

Risk Protection Arrangement

E-Learning Access and Information

2019

- **The following guidance is to show you how to access the e learning risk management modules. The risk assessment module is the first in the series, with others to follow**
- **Each academy is only permitted **one log** on but then multiple users can access the material and test through the initial log on email address and password created. It would therefore be preferable to choose a generic rather than personal e mail address**
- **If you are part of a MAT then each individual academy within the MAT is allowed one log on.**

Important information – How to access the E-Learning

- **Step 1: You must register yourself as a user using the following link and details -**

<https://etraining.willistowerswatson.com/register>

Organisation Unit Code: DFE

Organisation Sub Unit Code: 022019


- **Step 2: Once registered, you can use the following link to log in and access the e-learning.**

<https://etraining.willistowerswatson.com/Login?ReturnUrl=%2f>

- **Step 3: Follow the instructions in this presentation on how to complete the E-Learning.**

Step 1 – Registration page

<https://etraining.willistowerswatson.com/register>

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First Name *

Last Name *

Organisation Unit Code *

Organisation Child Unit Code *

Email Address *

Password *

Confirm Password *

Create an account

Please fill in all the sections.
Organisation Unit Code: DFE
Organisation Sub Unit Code: 022019

Please also keep your password details safe as you will require this to log in.

✘ Password does not meet minimum requirements. Passwords must contain at least 8 characters and not contain the username. Include 1 or more lower case letters, 1 or more upper case letters, 1 or more numbers, 1 or more non-alphanumeric characters

Step 2: Once you have registered -

- The following page will appear once registration has been completed which will take you directly to the log in page

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Thank you for registering, please proceed to the [login](#) page to access the system.

To log in please click on the the word 'login'.


OR


- You can use the following link to also access the log in page.


<https://etraining.willistowerswatson.com/Login?ReturnUrl=%2f>

Login Page -

Please keep your password safe for future use

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Username 

Password 

Remember Me

Login

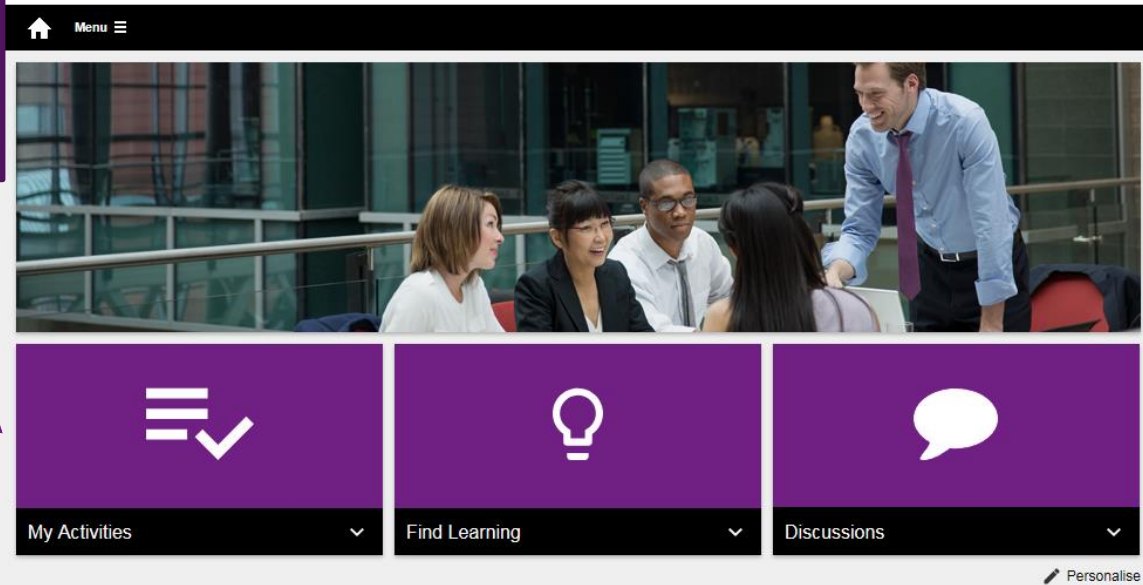
[Can't access your account?](#)

- Username = your email address used during registration
- Password = Set up during registration

Step 3: E-learning Homepage

On the homepage – select My Activities

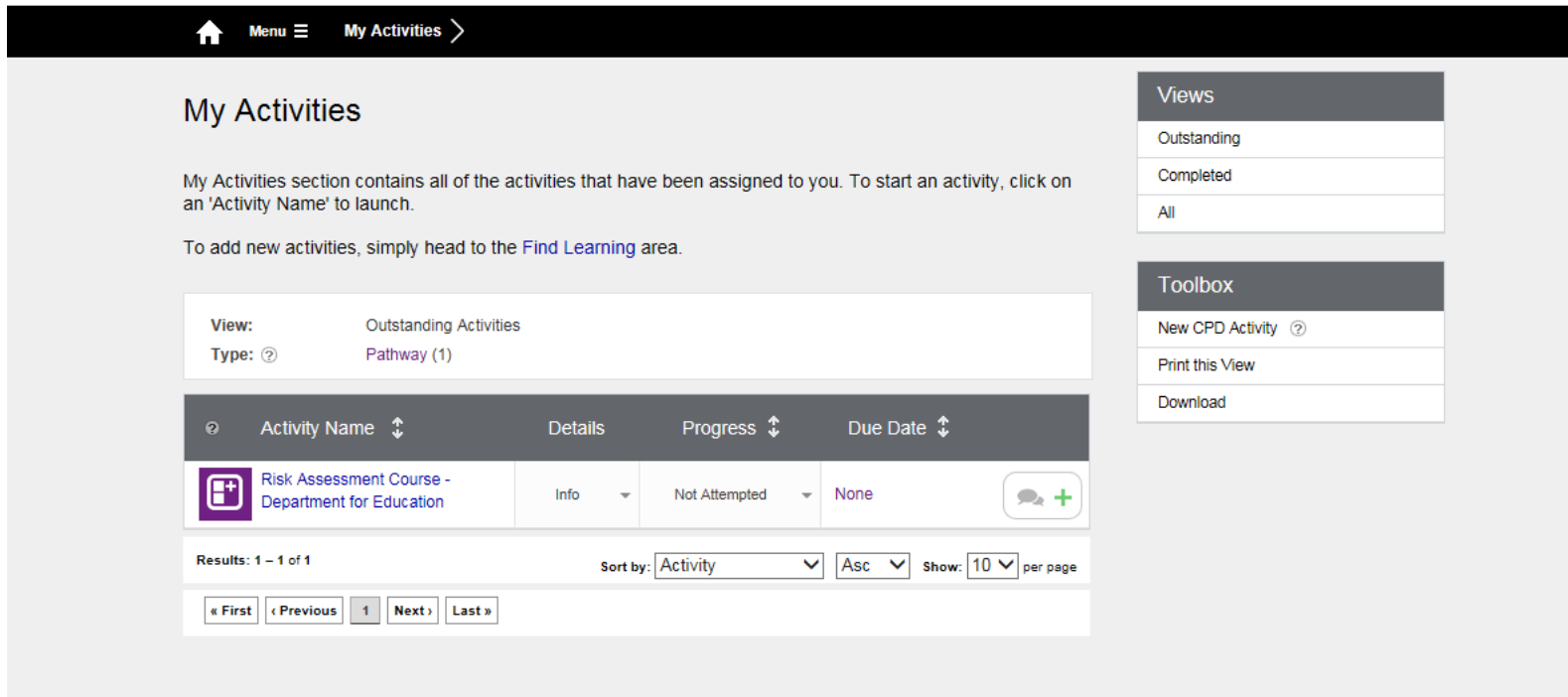
In order to access the **Risk Assessment Training** modules please select 'My Activities'



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Risk Assessment E-Learning

- **Pre-loaded courses which you have been given access to will appear here -**




My Activities

My Activities section contains all of the activities that have been assigned to you. To start an activity, click on an 'Activity Name' to launch.

To add new activities, simply head to the [Find Learning](#) area.

View: Outstanding Activities
Type: Pathway (1)

Activity Name	Details	Progress	Due Date
 Risk Assessment Course - Department for Education	Info	Not Attempted	None

Results: 1 - 1 of 1 Sort by: Activity Asc Show: 10 per page

« First < Previous 1 Next > Last »

Views

- Outstanding
- Completed
- All

Toolbox

- New CPD Activity
- Print this View
- Download

Risk Assessment E-Learning Continued...

Home Menu My Activities > Risk Assessment Course - ... >

Risk Assessment Course - Department for Education

DfE Risk Assessment

[Blocked]
DfE Risk Assessment Quiz

Select the DfE Risk Assessment box.

The Test will be made available once the content has been completed in the DfE Risk Assessment Module and resources have been downloaded

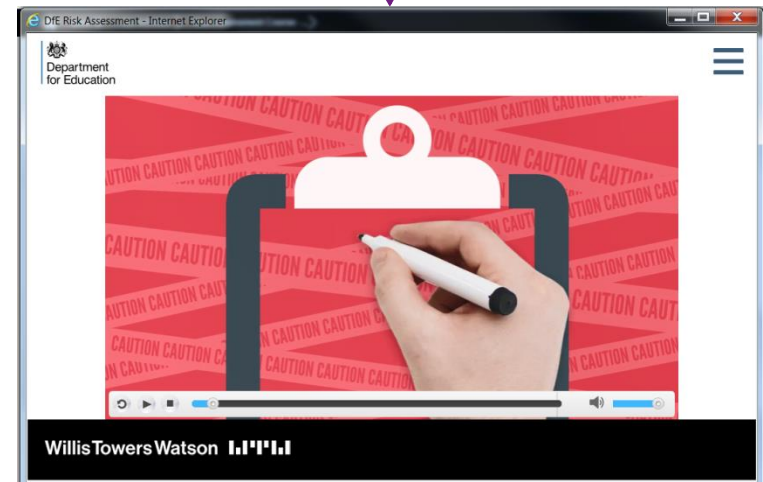
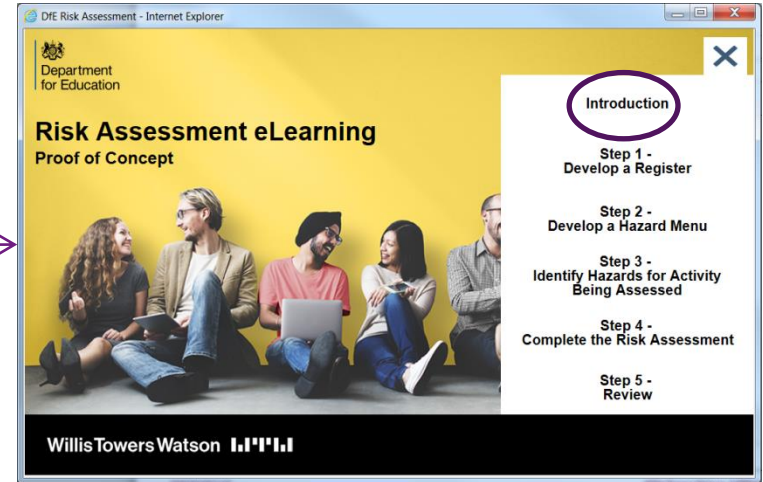
In Progress Completed

Working through the E-Learning

PLEASE NOTE: Before you get started, you must have your **volume** enabled on your device



Select the top box 'menu' on the screen



Working through the E-Learning

Follow the instructions on the screen

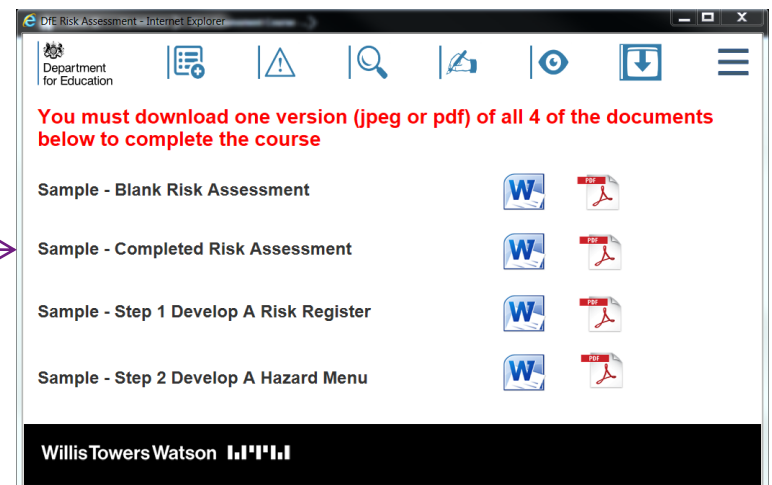
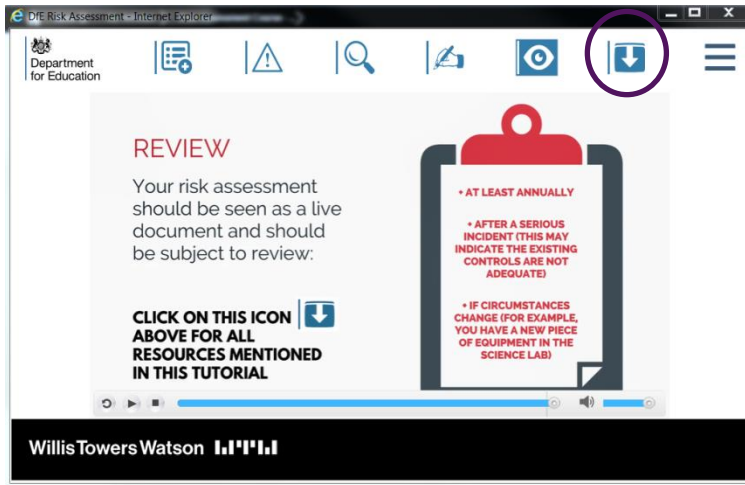
The screenshot shows a web browser window titled "DfE Risk Assessment - Internet Explorer". The page header includes the Department for Education logo and name. The main content area is divided into two parts. On the left, there is an illustration of a classroom with a greenboard. The greenboard contains the text: "Risk Assessment should not be a complicated p... wing st... ssed". A purple callout box with white text is overlaid on the greenboard, reading: "Please select the menu option and work through the rest of the steps." Below the greenboard, it says: "Now click on the Menu and Select Step 1 - Develop a Register". On the right side of the page, there is a list of steps:

- Introduction
- Step 1 - Develop a Register
- Step 2 - Develop a Hazard Menu
- Step 3 - Identify Hazards for Activity Being Assessed
- Step 4 - Complete the Risk Assessment
- Step 5 - Review

At the bottom of the browser window, there is a black bar with the WillisTowersWatson logo and name.

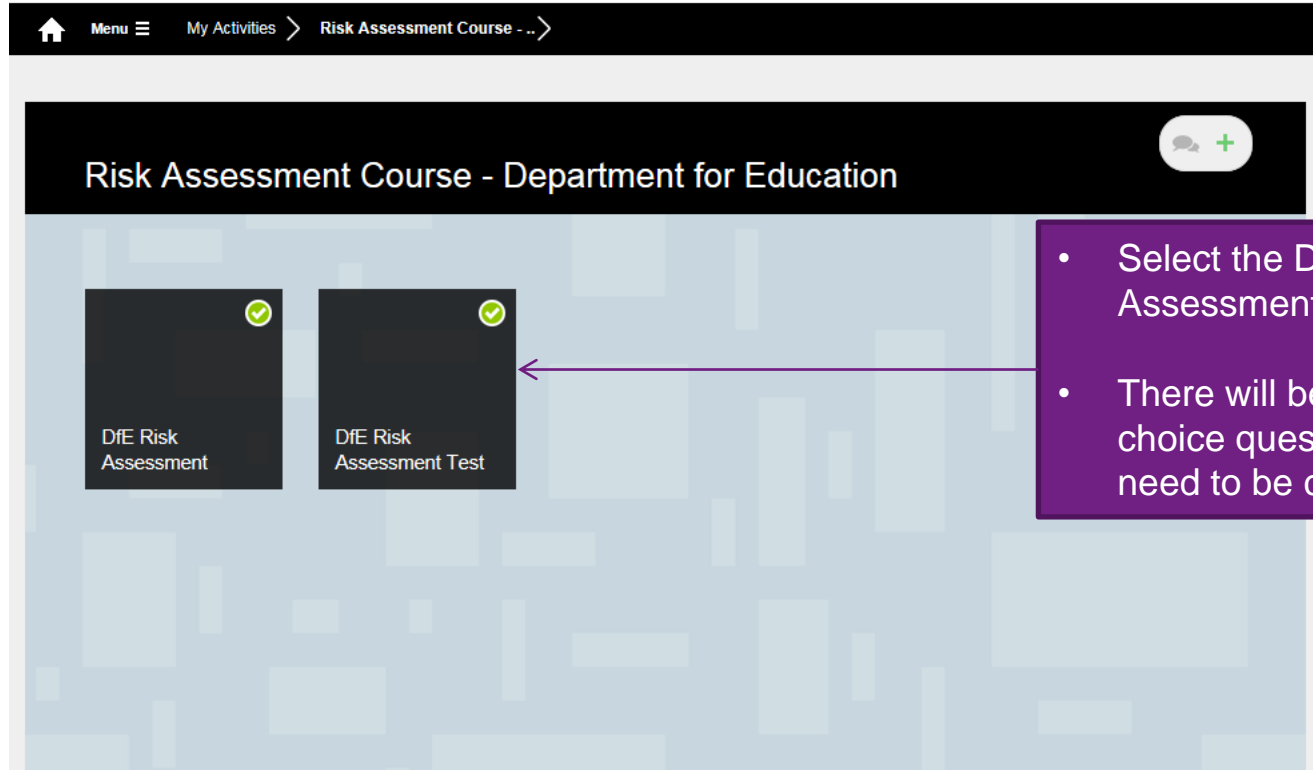
BEFORE you can take the Test – You must download ALL of the documents identified in the training module

- You must select the icon to access the resources available to you.
- You must download ALL the sample documents identified in the resources tab in order to take the risk assessment quiz.
- Once ALL the sample documents have been downloaded the quiz will be made available to you.
- To access the quiz you need to close down this page and go back to the main webpage.



To complete the Quiz -

Multiple choice questions to be completed in order to gain a completion certificate



In order to access and complete the E-Learning AGAIN

- Please select the Menu > My Activities > Completed > Risk Assessment Course > Complete the E-Learning and Test again.

My Activities

My Activities section contains all of the activities that have been assigned to you. To start an activity, click on an 'Activity Name' to launch.

To add new activities, simply head to the [Find Learning](#) area.

View: Outstanding Activities
Type: ?

Activity Name Details Progress Due Date

There are no activities on your training plan.

Results: 0 - 0 of 0
Sort by: Activity Asc Show: 10 per page

« First < Previous 1 Next > Last »

Menu > My Activities > Completed > Risk Assessment Course > Complete the E-Learning and Test again.

General Information

- To revisit the webpage and access the e-learning at any time you can use the following link (if possible, save this as a favourite or bookmark this webpage in your chosen browser)

<https://etraining.willistowerswatson.com/Login?ReturnUrl=%2f>

- For any issues please use the discussion functionality within the E-Learning webpage.

