

## How do I book a course for myself

1. Please navigate to our thirtyone:eight website. Under the training and events heading, click on webinars.

<https://thirtyoneeight.org/>



The image shows the top section of the thirtyone:eight website. The header features the logo on the left, a search bar, and buttons for 'Donate', 'Become a member', and 'Log in / Register'. Below the header is a navigation menu with dropdown arrows for 'Help and resources', 'DBS service', 'Training and events', 'Safeguarding services', 'Get involved', and 'About us'. The 'Training and events' dropdown menu is open, showing options for 'Webinars', 'eLearning', and 'Host a course'. The 'Webinars' option is highlighted with a black border. Below the navigation menu is a large banner image of a smiling child, with a text overlay that reads 'Trusted and rec...' and 'We've got all your safeguarding checks and training, to advice, guidance and support.' A pink button labeled 'Our services' is also visible.

**thirtyone:eight**  
Creating safer places. Together.

Search the site

Donate

Become a member

Log in / Register

Help and resources ▾ DBS service ▾ **Training and events ▾** Safeguarding services ▾ Get involved ▾ About us ▾

Webinars

eLearning

Host a course

**Trusted and rec**

We've got all your safeguarding checks and training, to advice, guidance and support.

**Our services**

- Click on the course that you want to purchase, it pops you to the course details page. Now you can see the list of all the dates available. We have different prices for members and non-members. Please select the dates and click on Add button.

In this case you are booking a course just for yourself so leave the number 1 in the seats option and click on Add.

[Home](#) [Browse Training](#) [Shopping Cart \(0\)](#) [My Training](#)

## Safer Recruitment

Date	Price
<input checked="" type="radio"/> 06/06/2022 7:00 PM - 9:30 PM BST	£75.00
<input type="radio"/> 10/10/2022 7:00 PM - 9:30 PM BST	£75.00



**This course is run over two sessions either on the same day or over two consecutive days. You must attend both sessions to complete the course.**

Seats

1

Add

### Course description:

This course is for those with a responsibility for implementing safer recruitment processes in their organisations, whether churches, faith-based organisations, charities, community groups, local authorities or other organisations providing a service to children, young people and adults. It covers the safer recruitment processes, decision making, and developing safer cultures. The aim of this course is to understand the need for Safer

3. You can see the shopping cart where you can check the details, or you can continue shopping by clicking continue shopping button. If there are multiple items in your shopping card and you want to remove it from your shopping cart, please tick the remove checkbox and click on the Update button.

[Home](#) [Browse Training](#) [Shopping Cart \(1\)](#) [My Training](#)

## Shopping Cart

Item Description	Quantity/Seats	Amount	Sub Total	Remove
Safer Recruitment - 06 June 2022 - 07 June 2022, 19:00 - 21:30 (Monday and Tuesday)	<input type="text" value="1"/> <input type="text" value="Myself"/>	£75.00	£75.00	<input type="checkbox"/>

[Continue Shopping](#)

[Update](#)

[Next](#)

4. Click on next, now it takes you to the Login screen. If you have thirtyone:eight portal account, please enter your username and password. If not, click on Not yet a member? Register here link to create your website login.

## Log in or register

We have updated our website so if you're a member you must [reset your password](#) before you log in (You only need to do this once).

**New user?** To apply for membership, manage your details, book training, or access our Knowledge Hub and document library you'll need to create a User Login.

[Existing user? Reset your password here](#)

[Not yet a member? Register here](#)

Email Address

Password

Login

[Forgotten your password?](#)

- Once you have logged in, you will be redirected to payment screen.
  - If you are in our system and your website login is linked to our member organisation, then you will get the members rate automatically at checkout.

## Payment Method

We make every effort to ensure your credit card information stays secure. Credit card information you share with us is immediately encrypted for your protection.

Thank you.

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### Complete Your Order

Payment Type Visa	Card Number 1234 1234 1234 1234	Name on Card
Card Expiration MM / YY	Security Code CVC	

**Submit**

## Shopping Cart

Safer Recruitment - 06 June 2022 - 07 June 2022, 19:00 - 21:30 (Monday and Tuesday) Quantity: 1	<b>£75.00</b>
<b>Discount</b>	<b>-£7.50</b>
<b>Grand Total</b>	<b>£67.50</b>

### Customer Profile

- You do have an option to add the discount code – you will need the code MEMBERS10

# Payment Method

We make every effort to ensure your credit card information stays secure. Credit card information you share with us is immediately encrypted for your protection.

Thank you.

## Complete Your Order

Payment Type  
Visa

Card Number  
1234 1234 1234 1234

Name on Card

Card Expiration  
MM / YY

Security Code  
CVC

Submit

## Shopping Cart

Safer Recruitment - 06 June 2022 - 07 June 2022, 19:00 - 21:30 (Monday and Tuesday)  
Quantity: 1  
**£75.00**

**Grand Total** **£75.00**

Discount Code

## Customer Profile

IT Support  
itsupport@thirtyoneeight.org



# Payment Method

We make every effort to ensure your credit card information stays secure. Credit card information you share with us is immediately encrypted for your protection.

Thank you.

## Complete Your Order

Payment Type  
Visa

Card Number  
1234 1234 1234 1234

Name on Card

Card Expiration  
MM / YY

Security Code  
CVC

Submit

## Shopping Cart

Safer Recruitment - 06 June 2022 - 07 June 2022, 19:00 - 21:30  
(Monday and Tuesday)  
Quantity: 1

**Grand Total** £75.00

Hide Discount

\*\*\*\*\*| Apply

## Customer Profile

IT Support  
itsupport@thirtyoneeight.org

6. Enter the card details and submit. You may have to authenticate your payment depending on your bank's requirements. If payment has been successful, you will be prompted to the confirmation screen. You can view printable invoice from this screen.

Home   Browse Training   Shopping Cart (0)   **My Training**

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## Order Confirmed

Your order has been processed. Your order number is: 2644

**Click here** to view a printable invoice of this order.

**Your order included access to course materials.**

- To access your course materials in the future simply click the "My Account" option and then click on "Files & Training"
- **To view these files at this time click here.**

7. You can download any files relating to the course by clicking launch file and launch your zoom meeting from the same screen by clicking Launch button.



## ☰ Safer Recruitment

This interactive webinar is delivered over two consecutive sessions, each lasting 2.5 hours. Over four modules you will explore the safer recruitment processes, decision making, and developing safer cultures. The aim of this course is to understand the need for Safer Recruitment through the recruitment process. This course is for anyone who has a responsibility for implementing safer recruitment processes in their organisations, whether churches, faith-based organisations, charities, community groups, local authorities or other organisations providing a service to children, young people and adults.

Course Item	Status	
Safer Recruitment	Incomplete	Launch

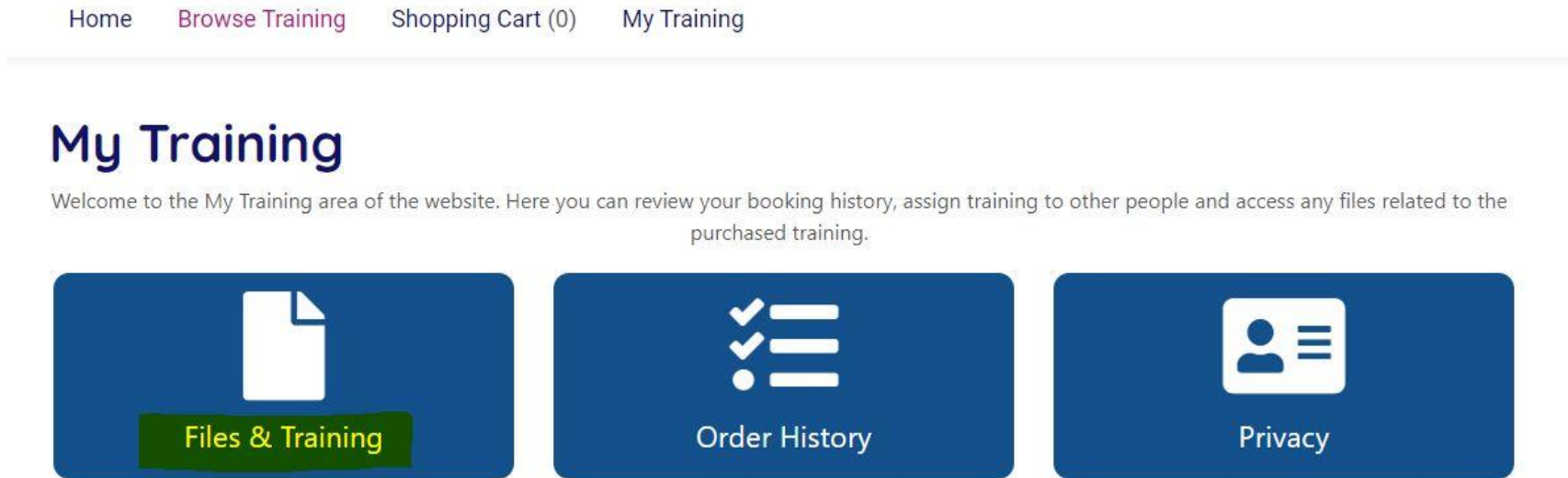
Start zoom meeting

You have not yet passed this course. Once you have completed all the items listed above a certificate of completion will become available.

## ☰ Additional Resources

File Name	Expiration Date	
Slide Pack	NA	Launch File
Training Pack	NA	Launch File

8. These details can always be accessed by clicking the My training and then files and training tile. After the event you will be notified when your certificate is ready to download, and you can download your certificate from the files and training tab.



9. You will also get an email regarding your confirmation of purchase and joining instructions.

← Your Order



thirtyone:eight <training@thirtyoneeight.org>  
Fri 13/05/2022 11:50 AM  
To: IT Support

**Order Details**

Thank you for your recent order.

Please note that cancellation and transfer charges apply. All details are in our terms and conditions here.

**INVOICE**

Paid

Payment Information

Order Status          New

Customer Details

First Name            IT  
Last Name            Support  
Email                  itsupport@thirtyoneeight.org  
Create Date          07/04/2022 6:50 PM  
LastLogin             13/05/2022 7:33 PM

Order Information

Order ID              2644  
Order Date            13/05/2022 11:50 AM  
Status                New  
Grand Total          0.00  
Discount              75.00  
Product Total        75.00  
Shipping              0.00  
Tax                    0.00

Order Details

Order Detail ID	Product Name	Quantity	Item Amount	Additional Information	Expires
1810	Safer Recruitment - 06 June 2022 - 07 June 2022, 19:00 - 21:30 (Monday and Tuesday) 06/06/2022 7:00 PM - 9:30 PM BST	1	75.00	Registering: Myself	NA

Kind regards,  
Thirtyone:eight  
T: 0303 003 1111 option 3  
E: [training@thirtyoneeight.org](mailto:training@thirtyoneeight.org)  
[www.thirtyoneeight.org](http://www.thirtyoneeight.org)

← Thirtyone:eight Course Joining Instructions

 thirtyone:eight <training@thirtyoneeight.org>  
Fri 13/05/2022 11:52 AM  
To: IT Support

Dear IT,

**Your webinar joining instructions**

Thank you for choosing to learn with Thirtyone:eight. We're looking forward to welcoming you to our course: **Safer Recruitment**

The course will start promptly so please make sure you are in the waiting room at least **5 minutes before** the start of your course so we can make sure we get everyone logged in.

You can join the course from your training account by clicking the **Launch** button [Your Account - LearningCo \(thirtyoneeight.org\)](#).

Before you join the course:

1. Download the course materials that you will need during the session. To access these, log in to your training account here ([Your Account - LearningCo \(thirtyoneeight.org\)](#))
2. Check your device set-up to make sure you have the correct browser or Zoom app installed.
3. Be aware of your own learning environment and anyone else who may be in the room with you that may be able to see or hear the content as this course is not suitable for those under the age of 16.

**Things you need to know.**

The course is run as a shared and interactive session so your name and image will appear on screen. Webcams, microphones, and the chat facility will be used at times during the session (although the presenter may not be able to answer all questions raised).

All course materials are for your use only.

We reserve the right to remove anyone from the course who fails to abide by the course terms and conditions or who disrupts the session for the other participants.

We want to replicate face to face training as fully as possible and so we encourage webcams to be used. If people share a device, we recommend no more than 3 people so that we can see and interact with all participants.

If you find a particular module triggers difficult feelings, then please do feel you can turn your webcam off for a while.

We ask that you join the waiting room at least 5 minutes before start time for a prompt start. Unfortunately, if you are more than 20 minutes late, we will not be able to let you in to the course and you will have to re-book.

If delegates don't respond to contact from a co-host during a training event, we will assume you have had to leave and unfortunately, we will not be able to issue a certificate to you.

If you have questions that are not answered during the session or find that that you are affected by the course content in any way and need to speak to someone, please call our safeguarding helpline on 0303 003 1111.

If you experience technical difficulties when joining and need support, please call our technical team on 0303 003 1111 ext 2600 (Mon - Fri, 9am - 5pm).

Kind regards,  
Thirtyone:eight  
T: 0303 003 1111 option 3  
E: [training@thirtyoneeight.org](mailto:training@thirtyoneeight.org)  
[www.thirtyoneeight.org](http://www.thirtyoneeight.org)