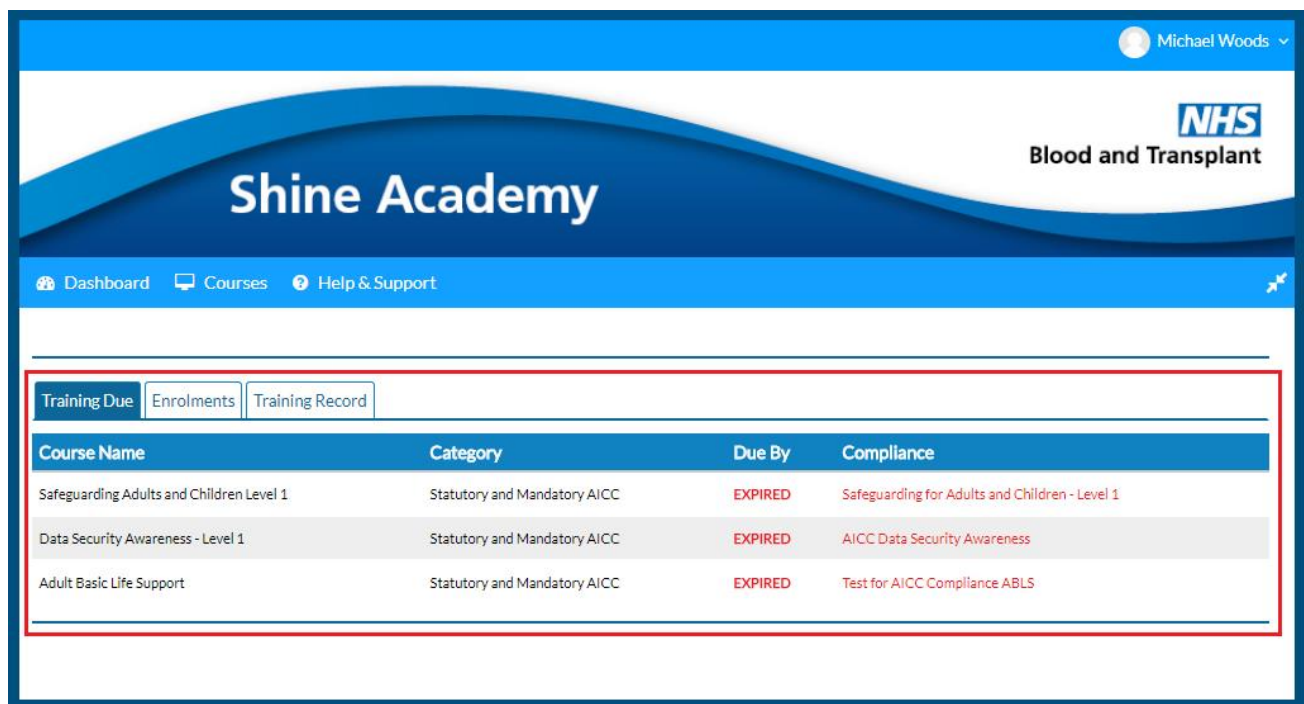


This guide covers how users can complete their training on Shine Academy.

For basic details of logging in and navigating, see the Shine Academy Tour video.

## Completing your training

When you log into Shine Academy you can immediately see if you have any outstanding mandatory training courses as they will show in the **Training Due** tab as **Expired**.



To complete any of these courses, click on the course name to go to the course page.

You may need to click an **Enrol Me** button if this is the first time you have visited the course page. If you see a message saying "You cannot enrol yourself on this course.", raise a query on [HR Direct](#).

## Completing your training

### **Governance, Quality and You**

The following three modules should be completed to update your Governance, Quality and You compliance:

- Business Continuity
- Information Governance
- Patient and Donor Safety and Quality Awareness

Please complete [all 3 modules](#) to become compliant with Governance Quality and You training.

If you are accessing this e-Learning for the first time please work through the content and complete the e-Assessment at the end. If you are taking this course as a refresher you can skip straight to the e-Assessment.

#### Topic 1

**Business Continuity:** This relates to our capability to deliver our products and services following a disruptive incident. We call these 'Critical Incidents'. In this course you will be provided with the guidance needed to help you know what to do in the event of a critical incident.



Business Continuity v2.0Jan19

#### Topic 2

Read the instructions carefully on the course page – each course has different requirements. You will typically be required to work your way down the course page completing a series of modules.

To start a module, click on the module name.

When you reach the end of a module, make sure you follow the instructions for exiting the module. If you exit a module incorrectly your score may not be recorded.