

theWI
LEARNING HUB

WI Adviser Training Access and Completion Guide

<https://learninghub.thewi.org.uk/>

Step 1: Click on the following link <https://learninghub.thewi.org.uk/book-wi-adviser-training/> or go to the [Learning Hub](#) site, click 'Access Anytime', 'E-learning Courses', 'Federation Role Courses', 'WI Adviser Training'. From here you can read more information by clicking the '+' icon and click 'Press Here' under 'Book This Course Now' to be taken through to the booking page.

Private: WI Adviser Training

Book your space onto the WI Adviser Training to receive access.

Please note this training is for existing WI Advisers and new WI Advisers.

Upon completion, we recommend completing this training every 2 years to ensure you are up to date with all existing and new policies and guidance, which are reviewed frequently by NFWI.

WI Adviser Training



Course Description

+

Course Modules

+

Course Duration

+

Additional Course Information

+

Book This Course Now

-

PRESS HERE to book now

Step 2: Please read the course description in full. Then scroll to the bottom of the page and click 'Continue'.

Choose Items

1 Choose Items

2 Your Basket

3 Your Details

4 Summary

5 Confirmation



NFWI Training : WI Adviser Training

Welcome to the WI Adviser training. This e-learning is delivered as part of NFWI's commitment to working in partnership with federations and providing additional support and guidance throughout the National Federation.

This course has been designed to support you in your role as a WI Adviser to ensure WIs comply with the organisation's legal constitutional requirements.

This course also aims to make sure you will feel confident in undertaking your role, know where to access support when you need it and that you find being a WI Adviser a rewarding experience.

Undertaking this training will support charity trustees manage responsibly and protect the charity from risk, whether it is a new WI, an existing WI or a closing WI.

The training is split into 7 modules:

- Module 1: Structure of The WI
- Module 2: The WI Constitution
- Module 3: WI Roles
- Module 4: Opening, Suspending, Enlarging, Re-Forming & Closing WIs
- Module 5: WI Meetings
- Module 6: Policies & Resources
- Module 7: Effective Communication

At the end of each module, you will need to complete a short test consisting of 5 questions. A final test consisting of 10 questions must be completed once you have covered all 7 modules. Upon successful completion of the course, you will receive a certificate of completion via email within 14 days.

Thank you so much for volunteering your valuable time as WI Adviser. Your support is critical to WIs and federations in creating an enriching experience for our members and for the generations to come.

Please note this training is for existing WI Advisers and new WI Advisers. Upon completion, we recommend completing this training every 2 years to ensure you are up to date with all existing and new policies and guidance which are reviewed frequently by NFWI.

Once you have booked this course, you will receive a confirmation email upon registration which will include your link to access the e-learning training and passwords to unlock each area at the bottom of your email.

(If you do not receive a confirmation email please check your spam/junk email boxes or sign into the 'Your Account' section of the Learning Hub website to retrieve all of your booking and course information)

Number of Items

Sign Up Now **£0.00** (incl. VAT)

Booking Items

Booking Items

1 x NFWI Training : WI Adviser Training

Cost

£ 0.00

VAT: £ 0.00

Total (inc. VAT): £ 0.00

Continue

Step 3: Review your booking items and click 'Checkout'.

Your Basket

1 Choose Items 2 Your Basket 3 Your Details 4 Summary 5 Confirmation

Please note we can only provisionally hold this booking for the next 30 minute(s) before it will expire

Booking Items

Booking Items	Cost
1 x NFWI Training : WI Adviser Training	£ 0.00
VAT:	£ 0.00
Total (inc. VAT) :	£ 0.00
Payable Now:	£ 0.00

Please enter your gift voucher code if applicable

[Apply Code](#)

[Back](#) [Continue Shopping](#) [Checkout](#)

Step 4: Enter your email address and password or click 'No' if you have not yet set a password.

Your Details

1 Choose Items 2 Your Basket 3 Your Details 4 Summary 5 Confirmation

Sign in or continue

E-mail & Password

Enter your email address

Do you have a Password?

No

Yes, my password is:

Back

Step 5: The purchaser details page will then be shown. If the fields are not already populated, please enter your details. Scroll down to read and accept the terms and conditions but ticking the box and then click 'Continue to Summary'.

Your Details

1 Choose Items 2 Your Basket 3 Your Details 4 Summary 5 Confirmation

Purchaser Details

Title -	<input type="text"/>	First Name -	<input type="text"/>
Surname -	<input type="text"/>	Email	wlearninghub@nfwi.org.uk
Post Code -	<input type="text"/>	House Name/No. -	<input type="text"/>
Street -	<input type="text"/>	Town -	<input type="text"/>
County -	<input type="text"/>	Country -	United Kingdom ▼
Are you a WI Member? -	Yes ▼		
Federation	Please select option ▼		
Telephone No. -	<input type="text"/>	Institute	<input type="text"/>
Mobile No.	<input type="text"/>		

Terms & Conditions

By ticking this you accept and agree to our [terms and conditions](#)

Contact Preference

At The WI Learning Hub, we have exciting offers and news that we hope you'd like to hear about. Please select how you would like to receive these:

Email

[Continue to Summary](#)

Step 6: Review your bookings summary and click 'Checkout'.

Summary

1 Choose Items 2 Your Basket 3 Your Details 4 Summary 5 Confirmation

Booking Summary

► Purchaser: Miss WI Learning Hub WI Learning Hub

Booking Items

Booking Items	Cost
1 x NFWI Training : WI Adviser Training	£ 0.00
<hr/>	
VAT:	£ 0.00
Total (inc. VAT) :	£ 0.00
<hr/>	
Payable Now:	£ 0.00

[Back to billing page](#) [Checkout](#)

Step 7: You will then be shown a page confirming your order and a confirmation email will be sent to you shortly.

Confirmation

1 Choose Items 2 Your Basket 3 Your Details 4 Summary 5 Confirmation

Success

If you wish to manage your order or profile, please log into [MyAccount](#)

Booking Summary

Thank you for your Booking A confirmation email has been sent to wilearninghub@nfwi.org.uk

BookingID:
Purchase Date:
Booking Status:

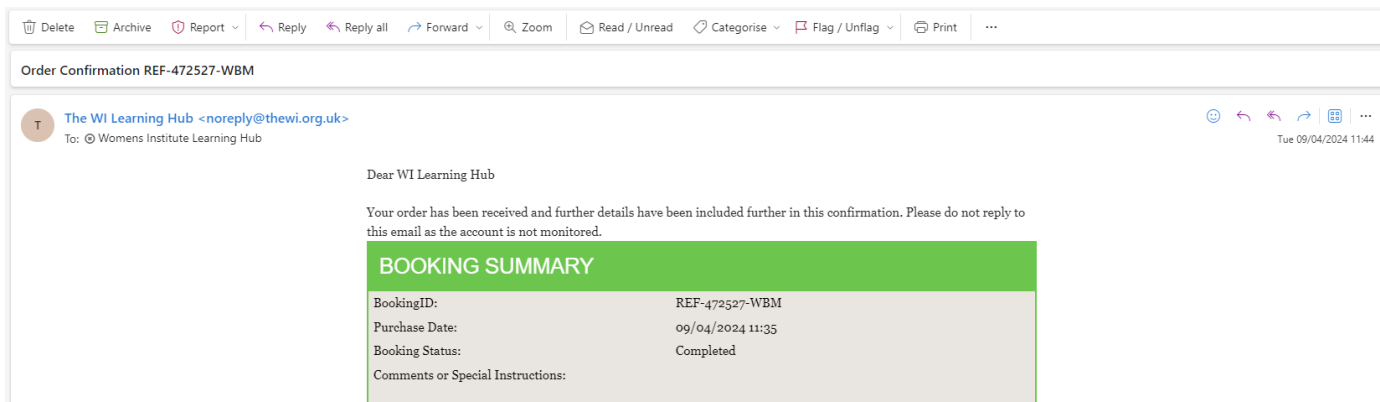
Full Name:
Full Address:

Contact Number:
Email Address:

Booking Items

Booking Items	Cost
1 x NFWI Training : WI Adviser Training	£ 0.00
<hr/>	
VAT:	£ 0.00
Total (inc. VAT) :	£ 0.00
<hr/>	
Payable Now:	£ 0.00

Step 8: If you are unable to locate the email in your inbox, please check your junk/spam folder or run a search for noreply@thewi.org.uk. Your confirmation email will show a summary of the booking. Scroll down to see the training information and click on the link to access the training. Please keep the email saved so you can come back to the training as required. This will allow you access to all seven training modules.



Thank you for signing up to WI Adviser Training.

To access this training, please [PRESS HERE](#)

Each module of the training is password protected and can be unlocked using the below codes:

- Module 1 Password: WIA1
- Module 2 Password: WIA2
- Module 3 Password: WIA3
- Module 4 Password: WIA4
- Module 5 Password: WIA5
- Module 6 Password: WIA6
- Module 7 Password: WIA7

Alternatively, you can access the information in the 'My Account' section of the Learning Hub. From the site homepage click 'Menu' in the top right-hand corner and then click 'My Account' and then 'My Emails'. Click 'View' on the right-hand side and scroll down to see the email.

LEARNING HUB

Menu

Learning is about to take a new direction

Whilst everyone enjoys the festive break, Denman at Home will begin its new journey into becoming the WI Learning Hub.

The new Hub will recognize the continual changes that we all face and brings together an exciting range of opportunities; taking users on a learning journey that is accessible, flexible and inclusive, allowing all women and girls to choose their own learning pathway, at their own pace and at times that fit into their lifestyle.

On Wednesday 24 January 2024, we will be celebrating the International Day of Education by opening up bookings for new live courses. Until then, for those who are looking for a break away from the mince pies and festive activities, there will still be a small number of access-anytime courses available online for you to enjoy, simply click on the tab below.

Make your no1 New Year's Resolution - be a part of a new journey, join the WI Learning Hub!

[Follow us](#)

Live Courses
(Opens 24/01/24)

Access Anytime

Study Courses

Live Courses

Access Anytime

Study Courses

My Account

Newsletter

Our Hosts

Who We Work With

Calendar

FAQs

Buy a Gift Voucher

Emails

Sent	From	To	Subject	View
2024-04-09 11:42:54	noreply@thevit.org.uk	wilearninghub@nfwi.org.uk	Order Confirmation REF-472527-WBM	View
2024-02-08 20:09:14	noreply@thevit.org.uk	wilearninghub@nfwi.org.uk	Feedback request further to your recent course	View
2024-02-07 14:29:00	noreply@thevit.org.uk	wilearninghub@nfwi.org.uk	Order Confirmation REF-445439-TWE	View
2024-02-06 14:09:06	noreply@thevit.org.uk	wilearninghub@nfwi.org.uk	Feedback request further to your recent course	View
2024-02-02 15:48:57	noreply@thevit.org.uk	wilearninghub@nfwi.org.uk	Order Confirmation REF-443467-YYJ	View
2024-02-02 15:01:56	noreply@thevit.org.uk	wilearninghub@nfwi.org.uk	Order Confirmation REF-443442-BUQ	View
2024-01-16 18:02:40	noreply@denman.org.uk	wilearninghub@nfwi.org.uk	Order Confirmation REF-436274-CHA	View
2024-01-16 14:13:27	noreply@denman.org.uk	wilearninghub@nfwi.org.uk	Reset your password	View
2024-01-16 14:12:51	noreply@denman.org.uk	wilearninghub@nfwi.org.uk	Order Confirmation REF-436270-HTY	View

Step 9: The link will take you through to a summary of the training. Click on the module you require (please complete the modules in order).

The screenshot shows the 'theWI LEARNING HUB' website. At the top left is the logo 'theWI LEARNING HUB' and at the top right is a 'Menu' icon. Below the header is a green navigation bar with 'Home • WI Adviser Training'. The main content area features a large green banner with the title 'WI Adviser Training'. Below this is a grid of six training modules, each represented by a dark blue card with a white circle containing a number (1-6). The first three modules are visible, each with a white box containing the text 'Protected: WI Adviser Training – Module X' and a subtext 'There is no excerpt because this is a protected post.'.

theWI
LEARNING HUB

Menu ☰

Home • WI Adviser Training

WI Adviser Training

WI Adviser Training Module 1 1

Protected: WI Adviser Training – Module 1

There is no excerpt because this is a protected post.

WI Adviser Training Module 2 2

Protected: WI Adviser Training – Module 2

There is no excerpt because this is a protected post.

WI Adviser Training Module 3 3

Protected: WI Adviser Training – Module 3

There is no excerpt because this is a protected post.

WI Adviser Training Module 4 4

WI Adviser Training Module 5 5

WI Adviser Training Module 6 6

Step 10: After you click on a module please click on the password box, input the password and then click 'Enter'. All passwords are detailed in your confirmation email.

Protected: WI Adviser Training – Module 1

This content is password protected. To view it please enter your password below:

Password:



Enter

Step 11: You will then be taken to the module page. There is a description to read, including details of the approximate time to complete.

Protected: WI Adviser Training – Module 1

Welcome to module 1 of the WI Adviser training.

In this module we will share some information about The WI, our history, our purpose more commonly known as the charitable objects, our values, how the WI achieves its charitable objects, explore our theory of change, explore our theory of change diagram, the organisation structure and finally our strategic vision. We hope that by the end of the session you will have a good understanding of the organisation which is crucial to your role.

This module will take approximately ... minutes to complete.

Please find the video below for you to watch, followed by the short test for you to complete before moving onto Module 2:

Step 12: Click on the 'play' button to play the video. You can click the same icon to pause at any time, increase the volume with the speaker icon and turn on or off closed captions via the 'CC' icon. You can select full screen mode using the far right icon.

Module 1 – Structure of the WI



Module 1: Introduction to the WI

WI Adviser Training



Step 13: Scroll down the page to access additional resources including transcript and helpful links. Click on the + or – icon to view or hide each section and then click the link to download.

Transcript



PRESS HERE to download the transcript

Helpful Links



WI Handbook:

PRESS HERE to sign into MyWI to access the WI Handbook

Step 14: Once you have completed the module you will then be required to test your knowledge by answering a few questions. To start the test, input your details and click to continue. You may need to use the scroll bar to view the bottom of the window.

The image shows a web page titled "Test Your Knowledge" with a scroll bar on the right. The page content includes:

- LEARNING HUB**
- WI Adviser Training Questions Module 1 (Test Phase)**
- INSTRUCTIONS**: Thank you for completing the WI Adviser Training - Module 1. In order to pass this test you must receive an 80% pass mark; you will have a maximum of three attempts to achieve this score.
- TEST START FORM**
 - Start the test**
 - Fill in the form before starting the test.
 - First name
 - Last name
 - Federation
 - E-mail address
 - Start test** button

The zoomed-in view on the right shows the "TEST START FORM" in detail, with red arrows pointing to the input fields for "First name", "Last name", "Federation", and "E-mail address". The "Start test" button is circled in red. The Testportal logo is visible at the bottom.

Step 15: You will have 20 minutes to complete the test and three attempts to achieve an 80% or higher pass rate. Select your answer for each question and click 'Submit answer'. When you have completed the test, you will see a summary of your result. If you need to retake the test, please rewatch the video and simply click 'Restart' at the top of the summary to retake the test.

The screenshot displays a test interface for 'WI Adviser Training Questions Module 1 (Test Phase)'. On the left, a question asks 'Which year was the WI established?' with radio button options for 1925, 1955, 1895, and 1915. A 'Submit answer' button is highlighted with a red circle. The right-hand summary panel includes a 'Restart' button (also highlighted with a red circle) and a 'Save the result' button. The respondent is identified as 'WI Learning Hub' from the 'Federation NFWI' with email 'wilearninghub@nfwl.org.uk'. The summary section contains a bell icon and the text 'Thank you for taking the test!' and 'Congratulations on passing the test!'. The result section shows a green checkmark, 'Test passed', and 'Attempt 1/3'. A large green arc graphic displays '100%'. The interface is powered by 'testportal'.

