The union learning Climbing Frame

Getting Started Guide

A simple guide to help you get started using the Climbing Frame website

Contents

Introduction

This short guide has been produced to help you get started using the Climbing Frame website. Different sections of the website are covered with instructions which you can follow. Further information can also be found in the 'Using the Climbing Frame' Learning Theme.

To register and for more information about the union learning Climbing Frame visit: **www.climbingframe.unionlearn.org.uk**

About the Climbing Frame

The union learning Climbing Frame is a free, easy-to-use website that allows Union Learning Reps (ULRs) and others to create pathways of learning and action plans for individuals that can be reviewed and updated as they progress on their learning journey.

The Climbing Frame provides up-to-date information and advice for ULRs about a broad range of learning opportunities within the **Learning Themes** area.

ULRs can also keep an ongoing record of who they have worked with and where they are heading in the **Learner Management** area.

Accessing the Climbing Frame

You can view and access the Climbing Frame by visiting the following website address: **www.climbingframe.unionlearn.org.uk**

If you have any questions or need any help with using the website please email: **climbingframe@tuc.org.uk**
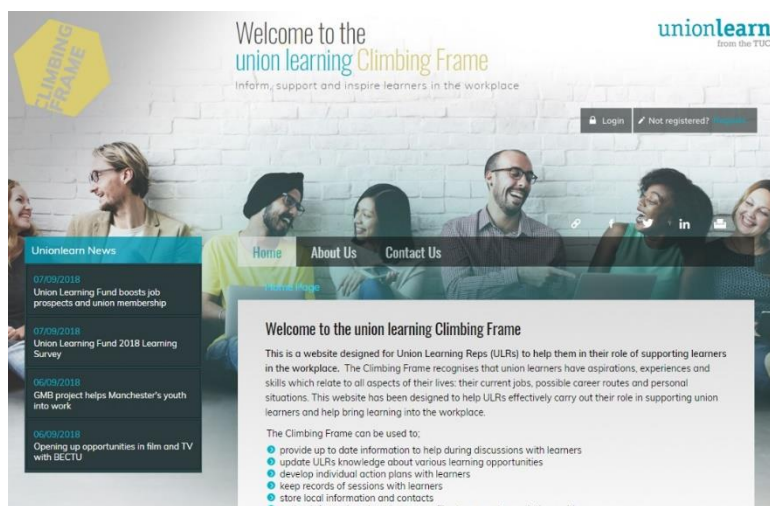
Registering on the Climbing Frame

In order to access the Climbing Frame website, you need to register. Click 'Register', then 'Sign up now'. Complete the form and click 'Register'. You will see a confirmation message and your application will be sent to an administrator who will then validate it and email you when your application has been approved.

Completing the Registration Form:

- **Union** – select your union

- **Employer** – type in your employers name

- **Registration type** – select ULR (other options are learner or guest)

- **First name** – type in your first name

- **Last name** – type in your surname

- **Email address** – type in your email address

- **Choose password** – type in a password

- **Confirm password** – re-type your password

- **Workplace** – type in name of your workplace location

- **Workplace postcode** – type in the postcode of your workplace if you know it

- **Unionlearn region** – please select your region

- **Employer sector** – please select your sector

- **Data protection policy** – read and select 'Yes' to accept the data protection policy

- **Terms of use** – read and select 'Yes' to accept the terms of use

- **Recaptcha** – select 'I'm not a robot' and complete any other requests (this protects against spam attacks)

- **Register** – click on the register button to submit your application

Take a closer look at the Climbing Frame

Main Home Page
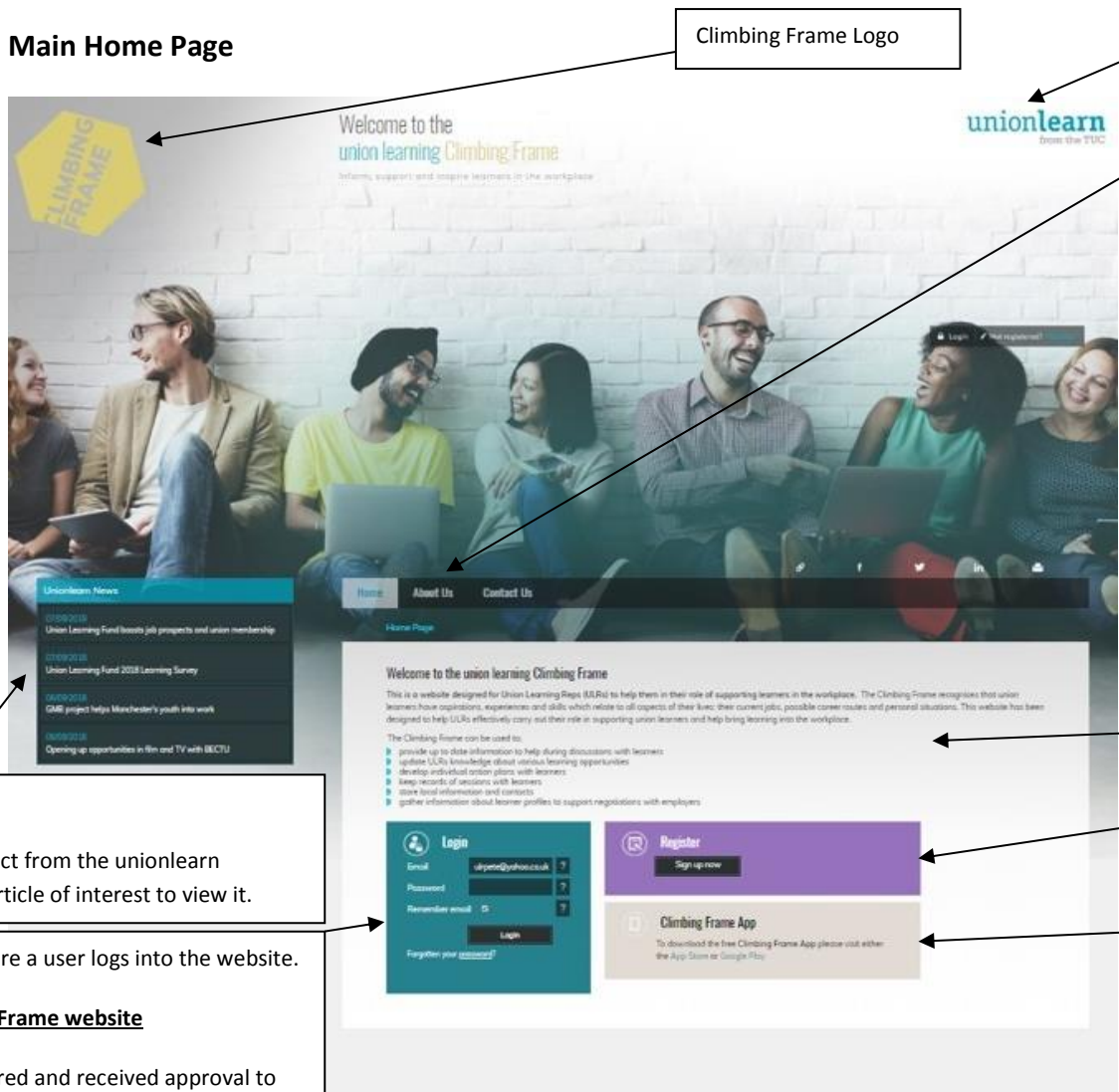
Climbing Frame Logo

unionlearn Logo

Main Navigation Links – click on these to view the **Home** page, **About Us,** which gives information about the Climbing Frame, unionlearn and ULRs and **Contact Us**, which gives information about how you can get in touch with the Climbing Frame Team.

Useful Links – a list of useful websites

Facebook –links to the unionlearn Facebook page

Twitter – links to the unionlearn Twitter page

LinkedIn – links the unionlearn LinkedIn page

Print – print current page

Introductory welcome text – this will change from time to time, giving you the latest updates and information.

Registration box – click 'Sign up now' to register for the Climbing Frame. Simply complete the form and wait for an approval email.

Climbing Frame App – provides links to access the Climbing Frame App.

At the bottom of the page you can view the **Terms of Use**, **Privacy Policy**, **Accessibility** and **Acknowledgements** pages.

unionlearn news

This is a newsfeed direct from the unionlearn website. Click on an article of interest to view it.

Login Box - This is where a user logs into the website.

Log into the Climbing Frame website

Once you have registered and received approval to access the Climbing Frame website, you simply enter the email address and password which you registered with and click 'Login'

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Logged in Home Page

Logout

This is where you can logout of the website.

Learning Themes

Click on a Learning Theme to view it. The Contents Page lists what can be found within that Learning Theme.

Search – enter a keyword or term and click on the magnifying glass to search within the Learning Themes

Other Links

A selection of other useful links for ULRs and learners.

What's New?

Information recently added to the Climbing Frame website.

Main Navigation Links – click on these to view the **Home** page, **Learning Themes** – this gives you information about the Learning Themes, **Learner Management** – view, add and edit learner information, add actions and goals onto the Climbing Frame grid. **ULR Reports** – view and print ULR Reports.

Forums – links to a discussion forum

My Notes – create and maintain your own notes

Useful Links – a list of useful websites

Facebook – link to the unionlearn Facebook page

Twitter – link to the unionlearn Twitter page

LinkedIn – link to the unionlearn LinkedIn page

Print – print current page

Introductory text – this will change from time to time, giving you the latest updates and information.

Information to help you **get started using the Climbing Frame** website

Information about how to access the **Climbing Frame App**, so you can make use of the Climbing Frame wherever you are.

View the **Terms of Use**, **Privacy Policy**, **Accessibility** and **Acknowledgements** pages.

Learning Themes

Learning Themes are structured articles which provide information and advice on learning opportunities and services, including links to documents and related websites. Examples of Learning Themes include 'Supporting Learners', 'English and Maths', 'ICT' and 'Learning with your union'. There are generic unionlearn Learning Themes, as well as bespoke (customised) Learning Themes developed for specific unions, organisations or sectors. The Learning Themes are there to provide useful information for ULRs and Learners and to help ULRs offer information, advice and guidance to their colleagues/learners.

The Learning Themes are located down the left-hand side of the screen.

Unionlearn Learning Themes are available to all users.

If your union, organisation or sector has any customised Learning Themes these will be listed in a section of their own, below the unionlearn Learning Themes.

Click on a Learning Theme title to view it.

To view the entire Learning Theme once selected, simply scroll down the page or select a topic of interest from the Contents Page.

To search for a specific term type in a word/s into the 'Search' box. Then click the magnifying glass. The results will appear on the screen. Click on the result to view it in full.
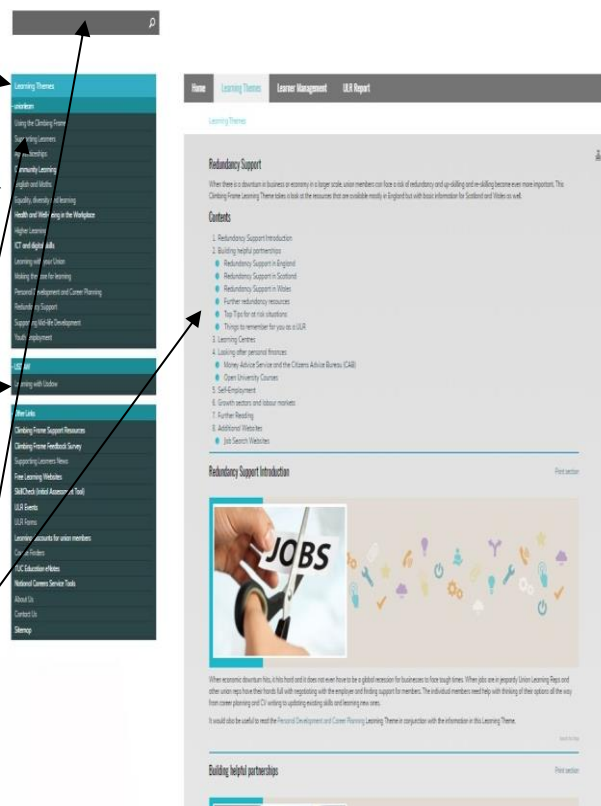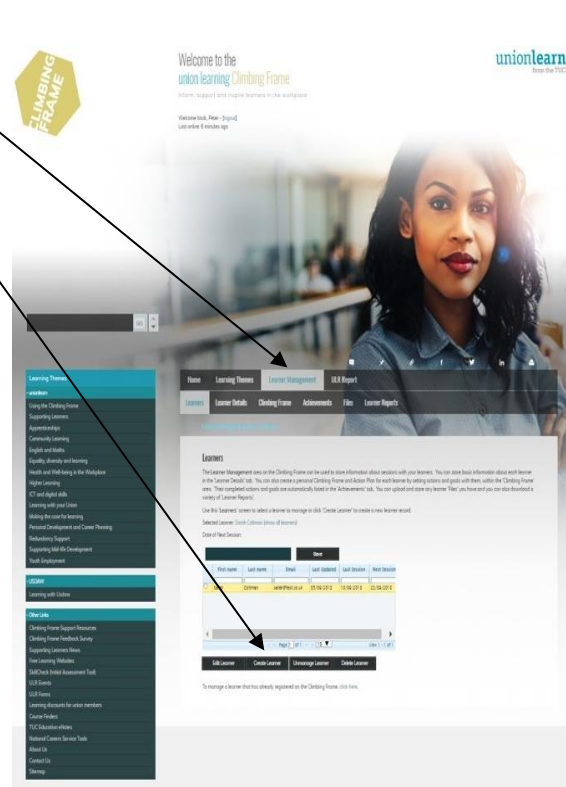
Learner Management

The **Learner Management** section of the Climbing Frame can be used to store information about sessions with learners. ULRs can create a personal Climbing Frame and Action Plan for a learner which can be regularly reviewed and updated. A variety of useful reports can also be produced.

Create a new learner record

1. Click on the 'Learner Management' tab (this automatically selects the 'Learners' sub tab)
2. Scroll down and click on the 'Create Learner' button
3. Enter the learner's first name
4. Enter the learner's surname
5. Enter the learner's email address (if they do not have an email address you can help them set one up, click on the '?' next to this field for links to free email providers.
6. Check with the learner and confirm that they agree to the data protection policy and terms of use, change to Yes and Yes
7. Click 'Create Learner' you will then be redirected to the 'Learner Details' tab.
   Please note that at this point the learner will be sent an email confirming they have been recorded on the Climbing Frame.
8. Complete the supplementary fields (e.g. Date of birth, gender, ethnicity, etc) & then click 'Save'
   Please note the learner's union will automatically be selected as the same union as yours, if they are not in your union then please change this at the top.
9. Click on the 'Workplace' sub tab and complete the details and click 'Save'
10. Click on the 'Learning' sub tab and complete the details and click 'Save'

Finding a learner

To find a learner which you have previously added to the Climbing Frame:

1. Click on the 'Learner Management' tab (this automatically selects the 'Learners' sub tab)
2. To find a learner either click on 'show all learners' (this will display a list of all the learners assigned to you) and click on the learner whose record you would like to view OR type in some of the learner details (e.g. First name, Last name, Email, Last updated, Last session, Next session) into the filter box to show only learners matching the criteria and select that learner
3. When you have selected a learner, their name will appear at the top of the screen and also next to 'Selected Learner:'.

Editing a learner's details

To edit a learner's details:

1. Click on the 'Learner Management' tab (this automatically selects the 'Learners' sub tab)
2. Find your learner (see the 'Finding a Learner' section in this booklet for information as to how to do this)
3. Click on the 'Edit Learner' button
4. Change details as necessary, utilising the Learner Management tabs
5. Click 'Save'.

Adding a Goal

To add a goal to a learner's Climbing Frame:

1. Click on the 'Learner Management' tab
2. Click on the 'Climbing Frame' sub tab
3. Click on the 'Add Goal' button
4. Enter the Goal title (this must be less than 30 characters)
5. Select a Goal area ('Long Term Career', 'Personal' or 'Short Term Work')
6. Complete any further details about the goal in the 'Details' box.
7. Click 'Save'

The Goal Form is a simple form to complete. If you wish to edit the goal at any point go to the Action Plan below the Climbing Frame grid and find the goal you wish to edit, within the Goals tab. Click on the goal and you will be taken to the Goal Form.
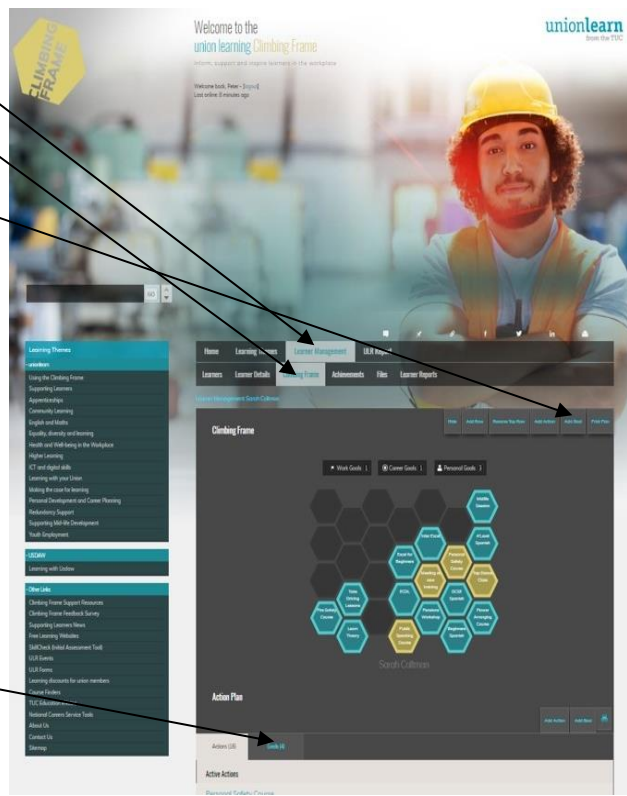
Adding an Action

To add an action to a learner's Climbing Frame:

1. Click on the 'Learner Management' tab
2. Click on the 'Climbing Frame' sub tab
3. Click on 'Add Action'
4. Enter the 'Action Title'
5. Enter the 'Action Description'
6. Enter the name of the 'Person Responsible' (ULR/Learner/Line Manager/Other)
7. Select an Associated Goal (if you have previously set one)
8. Click 'Save'.
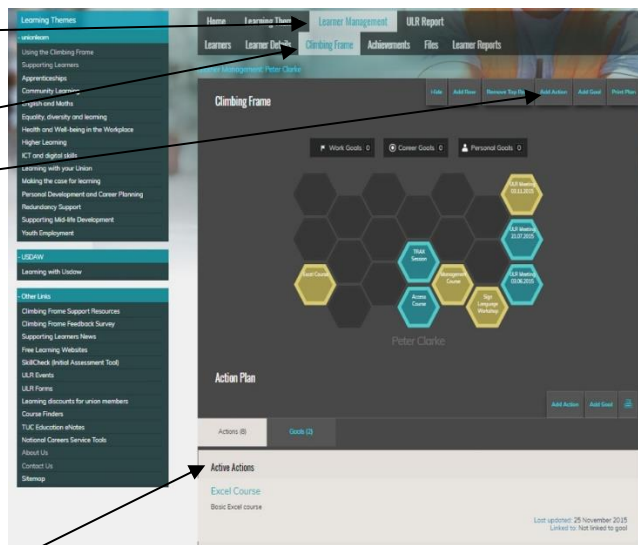
All the current actions and goals can be found in the **Action Plan**, located below the Climbing Frame grid.

Editing an Action

You can edit an action to add additional information at any point.

1. In the 'Climbing Frame' tab click on the hexagon for the action you would like to edit or select it from the Action Plan below
2. The edit action box will appear.
3. Type in your changes, for example you might want to add further details or select that the action is related to Functional Skills.
4. Click 'Save' to confirm your changes.
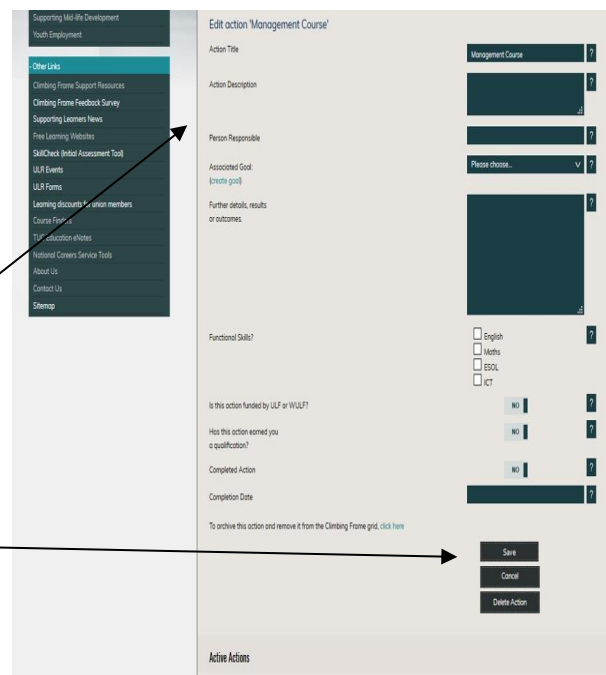
Completing a Goal

To complete a goal, find the Action Plan, located below the Climbing Frame grid in the 'Climbing Frame' tab.

1. Select the Goals tab.
2. Find the goal which you wish to complete and click on the title of the goal to open the goal edit box.
3. Change the 'Have you achieved this goal?' button from No to Yes by clicking on it.
4. Click 'Save' to confirm your changes.
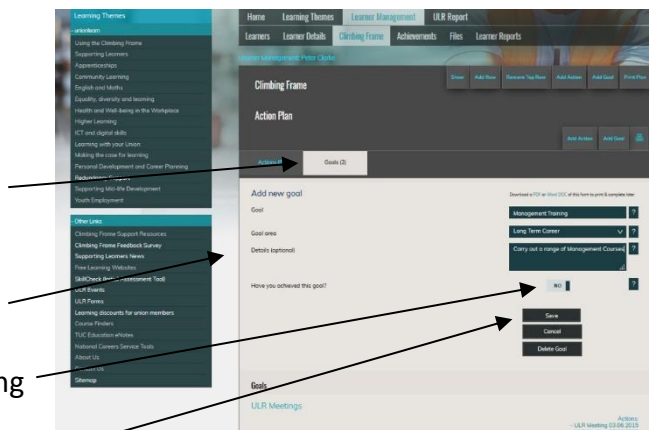
Depending on the Goal area (Long Term Career, Personal or Short Term Work) you chose the Goal to relate to, on the Climbing Frame grid you will receive a number within the goal area, to show you have completed a goal.

The number will go up as more goals are completed. In the picture here you can see the learner has completed

- 1 Work Goal
- 1 Career Goal
- 3 Personal Goal.
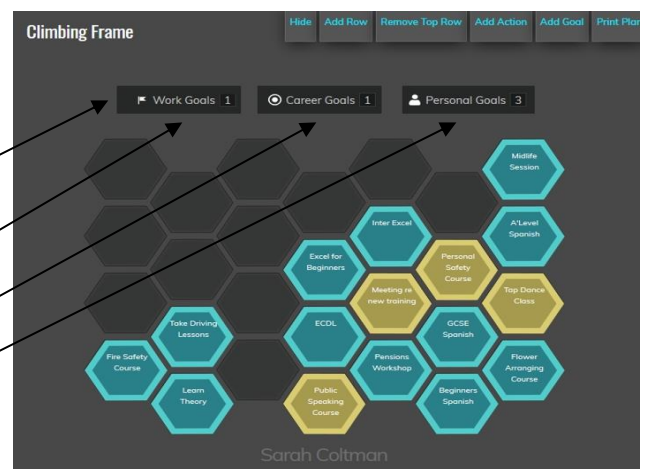
All completed goals are automatically listed in the 'Achievements' area.

Completing an Action

To complete an action go to the 'Climbing Frame' tab

1. Click on the hexagon for the action that you would like to complete
2. Complete the Further details, results or outcomes
3. If the action is related to Functional Skills select which area it is, if not leave blank
4. Change the 'Has the action earned you a qualification?' button to either YES or NO depending on what the action is. If a qualification has not been achieved, leave as 'NO'.
5. If a qualification has been achieved change to 'YES', use the drop down to select the level *(Top Tip if you are unsure of the level, please look at the contextual help (the ? icon) for a PDF which shows the levels)*
6. Enter the details of the qualification achieved
7. Change the Completed Action button from a No to a Yes by clicking on it
8. Click on the completion date box to open a calendar. Select the date that the action was completed
9. Click 'Save' to confirm your changes.

Once an action is completed you will see the colour of the hexagon (action) change from yellow to blue on the Climbing Frame grid.

Achievements

All completed actions are automatically listed in the 'Achievements' area.
Within the Achievements tab you can switch between either completed Actions or completed Goals.
The number in the brackets tells you how many completed items there are in each tab.

Reports

There are two types of report which are available to ULRs from the Climbing Frame - Learner Reports and ULR Reports.

Learner Reports

The Climbing Frame can collect information on each learner, if recorded. This includes information on actions they have completed, learning undertaken, qualifications gained and goals achieved. There are some predefined Learner Reports which a ULR can generate which includes a Record of Achievement and a Personal Development Plan. A ULR can also generate Custom Reports from a range of listed options. The Learner Reports can be produced in a variety of formats and the information can also be exported.


To access the Learner Reports, click on the 'Learner Management' tab. Within the 'Learners' tab select the learner who's record you wish to view (click on their name). Click on the 'Learner Reports' tab.

You will then see the Learner Reports available.

To view the Record of Achievement click on 'Download PDF' to access the PDF (Portable Document Format) or 'Download CSV' to access an Excel report.

To view the Continuous Personal Development Plan, click 'Download CSV' to download the information in an Excel format.

To generate Custom Reports, tick the fields that you would like to report on, for example 'My Details' and 'Current actions' and click on 'Download PDF' or 'Download CSV', depending on the format you require.
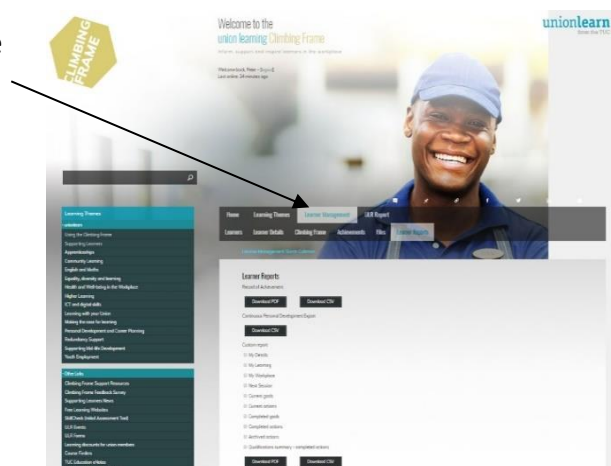
ULR Report

ULRs are able to print off statistical information about all of the learners which they have recorded on the Climbing Frame.

This information can be found in the 'ULR Report' tab which is located to the right of the top navigation tabs.

Some of the information in these reports depends on how much information learners have provided you with or how much you have filled in. For example, the report gives information about the gender of the learners you have recorded on the Climbing Frame, but this information will not be listed correctly if the gender option has not been completed. It is therefore suggested that you complete the Climbing Frame learner forms with as much detail as possible to ensure you will be able to generate complete reports.
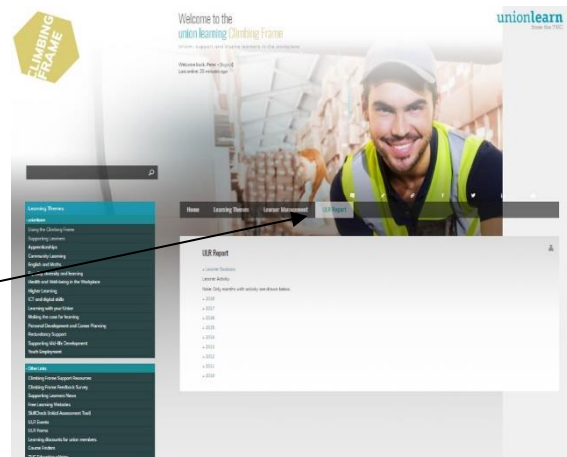
My Notes

My Notes is the area of the website where you can store your own notes which can be viewed by just you. This can include for example local contacts, useful websites, minutes from meetings, events etc. whatever information you like to help you in your ULR role.

Create a Note

1. To create a new note simply click on the 'My Notes' icon
2. Click on 'Create new note'
3. Give the note a title
4. Input information which is helpful to you in your role as a ULR.
5. You are able to set up hyperlinks and email links and are also able to change the font, style etc.
6. To save the note click 'Save'.
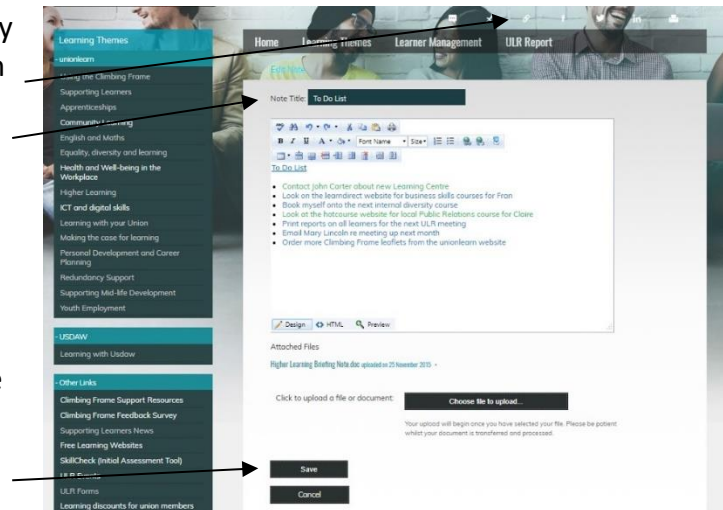
Discussion Forum

The **Climbing Frame Discussion Forum** can be found if you click on the **'Forums'** icon. Here you can share and receive advice from the Climbing Frame Team and other Climbing Frame users. All Climbing Frame users are able to access the Forums and you can just view the discussions if you wish.

If you wish to contribute to a forum topic, or simply read what other members have posted, click on the relevant title.

This will take you to a list of topics on that board and give you the opportunity to read what other users have posted, reply to a topic or start a new one.

When a topic is started, a new page is created, with the posting user's name, union, and the text of their statement. Other users are then able to add a comment or answer on the same page. Over time, these will each be listed underneath the topic.

Additional Functionality

There are a number of other features on the Climbing Frame which you can make use of. Please see the **Using the Climbing Frame** Learning Theme for further information about all aspects of the website. Some things you may like to find out about include; sharing learners with other ULRs, archiving actions, setting and storing a date for a next session with a learner and deleting actions and goals. These and more options can all be found in the **Using the Climbing Frame** Learning Theme, one of the unionlearn Learning Themes which is available to all users.

Contact Us

If you have any questions or need any help with the Climbing Frame please email unionlearn at **climbingframe@tuc.org.uk** or call **020 7467 1212.**