

# **How to Undertake Training**

## ▶ 1. Getting Started

- ▶ **Please note: You can now download our mobile app to train anywhere, anytime on iOS and Android devices - for instructions on this please go to page 8.**
- ▶ Ideally you should have for approximately half an hour (per training module) with access to a PC with the following:
  - ▶ • Broadband internet connection (i.e. not a normal phone line)
  - ▶ • Sound/speakers
  - ▶ • ‘Flash Player’ installed if not, it is free and can be downloaded from:
    - ▶ *<http://www.macromedia.com/shockwave/download>*
- ▶ *If you are logging on whilst at work all of the above should already be in place and you can go straight to the system.*

## ▶ 2. To Access The System

- ▶ Access the Internet (either from the *Start* menu or from the shortcut on the Desktop).
- ▶ In the address bar, at the top of the page, type in the web address as it appears below and press *Enter*:
- ▶ <http://www.humanfocus.org.uk>
- ▶ The Login Screen will appear. If you are unsure of your login details, please go to your line manager or the account administrator. They will be able to confirm your login details.

### 3. Access the Training Programmes

Once you have logged on, the following page will appear. To access the training click on the “Undertake Training” button:

The screenshot shows the Human Focus user dashboard. The top navigation bar includes the Human Focus logo, a language selection dropdown, and the text "Powered by Google Translate". The user is logged in as "Gu Est, Guest Demonstration Account - Not For Re-Printing" and has a "Logout" link. The left sidebar contains three main menu items: "Home", "Training & Guides" (highlighted with a blue box), and "My Results". The main content area is divided into several sections: "Profile" (with fields for Name, Organisation, Email, and Mobile No.), "Dashboard" (with fields for Training Set, Department, and Site / Location), and "Training Card" (with an "Example Photo" placeholder, a QR code, and a "Print" button). Below these are sections for "My Results" (including "My Training-Set Matrix Bar", "Manager Training-Set Matrix", and "Outstanding Courses" with buttons for "HFI Courses", "IT Courses", and "Evaluations") and "Next Actions" (with buttons for "System Help", "Training & Guides" (highlighted with a blue box), "Upload Training Record", and "Report an Accident or Near Miss"). A blue arrow points from the text above to the "Training & Guides" button in the sidebar, and another blue arrow points from the text above to the "Training & Guides" button in the "Next Actions" section. At the bottom, a message states "Your browser must enable 'Cookies' to use this application".

- ▶ To access the training click on one of the 'Subject Selection' buttons
- ▶ Or 'Show All'

The screenshot shows a web application interface for training selection. On the left is a sidebar with navigation options: Training & Guides, My Results, Administration, e-Checklists & Guides, Risk Assessment, Create Training, and e-Competency Assessment. The main area has a header with the text 'Please select the required training topic' and a 'Showing: My Group' filter. Below the header are four buttons: 'Show All' (highlighted with a blue box), 'All New', 'Specials', and 'By Job'. A blue arrow points from the 'Show All' button to the 'Fire Safety' icon in the grid below. The grid is titled 'Access to subjects:' and contains 30 icons arranged in three rows and ten columns, each with a corresponding subject name below it.

Access to subjects:									
Accident Investigation	Asbestos Safety	Confined Space Entry	Construction Sector	Display Screen Equipment	Electrical Safety	Energy Sector	Environmental Protection	Fire Safety	First Aid
Food Safety	General Health & Safety	Hazardous Substances	Hot Works	International Travel Safety	Lifting Operations	Managing Contractors	Manual Handling	Near Miss Reporting	Noise
Permit To Work	Risk Assessment	Sickness Absence	Slips & Trips	Using This System	Violence and Aggression	Work At Height	Work Equipment	Workplace Stress	Workplace Transport

▶ The following training menu frame will appear (see below). Select which training you wish to take from the options. **Please Note: You only need to undertake the training programme that is relevant to your job role. For example if you are an engineer you will need to undertake the “Industry version”.**

**HUMAN FOCUS** | Select Language | Powered by Google Translate | Gu Est, Guest Demonstration Account - Not For Re-Printing | Logout

Home | Training & Guides | My Results

### Select Programme

Please select the required programme package

Set number of programmes per page:  10  15  20  25  30  40  All

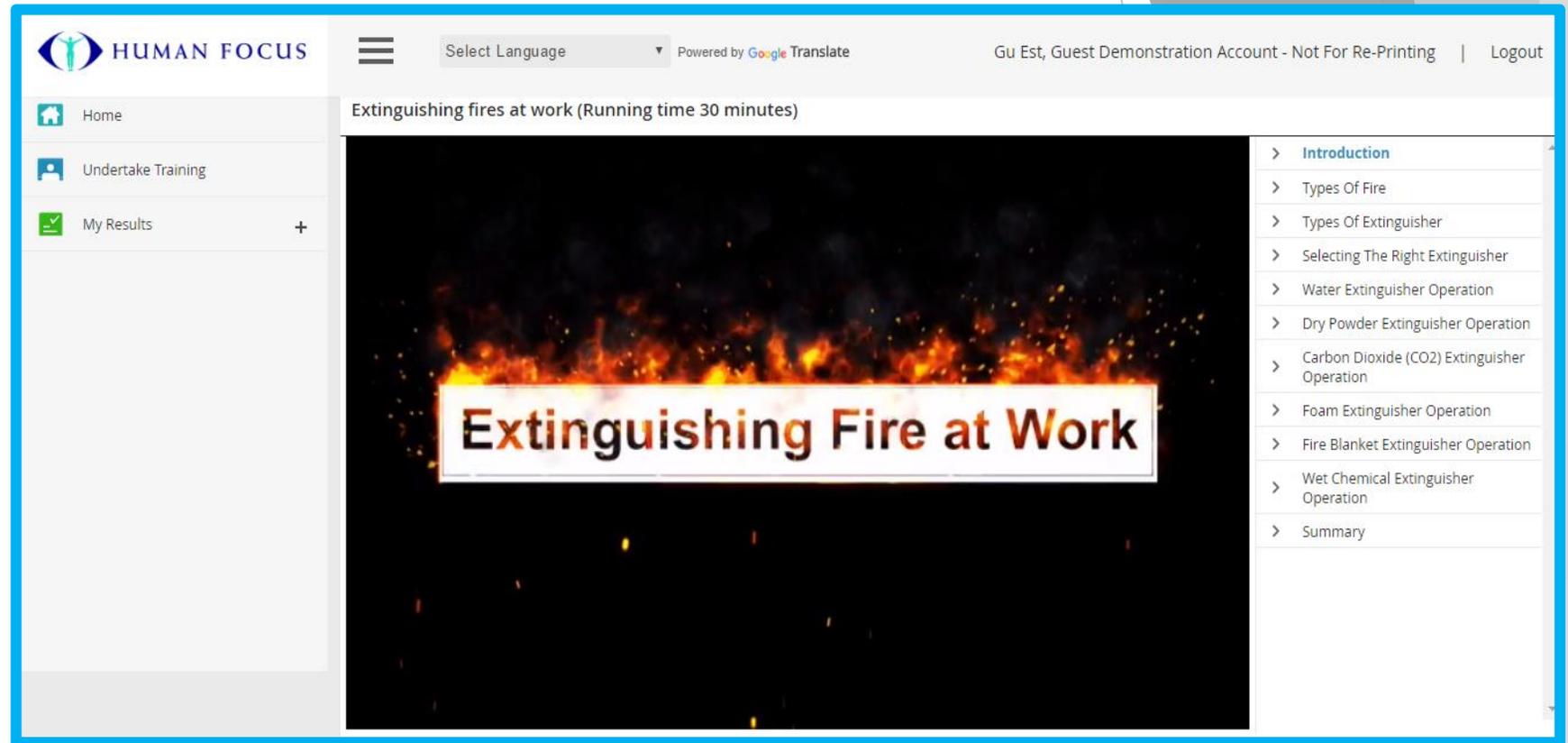
	Programme Title	Code	Last Date	Outcome
<a href="#">View</a>	Extinguishing Fires at Work	1176	---- none ----	Not Viewed
<a href="#">View</a>	Introduction to the role	1179	---- none ----	Not Viewed
<a href="#">View</a>	Fire Safety In Offices	740	---- none ----	Not Viewed
<a href="#">View</a>	Fire Safety In Industry -	741	---- none ----	Not Viewed
<a href="#">View</a>	Fire Safety In Healthcare	742	---- none ----	Not Viewed
<a href="#">View</a>	Essentials Of Fire Risk Assessment - Generic version	814	---- none ----	Not Viewed
<a href="#">View</a>	Przepisy przeciwpożarowe w przemyśle - Co każdy powinien wiedzieć (Polish version Of Fire Safety In Industry - What Everyone Needs To Know)	855	---- none ----	Not Viewed
<a href="#">View</a>	Požiarňa ochrana v priemysle - Čo je treba vedieť (Slovakian version of Fire Safety In Industry - What Everyone Needs To Know)	856	---- none ----	Not Viewed
<a href="#">View</a>	Požární ochrana v průmyslu - Co je zapotřebí vědět (Czech version of Fire Safety In Industry - What Everyone Needs To Know)	857	---- none ----	Not Viewed
<a href="#">View</a>	Protecția contra incendiilor în industrie- Depinde de tine (Romanian version of Fire Safety In Industry - What Everyone Needs To Know)	858	---- none ----	Not Viewed

1 2

## ▶ 4. Taking a course

The programme will take a short time to load and then starts; simply listen and watch, and, follow the prompts when asked. Each programme takes approximately 20 minutes. Please make sure you have enough uninterrupted time to complete the training.

If the keyboard is idle (i.e. you walk away from the computer and do not click when prompted) the programme will disconnect after 5 minutes.



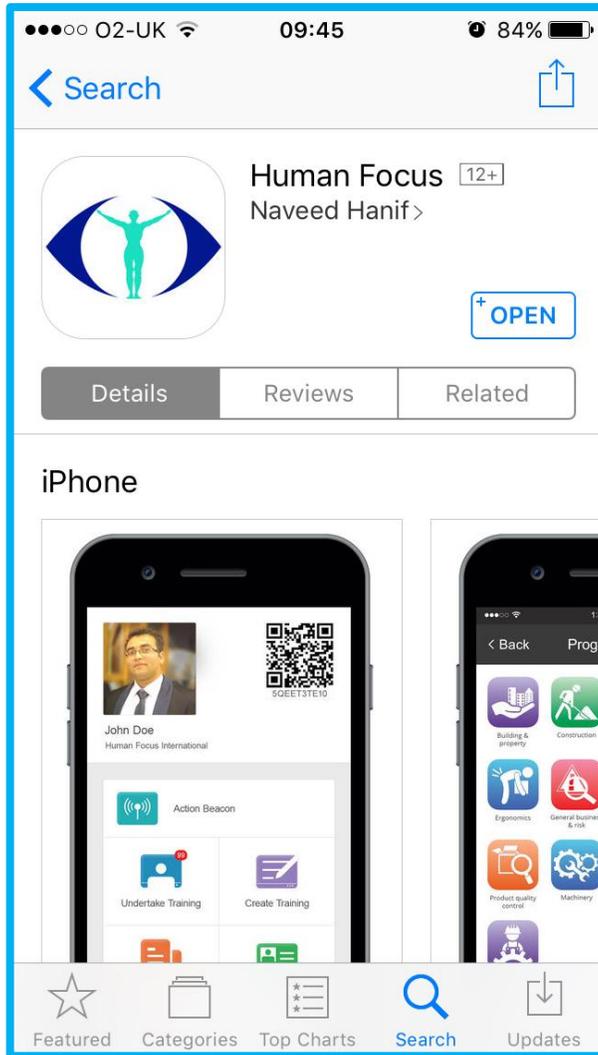
The screenshot displays the Human Focus training interface. At the top left is the 'HUMAN FOCUS' logo. The top navigation bar includes a 'Select Language' dropdown, 'Powered by Google Translate', and user information: 'Gu Est, Guest Demonstration Account - Not For Re-Printing' and a 'Logout' link. A left sidebar contains three menu items: 'Home', 'Undertake Training', and 'My Results' with a plus sign. The main content area is titled 'Extinguishing fires at work (Running time 30 minutes)'. It features a large video player showing a fire with the text 'Extinguishing Fire at Work' overlaid. To the right of the video is a table of contents with expandable sections:

- > Introduction
- > Types Of Fire
- > Types Of Extinguisher
- > Selecting The Right Extinguisher
- > Water Extinguisher Operation
- > Dry Powder Extinguisher Operation
- > Carbon Dioxide (CO2) Extinguisher Operation
- > Foam Extinguisher Operation
- > Fire Blanket Extinguisher Operation
- > Wet Chemical Extinguisher Operation
- > Summary

At the end of the training programme there is a short test. At this point, if you fail the test, you can: retake the test, watch the programme again and then retake the test, or return to the subject select menu. When you pass the test you will be able to print a certificate of completion for the selected programme.

# Downloading the Mobile App iOS (Apple)

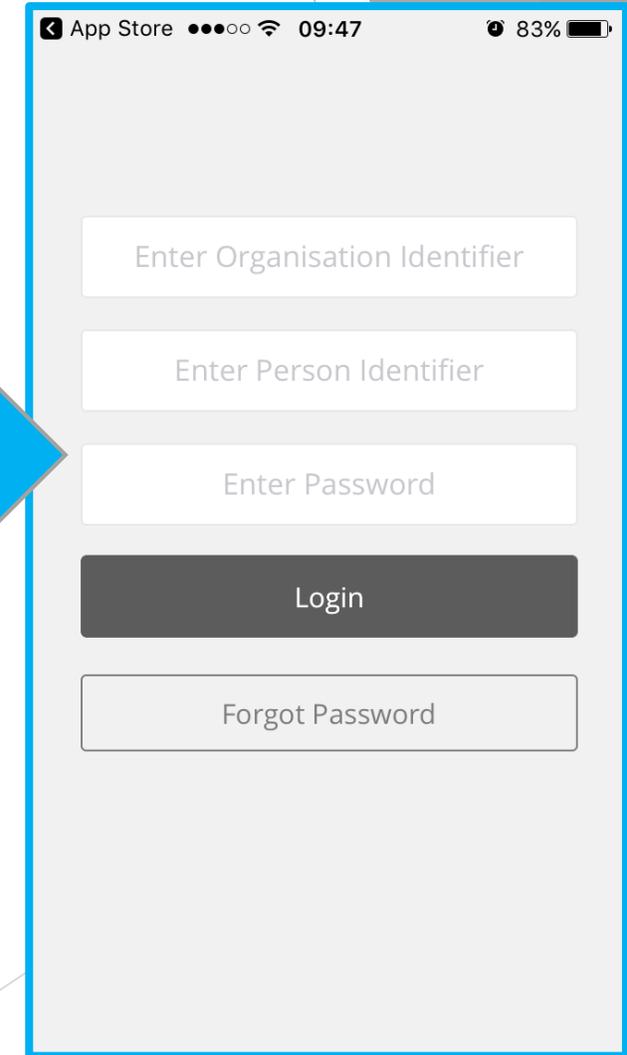
Go to 'App Store' and type in "Human Focus"



Click on app icon to open

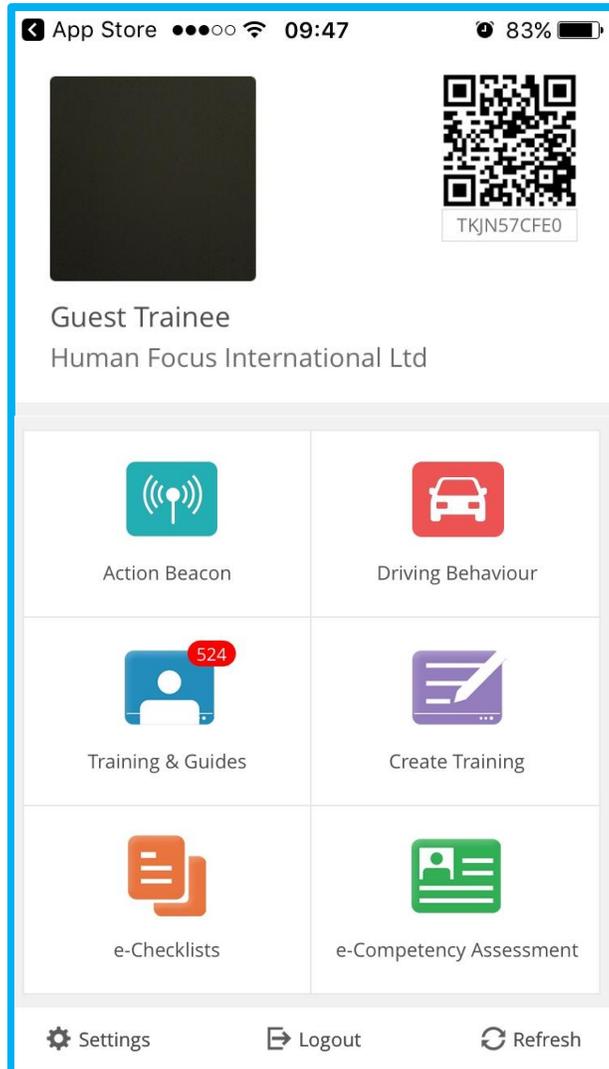


Type in your login details on page 2

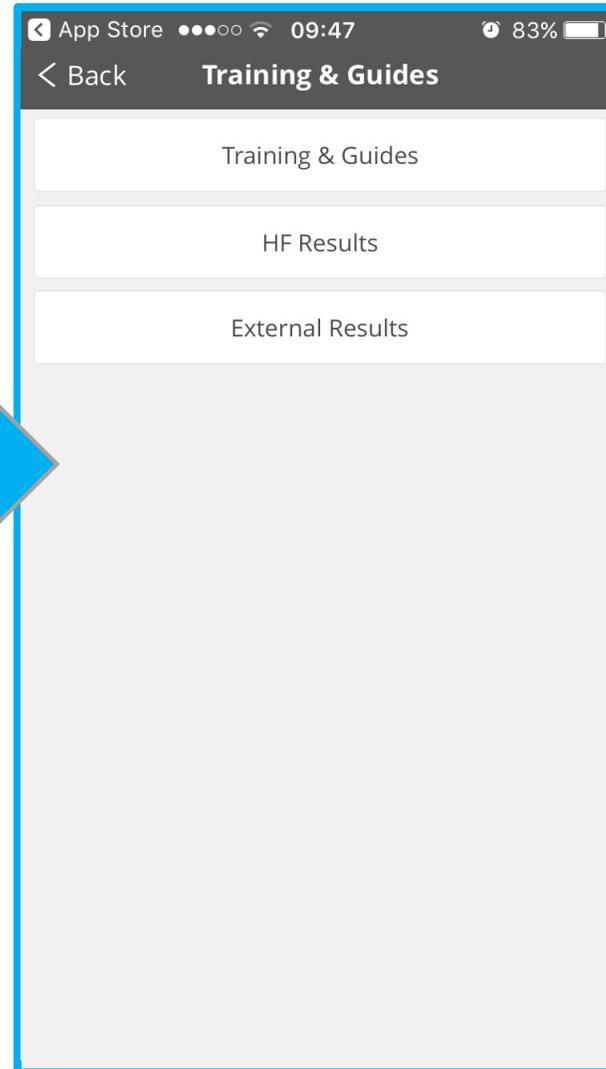


# Downloading the Mobile App iOS (Apple)

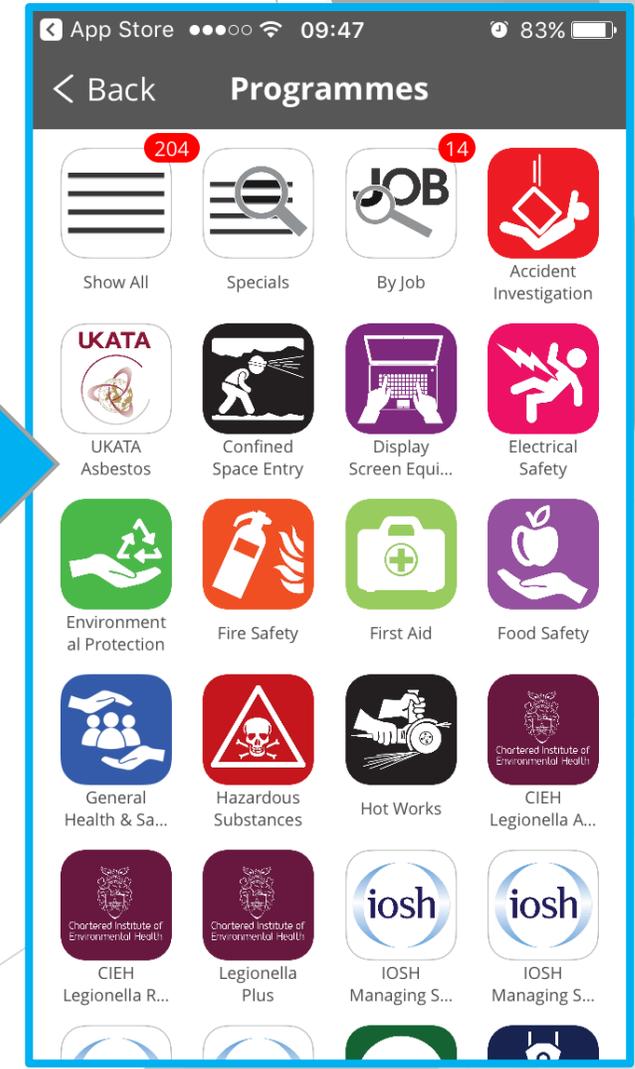
Click on Undertake Training icon



Click on Undertake Training text

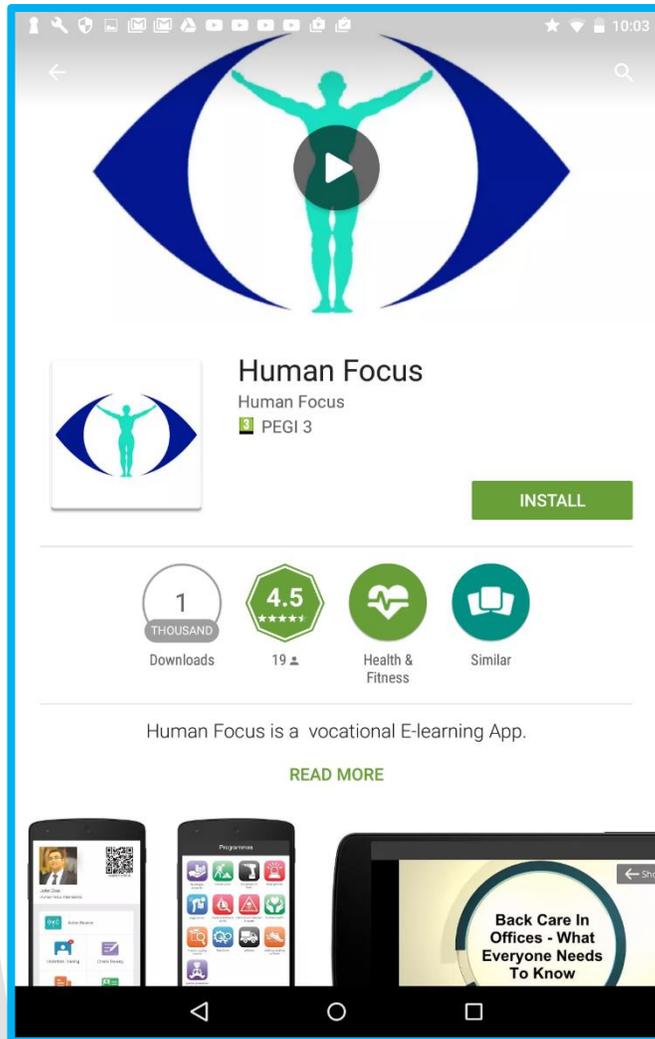


Select the programme you wish to complete

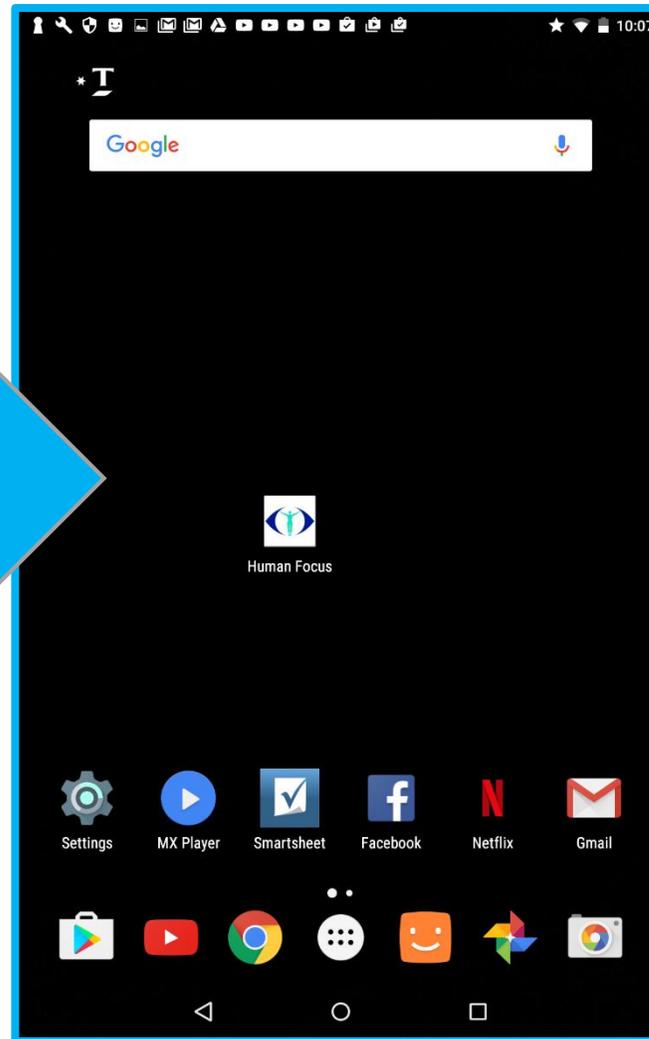


# Downloading the Mobile App Android

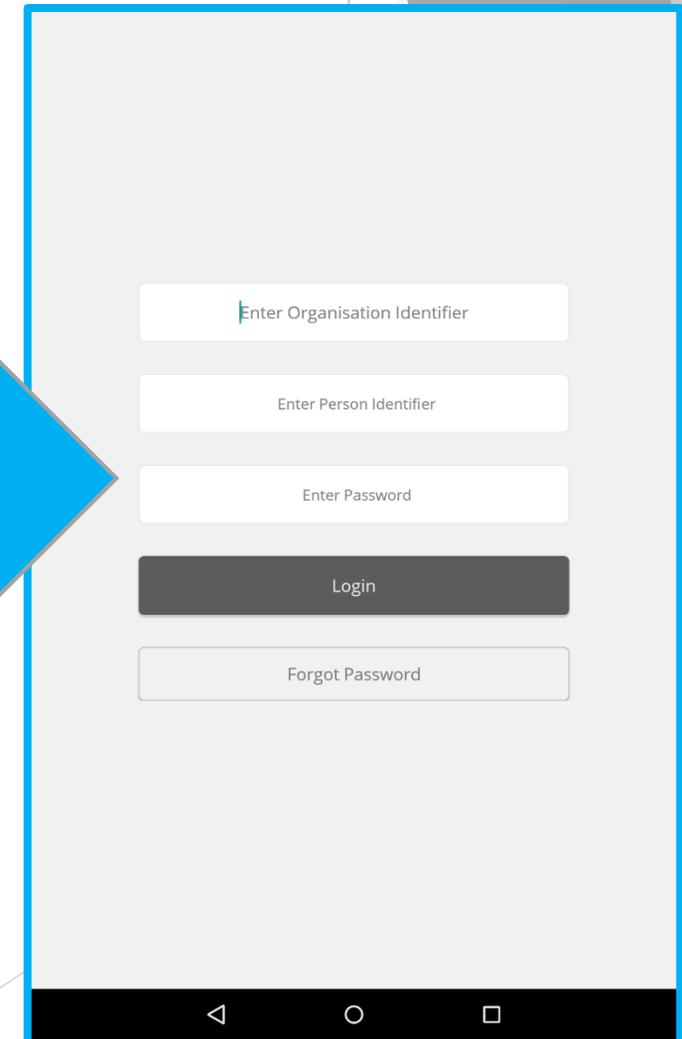
Go to 'PlayStore' and type in "Human Focus"



Click on app icon to open

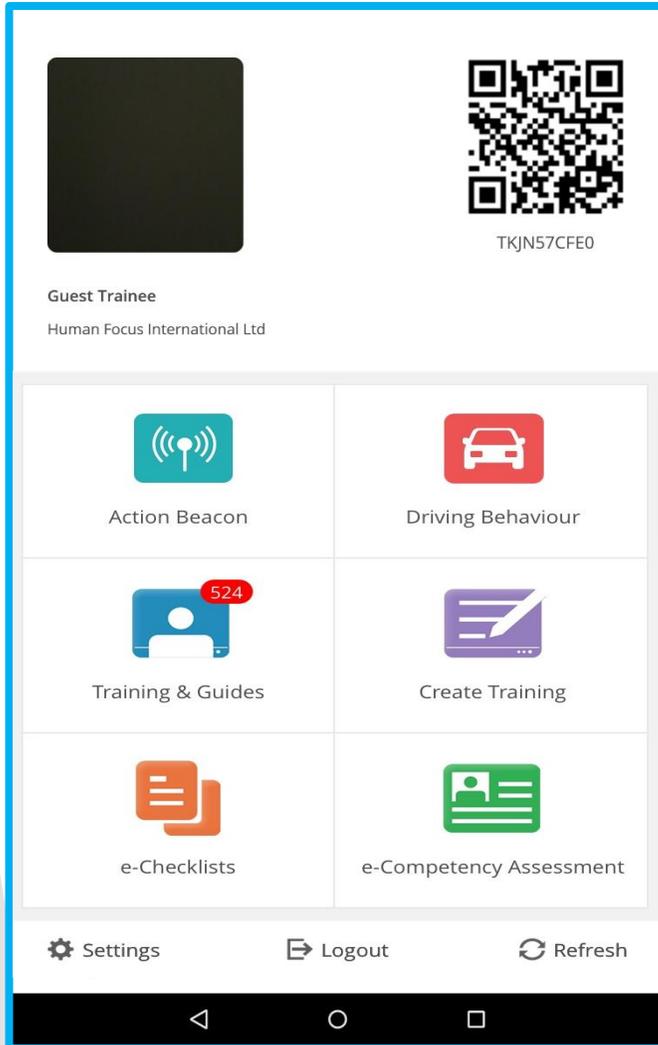


Type in your login details on page 2

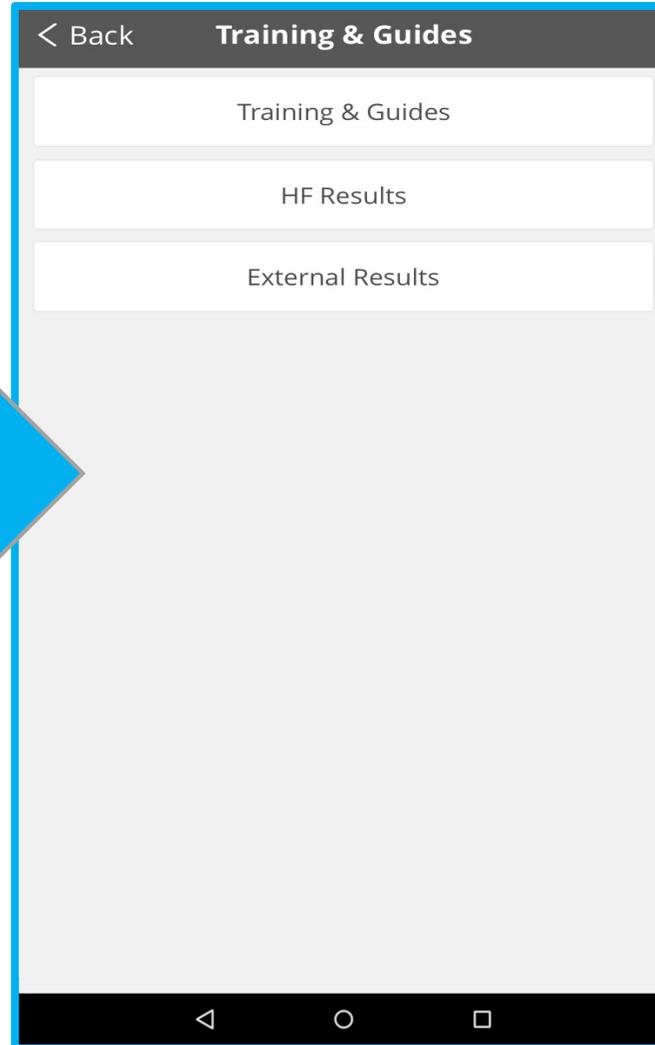


# Downloading the Mobile App Android

Go to 'PlayStore' and type in "Human Focus"



Click on Undertake Training text



Select the programme you wish to complete

