**Date:** Monday, 01 October 2018

**Reference:** Maintained Schools – LMS Letter

Hampshire County Council has released a new, updated version of the Learning Zone on October 1st 2018.  The new Learning Zone will be easier to search and will feature a much improved, and simpler, user interface. This investment has been made in response to feedback from schools letting us know about the improvements you would like to see. The change will apply to all Hampshire County Council services that provide training to schools staff via the current Learning Zone.  It will bring the training offers from those services together so that schools can view the whole offer without needing to know which HCC department the training is provided by.  The new Learning Zone will cover the training offered to schools by:

- School Library Service
- Hampshire Teaching and Leadership College (HTLC)
- Ethnic Minority and Traveller Achievement Service (EMTAS)
- Hampshire Futures – Outdoor Education, PE & Duke of Edinburgh
- Services for Young Children
- Education Personnel Services
- Hampshire Services IT
- Education Financial Services (EFS)
- Caretaking Support Service
- Catering Services (HC3S)
- Health and Safety

**Guidance**

There is a comprehensive set of "How To…" guides and help pages on Hantsweb.  These will be accessible from a new "Learning Zone Help" tile at the bottom of the web page where you normally access the Learning Zone.  The new system features an approval process where Headteachers in Hampshire Maintained Schools will be able to see and then approve all bookings before they are confirmed.  If Headteachers would like to delegate this task to the School Manager or Administrator the guidance on how to do this has been copied below.

**Reports**

The updated Learning Zone will offer an enhanced set of reports compared to those currently available.  Reports can be scheduled to run automatically at regular intervals if required.  Once the system has gone live we will provide a suggested list of reports that are tailored to the specific needs of schools, and instructions for running the reports.  Given the wide range of reports and options available we would like to have an ongoing conversation with schools about which reports you find most useful, and any suggestions for additional

reports you would like.  We will be in touch with you to start this conversation once you have had some time using the new Learning Zone.

## Prices

Some courses are offered at different price points, for example subscribers to a service level agreement may receive a discount on the usual course price, or get certain courses free of charge.  Where there are multiple prices in operation, the Learning Zone will only display the most appropriate price according to any subscriptions or memberships that apply to your school.  If you wish to see the price that applies without the service level agreement discount applied please let us know and we will change the preferences for your school.

## Feedback

We welcome your feedback on the updated Learning Zone, in particular suggestions for how the system can be tailored to better meet the needs of schools.  If you have any feedback please let us know at [htlc.courses@hants.gov.uk](mailto:htlc.courses@hants.gov.uk)


**Guidance - Line Managers including Headteachers**

**Topic:** Delegate the course approvals process from a Line Manager (e.g. Headteacher) to someone who can act on their behalf (e.g. School Manager/Administrator)

**Description:** How to assign delegate authority to others so they can action course approvals for all employees reporting to you, for example when you are unable to perform your duties due to a leave of absence etc.

**Process:** Access Hantsweb and click on **Learning Zone** tile.

On the **My Learning** page, navigate to the **Links** section at the right hand side of the page. Click on **Options and Settings.** The **Options & Settings** page will display.

Click the **Add** button in the **Delegates** area and the **Add Delegate** page will open.

Use the search box to find and select the person you want to delegate for you. You can also use the **Advanced Search** option to find and select a delegate based on predefined criteria.

Once a delegate has been identified, select **Predefined Permissions** option for the user.

Click the **Save** button. The Delegate is now selected and permissions are assigned.

The system will automatically send notifications of the change in permissions to you, the new Delegate and any affected Learners.