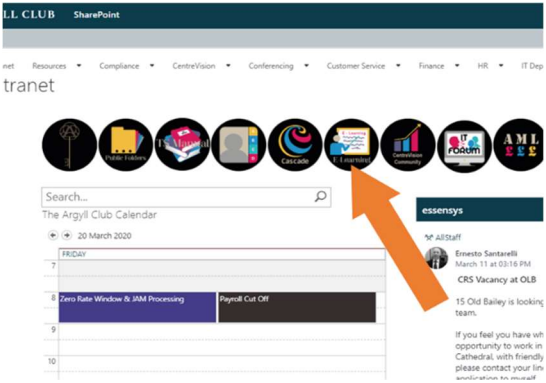# ONLINE LEARNING OPPORTUNITIES

Our employees have the ability to continue completing their health and safety training and other developmental training courses via our *eLearning portal – Safety Media.*
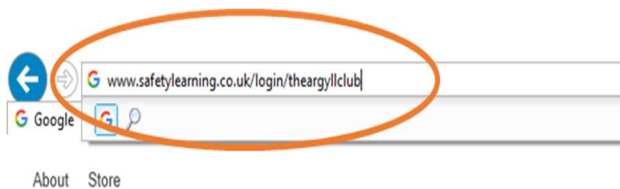
This only requires Wi-Fi, an internet connection and your work login to access content by using a company-issued phone/laptop or a personal phone/mobile device.

Here are some instructions how you can access the learning platform from a personal smart phone/laptop or device.

Instructions to login to Safety Media

1.	
	Connected your device to the Wi-Fi.
2.	
	If you are using a work device – laptop or phone, you can access the elearning platform as usual, via Sharepoint.

You will need to approve the sign in request on their authenticator app.

The, click on the 'ELearning' circular icon.

This should take you directly to your personal training list. See point 5. |
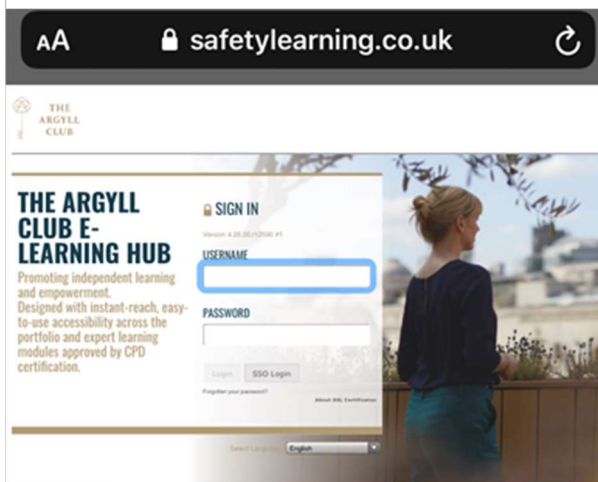
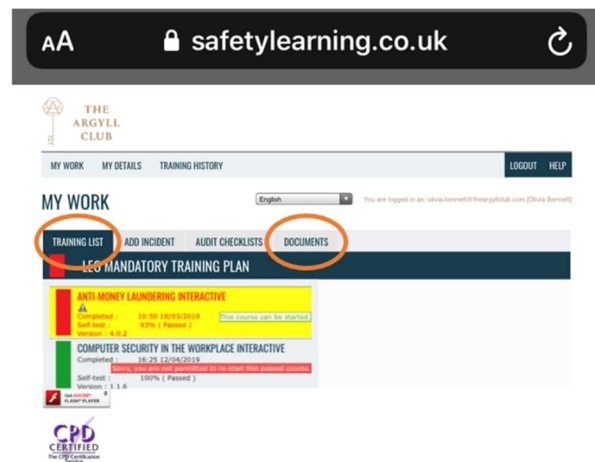|	
3. 	If you are using a personal device (laptop, ipad, smart phone), type into your web browser this URL: www.safetylearning.co.uk/login/theargyllclub
4. 	You will see The Argyll Club homepage hub. Sign in with your **Username**. This will be your personal work email address (firstname.surname@theargyllclub.com) The **Password** will be either: - leo2019 or - A password you chose when you first joined the company. Click on **'Login'**, *not* SSO Logon. If you require to reset your password, a link will be sent to your work email address (which can only be accessed from a work device).
5. 	Under **'Training List'** you will see the list of health and safety and developmental training you will be required to complete. Please ensure to scroll down the page to see the full list of courses. Under **'Documents'** you will find the list of company policies and documents you are required to read and confirm acknowledgement.

If you have any problems successfully login into your eLearning page, please contact Nathalie Rafferty – Learning and Development Manager.

Email: training@theargyllclub.com
Mobile no. 07387092469

The Argyll Club
33 St James's Square
London, SW1Y 4JS

THE ARGYLL CLUB

+44 (0)20 7661 9162
enquiries@theargyllclub.com
theargyllclub.com

Learning opportunities that can be accessed

For those who are remote working, these two courses are mandatory courses to be complete:

- **Health and Safety for Homeworkers (Employees)**

Course Overview: this interactive course is designed to raise awareness of the risks and hazards that are prevalent within the home-based workplace. Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

Duration: 25-30 minutes.

- **DSE (Display Screen Equipment)**

Course Overview: This module covers, the different types of DSE, potential hazards and risks with DSE, keeping your workplace safe, using portable DSE and understanding how simple stretches can help you.

Duration: 30-35 minutes.

You are welcome to complete any other **health and safety** training modules in your training list. For example:

- Fire Safety
- Fire Warden
- GDPR
- Food Safety level 2

Also you can read and acknowledge any **policies and guidelines** in your Documents list. For example:

- Data Protection Policy Updated
- Social Media and Networking Policy
- Information Technology Policy

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