

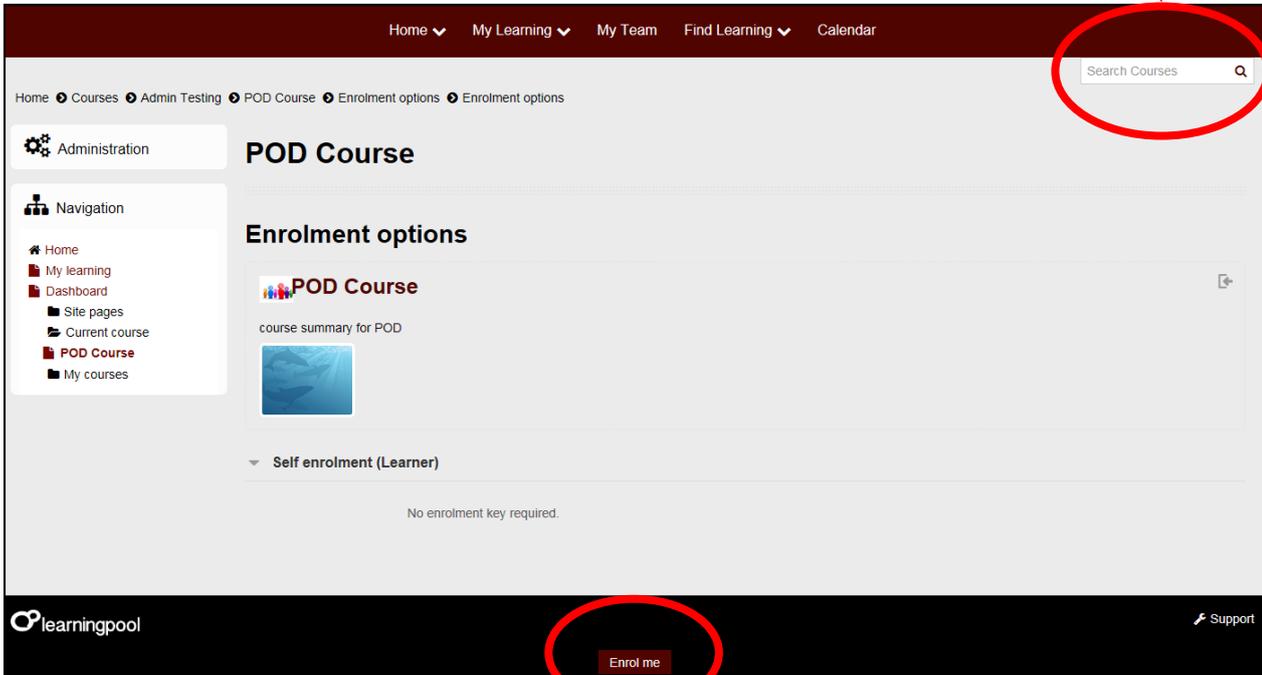


In this Guidance you can find information about the following procedures

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<b>Booking onto a Course with No Cost</b> <i>Note: If the course has no cost you do not require the application to be approved on the POD by your Manager, however you must ensure you are eligible and permitted to apply/attend prior to booking.</i>	<b>Page</b> <b>4</b>
<b>Cancelling a Booking</b> <i>Note: Managers cannot cancel a booking that YOU have made.</i>	<b>Page</b> <b>6</b>
<b>Declaring Interest in a Course</b> <i>You would use this procedure when you are interested in attending a course but the available dates are unsuitable for you.</i>	<b>Page</b> <b>7</b>
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<b>Employee Alerts</b> <i>You would use this procedure when you want to check Alerts and /or application status</i>	<b>Page</b> <b>10</b>

## Employee Booking onto a Course with a Cost

1. Log into **POD** (Learning Management System) at <http://barnsley.learningpool.com>
2. Enter the course name in the **Search Bar** (top right hand side of the screen) and select the course from the search result.  
Select the course title to open the course.
3. If the screen below is displayed then scroll to bottom and select **Enrol Me**.



4. Select **View all events** to display **ALL** available dates.

Date	Time	Room	Seats available	Status	Options
23 July 2017	9:30 AM - 4:30 PM	Training Room Town Hall (Room details)	5	Booking open	Sign-up
23 August 2017	9:30 AM - 4:30 PM	Training Room Town Hall (Room details)	5	Booking open	Sign-up

[View all events](#)

5. The course details will now be displayed with the dates.

Continued on the following page...

6. If your Manager has **not** been allocated here then select the name of your manager via **Choose manager**  
The **Select Manager** window will open, as shown below

There are required fields in this form marked \*.

Manager  Delete **Choose manager**

**Requests for session organiser**

**Special Requirements**

**Note:**  
If your Manager's name shows here do not delete/change it!

Test - File **Request approval** **Cancel**

### Select manager

Browse Search

Search  Search

- Select the Search tab
- Start typing in the name of your manager
- Select your managers name from the list that appears
- Select OK

7. Select **Request approval**

**The process is now complete for you.**

You should receive a confirmation email .

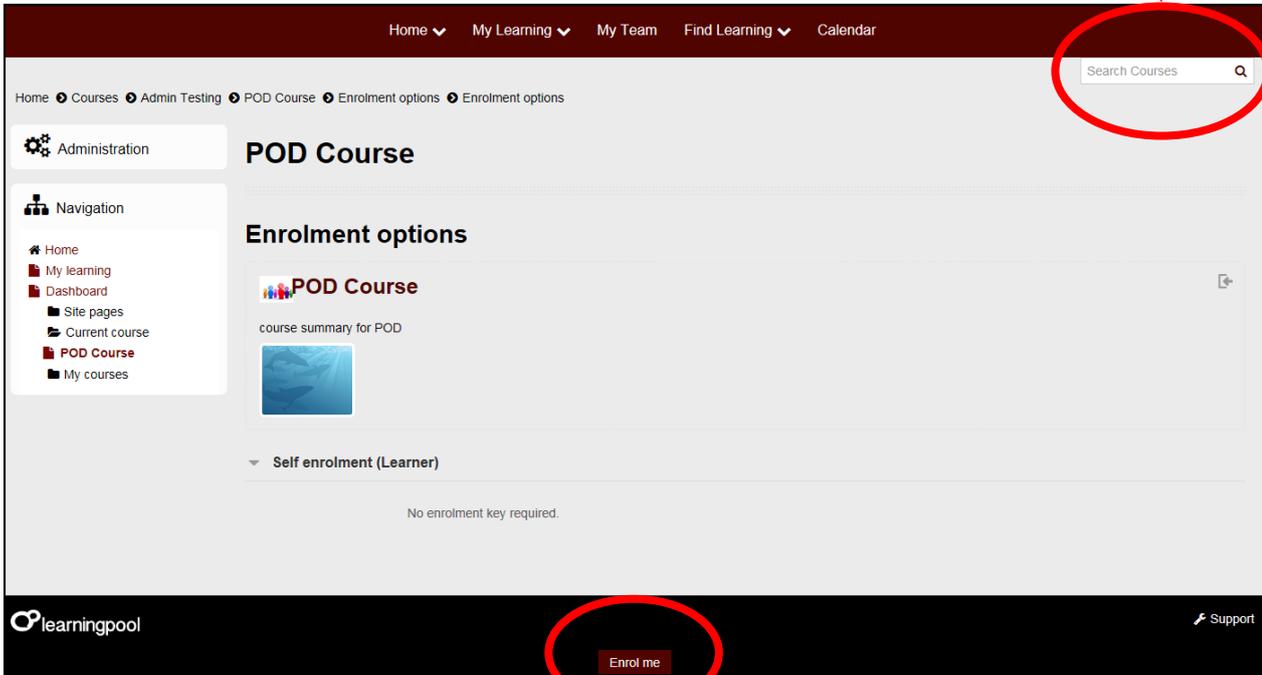
***The application requires electronic approval from your manager (via the POD system) if the course has a cost attached to it .***

They will receive a system generated email alerting them about the application.

**If the course has no cost you must ensure you are eligible and permitted to apply/attend prior to booking.**

## Employee Booking onto a Course with No Cost

1. Log into **POD** (Learning Management System) at <http://barnsley.learningpool.com>
2. Enter the course name in the **Search Bar** (top right hand side of the screen) and select the course from the search result.  
Select the course title to open the course.
3. If the screen below is displayed then scroll to bottom and select **Enrol Me**.



4. Select **View all events** to display **ALL** available dates.

Date	Time	Room	Seats available	Status	Options
23 July 2017	9:30 AM - 4:30 PM	Training Room Town Hall (Room details)	5	Booking open	Sign-up
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**View all events**

5. The course details will now be displayed with the dates.  
Select your date and under **Options** select **Sign-up**.

Continued on the following page...

6. Scroll down the screen to **Self authorisation** to read the **Terms and Conditions** (*click on the wording to open the text*) then tick the box to agree.

**Note: If the course has no cost you do not require the application to be approved on the POD by your**

There are required fields in this form marked \*.

**Self authorisation\***  By checking this box, I confirm that I have read and agreed to the Terms and conditions (opens a new window).

Requests for session organiser

Special Requirements

There are required fields in this form marked \*.

**Self authorisation\***  By checking this box, I confirm that I have read and agreed to the Terms and conditions (opens a new window)

### Self Approval Terms and Conditions

By checking the box you confirm that permission to sign up to this course has been granted by your manager.

Falsely claiming that approval has been granted can result in non-admittance and further action.

Close

**Tick to confirm your manager is aware of this booking, and if shown, please ensure the above assigned manager is correct.\***

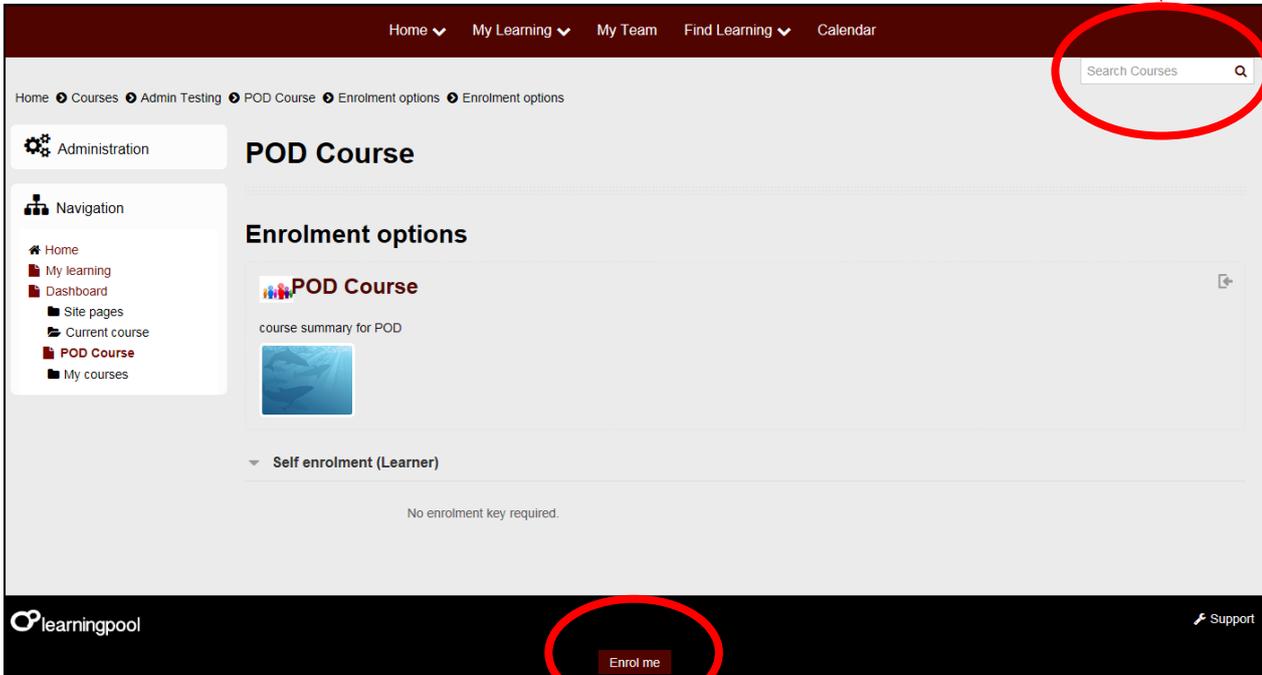
7. Select the tick box to confirm your managers agreement then select **Agree and Submit** at the bottom of the screen.

Agree and submit Cancel

The process is now complete.

## Employee Cancelling a Course

1. Log into **POD** (Learning Management System) at <http://barnsley.learningpool.com>
2. Enter the course name in the **Search Bar** (top right hand side of the screen) and select the course from the search result.  
Select the course title to open the course.
3. If the screen below is displayed then scroll to bottom and select **Enrol Me**.



4. The cancel booking page will display the booking details.

Date	Time	Room	Seats available	Status	Options
23 July 2017	9:30 AM - 4:30 PM	Training Room Town Hall (Room details)	5	Requested	More info Cancel booking
23 August 2017	9:30 AM - 4:30 PM	Training Room Town Hall (Room details)	5	Booking open	Sign-up

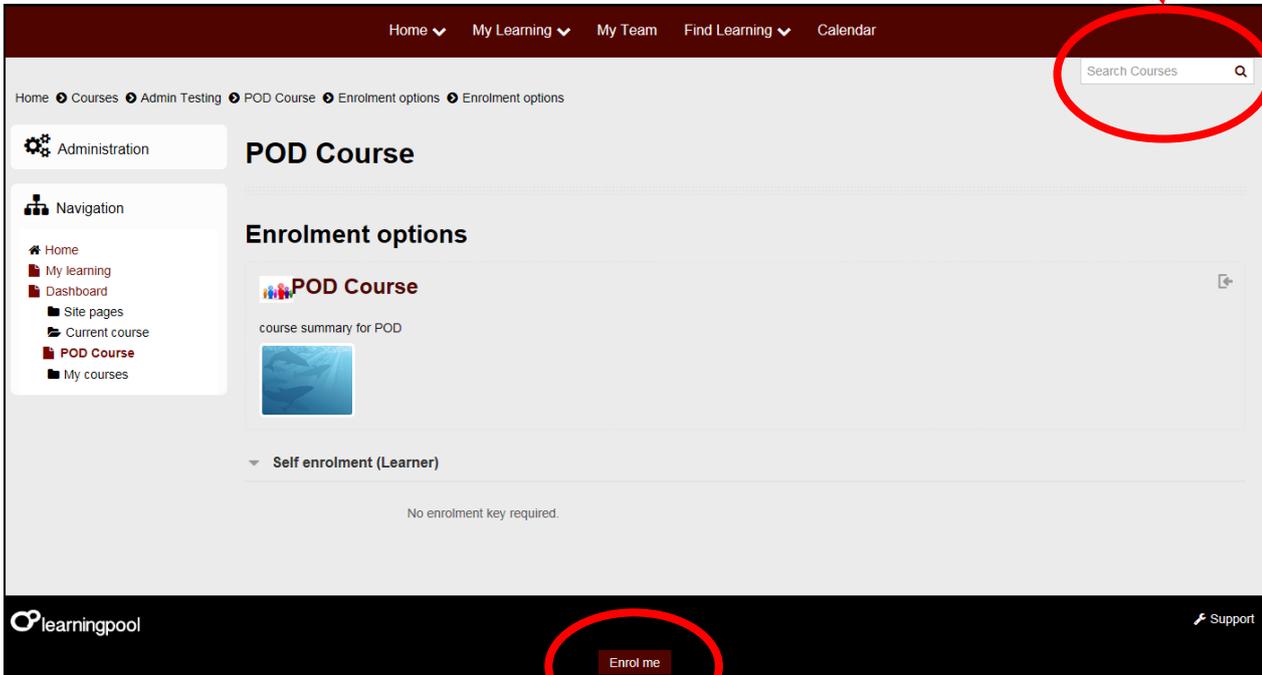
[View all events](#)

5. The course details will now be displayed with the dates.  
Select your date and under **Options** select **Cancel booking**.  
Do you want to continue to cancel the booking select **Yes** or **No** at the bottom of the screen.

The process is now complete.

## Employee Declaring Interest on a Course

1. Log into **POD** (Learning Management System) at <http://barnsley.learningpool.com>
2. Enter the course name in the **Search Bar** (top right hand side of the screen) and select the course from the search result.  
Select the course title to open the course.
3. If the screen below is displayed then scroll to bottom and select **Enrol Me**.



4. The course details will now be displayed with the dates.



5. The Declare interest page will open.  
Complete the **Reason for interest** section and select **Confirm**.

### Declare interest in Dolphin Session

A **dolphin pod** is a group of **dolphins**. **Dolphins** are social creatures and they go hunting and protecting each other. Sometimes **pods** join temporarily in places with

**You can declare an interest in Dolphin Session in order to be become available in existing events.**

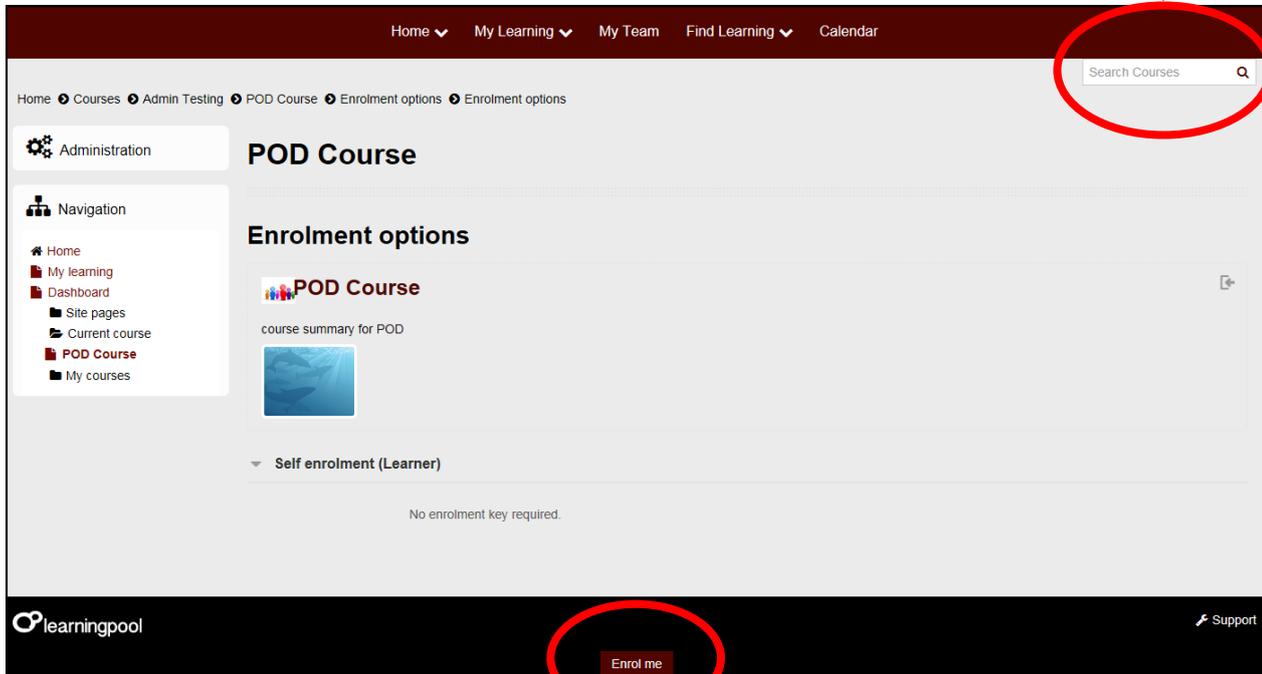
**Reason for interest:**

**Confirm** **Cancel**

The process is now complete.

## Employee Booking onto a Course Waiting List

1. Log into **POD** (Learning Management System) at <http://barnsley.learningpool.com>
2. Enter the course name in the **Search Bar** (top right hand side of the screen) and select the course from the search result.  
Select the course title to open the course.
3. If the screen below is displayed then scroll to bottom and select **Enrol Me**.



4. Select **View all events** to display **ALL** available dates.  
The course details will now be displayed with the dates.

Date	Time	Room	Seats available	Status	Options
6 August 2017	10:00 AM - 12:00 PM	Room 14 Town Hall (Room details)	7	Sign-up period not open	Sign-up unavailable
7 August 2017	10:00 AM - 12:00 PM	Room 14 Town Hall (Room details)	0	Booking full	Join waitlist

[View all events](#)  
[Declare interest](#)

5. If the course has no availability select **Join waitlist** to be added to the waiting list.  
You will receive an email confirmation notification.

7 August 2017	10:00 AM - 12:00 PM	Room 14 Town Hall	0	Wait-listed	<a href="#">More info</a> <a href="#">Cancel waitlist</a>
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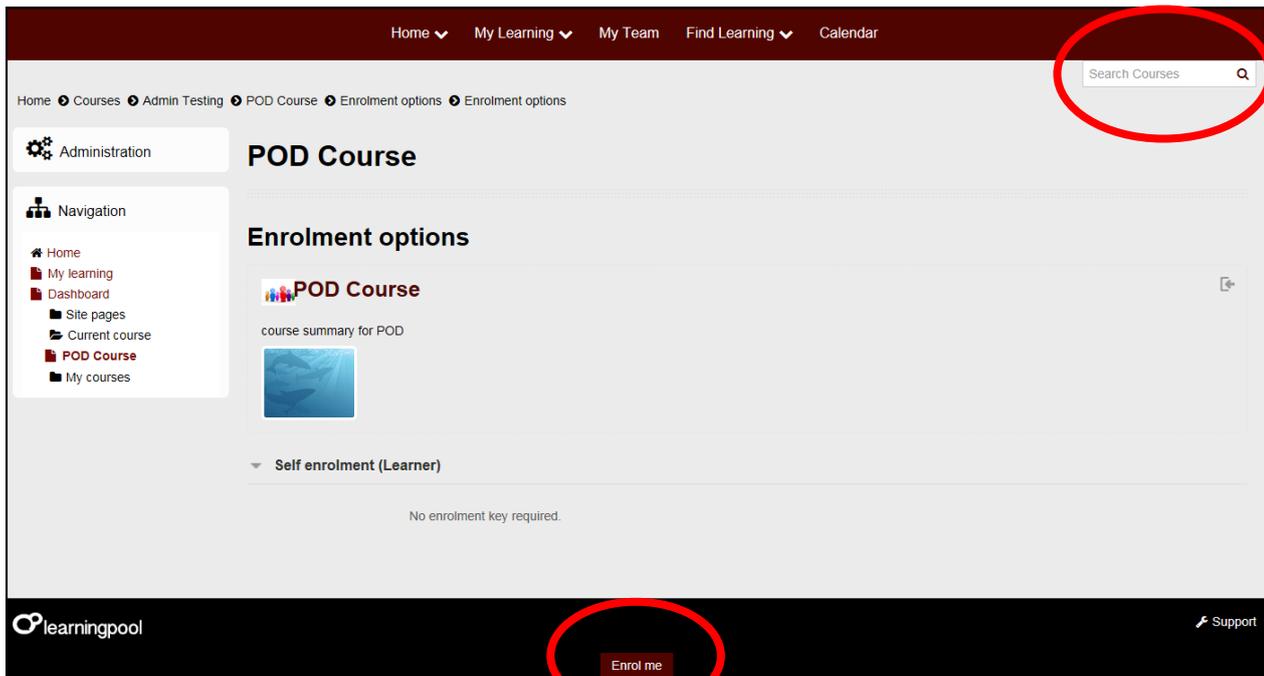
6. To cancel your place on the waiting list repeat the process to step 4 then select **Cancel waitlist**

**The process is now complete.**

## Employee Checking the Status of an Application

Alternative process-see 'Employee Alerts'

1. Log into **POD** (Learning Management System) at <http://barnsley.learningpool.com>
2. Enter the course name in the **Search Bar** (top right hand side of the screen) and select the course from the search result.  
Select the course title to open the course.
3. If the screen below is displayed then scroll to bottom and select **Enrol Me**.



4. The course details will now be displayed with the dates.  
Select **View all events** to display **ALL** available dates.

Date	Time	Room	Seats available	Status	Options
23 July 2017	9:30 AM - 4:30 PM	Training Room Town Hall (Room details)	5	Requested	More info Cancel booking
23 August 2017	9:30 AM - 4:30 PM	Training Room Town Hall (Room details)	5	Booking open	Sign-up

**View all events**

5. Under the **Status** column you will see the position of your application.  
Select your date and under **Options** select **Cancel booking**.

The process is now complete.

# Employee Alerts

Alternative process-see 'Checking the Status of an Application'

1. Log into **POD** (Learning Management System) at <http://barnsley.learningpool.com>
2. Select **My Learning** from the menu at the top of the screen.

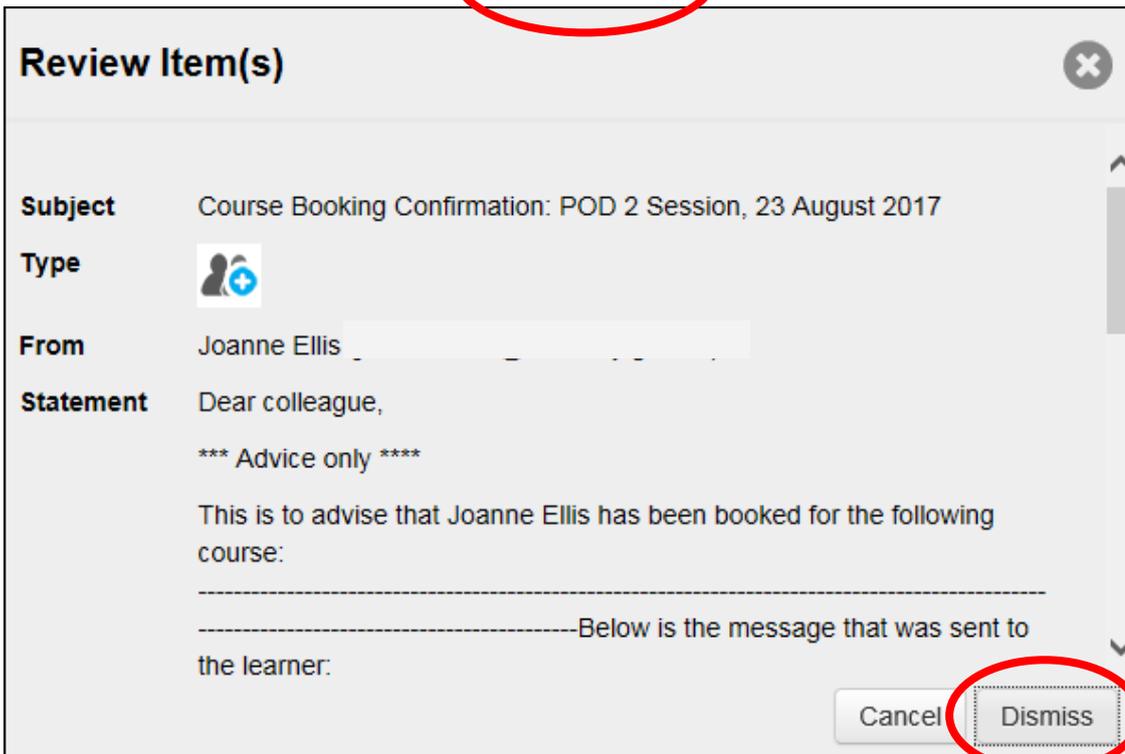
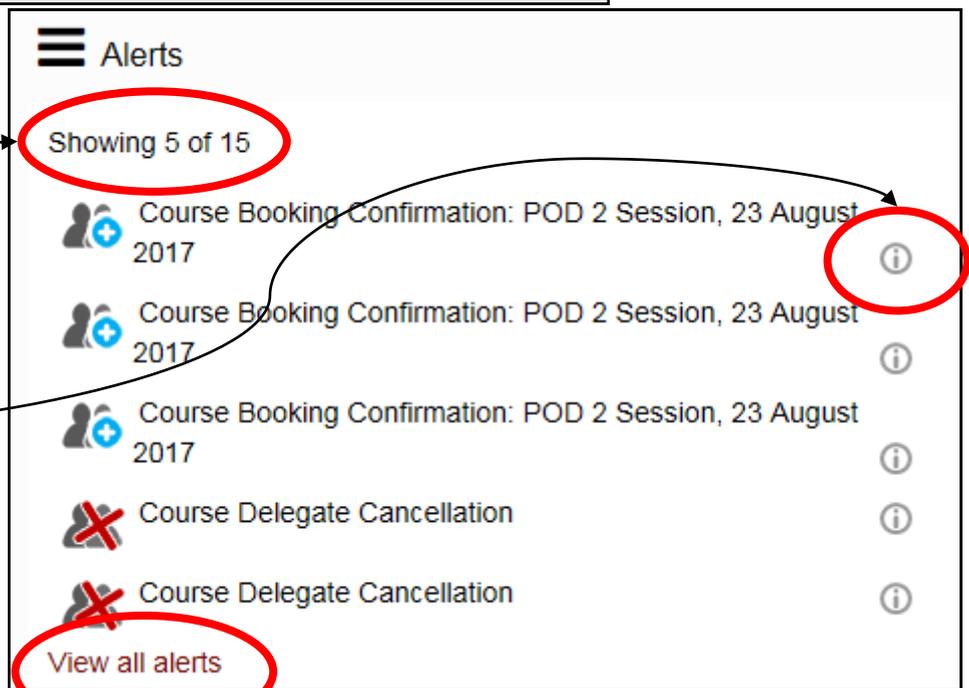


3. The **Alerts** block will be displayed.

The number of alerts displayed is shown.

Select **View all alerts** to display more details.

4. Select the 'information' icon to review the details of the alert



Scroll here to review all details.

5. Select **Dismiss** to delete the alert.

The process is now complete.