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



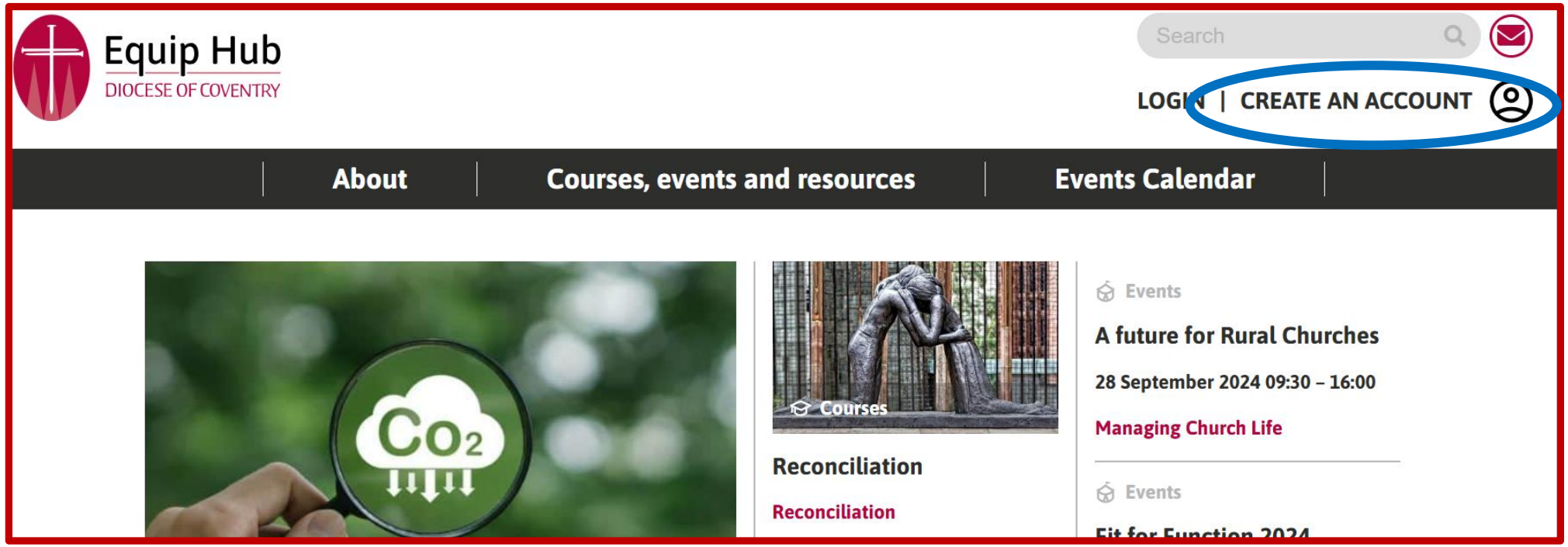
Unconscious Bias

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:

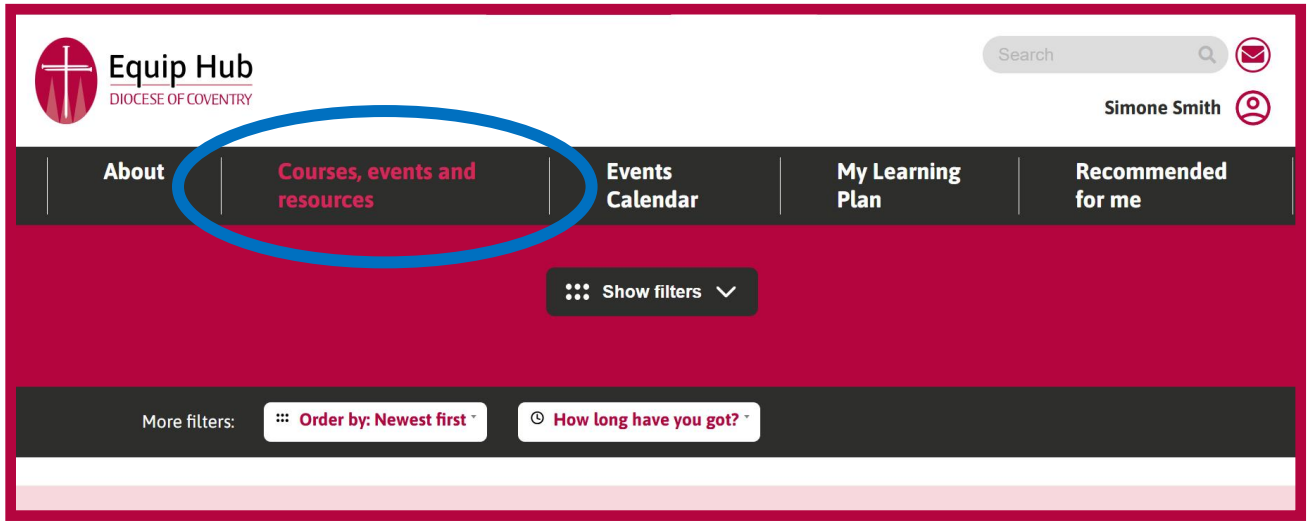
- ❑ First your employee/volunteer will need to create a training account on the EquipHub. They can do this by clicking on this link and registering Home Page - Equip Hub

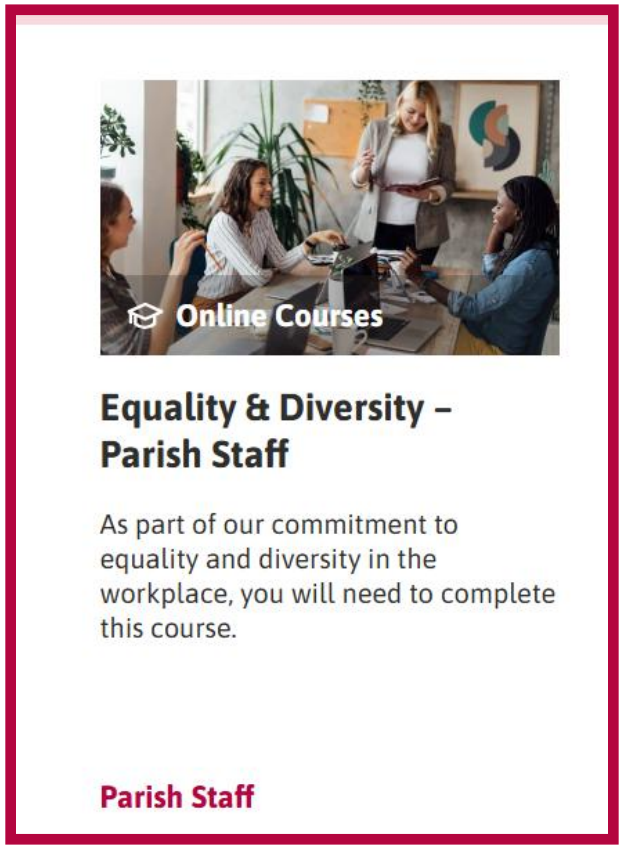


- ❑ Once they have done this, please email ParishHR@Coventry.Anglican.org with the person's full name, email address, Parish and the course(s) that you would like them to complete

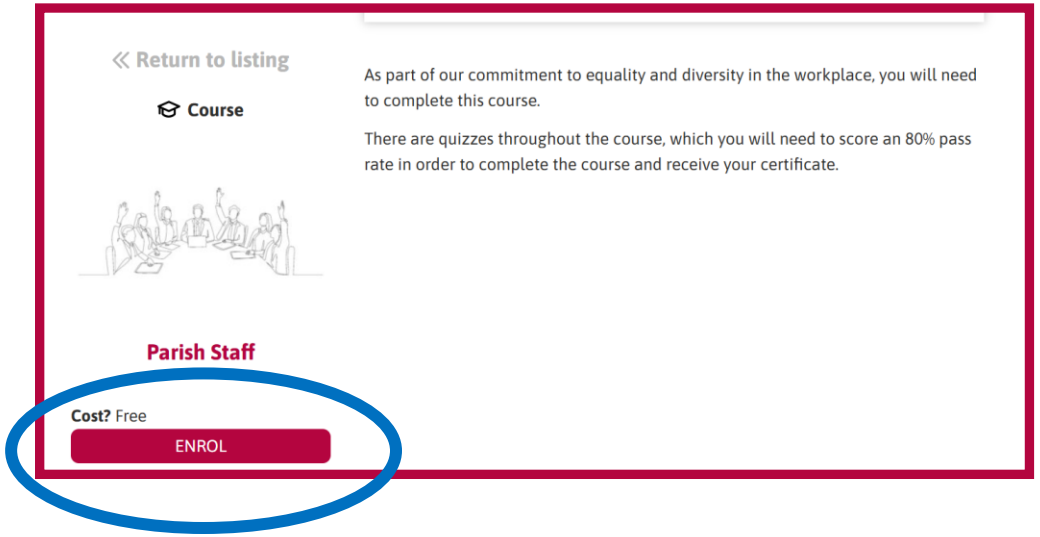
- ❑ Once we have set this up, we will email them to let them know that they can log in to start the courses

- Once they have received an email from us, they can access the eLearning by logging into the EquipHub, then clicking on “Courses, events and resources”





- They will then see the courses which have been allocated to them. They need to click on the course



- ❑ Then in this screen, click on enrol, and they will then be able to take the course.

- ❑ Once they have completed the course and passed the inbuilt tests, they will be emailed a copy of their 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.