

Dear Volunteer

Re: Volunteering at Southridge Animal Centre

I would like to welcome you to the RSPCA and to thank you for offering to volunteer for us. Volunteers are essential to the work that we do and without you we would not be able to achieve our aim of preventing cruelty and promoting kindness to animals.

As part of our health & safety procedures and to ensure we meet our legal requirements can you complete the following on line training courses **before attending your induction day**. You may send in your application forms to us before completing the modules.

To access the system on the internet please go to <https://extranet.griffithsandarmour.com>
your user ID is trainee@rspca.org.uk and **animals** is the password.

Steps to follow

You will be asked to register your details & create your own password in the Registration section. Your division and site is **Southern and Southridge**.

Your registration will be confirmed & it will prompt you to note down these details (or you can print them from this page). Please remember your user ID and password. Please note your User ID will not be your full name, e.g Paul Smith will be "psmith".

(If you do forget your password, there is a link on the log in page "**Forgotten password**", which will ask you to enter your email address, the system will send you an email with a new password).

Click on "**Register**" at the bottom of the page. Then choose "**Login**" again & enter your new username and password.

Please read the terms and conditions and click "**I accept**" at bottom of the page.

From the Training system drop down menu choose - "system instructions" - please read the trainee instructions before you start. (To exit the instructions click the X at the top of the tab).

Under the Training system option you will find "**Training modules**". There are a number of modules, **we only require you to complete the following modules in this order:**

1. General Health and safety
2. Fire
3. Manual handling

(These modules are the minimum requirement; if you wish to review more modules please feel free to do so).

Choose **“Begin tutorial”** to start each module and follow the steps. Please work through the tutorial first, you will then be asked to confirm you have read and understood the information at the end of each module and finally proceed to a short test, to start the test choose **“Please click here”**.

Once you have completed the test your pass mark will be displayed, plus the answers to any questions you answered incorrectly. The test has a pass mark of 70%. (If you fail you can re-read the tutorial and re-take the test).

Please confirm you have read and understood the training provided, **click on “Confirm” at the bottom of the page.**

There is an option to display and print a certificate, if you want to print this for your own records please do, (we do not require a copy as it will be held on our records for future reference if needed).

Click **“Return to modules”** to work through the next module, or **“Log out”** if you have completed all three modules.

If you do not have access to the internet please contact **Southridge Animal Centre** who will provide you with a paper version of the information, or organise for you to use a computer on site if available.

The manager/volunteer co-ordinator will check before your induction day to ensure you have completed and passed all the units. Please note it will not be possible to attend the induction day unless you have successfully completed these units.

I look forward to seeing you on your induction day. We will contact you in due course with an induction date, inductions are held on monthly basis here at Southridge on a Saturday morning. In the meantime please do not hesitate to contact me if you have any queries. I sincerely hope that you will enjoy your time with us.

Regards

John Charlwood

Volunteer Co-ordinator