

theWI **LEARNING HUB**

WI Online Training Access and Completion Guide

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

Step 1: Go to the [Learning Hub](#) site, click 'WI Roles Area' from the menu, then select 'Federation Role Area', and select the course you wish to complete or click on the relevant direct link below. From here you can read more information by clicking the '+' icon and click 'Book Now For Free' to be taken through to the booking page.

Federation Trustee Training: <https://learninghub.thewi.org.uk/book-federation-trustee-training/>

WI Adviser Training: <https://learninghub.thewi.org.uk/book-federation-trustee-training/>

WI Resolution Training: <https://denman.bookinglive.com/book/add/p/6076>

WI Adviser Area

Welcome to the WI Adviser Area!

Here, you'll find a range of resource documents designed to support you in your role. Whether you're an experienced WI Adviser or newly appointed, you can also register for online training to enhance your skills and knowledge.

WI Adviser Online Training



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

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

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

Course Description	+
Course Modules	+
Course Duration	+
Additional Course Information	+



Step 2: Please read the course description in full. Select '1' for 'Number of Items', 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. Please note, in order to carry out the role of a WI Adviser you must have been appointed by your federation. If you haven't already been appointed as a WI Adviser, please contact your federation to register your interest in becoming one.

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, Reforming & Closing WIs
- Module 5: WI Meetings
- Module 6: Policies & Procedures
- Module 7: Effective Communication

The training should take approximately 3.5 hours and can be completed a module at a time in your own time.

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](#) [Continue](#)

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 *		First Name *	
Surname *		Email	wilearninghub@nfwi.org.uk
Post Code *		House Name/No. *	
Street *		Town *	
County *		Country *	United Kingdom ▼
Are you a WI Member? *	Yes ▼		
Federation	Please select option ▼		
Telephone No. *		Institute	
Mobile No.			

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
VAT:	£ 0.00
Total (inc. VAT) :	£ 0.00
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

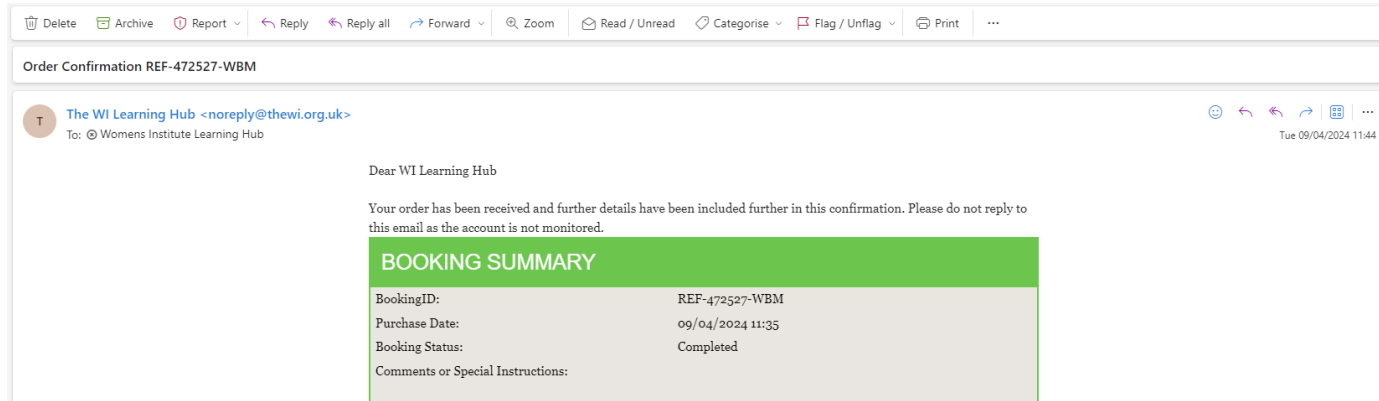
BookingID:
Purchase Date:
Booking Status:

Full Name:
Full Address:

Contact Number:
Email Address:

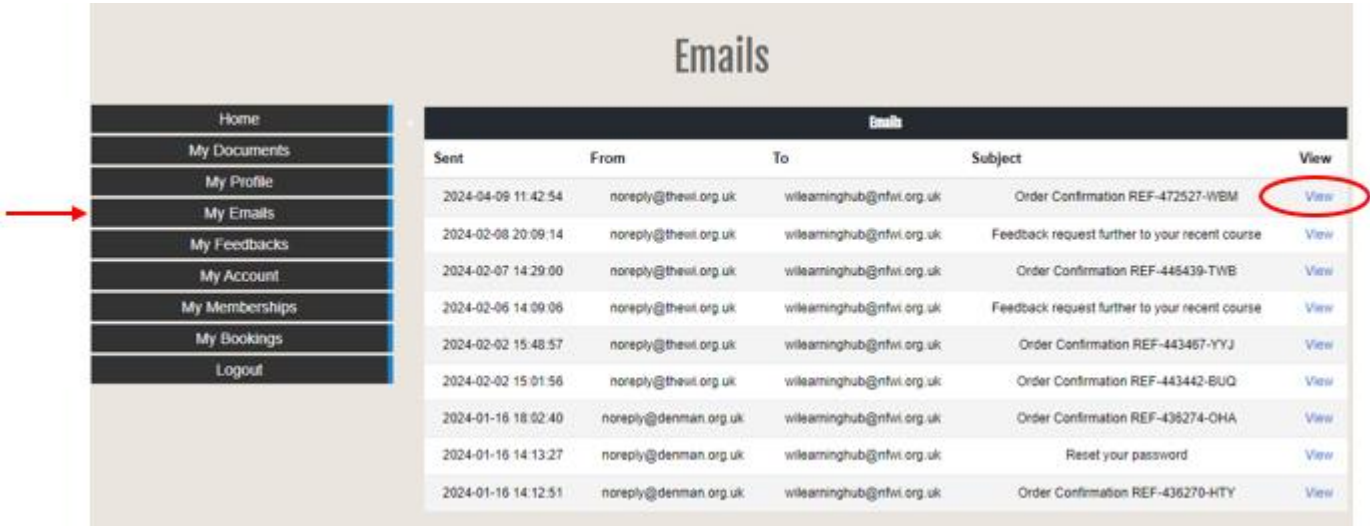
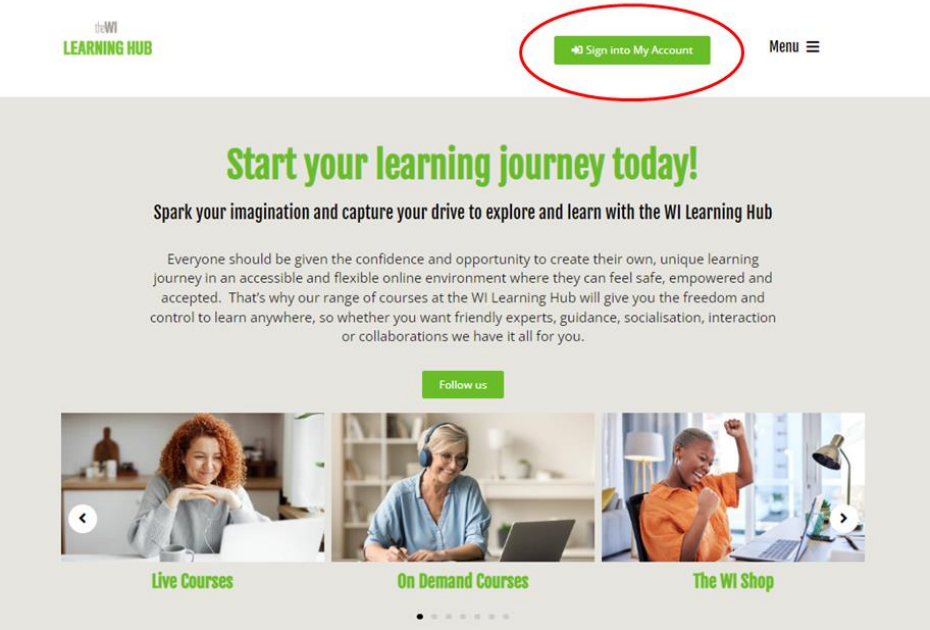
Booking Items

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 online training. Please keep the email saved so you can come back to the online training as required. This will allow you access to all relevant training modules.



Thank you for signing up to WI Adviser Training.
To access this training, please [PRESS HERE](#)

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



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).

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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:



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



WI ADVISER E-LEARNING

Module 1: Introduction to the WI Adviser E-Learning



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 interface for a knowledge test. On the left, a vertical scroll bar is shown with red circles around the top and bottom arrows. To the right, a zoomed-in view of the 'TEST START FORM' is shown, with red arrows pointing from the scroll bar to the corresponding fields in the form.

Test Your Knowledge

Please enter your details to complete this test.

NFWI will be able to track your progress and upon completion of the final Module 6, you will receive a certificate.

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

Powered by **testportal**

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.

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WI Adviser Training Questions Module 1 (Test Phase)

Restart **Save the result**

RESPONDENT

WI Learning Hub

Federation NFWI

E-mail address willearninghub@nfwl.org.uk

SUMMARY

Thank you for taking the test!

Congratulations on passing the test!

RESULT

Test passed

Attempt 1/3

100%

Question 1/5

Which year was the WI established?

☐ 1925

☐ 1955

☐ 1895

☐ 1915

Submit answer

Time left: 0 h 19 min. 56 sec.

Powered by **testportal**

Step 16: Once you have completed all modules including the tests you will receive a certificate of completion. We aim to produce certificates within 30 days of completion; your certificate will be sent via email, simply click on the link in the email to open the PDF certificate. Please inform your federation once you have successfully completed the online training. Please note it can take up to four weeks for NFWI internal records to be updated.

