

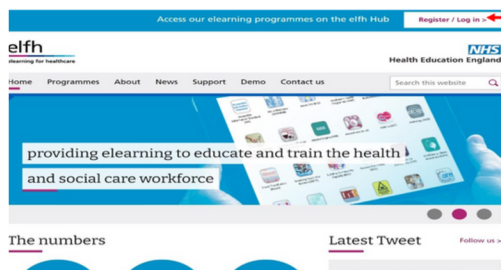
STEP-BY-STEP GUIDE TO REGISTER ON E-LEARNING PORTAL/S

E-LFH – Statutory and Mandatory Healthcare Course (21 modules)

Sign up to the portal

If you encounter any issues while using the online portal(s), please contact the help & support facility for assistance. If the issue remains unresolved and you cannot complete your e-learning, please let us know as soon as possible at info@neovene.co.uk.

Step 1



- Go to **<https://www.e-lfh.org.uk/>**
- Click "**Register**" to start your registration at the top right-hand side of the page.
- On the following page, please choose "Register" again to get started.

Step 2

- Enter your personal email address.
- Select "None of the above apply to me."
- Click "Continue" under the e-Lfh column.

Step 3

- **Your Details** - Fill out your personal details as requested. Please complete your name accurately, to how you wish for it to appear on your certificate.
- **Your Current Role:** For Job Role please select appropriate role, e.g. Healthcare Assistant.
- **Grade:** Please select student unless qualified otherwise.
- **Organisation/Place of work:** Please select Goodwill Healthcare Services (independent sector)

You will receive a registration confirmation email from e-Lfh at the email address you provided. This email will contain your unique username and a link to set your password.

Step 4

- Once you have reset your password, please return to step 1.
- This time, instead of **Register**, click **Log In** and enter your new login details.
- Complete any additional cookie or security requests as prompted.

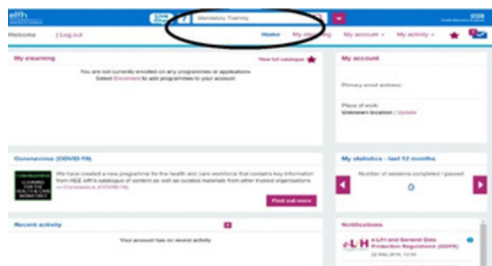
STEP-BY-STEP GUIDE TO REGISTER ON E-LEARNING PORTAL/S

E-LFH – Statutory and Mandatory Healthcare Course (21 modules)

Enrol to the course

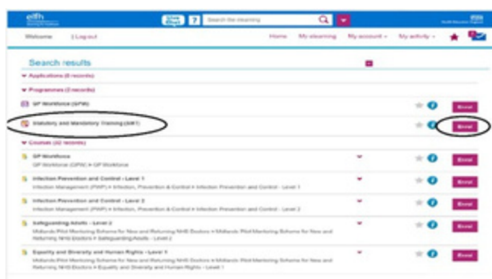
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Step 1



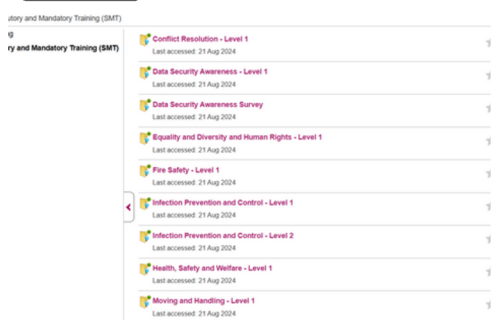
- Once you are logged into the portal, go to the search bar at the top of the page.
- Search for **Statutory and Mandatory Training (SMT)**.

Step 2



- A list of courses will appear.
- Locate **Statutory and Mandatory Training (SMT)** and click the **Pink Enrol** button.

Step 3



- Once enrolled, the training course will appear in your e-learning section of the portal.
- By clicking on the course title, a list of modules you need to complete to successfully obtain the certificate will appear.
- Please complete the e-learning and quick assessments for each module.

Step 4



- You will know you have successfully completed a module or the full course when the ribbon on the certificate turns gold.
- If the ribbon has not changed colour, it means you have not reached the required pass mark for the module and will need to retake it.

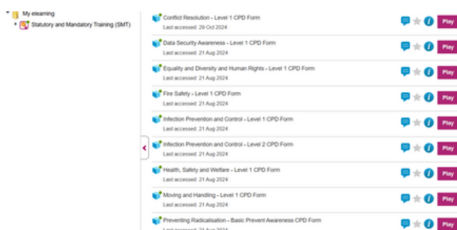
STEP-BY-STEP GUIDE TO REGISTER ON E-LEARNING PORTAL/S

E-LFH – Statutory and Mandatory Healthcare Course (21 modules)

Downloading Your Certificate

If you encounter any issues while using the online portal(s), please contact the help & support facility for assistance. If the issue remains unresolved and you cannot complete your e-learning, please let us know as soon as possible at info@neovene.co.uk.

Step 1



- Please note that the system requires you to provide feedback as a reflection on the training through the **Enhanced CPD forms**.
- Click the **blue speech bubble** to complete feedback for each course.

Step 2



- Once you have completed all the modules along with the CPD forms, the ribbon on the certificate next to the title Statutory and Mandatory Training (SMT) will also turn gold, ready for you to download.
- You will now be able to download a full training certificate.
- Please email the certificate, with all the completed modules indicated, to info@neovene.co.uk to confirm your place in the practical session.

Please avoid sending individual certificates for each module, as these will not be processed.

STEP-BY-STEP GUIDE TO REGISTER ON E-LEARNING PORTAL/S

Care Learning – Statutory and Mandatory Healthcare Course (2 modules)

Additional Mandatory Training

If you encounter any issues while using the online portal(s), please contact the live chat facility/s for assistance. If the issue remains unresolved and you cannot complete your e-learning, please let us know as soon as possible at info@neovene.co.uk.

Step 1



- Please visit <https://www.care-learning.com/signup> to register for Fluid & Nutrition and Food Safety & Hygiene to complete the full statutory and Mandatory required trainings.
- Please click signup, and similar to E-LFH please complete your personal details and follow the clear instructions to get started.

Step 2



Fluids and Nutrition Training



Food Safety & Hygiene

- Again, please download these certificates and email them to info@neovene.co.uk once completed.

Additional Information

Help & Support

For assistance while using the ELFH platform, please contact them directly by using the "Contact Us" link at the bottom of the page, and follow the relevant link related to your issue.

Login Details For My Refresher Training

Please note that the requirement to refresh this training is every 1 year. Ensure you keep your login details for the platform secure so you can easily access the e-learning when it's time for your refresher.