

# ICS Academy Exchange - Oliver McGowan Training

## Introduction

The ICS Academy Exchange is a learning management system and a repository of learning resources that has been created as a shared resource for the workforce of the Herefordshire and Worcestershire Integrated Care System.

As such, the Oliver McGowan Mandatory Training e-learning package and the face-to-face virtual sessions are being hosted on the ICS Academy Exchange and can be accessed by the Herefordshire and Worcestershire Integrated Care System workforce.

## Accessing the ICS Academy Exchange

1. The ICS Academy Exchange can be accessed from this link from any device.

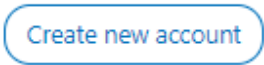
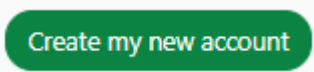
<https://icsacademyexchange.totaracloud.com/>

Or by scanning this QR Code.



## Creating a user Account

To access the Oliver McGowan training courses, you will be required to create a user account for the ICS Academy Exchange.

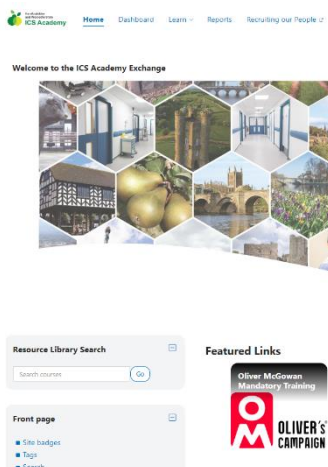
1. From the login screen click on the Create new account button. 
2. Next complete the mandatory fields highlighted with a red asterisk.
3. **Note:** you are creating your own user name which can be anything of your choice but could for example be joanna.smith or it could be your email address.
4. **Note:** if you work for an NHS organisation you also need to choose your organisation identifier as ESR assignment number and then enter your unique ESR assignment number.
5. **Note:** If your organisation is not listed, please contact [hwicb.icsacademy@nhs.net](mailto:hwicb.icsacademy@nhs.net)
6. Once you have completed all the sections click on Create my new account and begin accessing resources. 

# Course Enrolment


## Course Search

You can find the Oliver McGowan course from the following places.

- Featured link on the home page.
- From the Learn menu link and Find Learning.
- Resource Library Search.



1. From the Find Learning link or the Resource Library search enter Oliver McGowan in the search box or look through the list of resources.
2. Once located click on the course icon. Then choose either Tier 1 or the Tier 2 option from the list.

 Oliver McGowan Mandatory Training Tier 1 e-Learning and Virtual Sessions

## Oliver McGowan Training Course Enrolment

1. The Enrol me button will now be displayed.

2. Click on the Enrol me button.

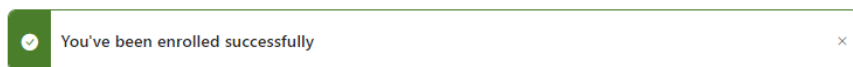
▼ Self enrolment (Learner)

No enrolment key required.

Enrol me

3. The You've been enrolled successfully message will now appear.

4. You can now begin the course.



## Oliver McGowan Training Tier 1 e-Learning

1. To undertake the Oliver McGowan Training Tier 1 e-learning click on the link.

2. Undertake the e-learning, ensuring you complete all of the sections.

3. Once completed and the window is closed you will return to the ICS Academy Exchange.

4. A tick will now show in the e-learning section to indicate the e-learning has been completed

### Tier 1 e-Learning

The Oliver McGowan e-Learning module is your first step to completing your Tier 1 training. Once you have undertaken the e-learning please book onto one of the virtual one hour sessions to complete the Tier 1 training.

Please click on the link below to begin your Oliver McGowan e-learning.

 [Oliver McGowan Mandatory Training Tier 1 e-learning](#)



## Pre-course questions

1. If you have any questions to ask the trainers prior to attending your face-to-face virtual session. Please complete the, if you have any pre course questions please add them here, section.
2. These questions will be sent to the training trios ahead of the booked virtual session.

## Tier 1 – One Hour Virtual Session

1. To book onto a one-hour virtual sessions, click on the Sign-up button next to the appropriate date.

### Tier 1 - One Hour Virtual Session

This is the Oliver McGowan Tier 1 one hour virtual training session. Please ensure you have completed your e-learning module before booking onto this session.

If you have any problems with this booking please contact the ICS Academy team at [Contact Us](#)

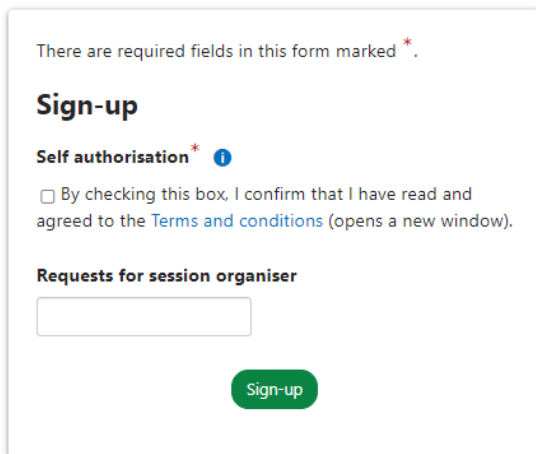
 [Oliver McGowan Training Tier 1 - 1 Hour Virtual Training Session](#)

After completing your e-learning please book on to the 1 hour virtual training follow up session with a trainer.

Event status	Seats available	Session times	Rooms	Facilitators	Actions
Upcoming Booking open	18	29 September 2023, 11:00 AM - 12:00 PM <small>Timezone: Europe/London</small>	Tier 1 1 hour meeting	Trio 1	<a href="#">Sign up</a>



2. After clicking on Sign up you will be asked to confirm the Terms and Conditions. This to confirm that you have completed the Oliver McGowan Tier 1 e-Learning course before booking onto a virtual session.
3. You can also add here any special requests to the organisers of the training.
4. After you have confirmed by checking the box click on Sign-up.



There are required fields in this form marked \*.

### Sign-up

**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**

**Sign-up**

5. You will now see a Booked confirmation message.
6. An email confirmation message and the link to the virtual session will also be sent automatically to your inbox.

## Tier 2 – Face to Face in person Training Sessions

1. To book onto a face-to-face session, click on the Sign-up button next to the appropriate date.



Upcoming Booking open	1 / 25	7 March 2024, 9:30 AM - 4:00 PM Timezone: Europe/London	TBC	Trio 2	Upcoming	Sign up	...
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2. If you have any requests for the session organiser please enter them here, then click on Sign-up.
3. Next you will receive an email notification with the course details, location and any other information about the day.

## Course Cancellation

1. To cancel your course booking or change the date of your booked session, click on Learn from the menu at the top of the screen and choose record of learning.
2. Click on the Oliver McGowan Mandatory training tier 1 and virtual sessions link or your tier 2 face session.

3. Here you will see your booked session.

Event status	Seats available	Session times	Rooms	Facilitators	Actions
 Booked Upcoming Booking open	17	29 September 2023, 11:00 AM - 12:00 PM Timezone: Europe/London	Tier 1 1 hour meeting	Trio 1	


4. Click on the Sign-up button.

5. Now choose Cancel Booking  
and then click on the Cancel  
booking button.

**Cancel booking** ×

Are you sure you want to cancel your booking to this event?

**Cancellation note**



6. If you would like to sign up to another session, click on the Sign-up button and complete the process again.