

Welcome to



Learning  
Link



E-learning to fast-track your  
governance skills and knowledge



[www.nga.org.uk/learninglink](http://www.nga.org.uk/learninglink)

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# Your Learning Link Subscription

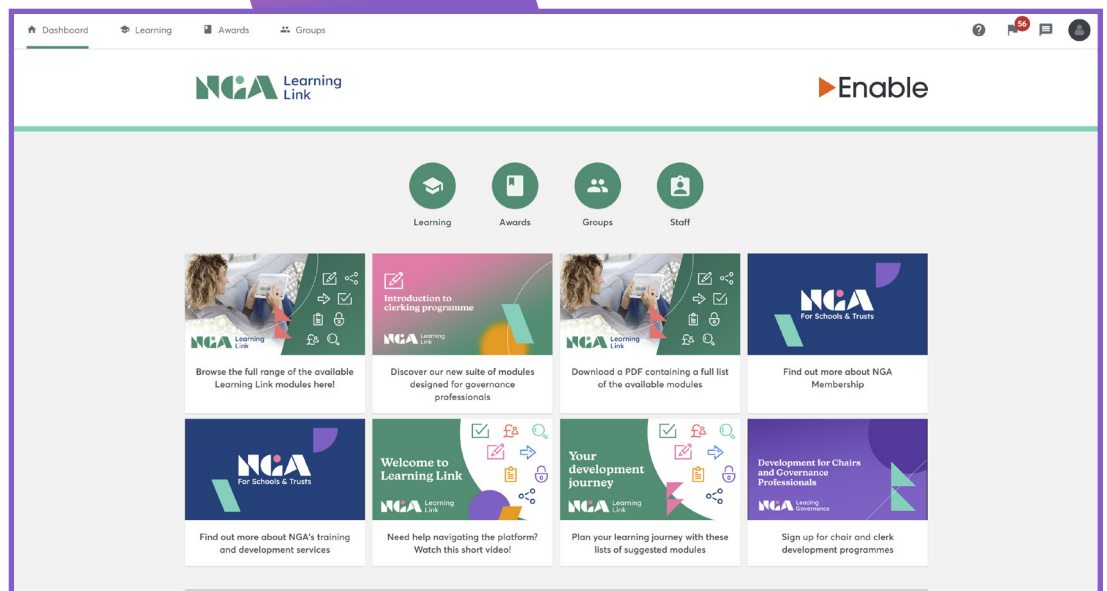
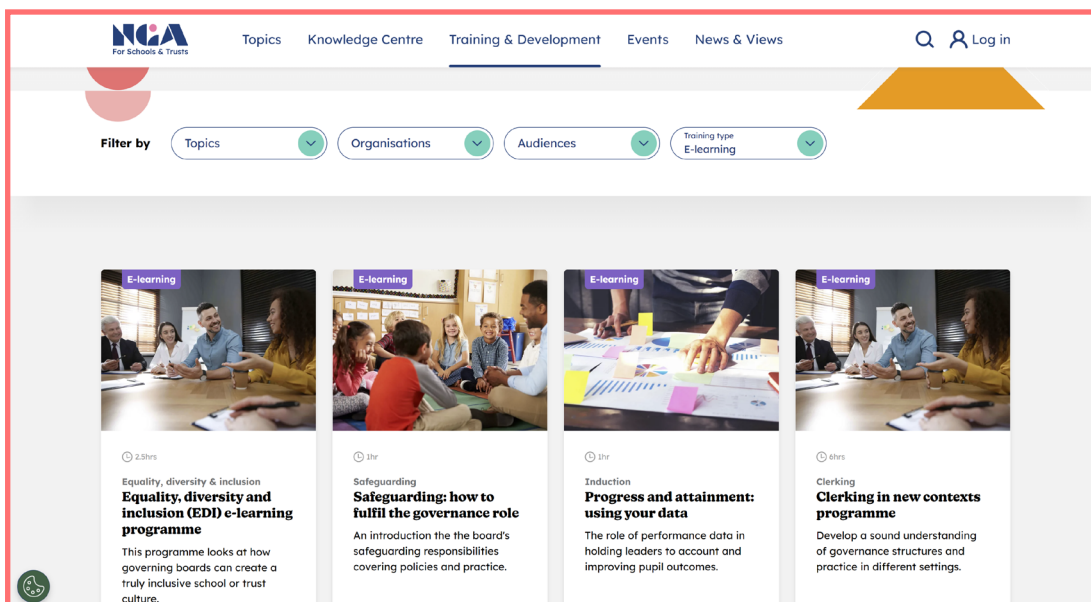
Welcome to NGA's e-learning platform Learning Link.

You now have 12 months access to over 60 modules, covering essential areas of governance knowledge that can be completed as and when you need them.

On the following pages we will guide you through setting up your account, how to access our e-learning, and give you some suggestions as to where you might like to start.

You can also find the [full list of available modules](#) on our website, as well as some recommended [development journeys](#) for your setting that will help you to get started.

If you would like our team to make you a Learning Link plan that sits alongside your trust's existing training schedule, please get in touch via [learninglink@nga.org.uk](mailto:learninglink@nga.org.uk).



# Our learning collections

All our e-learning is sorted into these handy categories to help you better find what you need.

## Good governance

These modules aim to help you improve the effectiveness of your governing board, including visiting your school or schools, Ofsted inspections and succession planning.



## Structures, roles and responsibilities

These modules will help you to understand school and trust structures, and what is expected of you as a governor or trustee.

## Vision, ethos and strategic direction

Covering risk management, evaluating effectiveness and your role in school improvement, these modules will help you shape your school or trust's strategic direction.



## Compliance

Covering key areas of compliance such as safeguarding, health and safety and admissions, these modules will make you aware of the most important points from legislation and guidance.

## Finance

These modules will provide you with the tools and approaches for developing financial efficiency in your school or trust.



## Pupil success and wellbeing

These modules focus on the core purpose of your schools or trust – the quality of education it should be providing to pupils.

## Staffing

These modules cover the key stages in the lead executive recruitment process and the critical role the board has in holding executive leaders to account through effective headteacher appraisal.



## Clerking

These modules will help new and experienced clerks to get a better understanding of their role and how to carry it out well.

# Where to start

With over 65 modules available on Learning Link the choice of what to study can often feel quite daunting – especially when, as volunteers, our time and capacity can be limited.

We recommend that you undertake at least one piece of e-learning each term, so have a look at our suggestions below and see if you see something that may be a knowledge gap for you, or a useful refresher for an upcoming task.

## Annually



### **Safeguarding: how to fulfil the governance role: 5 x 20 minutes**

This module covers what you and your board must do to fulfil their safeguarding role. It is regularly updated in line with any changes to KCSiE and will fulfill the mandatory safeguarding requirement.

## Autumn Term



### **Setting performance objectives for executive leaders: 15 minutes**

This practical module focuses on the board's role in the choosing and framing of suitable objectives and demonstrates how good objectives can be drafted.

**OR**

### **Succession planning: 40 minutes**

This provides guidance and practical steps for preparing and reviewing a succession plan for chairing roles and encouraging ongoing development.

## Spring Term



### **Effective financial governance in schools and trusts: 4 x 30 minutes**

This module outlines the types of funding trusts receive, how this should be used and managed, and the strategic and compliance function of the board.

**OR**

### **Governance monitoring: a tool to help drive improvement: 10 minutes**

This module is a short audit tool to help you write an action plan that ensures your monitoring is as effective as possible.

## Summer Term



### **Creating a new vision for your school or trust: 15 minutes**

This module provides a good understanding what a school or trust vision should look like, as well as how to create or refresh the vision for your school or trust.

**OR**

### **Equality, diversity and inclusion programme: 2 x 15 & 2 x 30 minutes**

This programme focusses on creating an inclusive culture through practice, going beyond compliance by teaching the knowledge, understanding and tools to do so.

## As needed



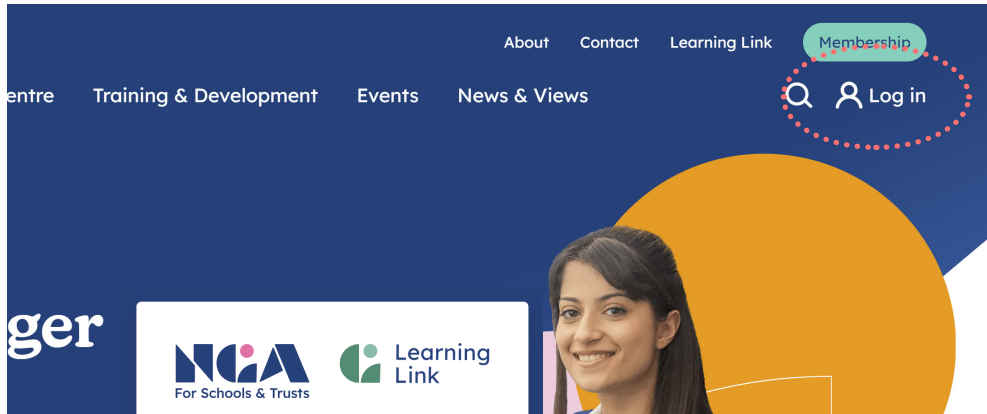
### **Recruiting a senior executive leader: 2 x 30 minutes**

**How to: review suspensions and exclusions: 45 minutes**

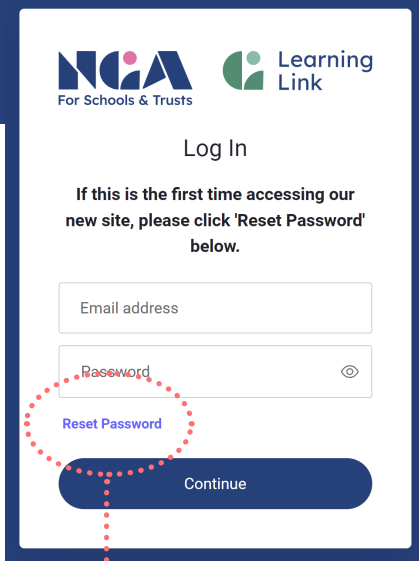
**Ofsted inspections: step-by-step: 45 minutes**

# Logging in to your account for the first time

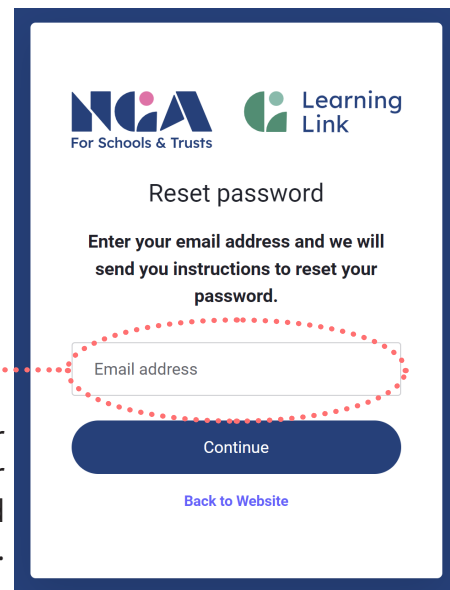
It is the responsibility of your account administrator to add your account to the NGA website, via their Member Management portal. Once they inform you they have done this, you will need to set up your new password to be able to log into your account. See the following two pages for how to do this:



**1.** Navigate to [www.nga.org.uk](http://www.nga.org.uk) and click Log in



**2.** On the login screen, if you do not already have an NGA website account, you will need to press 'Reset Password'.



**3.** Enter the email address your governance professional used for your NGA website registration and click 'Continue'.



**4.** Check that email address for an email subject line: "Set your new password." Make sure you check your Junk or Spam folder if it is not in your inbox.

Continued overleaf





### Set your password

You have submitted a password change request.

If this wasn't you, you may have been added by your organisation admin and you are being invited to set your password for your new account.

[Click here](#) to continue setting a new password.

If it wasn't you please disregard this email and make sure you can still login to your account.

National Governance Association

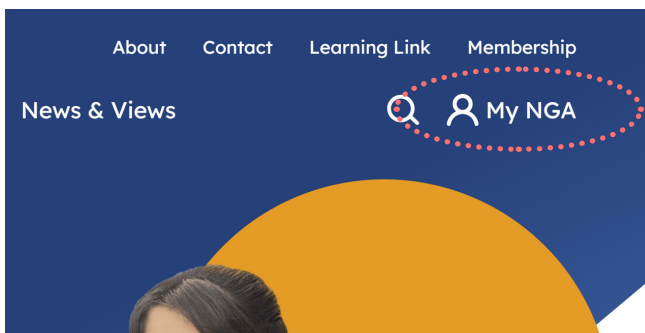
**4.** Click the link in the email reading 'Click here' to continue setting your new password.

**5.** Enter your new password and click 'Reset password'.

**6.** On the confirmation message click 'Back to Website'.

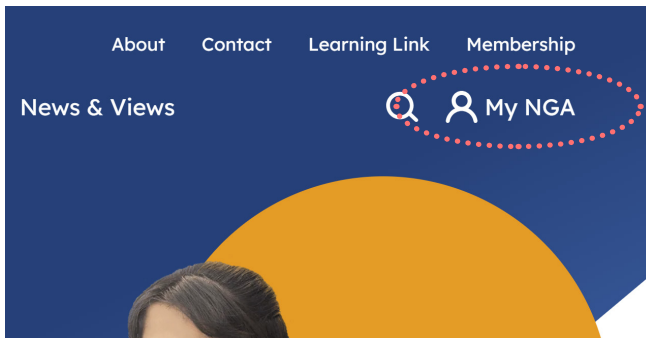
**7.** This will take you back to the previous login page, where you can enter your email address and new password, and log in to the site.

**8.** Once logged in, you will see our website now has a link to 'My NGA', where you can find your bookmarks, booked events, and other benefits of your subscription.



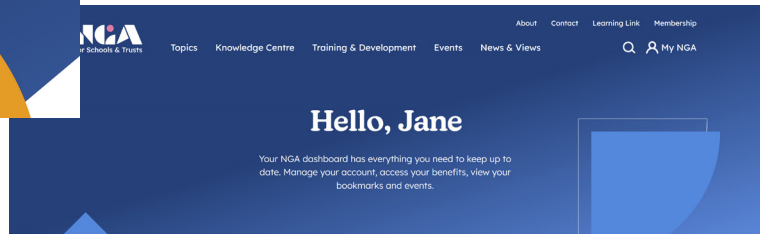
**Once you have logged in like this you won't need to go through this process again unless you forget your password and need to reset it.**

# Accessing your benefits

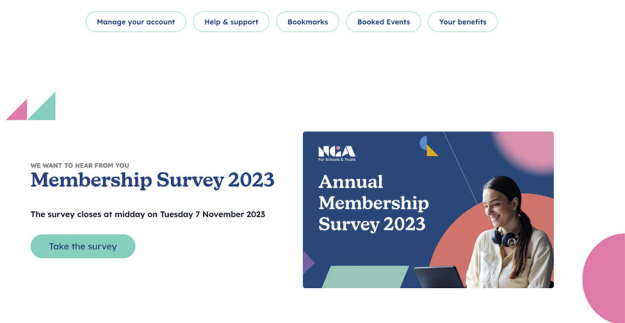


You can manage your account and access your benefits from your Member Dashboard.

To access this click 'My NGA'.



As you scroll down the member dashboard you will see links to access the various benefits that are relevant to your membership or subscription type.



## Your benefits

 <p><b>Weekly e-news latest edition</b></p> <p>Keep up to date with important governance and education news.</p>	 <p><b>Explore NGA online</b></p> <p>Full access to member-only content and governance resources on NGA's website.</p>	 <p><b>Governing Matters latest issue</b></p> <p>Our members' magazine for governing roles and school leaders.</p>
 <p><b>Publications</b></p> <p>Complimentary and discounted induction guides available to members to help you get started in your role.</p>	 <p><b>Upcoming events</b></p> <p>Free to members, our conferences, events, governance leadership forums, networks, webinars and podcasts address key questions and showcase best practice.</p>	 <p><b>Training and development</b></p> <p>Discounted for members, explore our broad range of virtual and face-to-face training for individuals.</p>

For example, if you have Gold Membership, you will see the option to raise a Gold Advice query.



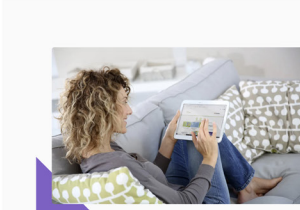
**NGA Gold Advice**

Our advisers provide expert, confidential and independent governance advice on education law and offer best-practice guidance.

Create a new enquiry or view the status of any previous enquiries.

[Gold Advice Requests](#)





**NGA LEARNING LINK**

**Your latest e-learning modules**

Flexible e-learning to develop your governance skills and knowledge, for new and experienced governance roles.

[Learning Link](#)



You will also see any articles on our site that you have **bookmarked**, and any of our **events** you have signed up for.

**Your bookmarks**

Click the bookmark tab at the bottom of any web page to save for later and they'll appear here so you can easily find them

[View more](#)

**Your events**

Free for members, our events are opportunities to hear from the experts, network and share best practice

[Booked Events](#)

You have a series of quick links at the top of the page.

[Manage your account](#) [Help & support](#) [Bookmarks](#) [Booked Events](#) [Your benefits](#)

Clicking **Manage your account** will take you to these options:

**Manage your account**

Quick links to keep your account up to date

**Your profile**  
[Update Profile](#)

**Manage members**  
[Find out more](#)

**Your events**  
[Find out more](#)

**Your communication preferences**  
[Find out more](#)

Click here to edit your personal details

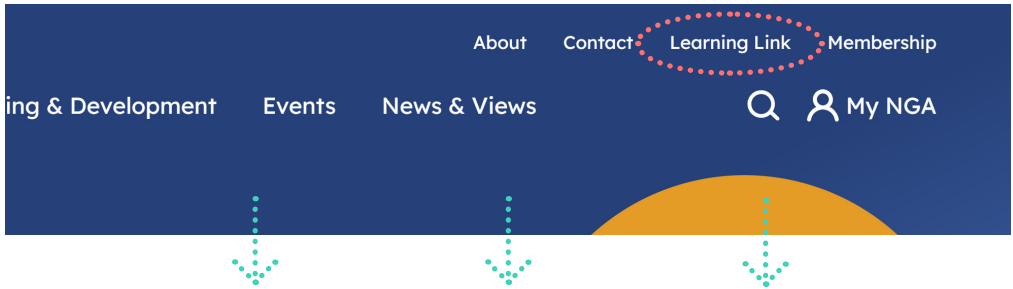
This is exclusively for account administrators to manage their board members' details

Click here to view and edit your booked events

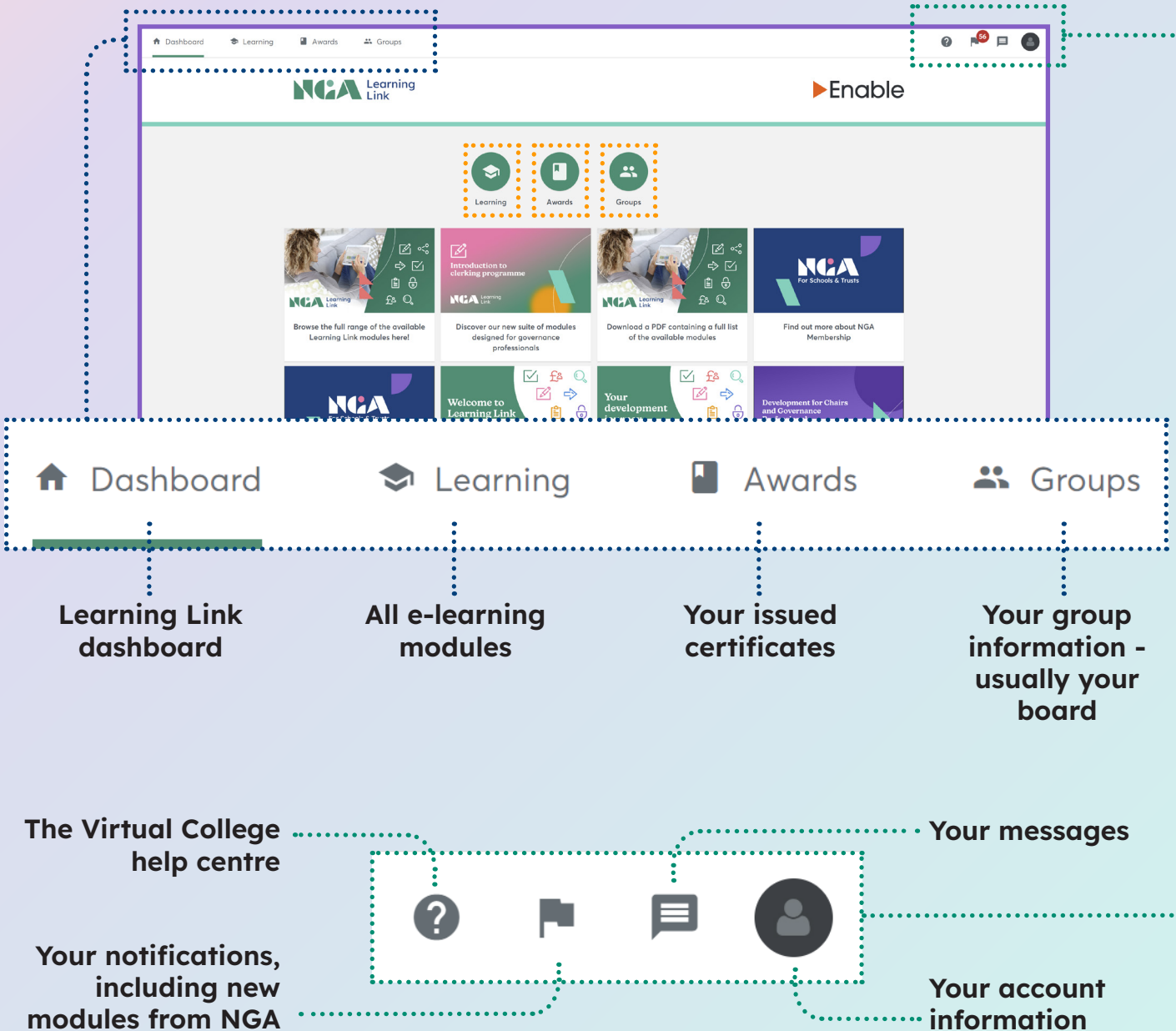
Click here to view and edit your communication preferences

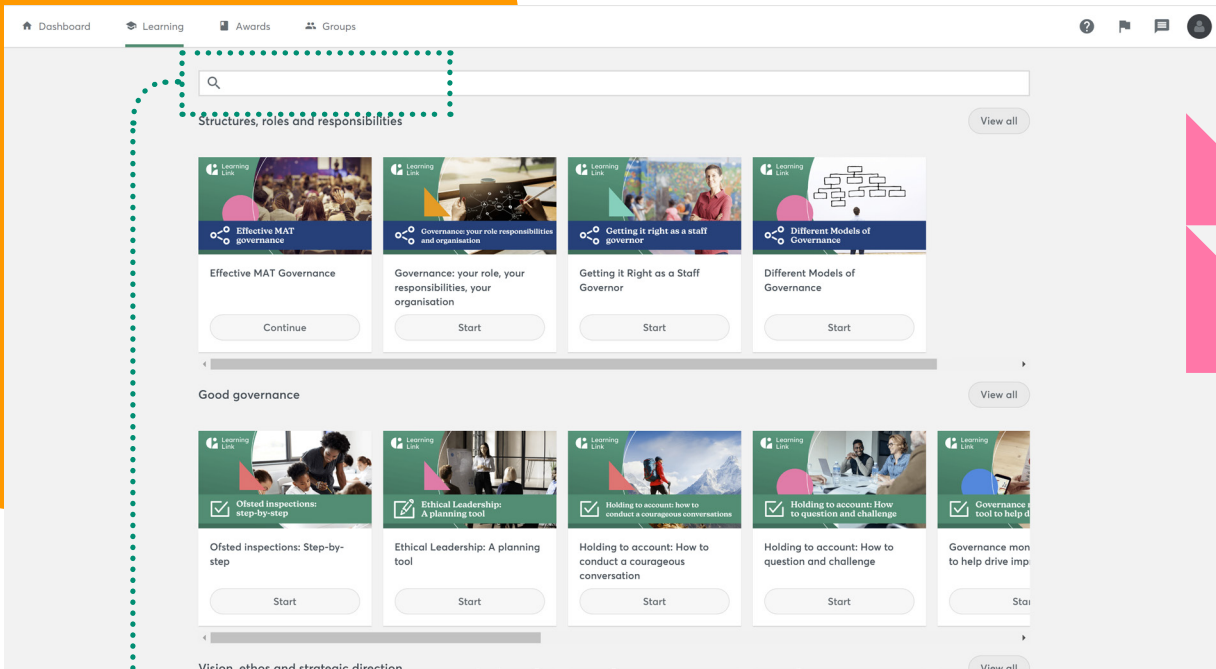
# Accessing your learning

Once you are logged into your account, to access all our e-learning you need to click Learning Link in the top right corner of the website. This will take you to our external e-learning platform, where all our modules are hosted and your training record is kept.



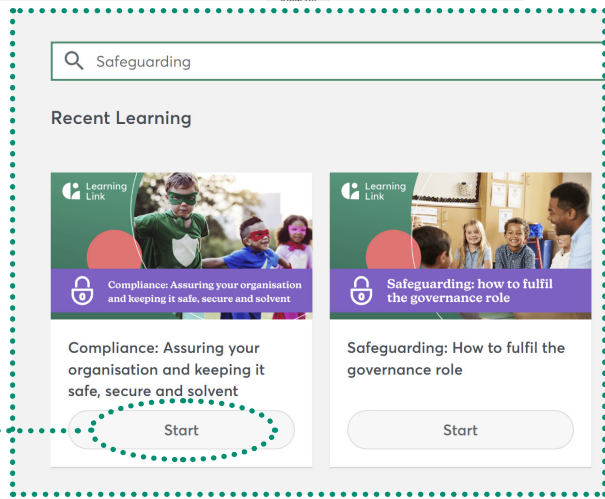
This will take you to the **Learning Link dashboard**



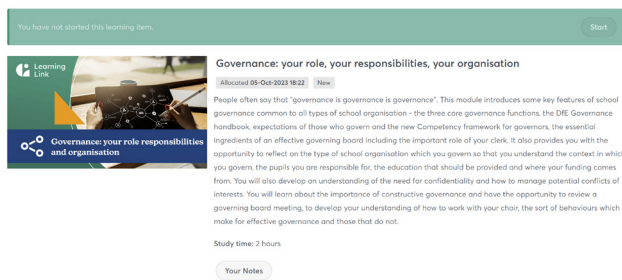


Scroll down the page to browse our categories or search for something specific in the search bar at the top of the page.

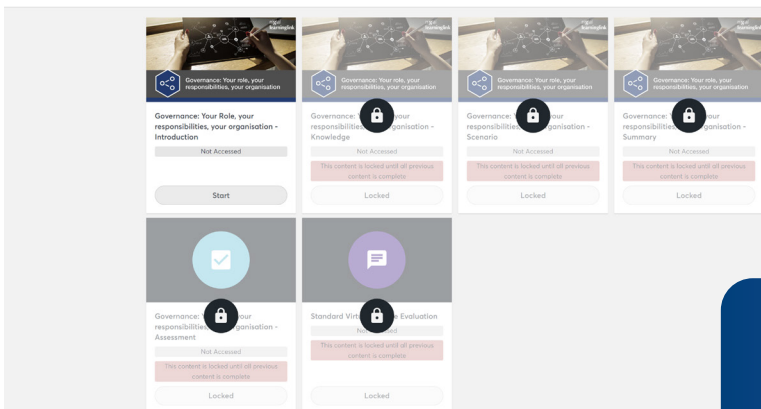
Click **'Start'** to be taken to the summary page for the module.



Learning /  
Module



A summary of the module, including estimated study time



Most modules are broken down into smaller units, and some include an assessment and evaluation. Each unit will unlock when the previous one is completed.

**Remember, you can pause your module at any point and the platform will remember your place and you can continue it at any time.**

# Downloading your certificates

## Congratulations!

Well done, you have been awarded a certificate!

## Confirming your details

If this is the first certificate you have been awarded in Virtual College Enable LMS, you will need to confirm your first and last name. This is what will be displayed on the certificate.

## Accessing your certificate

You can download your certificate now, by selecting the **Download Certificate** button on this page. This is a digital PDF which you can share or print as you need.

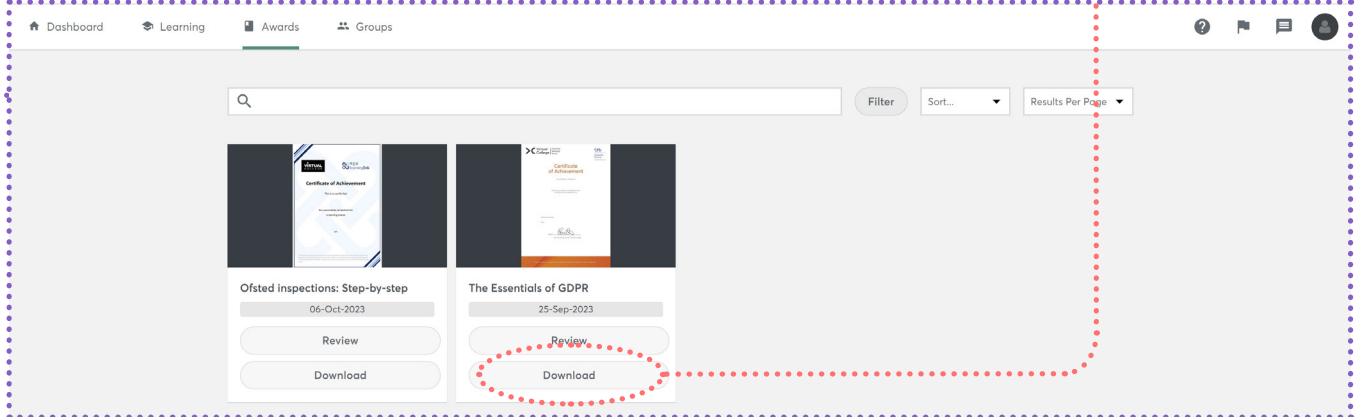
As well as accessing the certificate from this course, your certificate is also stored in your Awards. You can always access and download it again if you need it.

Upon completion of a module, you will be awarded a certificate of completion.

You can either do so from the congratulations page (left) or by clicking on the 'Awards' tab at the top of the dashboard (below).

Download certificate

Next →



It is important you download this certificate and send it to your governance professional in order to maintain your training record.





# Accessing our support hub

We have a team dedicated to helping you get everything you need out of our e-learning platform. Some of your queries might be answered by visiting our Frequently Asked Questions page:



[www.nga.org.uk/faqs](http://www.nga.org.uk/faqs)

For any other queries, please contact us on:



**0121 237 3780**  
(option 3)



[enquiries@nga.org.uk](mailto:enquiries@nga.org.uk)

