

Parish HR Support – Free eLearning for employees and volunteers

We have now launched a set of eLearning courses which are available free to Parish staff and Volunteers on the EquipHub.

You do not have to use these however they are a useful tool for encouraging diversity in your workplace. The eLearning in regard to Sexual Harassment is also very important, as by law, employers have a duty to take steps to prevent sexual harassment in the workplace.

With regard to the Unconscious Bias eLearning, if your employee/ volunteer is on the Pathways programme, then they do not need to do this module as well, as Unconscious Bias is covered as part of the Pathways programme. Our Diocese also runs an in-person fuller and more interactive in person Unconscious bias awareness session, should you wish your employees or volunteers to attend this as well. [Click here for information and dates.](#)

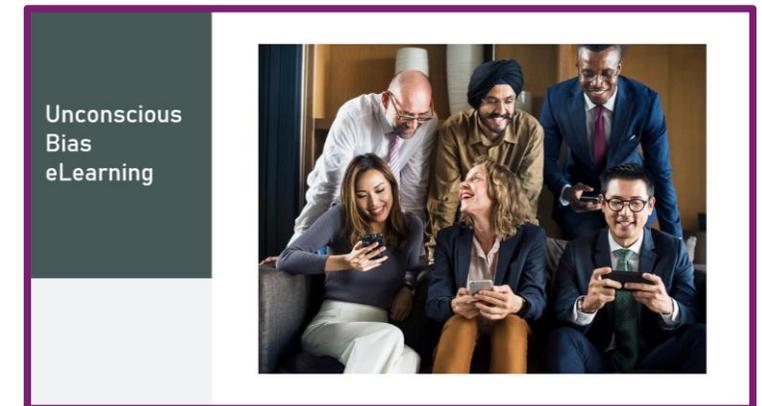
The elearning sessions available for your staff are:



Sexual Harassment in the Workplace



Equality & Diversity



Unconscious Bias

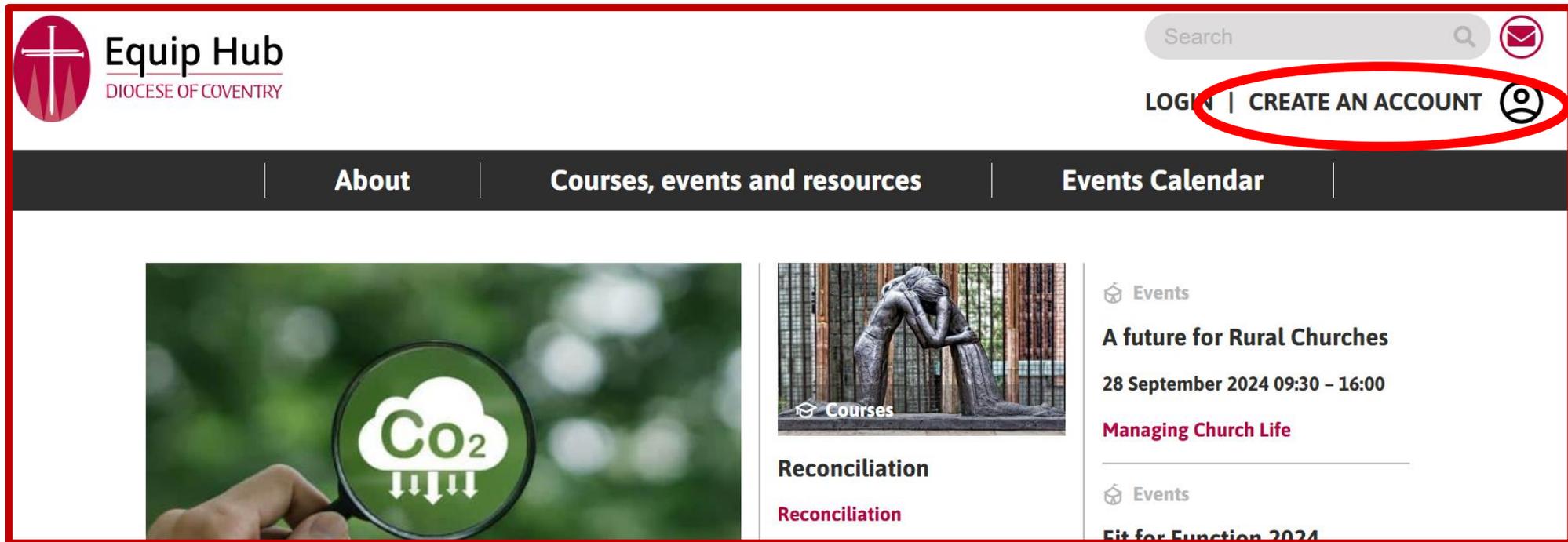
Scroll down to see how to register your employees and volunteers on the eLearning courses



Please note that all applications for these eLearning courses must come from either the relevant line manager, PCC member, or Incumbent.

To access this eLearning for your employees and volunteers, you will need to do the following:

- ❑ First your employee/volunteer will need to create a training account on the EquipHub. They can do this by clicking on this link and registering [Home Page - Equip Hub](#)



- ❑ Once they have done this, please email ParishHR@Coventry.Anglican.org with the person's full name, email address, Parish and the course(s) that you would like them to complete
- ❑ Once we have set this up, we will email them to let them know that they can log in to start the courses

- ❑ Once they have received an email from us, they can access the eLearning by logging into the EquipHub, then clicking on their name at the top right-hand side and then selecting Moodle from the drop-down list (see screen print image)

The screenshot displays the Equip Hub website for the Diocese of Coventry. The top navigation bar includes 'About', 'Courses, events and resources', 'Events Calendar', and 'My Learning Plan'. The main content area features a large 'My Learning Plan' heading and a user profile section for Simone Smith. A dropdown menu is open, showing options like 'Trainee Management', 'My profile | Edit', 'My Learning Plan', 'Recommended for me', 'Moodle', 'Change password', 'Welcome Message', and 'Logout'. A red arrow points to the user name 'Simone Smith' in the top right, and a red circle highlights the 'Moodle' option in the dropdown menu.

Equip Hub
DIOCESE OF COVENTRY

Search

Simone Smith

About Courses, events and resources Events Calendar **My Learning Plan**

My Learning Plan

Name Simone Smith

RECOMMENDED FOR

EDIT MY DETAILS

- Trainee Management
- My profile | Edit
- My Learning Plan
- Recommended for me
- Moodle**
- Change password
- Welcome Message
- Logout

EMAIL PREFERENCES

- ❑ Once in Moodle, they need to click on “My Courses” and click on the relevant course(s) that have been allocated to them (see below screen print image)

The screenshot displays the Moodle interface for Equip Hub, Diocese of Coventry. The top navigation bar includes 'Coventry Diocese', 'Dashboard', 'My courses' (circled in red), and 'EquipHub Home'. The user profile 'Simone Smith' is visible in the top right. Below the navigation bar, the breadcrumb trail reads 'Dashboard > Site pages > My courses'. The main content area is titled 'Course overview' and features a filter menu with 'All' selected, a search box, and 'Sort by course name'. The course cards are displayed in a grid:

- Equality & Diversity Workshops
- Equality & Diversity - Parish Staff eLearning Workshops
- Sexual Harassment at Work Workshops
- Sexual Harassment at Work - Parish Staff ... Workshops

- ❑ Then in this screen, click on the relevant course name to start the eLearning

The screenshot shows the Equip Hub interface for the Diocese of Coventry. The top navigation bar includes 'Coventry Diocese', 'Dashboard', 'My courses', and 'EquipHub Home'. The user is identified as Simone Smith. The main content area is titled 'Equality & Diversity' and contains a message: 'As part of our commitment to equality and diversity in the workplace, you will need to complete this course. There are quizzes throughout the course, which you will need to score an 80% pass rate in order to complete the course and receive your certificate.' At the bottom left, the course name 'Equality and Diversity' is highlighted with a red circle. Other buttons visible include 'Turn editing on', 'Mark as done', and 'Complete the activity'.

- ❑ Once they have completed the course, and passed the inbuilt tests, they will be emailed a certificate, which they can then forward to you for storing on their personnel file. They need to score 80% on these tests, however there is the option for them to re-try the tests at the end of the course.

We recommend that your employees re-take these courses every 18 months to refresh their learning on these important subjects.