







Course Administration Update - April 2021

This document outlines a number of improvements to the Go Membership Course Authorisation workbench based on feedback from SCA course providers.

Copy Function

The introduction of this copy button now allows you to copy previous courses and update them for future use if you are running a course at the same location or for the same Club or Organisation. All of the details are copied ready for editing except for the date.

◆	Status	◆	Edit/Submit
	Authorised		  
	Awaiting		  

Turn off course location

Some courses are now available for online or blended delivery. In these cases, we've added a checkbox for you to tick and this will override the need to add an address.

This course can be delivered (or part delivered) using a virtual classroom please tick this box to override the location section for this course.: ☒

Add staff to a course

We have made it possible to add staff after the course has been authorised. This is to allow more flexibility if your 2nd staff member changes or if you have an observer on your course. However you cannot change the primary course provider or transfer the course to another provider. If this is necessary, please email coaching@canoescotland.org

Ability to adjust Advertising

We understand that advertising, following up on leads and maintaining a full course can be time consuming, we have made it possible for courses to be advertised, withdrawn from advertising and advertised again without the need to contact us. This can be done by clicking the edit icon, then navigating to the course summary page then clicking (or unclicking) the advertise click box.

Advertise on Website:



Prefilling in course candidates' details

We understand that for some courses being able to add candidate details to a course and then confirm attendance and outcome after the course has taken place would be a useful function, but we have taken the request a stage further with the introduction of a pending state and prerequisite check. This allows you enter the candidate details prior to the course and check their prerequisite status. This also gives you or the candidate time to complete any prerequisites (such as registration) or to deal with any validation errors (incorrect membership numbers, dates of birth etc).

Once the course is complete, simply navigate back to this page, double click on each candidate and change their result to Passed or Failed.

Note: this currently can only validate learners with SCA membership.

Candidates
Candidates Details

Data has been saved successfully

+ Add Existing person

+ Add Other Home Nation Member

+ Add Non Member

- Remove

Membership Num...	Firstname	Lastname	Pre-Req Approved	OHN	Status
11317	Andy	Murray	Yes	No	Pending

Ability to access course records

Course records are now accessible after course completion. You cannot change any element, but you can check course numbers, number of candidates, names of candidates and staffing to support your ongoing administration requirements. You will also be able to view the notes added by you and by SCA staff.

Certificate downloads

The ability to access course records also allows you to access each candidate's certification, enabling you to download copies of certification for their employer or to print for presentations etc. Certification is only available once a course is complete and has passed through all internal verification processes.

Note: this is only available for non-regulated programmes – all access to certification for regulated programmes must be process by British Canoeing Awarding Body