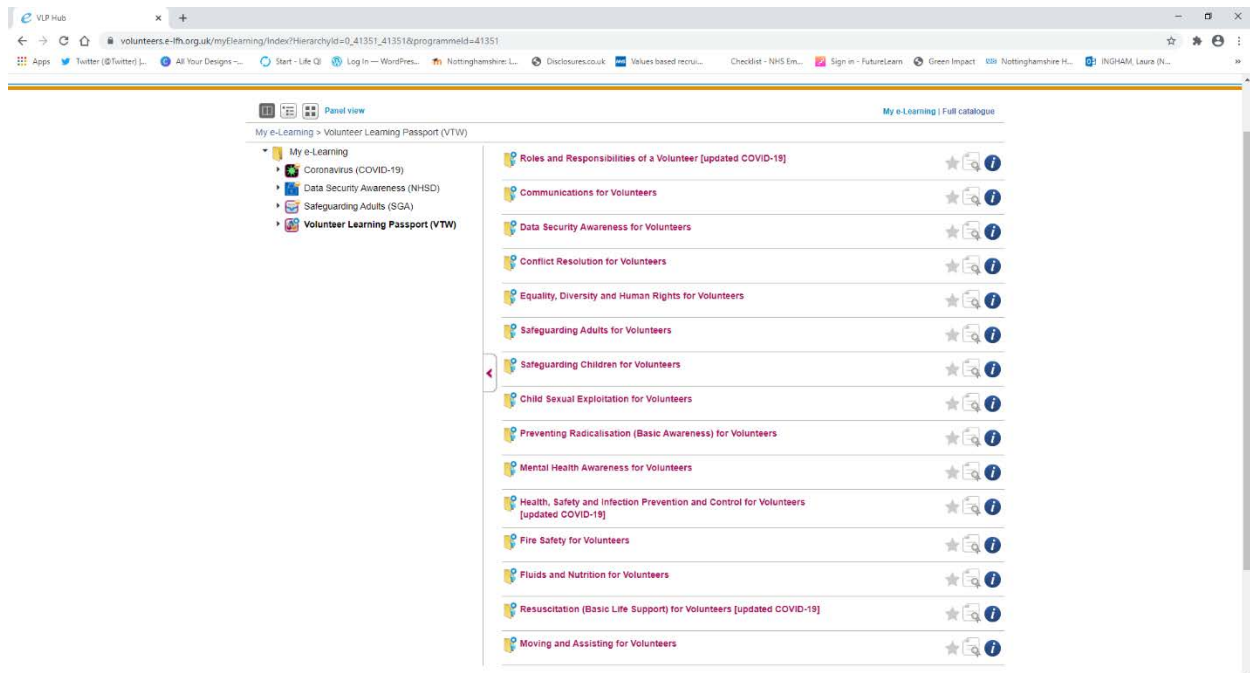
Select "Continue with enrolment" to confirm.



The training has now been added to your account. Select the "Volunteer Learning Passport" to see all the courses that are part of the package.



Each training session can now be selected from the list and completed. You can log out and return at a later time to resume the training. It does not have to be done all in one session.



### The training courses available in the Volunteer Passport are:

- Roles and Responsibilities of a Volunteer
- Communications for Volunteers
- Data Security Awareness for Volunteers
- Conflict Resolution for Volunteers
- Equality, Diversity and Human Rights for Volunteers
- Safeguarding Adults for Volunteers
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