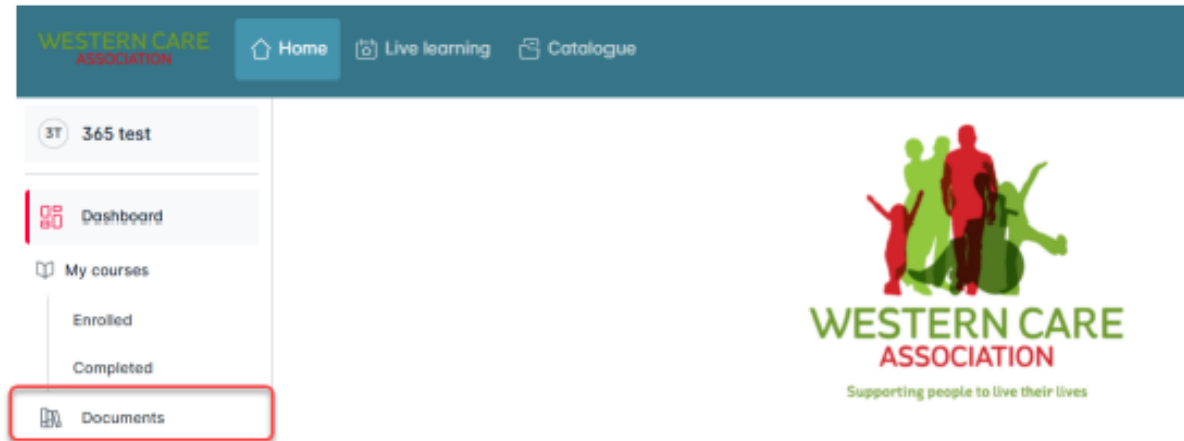


HOW TO ADD a CERTIFICATE in LEARNUPON



1

Log on to LearnUpon -

<https://westerncareassociation.learnupon.com>

and click on "Home" button, then on "Documents"



2

a) if you want to upload a new certificate, click on "Add Document"

b) if you want to check the courses history, click on "My Courses"

c) if you want to check the certificates you have already uploaded, click on "Documents"

Credits tips
Enter the credit type, number of credits, a description of activities and any relevant dates to submit for approval.

Awarded credits details

a) Credit Type: **Add Cert** b) Number Of Credits: **1**
Enter the number of awarded credits

Activity details

c) Name Of The Activity: **Please choose from the list below:**

d) Activity Description: **Click here to enter descriptions**

3

a) leave "Credit Type" as is

b) enter "1" in "Number of Credits" field

c) in the "Name Of The Activity" drop-down select the course for which you are uploading the certificate

d) if in the above selection you chose "Other", then you need to enter the name of the certificate in "Activity Description" field

Name Of The Activity:

Please choose from the list below:

Please choose from the list below:

Safeguarding Adults at Risk of Abuse
An Introduction to Children First
The Fundamentals of GDPR
HSE Open Disclosure: Module 1 - Communicating Effectively through Open Disclosure
AMRIC Hand Hygiene
Manual Handling and People Handling E-Learning Theory Module
Other

Credits tips
Enter the credit type, number of credits, a description of activities and any relevant dates to submit for approval.

Awarded credits details

a) Credit Type: **Add Cert** b) Number Of Credits: **1**

Activity details

Name Of The Activity:

Activity Description: **Safeguarding Adults at Risk of Abuse HSELAND Module**

e) Score: **100**

f) Date Completed: **22/12/2023**

g) Expiry Date: **22/12/2026**

h) **Submit** **Cancel**

d) in "Activity Description" field enter the name of the certificate (example being used here is "Safeguarding Adults at Risk of Abuse HSELAND Module" please note this should be recorded as it is on the certificate itself (see below)

Note: if this is an HSELand Module you should add that at the end of the name

e) in "Score" field enter the score you achieved, in this was a Pass then enter "100"

National Safeguarding Office

hseLand.ie
Cúram le Fáilte

This is to certify that

has successfully completed the

Safeguarding adults at risk of abuse

Programme at HSELand

Signed: **P. O'Dayle**
Assistant National Director
HR Capability and Culture
Health Service Executive

Work Location:
Dublin

Date: **22 December 2023**

This certificate is valid for 3 years from the completion date.

www.hseLand.ie

f) in "Date Completed" field enter the completion date, it MUST be the same as on the certificate (see above)

g) in "Expiry Date" enter the expiration date in accordance with the expiration rule stated on the certificate. Some certificates may not have it, in which case you can leave the field blank (for HSELand mandatory courses, this is 3 years from the completion date)

h) click on "Submit" button

Credits tips

You can provide supporting documents for your credits. If your credits are rejected you can edit provided details and re-submit credits for approval.

Awarded credits details

Credit Type:

Add Cert

Number Of Credits:

1.0

Activity details

Name Of The Activity:

External Training

Activity Description:

Safeguarding Adults at Risk of Abuse HSELAND Module

Score:

100

Date Completed:

22/12/2023

Expiry Date:

22/12/2026

Upload supporting documents (500Mb limit per file)

Uploaded Files

You are permitted to upload a maximum of 5 files. You can however remove one or more files and re-upload if required.

Upload

Uploaded Files

You are permitted to upload a maximum of 5 files. You can however remove one or more files and re-upload if required.

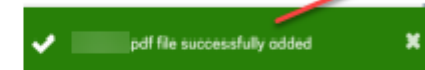
1 Safeguarding adults at risk of abuse 20-Dec-23.pdf

Upload

4 After you click on "Submit" button you need to scroll down to see an "Upload" button below the activity record

Click on "Upload" button, navigate to the location of your certificate file (please note PDF or JPEG format is preferred), then click on Open to attach it

Once successfully attached you will see the file above the "Upload" button and a pop-up confirmation will appear for a few seconds confirming the



365 test

Dashboard

My courses

Enrolled

Completed

Documents

Documents

Search

1 CREDITS RECEIVED

An Introduction to Children First

An Introduction to Children First

Completed on January 22, 2023

Expires January 22, 2026

Pending review

Please only attach 1 certificate.

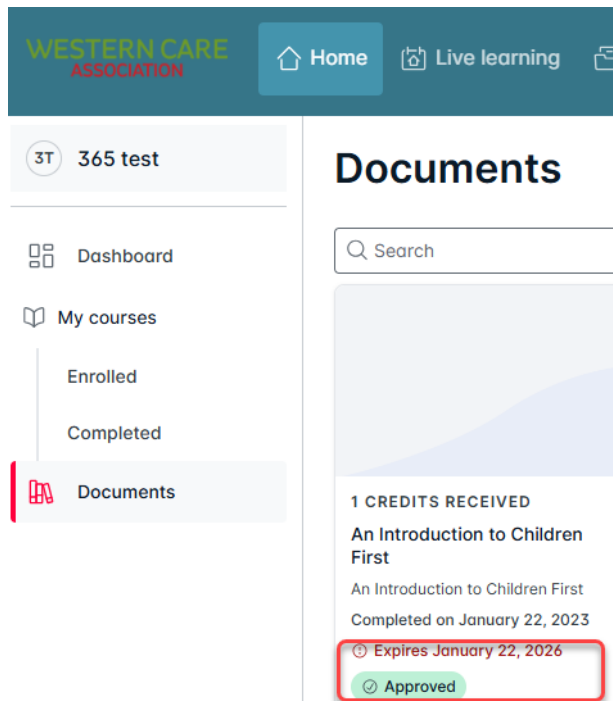
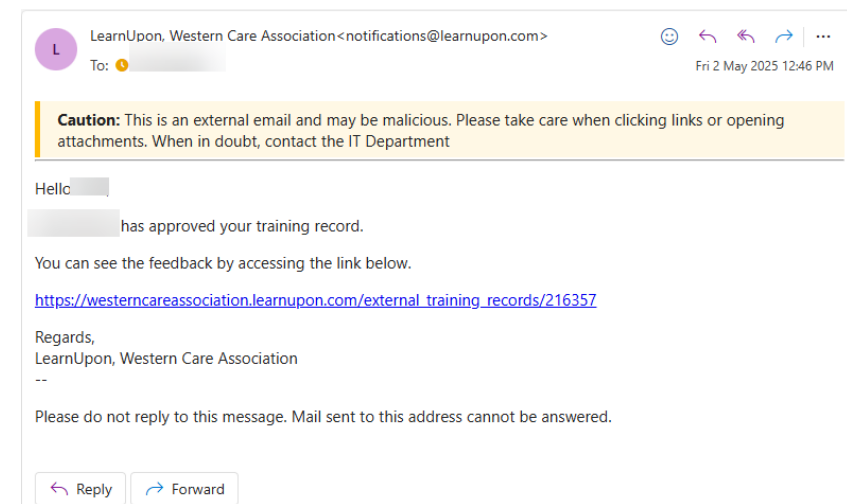
When you finished uploading the certificate please scroll up to the top of the page and click on "Home" button to return to home page. All uploaded certificates are listed in LearnUpon on the Learner's 'Documents' page. You should check that an entry was successfully created.

As you will see in the example opposite, only one certificate can be listed below each icon. Therefore, please only attached one document per upload. If the certificate is identified correctly, the Learner can see at a glance, the name and details of the uploaded certificate.

Please note, documents are listed as '**pending review**' until they are reviewed by admin staff.

You will receive a confirmation email to inform you if your document has been approved or rejected.
(Example here)

Training Department will provide an explanation on why your document is rejected and you can then amend your original upload or Delete the record and start again. If you choose to amend, you need to insert 'Second Submission' in the 'Activity Description' box as this will trigger a new email to admin to inform them to check your updated submission. Refer to "Troubleshooting tips" for more information.



After a successful review you will see the following in Home > Documents

If there is an expiry date it will show at the bottom of the record and "Approved" will be shown below.

Please note, the **Mandatory** courses that require certificate uploads on LearnUpon are listed below in **HSELand** Online Mandatory Training (access via link - <https://www.hseland.ie/dash/Account/Login>):

- Safeguarding Adults at Risk of Abuse
- An Introduction to Children First
- The Fundamentals of GDPR
- Manual Handling and People Handling E-Learning Theory Module
- HSE Open Disclosure: Module 1 - Communicating Effectively through Open Disclosure
- AMRIC Hand Hygiene