

# Learning Zone

## User Guide

The screenshot displays the Hillingdon Learning Zone user interface. At the top, there is a navigation bar with icons for Home, My Learning, Find Learning, Calendar, and FAQ's. The Hillingdon London logo is positioned in the top right corner. A large blue banner with the text "Learning Zone" and a background image of a diverse group of people is featured below the navigation. A search bar labeled "Search Courses" is located on the right side of the banner. Below the banner, the dashboard is titled "Dashboard External" and contains six main content tiles: "First Aid" (with a first aid kit icon), "Health and Safety" (with a first aid kit icon), "eLearning" (with a computer monitor icon), "Schools/SEND" (with a graduation cap icon), "LSCB" (with a heart icon), and "Fostering" (with a person icon). A "Shopping Basket" widget on the right indicates "Your basket is empty". A small upward-pointing arrow icon is visible in the bottom right corner of the dashboard area.

This guide will take you through how to book a place onto a session, view booked sessions and cancel bookings.

The web address for the new style Learning Zone has not changed – <http://hillington.learningpool.com>

For ease of use, please bookmark this page or add it to your favourites on your device so that you can access it easily.

Please contact [learninganddevelopment@hillington.gov.uk](mailto:learninganddevelopment@hillington.gov.uk) if you require any support with the Learning Zone.

Page Number	Topic
Page 3	Accessing the site
Page 3	Resetting your username or password
Page 5	Searching for a course
Page 11	Making payment for courses
Page 18	Signing up to a session
Page 21	Viewing your bookings
Page 22	Cancelling a booking
Page 26	Accessing certificates

The link <http://hillington.learningpool.com> will take you to the login page where you will need to enter your username (email address) and your password.

You can also access the site from the [hillington.gov.uk](http://hillington.gov.uk) website and click on Residents > Schools and Learning> Adult Learning > Learning and Development and then select Learning Zone

Forgotten passwords and usernames can be re-set by clicking the **Forgotten your username or password** link (circled below in red)



Once logged in to the site, you will be taken to the Learning Zone home page / dashboard.

From here you can search for courses, view your bookings and view your profile (fields circled in red below)

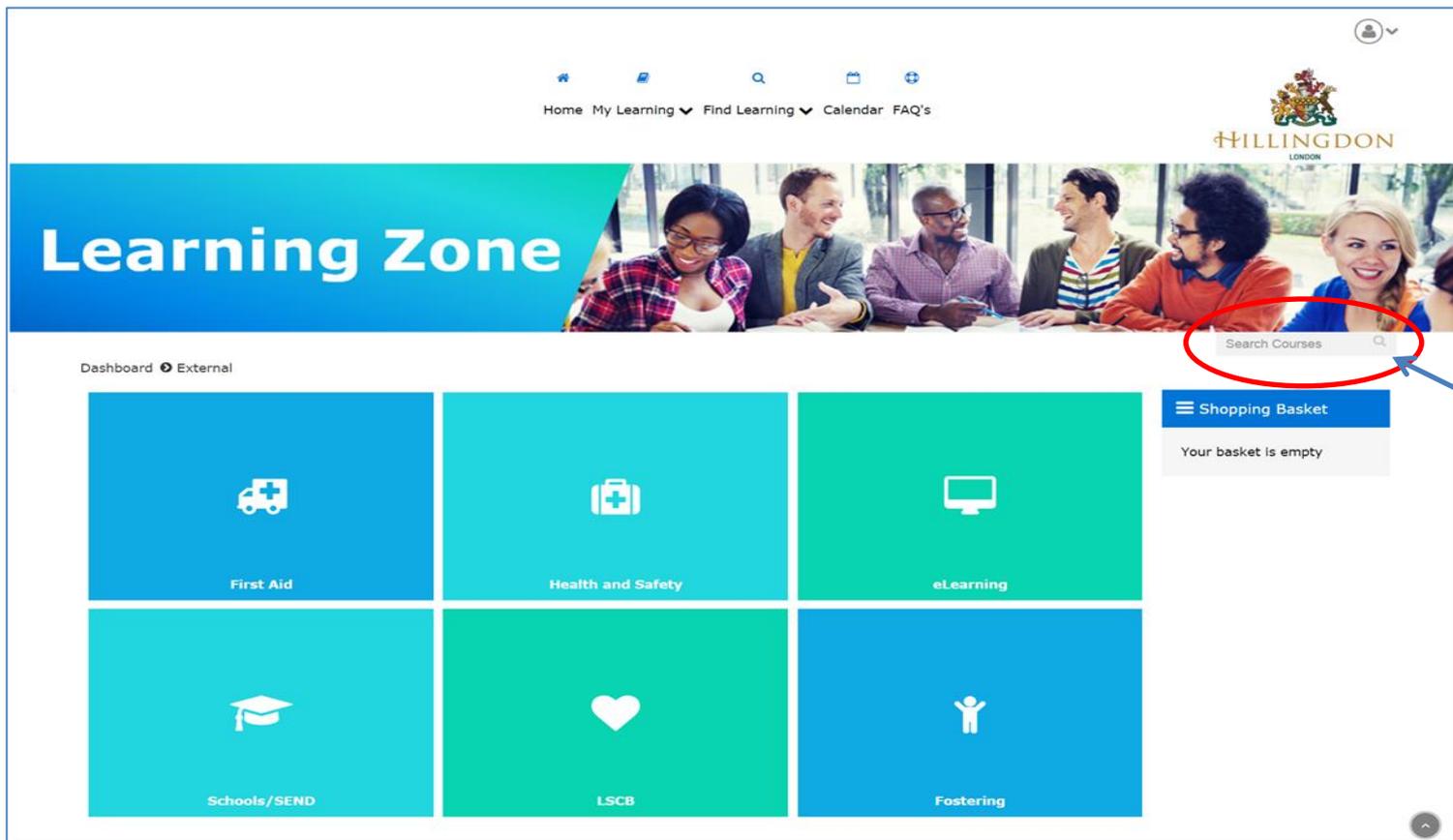
The screenshot displays the Hillingdon Learning Zone dashboard. At the top right, a user profile icon is circled in red. Below it, the navigation menu includes 'Home', 'My Learning', 'Find Learning', 'Calendar', and 'FAQ's', with 'My Learning' circled in red. The Hillingdon London logo is positioned to the right of the navigation. A large banner image shows a group of diverse people in a meeting, with the text 'Learning Zone' overlaid on the left. Below the banner, a search bar labeled 'Search Courses' is circled in red. The dashboard is titled 'Dashboard External' and features a grid of six course categories: 'First Aid', 'Health and Safety', 'eLearning', 'Schools/SEND', 'LSCB', and 'Fostering'. On the right side, a 'Shopping Basket' widget indicates 'Your basket is empty'. A small upward arrow icon is visible in the bottom right corner.

## Searching for a course

There are different ways to search for a course. The search options are quick and easy to Use.

### Course search box – free type

This is a quick and easy search if you know part of the course title. In the course search box on the right of the homepage, enter part of the course title; for example 'swimming' and then click the magnifying glass image (circled in red below)



The screenshot shows the Hillingdon Learning Zone homepage. At the top, there is a navigation bar with links for Home, My Learning, Find Learning, Calendar, and FAQ's. The Hillingdon London logo is visible in the top right. A large blue banner with the text 'Learning Zone' is prominently displayed. Below the banner, there is a 'Search Courses' input field with a magnifying glass icon, which is circled in red. To the right of the search field is a 'Shopping Basket' section indicating 'Your basket is empty'. The main content area features a grid of six colored tiles representing different course categories: First Aid, Health and Safety, eLearning, Schools/SEND, LSCB, and Fostering.

Free type part of the course title and click on the magnifying glass

You will then be shown all courses that contain the text that you entered in the course search field.

The screenshot shows a web interface for searching courses. At the top, there is a navigation bar with icons for Home, My Learning, Find Learning, Calendar, and FAQ's. The Hillingdon London logo is on the right. A search bar contains the text 'swimming' and a 'Go' button. Below the search bar, the breadcrumb trail reads 'Dashboard > Courses > Search > swimming'. The search results are titled 'Search results: 2' and list two courses:

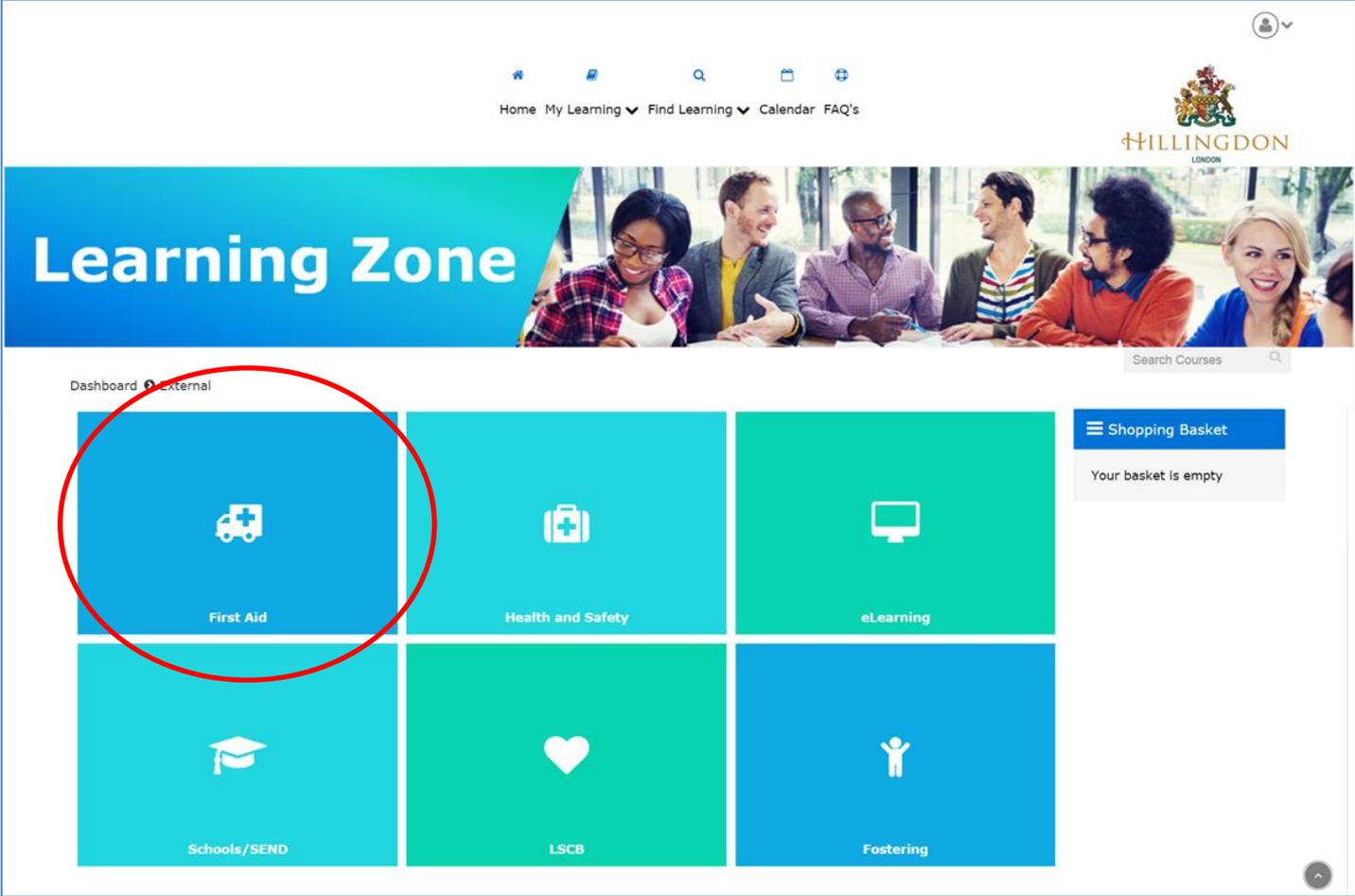
- National Curriculum Swimming - Aquatic Skills of School Swimming (Module 2)**  
Upon successful completion of the course teachers will be deemed 'competent' to plan, deliver and evaluate a whole school swimming programme. i.e. to be a Lead Teacher.  
**This course is open to staff in Primary and Junior schools**  
Category: Schools / SEND
- National Curriculum Swimming - Fundamentals of School Swimming (Module 1)**  
The one day course will be a combination of a theory session to be held at St Swithun Wells RC Primary School and a practical session at Highgrove Pool.  
**This course is open to staff in Primary and Junior schools**  
Category: Schools / SEND

At the bottom of the search results area, there is another search bar with 'swimming' and a 'Go' button. The footer of the page features the 'learningpool' logo on the left and a 'Support' link on the right.

## Category search

Click on the boxes on the front page to view the courses on offer under these category areas.

For example, click on the First Aid box to return a list of all the first aid courses (see next page for an example)



The screenshot displays the Hillingdon Learning Zone website interface. At the top, there is a navigation bar with links for Home, My Learning, Find Learning, Calendar, and FAQ's. The Hillingdon London logo is visible in the top right corner. Below the navigation bar is a large blue banner with the text "Learning Zone" and a background image of a diverse group of people. A search bar labeled "Search Courses" is located on the right side of the banner. Below the banner, there is a grid of six category boxes: "First Aid" (circled in red), "Health and Safety", "eLearning", "Schools/SEND", "LSCB", and "Fostering". A "Shopping Basket" section on the right indicates that the basket is empty. The user's profile icon is visible in the top right corner.

You will then have a list of all the courses within that category. For all courses that hold a cost, details of the costs and available dates will also be visible.

### Emergency First Aid Awareness

To equip the attendee with the essential skills required in an emergency situation and to gain an understanding of how and when to activate the emergency services.

### Emergency Paediatric First Aid - Level 3 - 1 day

The Level 3 Award in Emergency Paediatric First Aid qualification is a one unit, one day course that will enable successful candidates to act as a first aider.

**This course is aimed at those with responsibility for the welfare of children**

For full course information please [click here](#)

**The following costs apply to this programme:**

- £65 External companies/Schools not purchasing L&D or H&S SLA
- £52 Schools purchasing L&D or H&S SLA
- Free - LBH Staff and Foster Carers

**Dates available:**

22nd May 2017 - 09:30 till 16:30  
26th June 2017 - 09:30 till 16:30  
19th July 2017 - 09:30 till 16:30  
6th September 2017 - 09:30 till 16:30  
18th October 2017 - 09:30 till 16:30  
1st November 2017 - 09:30 till 16:30  
15th December 2017 - 09:30 till 16:30  
27th February 2018 - 09:30 till 16:30  
21st March 2018 - 09:30 till 16:30

### First Aid at Work Level 3 Award

The Level 3 Award in First aid at work qualification is a 2 unit, 3 day course that will enable successful candidates to act as a first aider in the workplace. The Award is gained by various assessment methods which include activities, written test papers and practical assessments based on the following units:

Unit 1 = Emergency First Aid in the Workplace  
Unit 2 = Recognition and Management of Illness and Injury in the Workplace

For full course information please [click here](#)

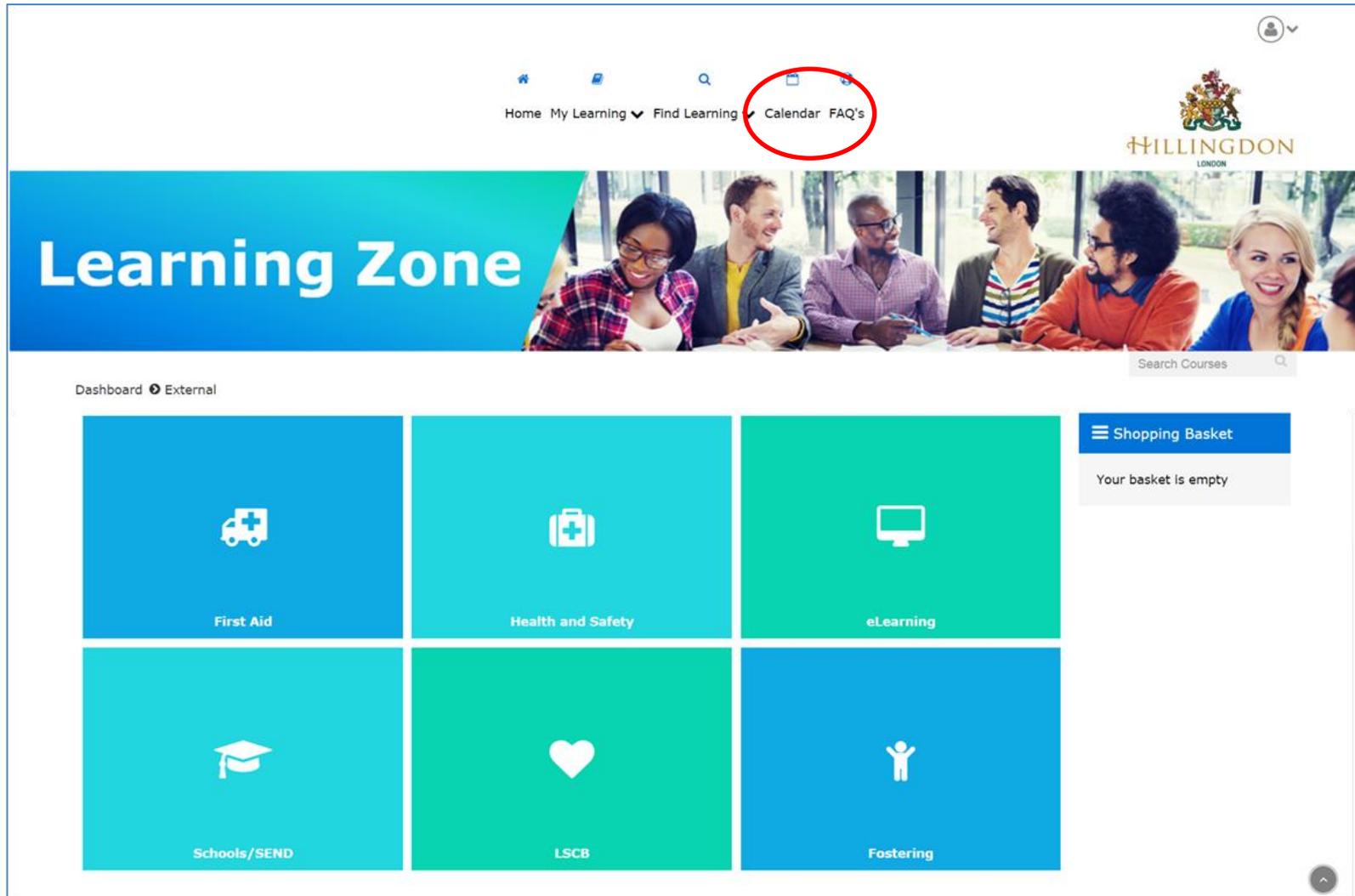
**Course costs:**

The following costs apply to this programme:

- £199.00 - External companies / Schools not purchasing L&D or H&S SLA
- £159.20 - Schools purchasing L&D or H&S SLA

## Calendar view

If you know the date of the course you are interested in, you can click on the calendar option (circled in red) this will provide you with a calendar view.



The screenshot displays the Hillingdon Learning Zone website interface. At the top, a navigation menu includes links for Home, My Learning, Find Learning, Calendar, and FAQ's. The 'Calendar' link is highlighted with a red circle. To the right of the navigation menu is the Hillingdon London logo and a user profile icon. Below the navigation menu is a large blue banner with the text 'Learning Zone' and a photograph of a diverse group of people sitting around a table. Underneath the banner, there is a search bar labeled 'Search Courses' and a 'Dashboard External' link. The main content area features a grid of six service tiles: First Aid, Health and Safety, eLearning, Schools/SEND, LSCB, and Fostering. On the right side, there is a 'Shopping Basket' section indicating that the basket is empty. A small upward arrow icon is visible in the bottom right corner of the page.

Hover over a date to bring up a list of what is running on that day. Click on the relevant course to see more information.

**Monthly View**

**MARCH 2017**

Mon	Tue	We	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**Tuesday, 18 April events**

- Signalong Foundation Course
- Emergency first aid at work Level 2 Award

**MAY 2017**

Mon	Tue	We	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Calendar**

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**Signalong Foundation Course**

Signalong Foundation Course 18 April 2017, 8:00 - 16:00

**Duration**  
23:00:00

**Event date/time**  
31 January 2017, 15:30 - 18:30

**Duration**  
3 hours

**Room**  
St Martin's CofE School  
Rowan Road, West Drayton UB7 7UT  
(Room details)

**Event date/time**  
7 March 2017, 16:30 - 18:30

**Duration**  
2 hours

**Room**  
St Martin's CofE School  
Rowan Road, West Drayton UB7 7UT  
(Room details)

**Event date/time**  
18 April 2017, 8:00 - 16:00

**Duration**  
8 hours

**Room**  
St Martin's CofE School  
Rowan Road, West Drayton UB7 7UT  
(Room details)

**Normal cost**  
25.00

**Discount cost**  
25.00

[Sign-up for this seminar event](#)

## **Making payment for courses**

If a course has a cost to be paid, you will see the view below and be provided with a link to accessing full course information (**circled in red below**).

### **Emergency First Aid Awareness**

To equip the attendee with the essential skills required in an emergency situation and to gain an understanding of how and when to activate the emergency services.

### **Emergency Paediatric First Aid - Level 3 - 1 day**

The Level 3 Award in Emergency Paediatric First Aid qualification is a one unit, one day course that will enable successful candidates to act as a first aider.

**This course is aimed at those with responsibility for the welfare of children**

**For full course information please [click here](#)**

**The following costs apply to this programme:**

- £65 External companies/Schools not purchasing L&D or H&S SLA
- £52 Schools purchasing L&D or H&S SLA
- Free - LBH Staff and Foster Carers

**Dates available:**

22nd May 2017 - 09:30 till 16:30  
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18th October 2017 - 09:30 till 16:30  
1st November 2017 - 09:30 till 16:30  
15th December 2017 - 09:30 till 16:30  
27th February 2018 - 09:30 till 16:30  
21st March 2018 - 09:30 till 16:30

By clicking on this link, you will be provided with full course information and a further link to the course payment page (**circled in red below**).

Calendar

April 2017

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## Emergency Paediatric First Aid - Level 3 - 1 day



The Level 3 Award in Emergency Paediatric First Aid qualification is a one unit, one day course that will enable successful candidates to act as a first aider. The Award is gained by various assessment methods which include activities, written test papers and practical assessments based on the following unit.

Unit 1:Emergency Paediatric First Aid.

Delegates must provide proof of identity on the day of the course, failure to provide photo ID means you will not be able to access the course

**This course is aimed at those with responsibility for the welfare of children.**

The Level 3 Award in paediatric first aid qualification requires demonstration and understanding of:

- roles and responsibilities of a first aider
- assessing an incident
- accident reporting
- unconscious casualties
- cardiopulmonary resuscitation
- choking
- external bleeding
- shock
- minor injuries
- anaphylaxis and seizures

To return to course payment page and make a booking please [click here](#)

Last modified: Tuesday, 11 April 2017, 4:29 PM

By clicking this link you will see the screen below. If you wish to purchase a place on the relevant course, click on the add to basket option (**circled in red below**).

The screenshot shows a web interface for a course. On the left is a navigation menu with 'Shopping Basket' (empty), 'Administration', and 'Course administration' (with 'Full Course Information' selected). The main content area is titled 'Emergency Paediatric First Aid - Level 3 - 1 day' and includes course details, a list of dates available, and a product summary table. The 'Add to basket' button in the summary table is circled in red.

Product Code	EPFA L3 - 1 day
Name	Emergency Paediatric First Aid L3 - 1 Day
Price	GBP 65.00
Quantity	1
<a href="#">Add to basket</a>	

The course place will be added to the **Shopping Basket** box, as shown in image below. Click on the **Checkout** button (circled in red) to be taken to the final payment screen.

The screenshot shows a web interface for a course. On the left is a 'Shopping Basket' sidebar with a blue header. It contains one item: 'Emergency Paediatric First Aid L3 - 1 Day' with a quantity of 1 and a price of 65.00. Below this, it shows a sub-total of 65.00, VAT of 0.00, and a total of 65.00. A 'Checkout' button is located at the bottom of the basket. Below the basket is an 'Administration' section with links for 'Course administration' and 'Full Course Information'. The main content area has a blue header for the course title 'Emergency Paediatric First Aid - Level 3' and a sub-header 'Full Course Information'. It features a course icon, the title 'Emergency Paediatric First Aid - Level 3 - 1 day', a description of the course, a link for full course information, a list of costs, and a list of available dates.

Shopping Basket	
1 item	
Emergency Paediatric First Aid L3 - 1 Day	65.00
1	
Sub-total	65.00
VAT	0.00
<b>Total (GBP)</b>	<b>65.00</b>

[Checkout](#)

**Emergency Paediatric First Aid - Level 3**

### Full Course Information

#### Emergency Paediatric First Aid - Level 3 - 1 day

The Level 3 Award in Emergency Paediatric First Aid qualification is a one unit, one day course that v

**This course is aimed at those with responsibility for the welfare of children**

For full course information please [click here](#)

**The following costs apply to this programme:**

- £65 External companies/Schools not purchasing L&D or H&S SLA
- £52 Schools purchasing L&D or H&S SLA
- Free - LBH Staff and Foster Carers

**Dates available:**

- 22nd May 2017 - 09:30 till 16:30
- 26th June 2017 - 09:30 till 16:30
- 19th July 2017 - 09:30 till 16:30
- 6th September 2017 - 09:30 till 16:30









[Home](#)
[My Learning](#)
[Find Learning](#)
[Calendar](#)
[FAQ's](#)



Search Courses

Dashboard [Checkout](#)

**1 item**

1	Emergency Paediatric First Aid L3 - 1 Day Course(s): <a href="#">+ Show</a>	<b>65.00</b>
		Sub-total <a href="#">Remove</a> 65.00
		VAT 0.00
		<b>Total (GBP) 65.00</b>

[Pay Now](#)

**CAPITA**  
Secure Online Payment

[Click here to view terms and conditions](#)

Once the payment has been completed, you will be able to access the course page to book a place on the respective course date.

Once you have found the course that you are interested in, or have finalised the payment, you will be able to view more information by clicking on the **More Info** button at the bottom of the screen (circled in red).

The main course page will then be displayed providing you with more detailed information. Click on **view all events** to open a list of session dates and times. See the next page for an example.

The screenshot shows a web interface for a course. At the top right, there is a search bar labeled 'Search Courses' with a magnifying glass icon. Below it is a breadcrumb trail: 'Dashboard > Courses > Health, Safety & Wellbeing > First Aid > Emergency first aid at work Level 2 Award > Full Course Information > Full Course Information'. On the left side, there is a navigation menu with a blue header 'Administration' containing a gear icon. Below it are two items: 'Course administration' with a right-pointing arrow and 'Full Course Information' with a person icon. The main content area has a large heading 'Emergency First Aid at Work Level 2 Award' followed by a sub-heading 'Full Course Information'. Below this is a card with the course title and a description: 'The Level 2 Award in Emergency First Aid at work qualification is a one unit, one day course that will enable successful candidates to act as a first aider in the workplace.' There is a 'Self enrolment (Learner)' section with a downward arrow. At the bottom of the page, there is a dark blue footer with the 'learningpool' logo on the left, a 'More Info' button in the center (circled in red), and a 'Support' link on the right.

## Emergency First Aid at Work Level 2 Award

Your progress



The Level 2 Award in Emergency First Aid at work qualification is a one unit, one day course that will enable successful candidates to act as a first aider in the workplace.

Open all Close all

Instructions: Clicking on the section name will show / hide the section.

### Face to face course / event

Click below to view the face to face session(s) currently available for you to book.

For attendance on courses after September 2016, the following costs will apply:

£65 - External companies / Schools not purchasing the L&D SLA

£52 - Schools Purchasing the L&D SLA / Registered LBH Childminders

If you are an LBH Staff Member, please contact Learning and Development to reserve your place

Emergency first aid at work level 2 Award

View all events

### Course Evaluation

### Certificate of Completion

Click on 'View all events' to take you to a list of session dates and times with the option to book.

Course evaluation – click to expand the tab and access the evaluation after course attendance

Certificate – click to expand the tab and access your certificate – this will be available after the attendance register data has been updated in the system

## Signing up to a session

Once you have followed the instructions on the previous pages to search for your course and clicked on the 'more info' button you will be viewing the course page as below. Click on **view all events** to see all the available session dates/time and book a place.

**Emergency First Aid at Work Level 2 Award**

**All events in Emergency first aid at work Level 2 Award**

The Level 2 Award in Emergency First Aid at work qualification is a one unit, one day course that will enable successful candidates to act as a first aider in the workplace. The Award is gained by various assessment methods which include activities, written test, papers and practical assessments based on the following unit.

**Unit 1: Emergency First aid in the Workplace.**

Regulation is mandatory every three years by re-taking the one day course.

The Level 2 Award in first aid qualification covers:

- roles and responsibilities of a first aider
- assessing an incident
- unconscious casualties
- cardiopulmonary resuscitation
- choking
- external bleeding
- shock
- minor injuries

• Delegates must provide proof of identity on the day of the course, failure to provide photo ID means you will not be able to access the course.

Certificates will be despatched within 14 working days.

There is a charge of £5.50 for a replacement certificate.

**For attendance on courses after September 2016, the following costs will apply:**

DBS - External companies / Schools not purchasing the L&O SLA  
ES2 - Schools Purchasing the L&O SLA / Registered L&O Chairtraders

If you are an L&O Staff Member please contact [learninganddevelopment@hillingdon.gov.uk](mailto:learninganddevelopment@hillingdon.gov.uk) to reserve your place

Filter by Room  
All rooms

**Upcoming events**

Duration	Date	Time	Room	Seats available	Status	Sign-up period	Options
07:00:00	18 April 2017	9:30 - 16:30	Oak Farm Junior School Hillingdon (Room details)	0	Sign-up period is now closed	21 July 2016 9:00 to 21 July 2016 11:30	Sign-up unavailable
07:00:00	19 April 2017	9:30 - 16:30		12	Event cancelled	31 July 2015 9:00 to 17 April 2017 16:00	Sign-up unavailable
07:00:00	17 May 2017	9:30 - 16:30	Committee room 5, Civic Centre Civic Centre, High Street, Uxbridge, UB8 1UW (Room details)	5	Booking open	31 July 2015 9:00 to 10 May 2017 16:00	Sign-up
07:00:00	5 June 2017	9:00 - 16:00	Yeading Junior School Yeading Junior School (Room details)	12	Sign-up period is now closed	30 July 2015 9:00 to 20 June 2016 11:30	Sign-up unavailable
07:00:00	14 June 2017	9:30 - 16:30	Committee room 5, Civic Centre Civic Centre, High Street, Uxbridge, UB8 1UW (Room details)	11	Booking open	31 July 2015 9:00 to 12 June 2017 16:00	Sign-up
07:00:00	7 July 2017	9:30 - 16:30	Queensmead School South Ruislip (Room details)	12	Booking open	31 July 2015 9:00 to 12 June 2017 16:00	Sign-up
07:00:00	12 July 2017	9:30 - 16:30	Committee room 5, Civic Centre Civic Centre, High Street, Uxbridge, UB8 1UW (Room details)	11	Booking open	31 July 2015 9:00 to 10 July 2017 16:00	Sign-up
07:00:00	8 September	9:30 -	Committee room 5, Civic Centre	11	Booking open	31 Jul 2015 9:00 to 1 September	Sign-up

On the sessions page you will find all the course information; course content and objectives, prices, target audience and session availability.

You can choose a session to sign up to from the bottom half of this page

List of sessions with dates/times and availability

If the session you are trying to book has places available, there will be the option to 'Sign up', select this button if you wish to proceed to booking a place on this date.

If you have clicked the 'sign up' button it will take you to the page below which will show you the session details; costs, dates, venue etc. Here you should advise us of any special requirements you may have; ie large print handouts, hearing loop etc. Once you have completed these (if any are required) click on the sign up button (**circled in red**)

## Sign-up for Emergency first aid at work Level 2 Award

**Duration**  
07:00:00

**Event date/time**  
17 May 2017, 9:30 - 16:30

**Duration**  
7 hours

**Room**  
Committee room 6, Civic Centre  
Civic Centre, High Street, Uxbridge, UB8 1UW  
([Room details](#))

**Seats available**  
5

**Normal cost**  
65.00

**Discount cost**  
52.00

There are required fields in this form marked \*.

**Discount code** ⓘ

**Special requirements ie hearing loop, large print etc**

**Office use only**

**Receive confirmation by\***

If your booking has been successful, you will receive the following message on your screen and an automated confirmation email will be sent to the email address provided in your account profile.

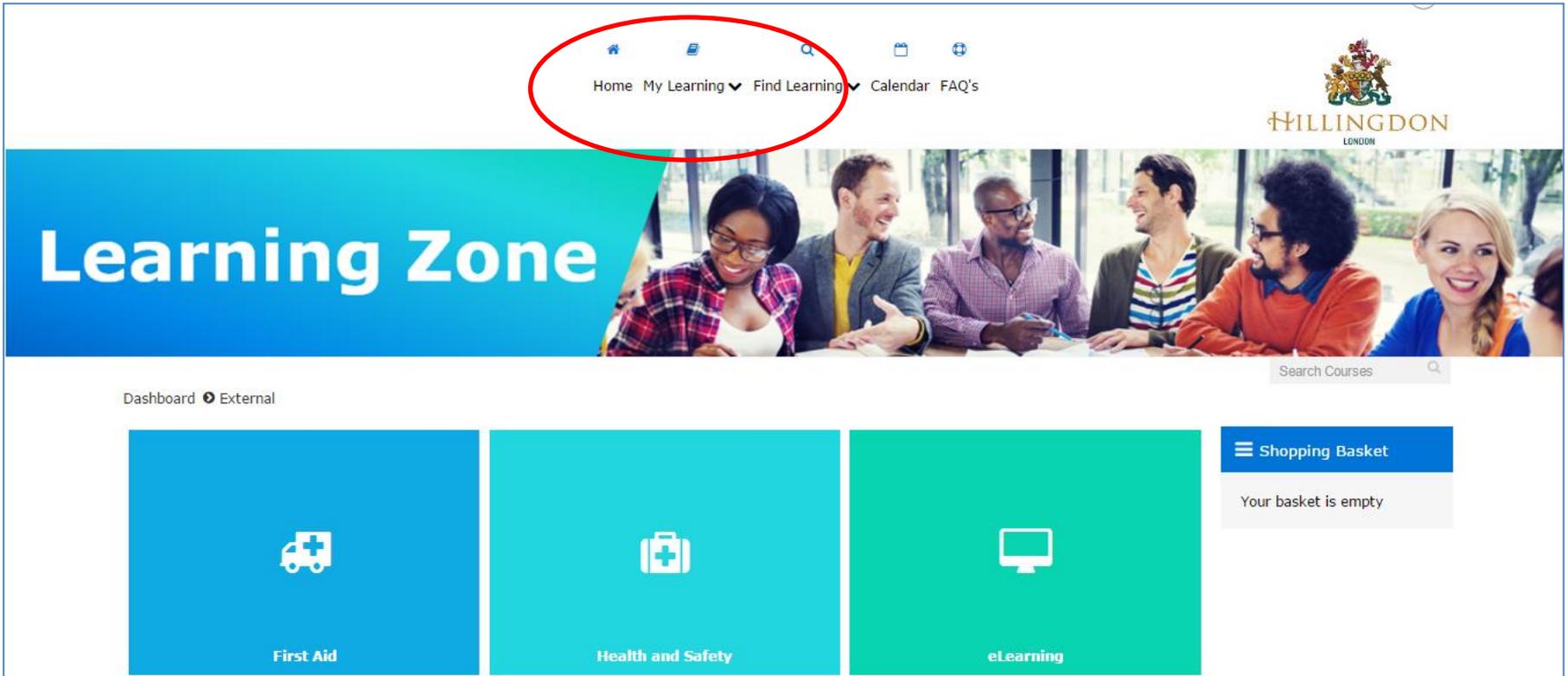
## **Emergency First Aid at Work Level 2 Award**

Your booking has been completed.

You should immediately receive a confirmation email.

## Viewing booked sessions

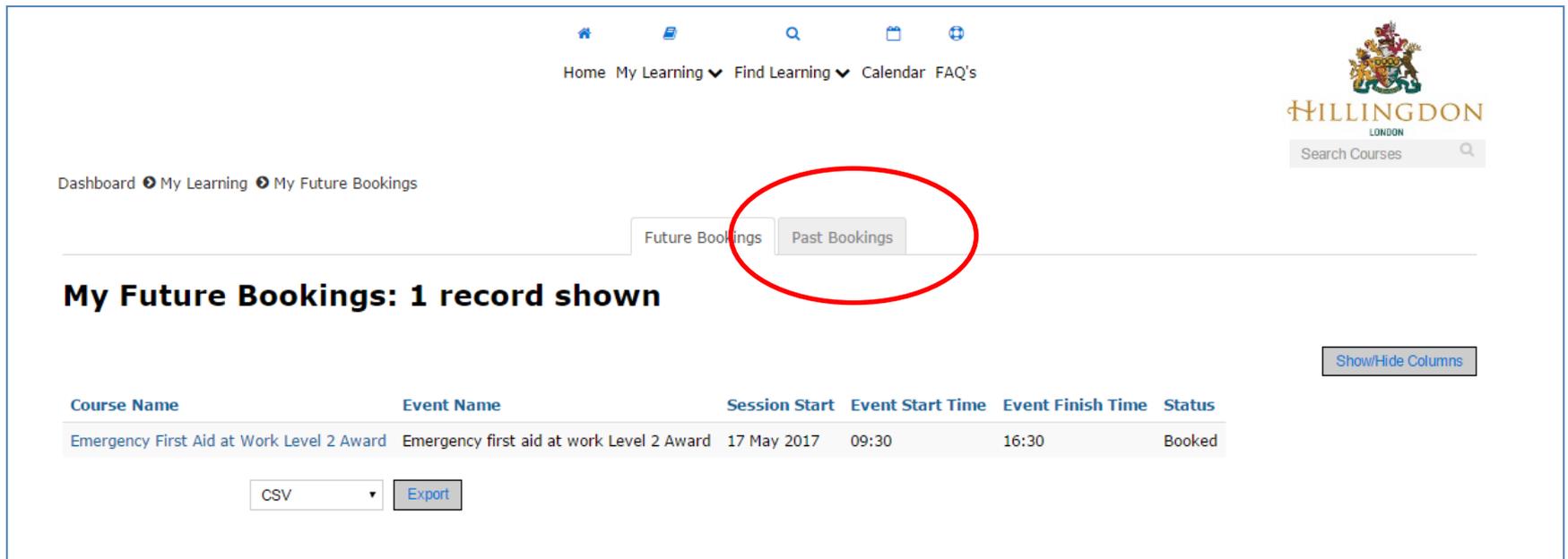
You can view your past and future bookings by going to the 'My Learning' and select the 'My bookings' option on the homepage (circled in red).



The screenshot shows the Hillingdon Learning Zone homepage. At the top, there is a navigation bar with icons for Home, My Learning, Find Learning, Calendar, and FAQ's. The 'My Learning' menu item is circled in red. Below the navigation bar is a large blue banner with the text 'Learning Zone' and a photo of a diverse group of people sitting around a table. To the right of the banner is the Hillingdon London logo and a search bar labeled 'Search Courses'. Below the banner, there is a 'Dashboard' section with a dropdown menu set to 'External'. Below the dashboard, there are three main content tiles: 'First Aid' with a first aid kit icon, 'Health and Safety' with a first aid kit icon, and 'eLearning' with a computer monitor icon. On the right side, there is a 'Shopping Basket' section with a blue header and a grey box stating 'Your basket is empty'.

You will then be able to see any courses that you are booked on to or you can select to view your past bookings by clicking on the 'Past bookings' tab (circled in red below).

Clicking on the course title will take you directly to the course page and provide you with the option to cancel your booking. The next page will provide you with an example.



Home My Learning Find Learning Calendar FAQ's

HILLINGDON LONDON  
Search Courses

Dashboard My Learning My Future Bookings

Future Bookings Past Bookings

### My Future Bookings: 1 record shown

Show/Hide Columns

Course Name	Event Name	Session Start	Event Start Time	Event Finish Time	Status
<a href="#">Emergency First Aid at Work Level 2 Award</a>	Emergency first aid at work Level 2 Award	17 May 2017	09:30	16:30	Booked

CSV Export

# Emergency First Aid at Work Level 2 Award

Your progress



The Level 2 Award in Emergency First Aid at work qualification is a one unit, one day course that will enable successful candidates to act as a first aider in the workplace.

Open all Close all

Instructions: Clicking on the section name will show / hide the section.

## Face to face course / event

Click below to view the face to face session(s) currently available for you to book.

For attendance on courses after September 2016, the following costs will apply:

£65 - External companies / Schools not purchasing the L&D SLA  
£52 - Schools Purchasing the L&D SLA / Registered LBH Childminders

If you are an LBH Staff Member, please contact Learning and Development to reserve your place

Emergency first aid at work Level 2 Award

Date	Time	Room	Seats available	Status	Options
17 May 2017	9:30 - 16:30	Committee room 6, Civic Centre Civic Centre, High Street, Uxbridge, UB8 1UW (Room details)	4	Booked	More info Cancel booking

View all events

## Course Evaluation

## Certificate of Completion

To cancel your booking, click on **cancel booking**, you will be taken to another screen to add in your reason for cancellation. Example screen on next page.

***Please be aware that on the day of the course you are unable to cancel your booking online. Please contact L&D to process your cancellation.***

Add your reason for cancellation in the relevant field at the bottom of this page and click **Yes** to confirm that you want to cancel your place.

## Emergency First Aid at Work Level 2 Award

### Cancel booking for Emergency first aid at work Level 2 Award

**Duration**

07:00:00

**Event date/time**

17 May 2017, 9:30 - 16:30

**Duration**

7 hours

**Room**

Committee room 6, Civic Centre  
Civic Centre, High Street, Uxbridge, UB8 1UW  
([Room details](#))

**Seats available**

4

**Normal cost**

65.00

**Discount cost**

52.00

▼ **Cancel booking**

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

**Cancellation note**

Yes

No

If your cancellation has been successful, you will receive the following message on your screen and an automated cancellation email will be sent to the email address provided in your account profile.

## **Emergency First Aid at Work Level 2 Award**

Your booking has been cancelled.

You should immediately receive a cancellation email.

## Accessing a certificate

Once logged in to the Learning Zone, search for the relevant course and click on the course title which will take you to the main course page as pictured below.

Click on the "Certificate of completion" header to access your certificate (**circled in red**)

### Emergency First Aid at Work Level 2 Award

Your progress ⓘ



The Level 2 Award in Emergency First Aid at work qualification is a one unit, one day course that will enable successful candidates to act as a first aider in the workplace.

☑ Open all ☒ Close all

Instructions: Clicking on the section name will show / hide the section.

- Face to face course / event ⓘ
- Course Evaluation ⓘ
- Certificate of Completion ⓘ**
- Useful Resources ⓘ

# Further support

- FAQs guide on the Learning Zone
- Site technical support: 0845 0744 144
- Learning & Development email:  
[learninganddevelopment@hillingdon.gov.uk](mailto:learninganddevelopment@hillingdon.gov.uk)