CSS AM (Online) delivery process flow

DSO/Trainers	Participants	Local administrator

DSO/Trainers

1
Identify Gathered session dates and times (3 months worth)

Local administrator

2
Book Zoom
Add events to booking system (Eventbrite?)

3
Advertise Advanced Module opportunity including Gathered session dates & times.

Participants

4
Participants choose and book a Gathered session (allowing time for the e-learning)

5
Trigger Theology X registration for each participant via the Connexional AM Online admin.
Email participant using 'Email to delegates' template attaching generic 'Welcome Letter' and feedback form

6
Theology X account activated.
E-Learning completed
Workbook completed
Questions for gathered session noted in Work book

7
Check that participants for gathered session have completed e-learning.
Update trainers.
Send out Zoom reminder

8
Deliver gathered session

8
Attend gathered session

9
Issue certificates
Gather feedback
Update district records

10
Reflect on feedback

Please see the expanded explanation below

Advanced Module (Online) Delivery steps

Working assumption

All participants for the CSS AM Online have access to a device to access TheologyX and Zoom

DSO/Trainers

1. **DSO/Trainers** **Identify Gathered session dates and times** **(3 months' worth)**	The very first task is for the DSO and local AM trainers to identify dates for Gathered sessions a few months in advance. DSOs, Learning Network and other trainers need to collaborate over Gathered dates, offering dates possibly monthly (maybe more often initially), with sessions advertised on a (at least) 3 month rolling programme. The dates should include evening, daytime and weekend slots

Note: It is anticipated that there will be 2 facilitators and a technical coordinator. Pastoral support may be provided by a separate individual, the tech coordinator or one of the facilitators/trainers. Experience from the Advanced Module (Online) pilots and Foundation Module (Online) sessions suggest that it can be easier to run the training from a laptop.

Local thought needs to have been given to pastoral support and signposting people whilst learning on Theology X.

2. **Administrator** **Book Zoom** **Add Events to booking system (Eventbrite?)**	You will need to ensure a District Zoom account is available on these dates and times. The Gathered session is 2 hours long but time should be allowed for Trainers to meet before and after the session. The session will require both Waiting Room and Breakout Rooms to be enabled on Zoom, *also the ability to create a co-host.*

It is strongly recommended that Eventbrite is used for bookings, ensuring it is set up to accept a max number of 15 participants per session. Set this up to gather information such as email (needed for Theology X), contact number (optional), Circuit, role, confirmation that they have completed (at least) the Foundation Module. If you have never used Eventbrite, your regional Learning Network may be able to help you.

Participants for the Gathered sessions is an absolute maximum of 15 to ensure appropriate time is given for feedback from the group work and time to take any questions people may have from their e-learning.

We advise that, whichever booking system you use, a deadline for bookings is set, as people will need time to complete the eLearning. We suggest a deadline 9 days before a gathered session.
Booking deadlines can be built in to Eventbrite settings.

3. Administrator **Advertise Advanced Module opportunity, including Gathered session dates.**	Please see Promotional material. The dates (and how to book) should then be communicated across the district using District websites, newsletters and circulated to Circuit and Church SOs. *Reminder: do not publish Zoom details in a public place.*

When advertising the online training, it is important to stress that participants will need to use some form of computer and have reliable Wi-Fi access.

Participants **must** book a place on their chosen Gathered session, as spaces are limited. Booking will trigger their registration for the e-learning component. The booking must require the participants to provide an email address for further communications. The booking system is a local arrangement but Eventbrite is the recommended route. It is important to stress that participants must communicate using the same email address as the one they will use to log onto the e-learning component - otherwise they will not be able to log onto the e-learning platform, TheologyX.

4. Participant **Participants choose and book a Gathered session** (allowing time to complete the e-learning prior to attending the Gathered session)	When someone is identified as being required to attend AM training the first thing they need to know are potential dates for Gathered sessions. This will be via the local arrangements, as above. It is essential that participants complete the e-learning before joining their Gathered session, so we suggest approx. 3 weeks to allow the necessary admin processes and learning to take place. The e-learning will typically take between 4 and 7 hours depending on the learner.

We suggest that people should complete their e-learning 2 days before the gathered session to allow so completion can be checked by the local administrator.

5. Administrator **Trigger Theology X registration for each participant** **Email participant using CSS AM (online) email to delegates, attaching the Welcome Letter and the Feedback Form**

When someone has expressed an interest in completing the training, they will need to be registered onto the TheologyX system using their email address. To do this, the local administrator should complete the 'Registration Form for e-learning' (one group per form) and send it to the Connexional AM online Training Administrator at AMOnlinetraining@methodistchurch.org.uk This will enable TheologyX Online Learning Accounts to be set up.

Locally, an email should be sent (Email to delegates, modified for each participant) the Welcome Letter (generic document) and confirming their booking onto a specific Gathered session. Participants should also receive a copy of the Feedback form as an element of this is to be completed prior to the learning.

It is important that participants are asked to provide a postal address and specify if they do *not* have access to a printer to facilitate distribution of training materials.

See Local arrangements note below.

If participants have not received a hard copy of the Advanced Module Handbook before logging onto TheologyX (see below), they need to know who to contact to report this.

PDF available on Methodist Church website css-advanced-module-2019-participant-handbook.pdf (methodist.org.uk)
Note: those taking part in the Advanced Module (Online) do not need to carry out the Essential Prep as this is incorporated in the e-learning.

Local arrangements for distributing hard copies of training materials

(This could be part of the main Admin task or be done by a member of the training team, according to local agreements)

Handbooks (Advanced Module 2019 Edition) are still available from Methodist Publishing. Districts need to ensure that participants have access to a copy as they start their e-learning, either by posting individual copies or asking participants to collect these from local centres, depending on local circumstances and Coronavirus Guidelines at the time.

Workbooks There are two version available on Theology X. 'Fill it in online' version and a 'download and print version', but some people do not have access to printers and may require a hard copy to be sent out with their Handbook.

Once participants have been granted access to TheologyX, the system will send them a verification message which they will need to activate.

FAO: …………

Dear ……,

I am writing to let you know that you have been registered as a course participant on the Creating Safer Spaces - Advanced Module with …… district.

Please read this email carefully and fully as it includes instructions that will help you with the online system.

You are expected to complete *all* **the online course** *before* **the gathered session – therefore we recommend you start as soon as possible. This can take up to 6 hours to complete depending on your learning style.**

Your trainer/DSO will be in touch in due course to confirm the date, time, and contact details for the 'gathering' that takes place at the end of the course. Any queries regarding the course should be addressed to them.

In the meantime, you will receive an email from "info@theologyx.com" like the one below;

> Dear student,
>
> You have been invited to join Creating Safer Spaces - Advanced Module at www.theologyx.com by a member of the course staff.
>
> To finish your registration, please visit https://courses.theologyx.com/register and fill out the registration form making sure to use xxxx@gmail.com in the E-mail field.
> Once you have registered and activated your account, you will see Creating Safer Spaces - Advanced Module listed on your dashboard.
>
> ----
> This email was automatically sent from www.theologyx.com to xxxx@gmail.com

A number of people have been confused by the requirement for a Public Username.
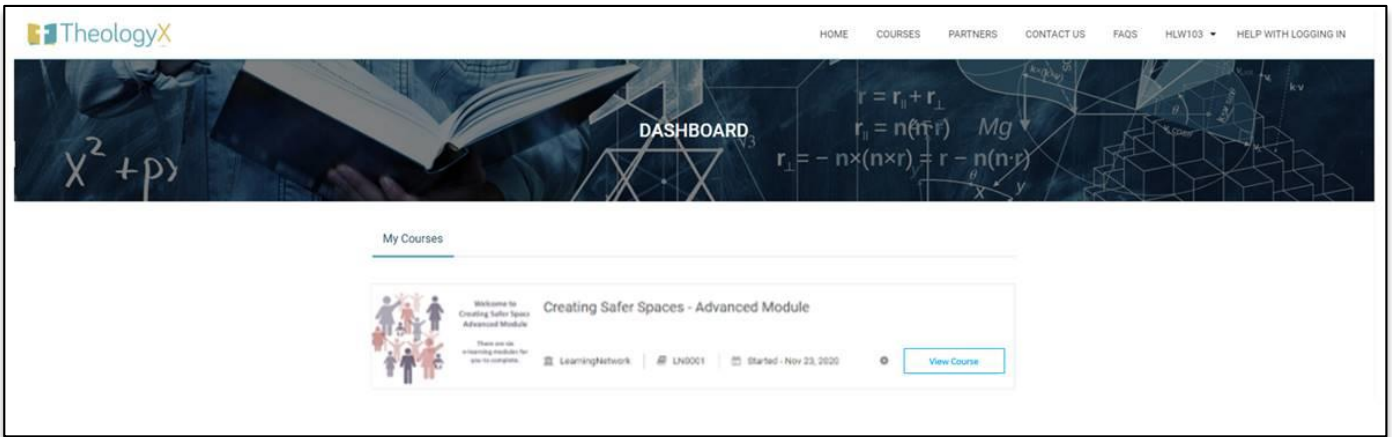
This is part of the TheologyX system and has to be in place, even though it is not a feature we are currently using. The username simply provides a way by which you can be identified without giving out personal details.

Usernames must be unique so it is unlikely, for example, that Susan will be available. However, you could use your first name plus a number eg: Xxxx23.

It is important to note that there are no spaces in your username, if you feel you really need a gap consider using a hyphen (-) or the underscore (_) character instead.

Once you have followed the instructions above you will be able to log onto TheologyX,

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Click on the dropdown arrow to the right of your username (see HLW103, circled in **blue** above), then click on Dashboard (circled in **red**) this will take you to the dashboard where you can select the course as below;

DASHBOARD

My Courses

Creating Safer Spaces - Advanced Module

🏛 LearningNetwork | 🎓 LN0001 | 📅 Started - Nov 23, 2020   ⚙   View Course

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If you click on **'View Course'** you will then be into the course.

For advice/help please contact your trainer (DSO), we the admin team are only sending this email to start the process.

| **7. Administrator**

Check that participants booked for a Gathered session have completed e-learning.
Update Trainers.
Send out Zoom reminder. | Local administrators will be able to access information, via the AM (online) administrator, about who has completed the online element of the course. This information will be required by Districts/DSOs before a Gathered session, as it is a prerequisite of attendance.

A Zoom reminder should be sent out including a reminder that they will need have their workbook to hand plus a reminder about telling a story (and subjects). |

| **8 DSO/Trainers**

Deliver Gathered Session | Deliver the gathered session as per trainers Notes, answering any outstanding questions from participants

Keep a record of attendance. |

| **8 Participant**

Attend Gathered Session | |

| **9. Administrator**

Issue Certificates
Gather feedback
Update District records | Following the gathered session, check that all participants attended before issuing certificates.

Certificates (in PDF format) will be sent out online after the Gathered session unless there is a specific request for a hard copy certificate. District training records should be updated in line with local arrangements. |

10. DSO/Trainers **Reflect on feedback**	Those involved in delivery of the Gathered Sessions should read and reflect on the feedback from participants. Is there anything about your deliver of the connexional material that you may need to do differently as a result of the feedback? Is there anything to feedback to the Connexional Safeguarding Team Training lead?

It is advised that some 3 month follow up takes place locally, to check if the learning has been embedded and impacted on participant's behaviours and practice.