

# Guide to the Skills and Training Programme



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# Registering with Farming Connect



Please register with Farming connect using the link below, only then can you access the Lifelong Learning and Development Programme;

<https://businesswales.gov.wales/farmingconnect/farming-connect-registration>

## Logging in to the BOSS system

The BOSS system allows you access to all Farming Connect material. You can also create a Personal Development Plan. This is a useful tool that monitors your progress throughout the programme and is personal to you. It can be updated at any time, demonstrating your personal developments as your knowledge increases. The BOSS system can be accessed using the link below;

<https://businesswales.gov.wales/boss/?lang=en>

DO NOT try and register on to the BOSS system until you have received your **TWO** individual registration e-mails from the Service Centre (following your registration with Farming Connect). These e-mails will contain details of your **USERNAME** and **PASSWORD** which can then be used to **LOG IN**.

# Lifelong Learning & Development Programme



The aim of the Lifelong Learning and Development Programme is to deliver a more professional farming and forestry industry which will be delivered through a combination of direct training and on line e- learning. It is designed to support the ambition for farming and forestry businesses to become more efficient, perceptive and resilient and will be delivered through four main areas:

**Continuous Professional Development** – a comprehensive framework which allocates points to an individual for all FC activity completed

**Personal Development Plan** – an online tool to help individuals identify short and long term goals, skills gaps and identify training needs

**E-Learning modules** – interactive learning packages which allows users to learn at a time convenient to them

**Short Accredited Training** – funding available for completing training courses through an approved network of training providers

# Personal Development Plan (PDP)

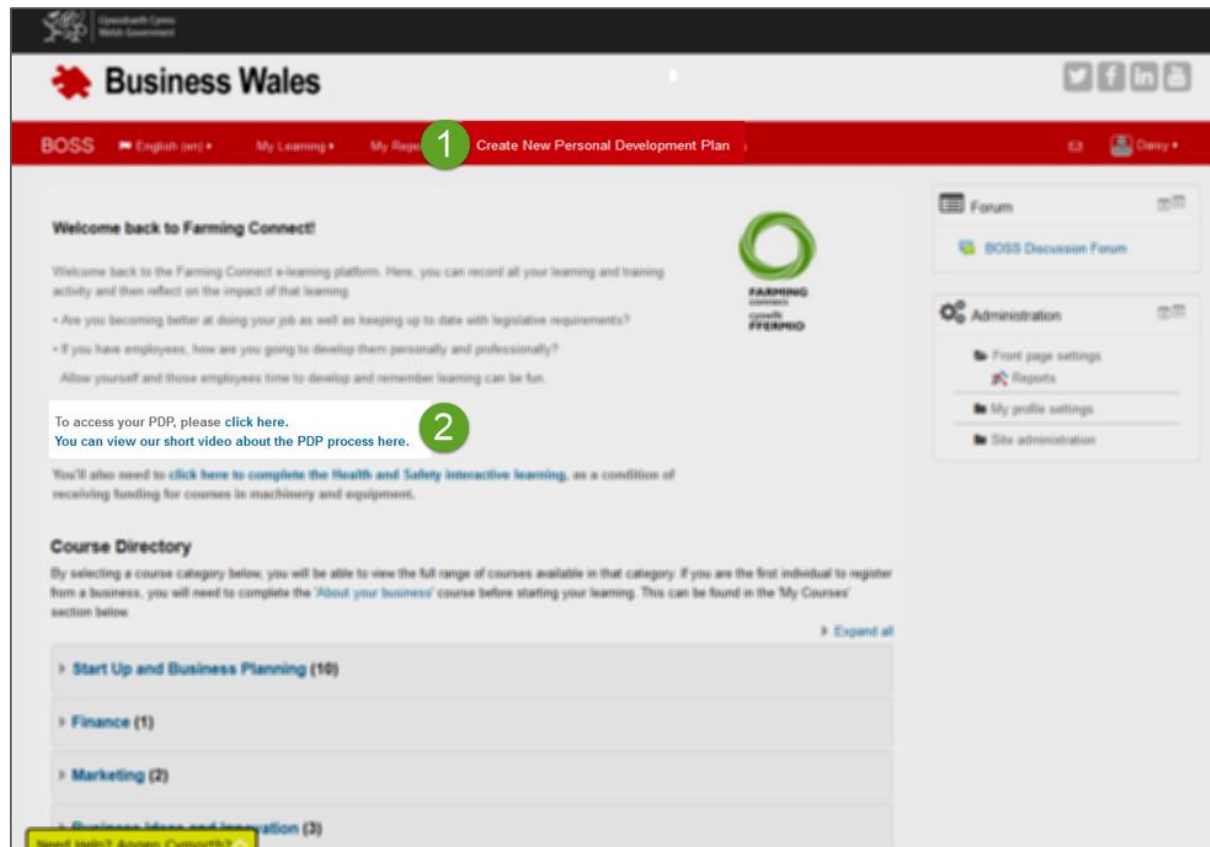
A Personal Development Plan (PDP) is an action plan based on awareness, values, reflection, goal-setting and planning for personal development. It is an ongoing document that can be updated at any time and is personal to the individual completing it.

It also assists in identifying strengths and weaknesses and enables the individual and others to measure progress. In line with this, completion of an on-line PDP will be a compulsory first step for an eligible individual to access the funding for training to the Lifelong Learning and Development Programme.

The plan is a useful tool in signposting certain areas where strengths could be maximised and weaknesses improved.



# Completing the PDP

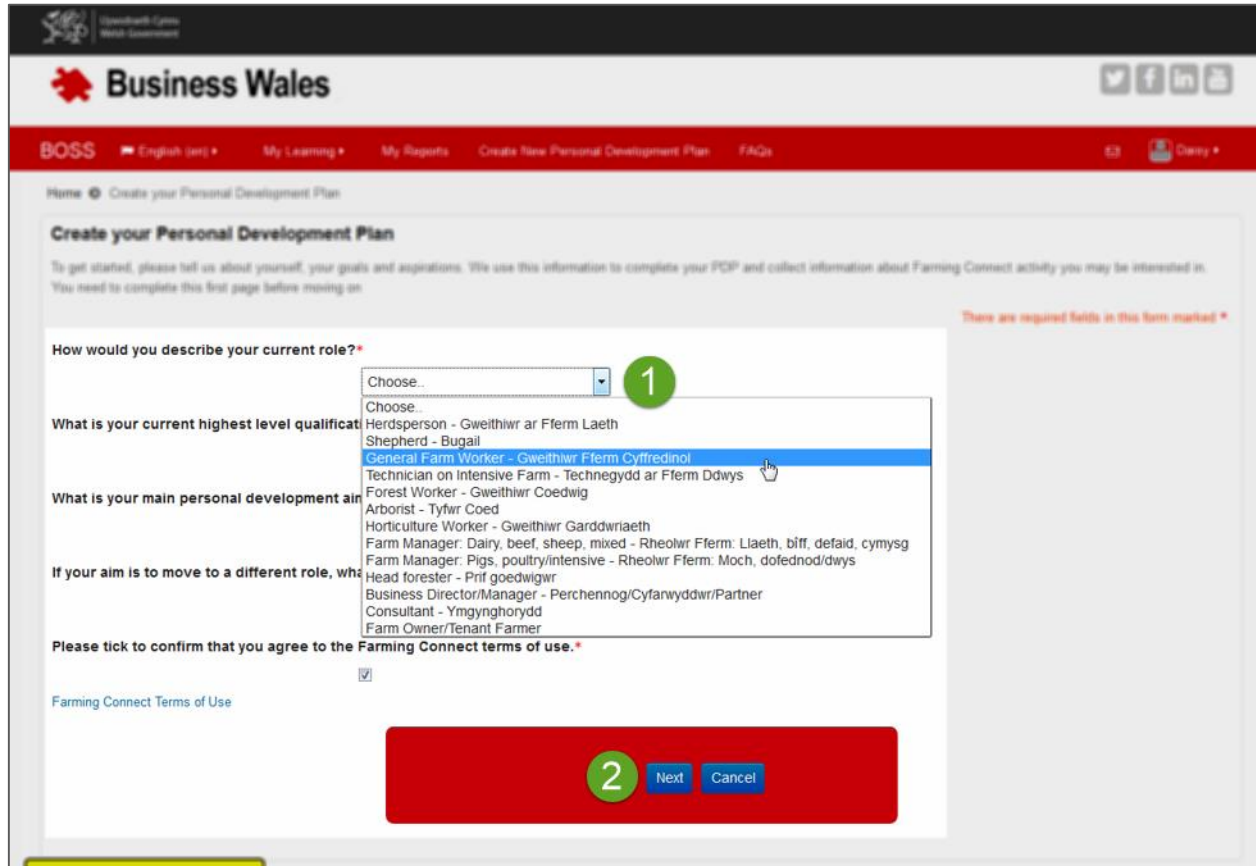


Once you have logged in to the Business Wales website, the following screen will appear.

1. Click on the link **‘Create New Personal Development Plan’**.
2. Watch a short video demonstrating the PDP completion process

*The video demonstration is only 5 minutes and it is recommended you watch this first to save time when completing the PDP.*

# Completing the PDP



Business Wales

BOSS English (en) My Learning My Reports Create New Personal Development Plan FAQs

Home Create your Personal Development Plan

### Create your Personal Development Plan

To get started, please tell us about yourself, your goals and aspirations. We use this information to complete your PDP and collect information about Farming Connect activity you may be interested in. You need to complete this first page before moving on.

How would you describe your current role?\*

Choose...

What is your current highest level qualification?

What is your main personal development aim?

If your aim is to move to a different role, what role would you like to move to?

Please tick to confirm that you agree to the Farming Connect terms of use.\*

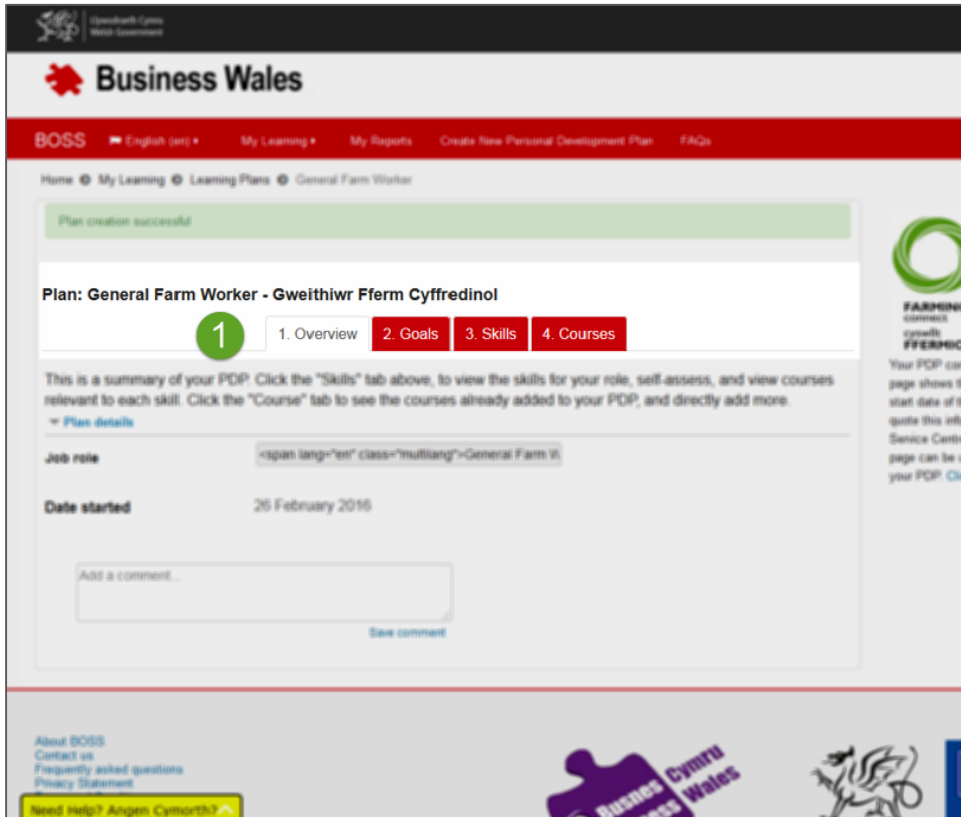
Farming Connect Terms of Use

Next Cancel

The following screen will appear.

1. Fill out **ALL** of the questions asked by clicking on the individual drop down menus.
2. Click Next once all questions have been answered.

# Completing the PDP



You have now created your Plan and the following screen will appear.

1. You will now need to fill in your PDP by inputting information within the required fields of the PDP. You can navigate across tabs (circled in red below) by clicking the tab you would like to view.

To make any alterations to the information you have supplied, simply click on the tab you require to navigate to, and change/add any of the information shown.

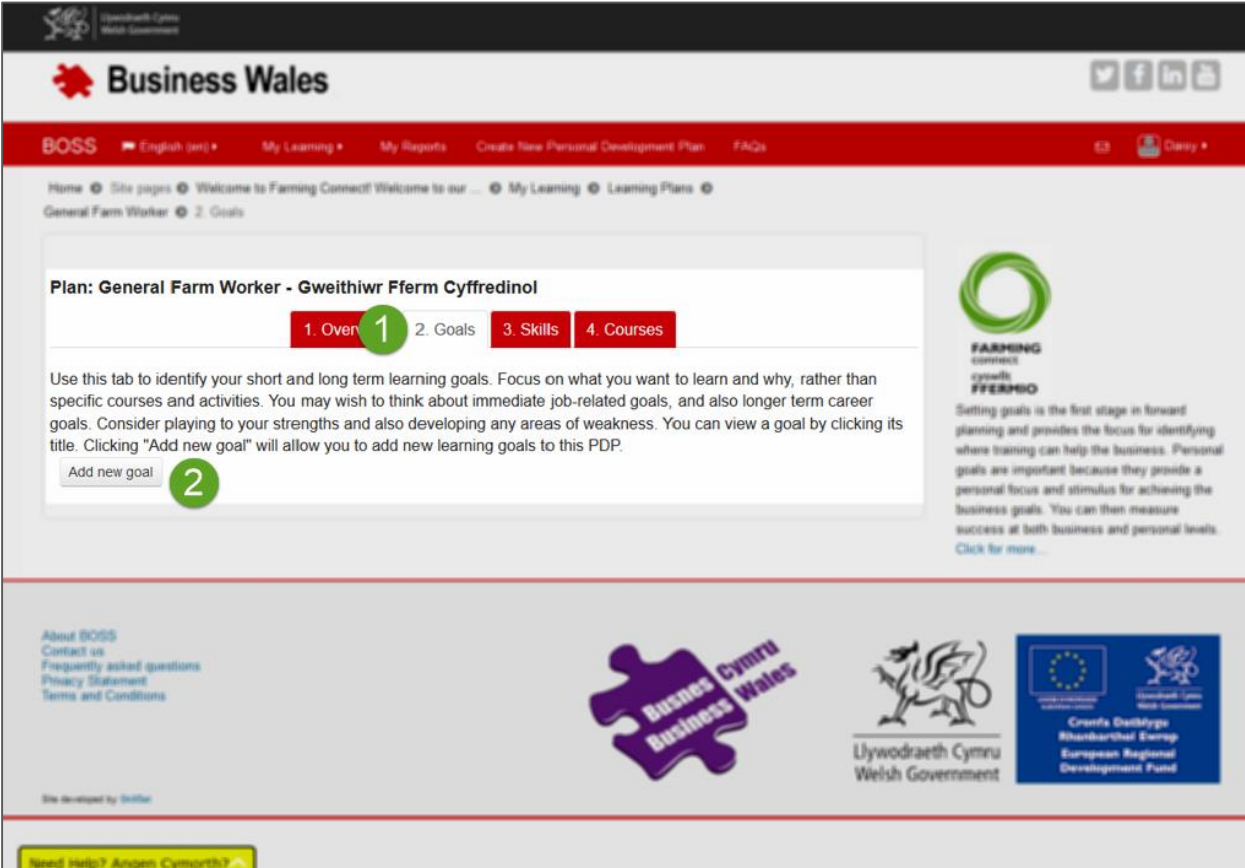
The 'Overview' tab gives a summary; you do not need to input any additional information here unless you would like to add any useful notes.)



# Completing the PDP

## GOALS

1. Click on the 'Goals' tab
2. Click on 'Add new goal' button

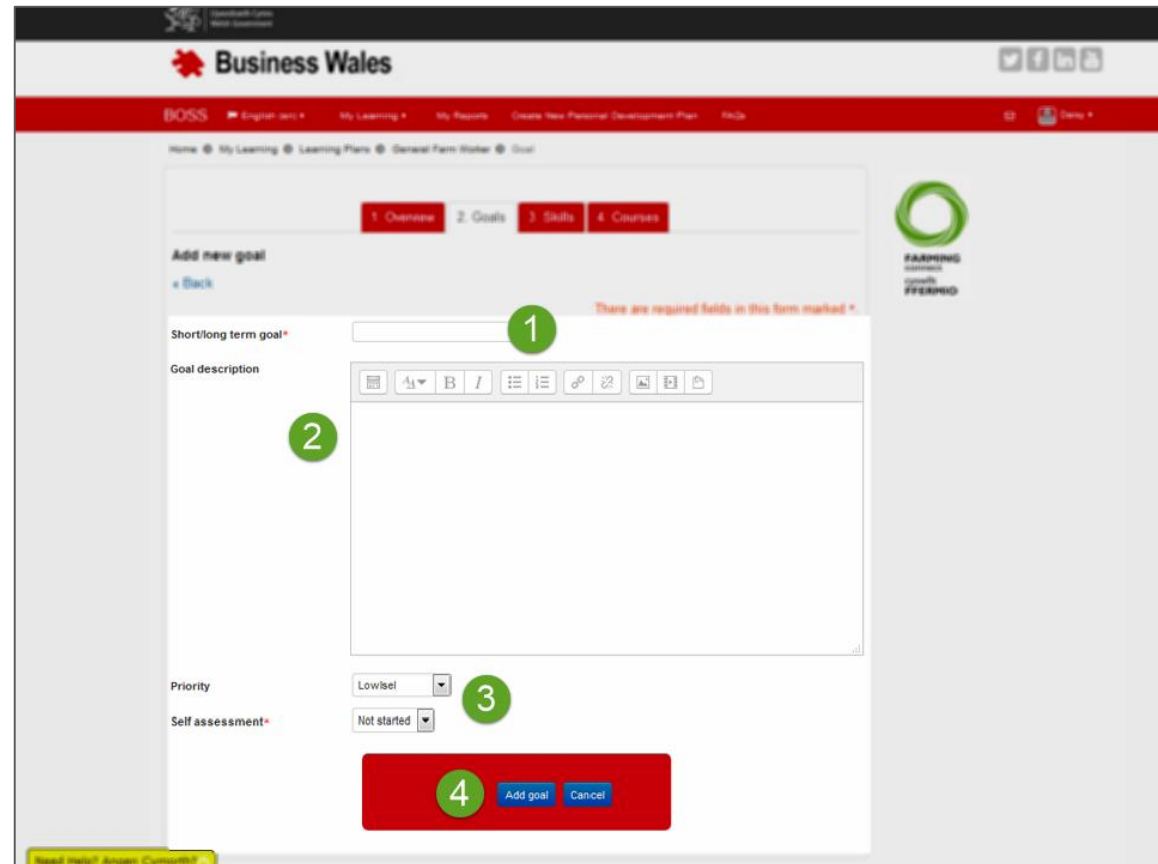


The screenshot shows the Business Wales BOSS website. The main header includes the Business Wales logo and navigation links. The user is logged in as 'General Farm Worker' and is viewing the 'Goals' tab of their Personal Development Plan (PDP). The plan is titled 'Plan: General Farm Worker - Gweithiwr Fferm Cyffredinol'. The 'Goals' tab is highlighted, and the 'Add new goal' button is circled with a green '2'. The page also features a sidebar with the FARMING connect cyswllt FFERMIO logo and a description of the goal-setting process. The footer includes logos for the European Union, the Welsh Government, and the European Regional Development Fund.

# Completing the PDP

## Goals continued...

1. Enter a **short** or **long term goal** that you have in the relevant field
2. Describe your goal in more detail in the '**Goal description**' field.
3. Prioritise your goal and self assess yourself on the goal you have described using the drop down menus.
4. Click '**add goal**'.

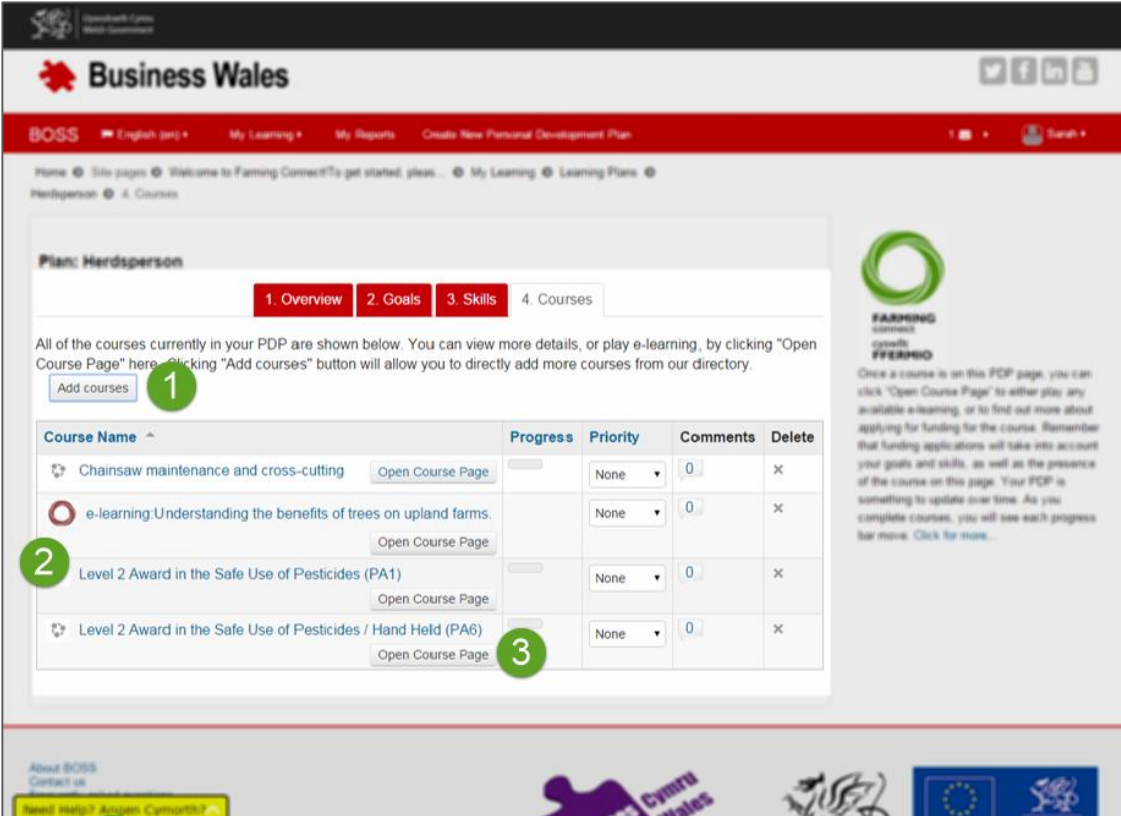


# Completing the PDP

## Courses

Add courses to your PDP by selecting the tab titled **'Courses.'**

1. To add a course simply click **'add course'** and select the course from the list relevant to you.
2. All of your courses will then appear on your PDP (shown below).
3. If you click on **'Open Course Page'** then it will give you more detail about that specific course and give you a link back to the FC website and funding application form.



The screenshot shows the 'Business Wales' BOSS portal. The user is logged in as 'Herdsperson' and is viewing the 'Courses' tab. The page displays a list of courses currently in the user's PDP. The courses are:

Course Name	Progress	Priority	Comments	Delete
Chainsaw maintenance and cross-cutting	0	None	0	X
e-learning Understanding the benefits of trees on upland farms.	0	None	0	X
Level 2 Award in the Safe Use of Pesticides (PA1)	0	None	0	X
Level 2 Award in the Safe Use of Pesticides / Hand Held (PA6)	0	None	0	X

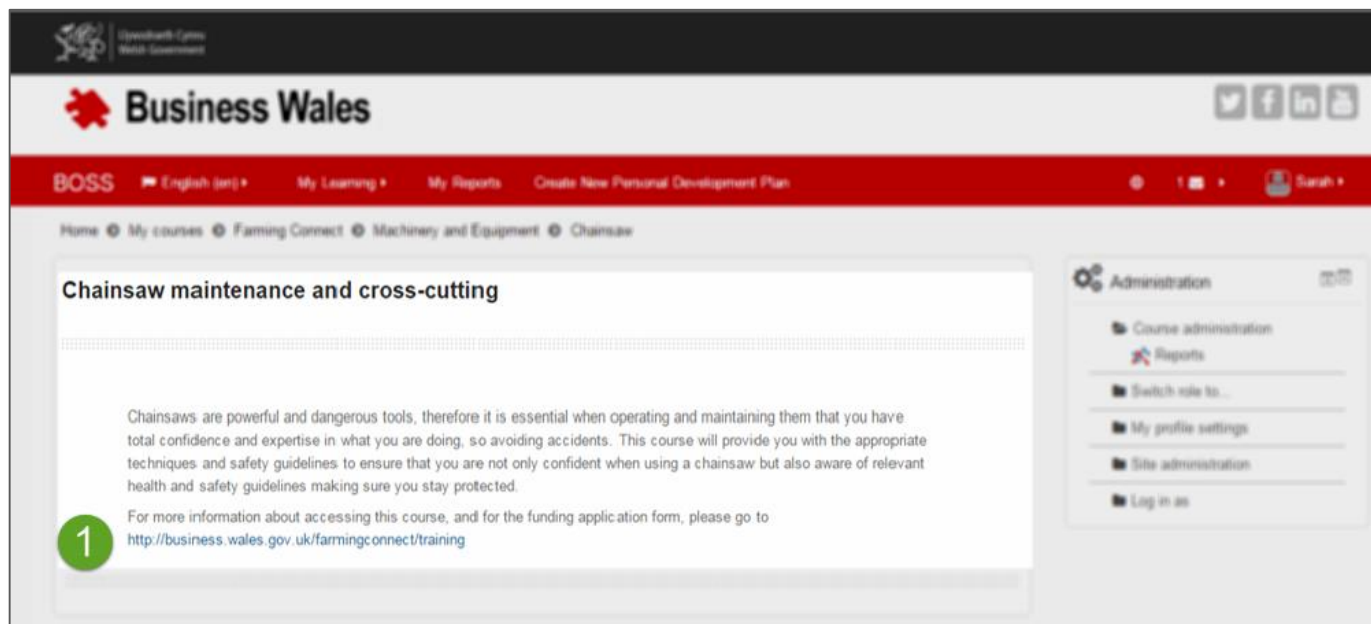
Each course has an 'Open Course Page' button next to it. The 'Add courses' button is also visible. The page includes a sidebar with the FARMING connect logo and a note about funding applications.

# Completing the PDP

## Courses continued...

Upon clicking 'Open Course Page' (circled in blue on the previous slide), the following screen will appear.

1. Click on the funding link to access the application form for that course. Complete this form to make your application.



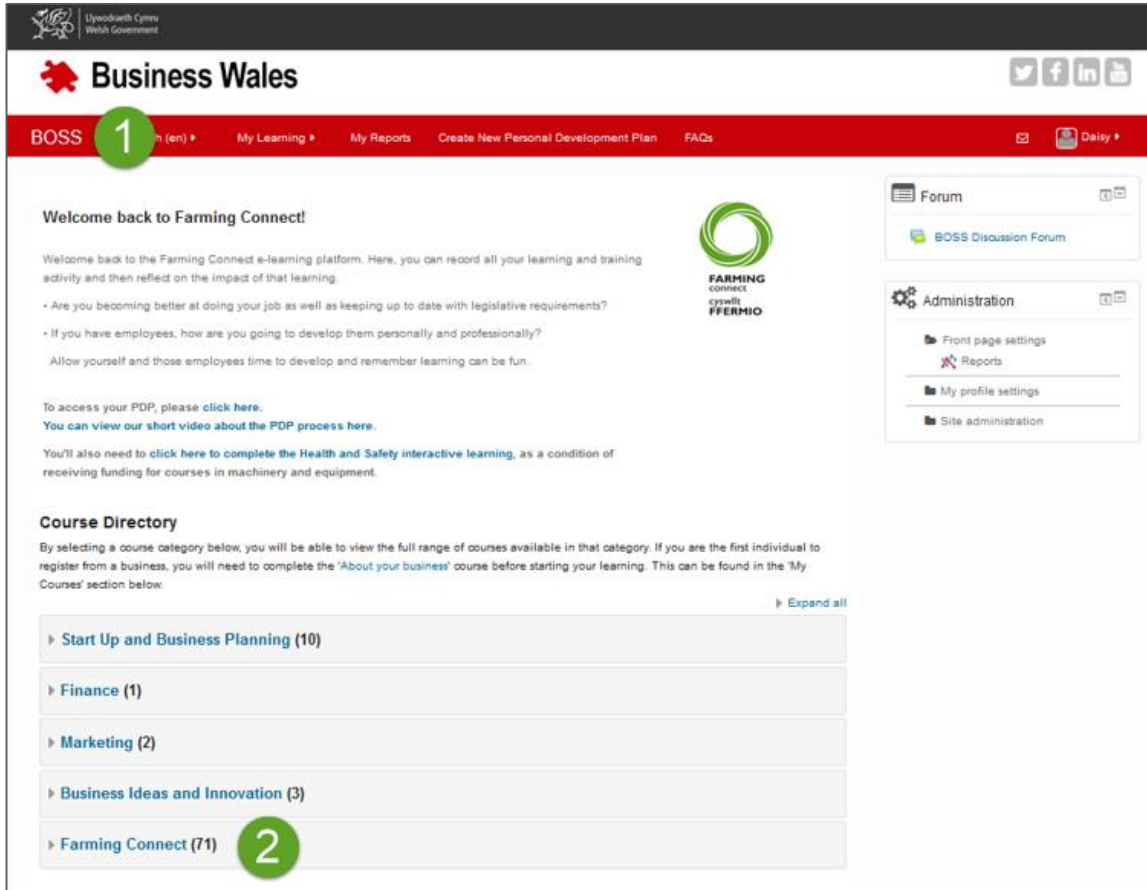
# Completing the PDP

Once you have added information in to all four tabs, you have completed your PDP and you can navigate away from the page.

You do not need to save your PDP as this is automatically done for you. You can add/amend any information in your PDP at any time by simply logging back in and clicking on the tab you want to amend. You can then take a look at the progress you have made.

# Available Courses

All courses are available to all users of Farming Connect and if you cannot locate the course you are looking for then:



Uywodraeth Cymru  
Welsh Government

**Business Wales**

BOSS 1 (en) ▶ My Learning ▶ My Reports Create New Personal Development Plan FAQs

Welcome back to Farming Connect!

Welcome back to the Farming Connect e-learning platform. Here, you can record all your learning and training activity and then reflect on the impact of that learning.

- Are you becoming better at doing your job as well as keeping up to date with legislative requirements?
- If you have employees, how are you going to develop them personally and professionally?

Allow yourself and those employees time to develop and remember learning can be fun.

To access your PDP, please [click here](#).  
You can view our [short video about the PDP process here](#).

You'll also need to [click here to complete the Health and Safety interactive learning](#), as a condition of receiving funding for courses in machinery and equipment.

**Course Directory**

By selecting a course category below, you will be able to view the full range of courses available in that category. If you are the first individual to register from a business, you will need to complete the 'About your business' course before starting your learning. This can be found in the 'My Courses' section below.

▶ Expand all

- ▶ Start Up and Business Planning (10)
- ▶ Finance (1)
- ▶ Marketing (2)
- ▶ Business Ideas and Innovation (3)
- ▶ Farming Connect (71) 2

Forum  
BOSS Discussion Forum

Administration

- Front page settings
- Reports
- My profile settings
- Site administration

1. Go back to the home page by clicking on **'BOSS'** in the red bar at the top; and
2. Click on **'Farming Connect'** and it will show you the full range of activity.

# Available Courses

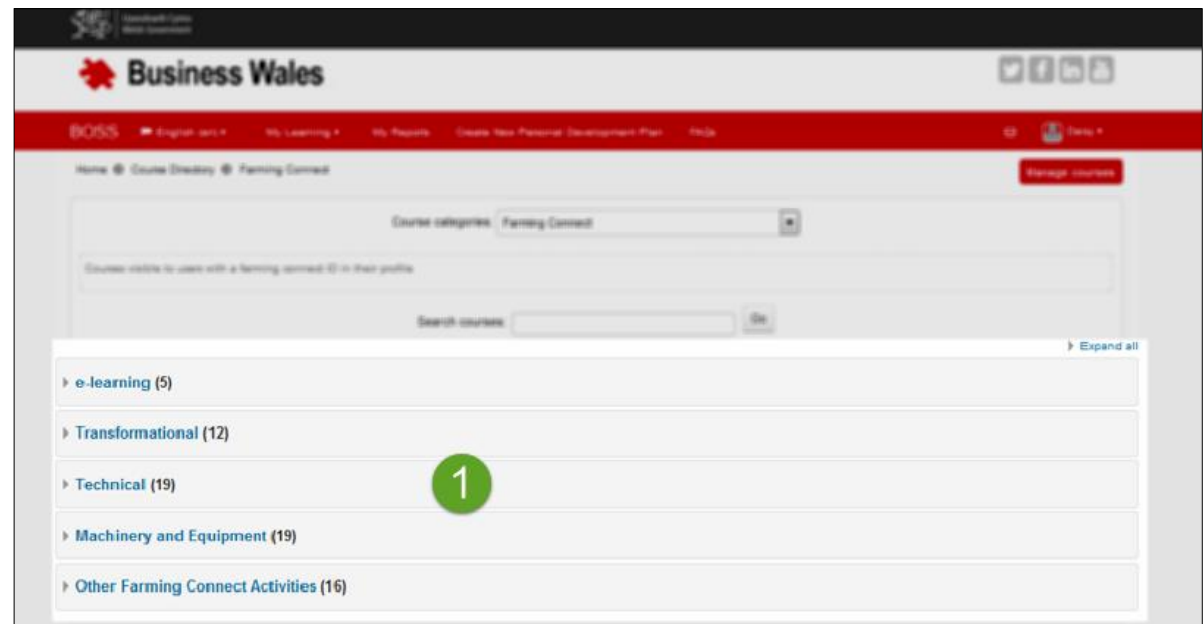
The following screen will appear. This shows the different categories within some of the Farming Connect activity.

1. Navigate to your required course area by clicking one of the categories.

The face to face courses are sub divided into 3 categories:-

- Transformational
- Technical
- Machinery and equipment

E-learning courses are accessible from here, simply click on 'e-learning' and go on to complete the module you desire.





# How do I apply for funding for Short Accredited Training Courses?



1. You must be registered with Farming Connect
2. You will need to complete the online **Personal Development Plan** before you can submit an application for funding. This process can be done at any time, this does not have to be within the application windows.
3. If you are applying for funding for a Category 3 course – Machinery & Equipment Use, you must complete the online **Health & Safety (H&S) Course** before submitting an application.
4. Speak to your local approved training provider about course dates and obtain course costs. **YOU MUST ENSURE THAT YOU PUT THE CORRECT COURSE COST ON THE APPLICATION FORM.**
5. Apply online for the funding during an open application window using the online Application Form
6. You will be notified if your funding has been approved or not, you must receive funding approval in writing before commencing the training
7. Once you have received funding approval you must pay the training provider the minimum 20% contribution and complete the training



# When can I apply for the funding for Short Accredited Training Courses?

In Year 1 of the programme, registered clients will only be able to apply for the funding during the Open Window Application Dates:

**Window 1** - 4 January – 29 January 2016

**Window 2** - 1 April – 29 April 2016

**Window 3** - 1 June – 30 June 2016



# Am I Eligible for Funding?

This will depend on your eligibility status when you registered with Farming Connect, anyone from a Full farming or forestry business will be able to apply for up to three lots of funding within a 12 month period however only one funding application can be used for Category 3 –Machinery & Equipment Use per annum.

Students not from farming or forestry businesses and Contractors will be able to submit up to three lots of funding during the lifetime of the programme.

It is only possible for one funding application to be approved for a pesticide course per business per annum.

For further information regarding eligibility use the link below;

[CLICK HERE](#)



# Additional Information

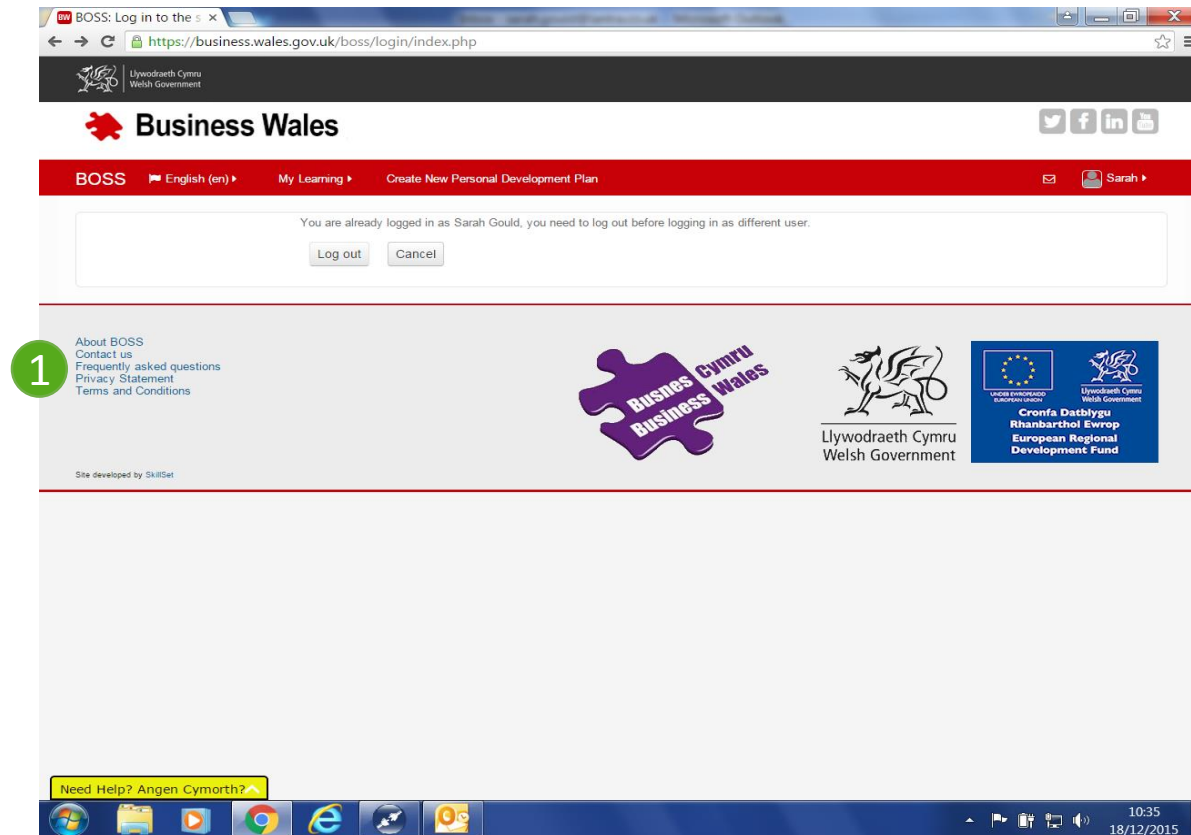
If you have any further questions regarding the Lifelong Learning & Development Programme, please use the following link which will navigate you to a list of '**Frequently asked Questions**' which is found on the Farming Connect Website.

[CLICK HERE FOR FAQs](#)



# Handy Hints – Technical Issues

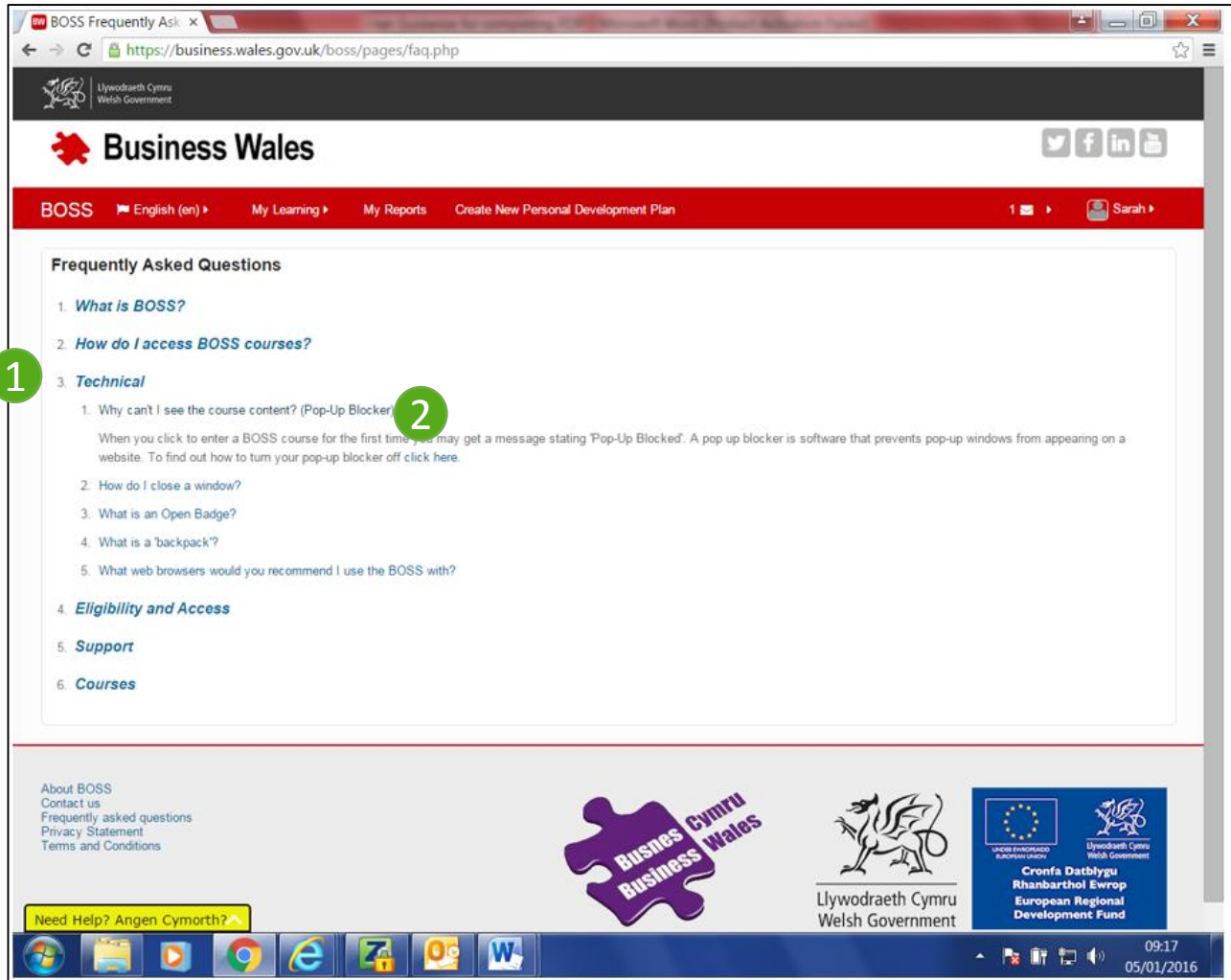
This page shows how to address technical issues within the BOSS site itself. If you have problems logging on in the first place, it would be useful to look at these FAQs and how to contact the BOSS team.



If you were to click on the wording “Frequently asked questions” then you would see the screen on the following slide.

# Handy Hints – Technical Issues

As you will notice two further clicks have been made. One on the word 'Technical' (1) and one on the phrase; '1. Why can't I see the course content? (Pop-Up Blocker)' (2). This may help if you are having difficulty even viewing the content.



BOSS Frequently Asked Questions

1. **What is BOSS?**

2. **How do I access BOSS courses?**

3. **Technical**

1. Why can't I see the course content? (Pop-Up Blocker)

When you click to enter a BOSS course for the first time you may get a message stating 'Pop-Up Blocked'. A pop up blocker is software that prevents pop-up windows from appearing on a website. To find out how to turn your pop-up blocker off [click here](#).

2. How do I close a window?

3. What is an Open Badge?


4. What is a 'backpack'?

5. What web browsers would you recommend I use the BOSS with?

4. **Eligibility and Access**

5. **Support**

6. **Courses**

Need Help? Angen Cymorth? 

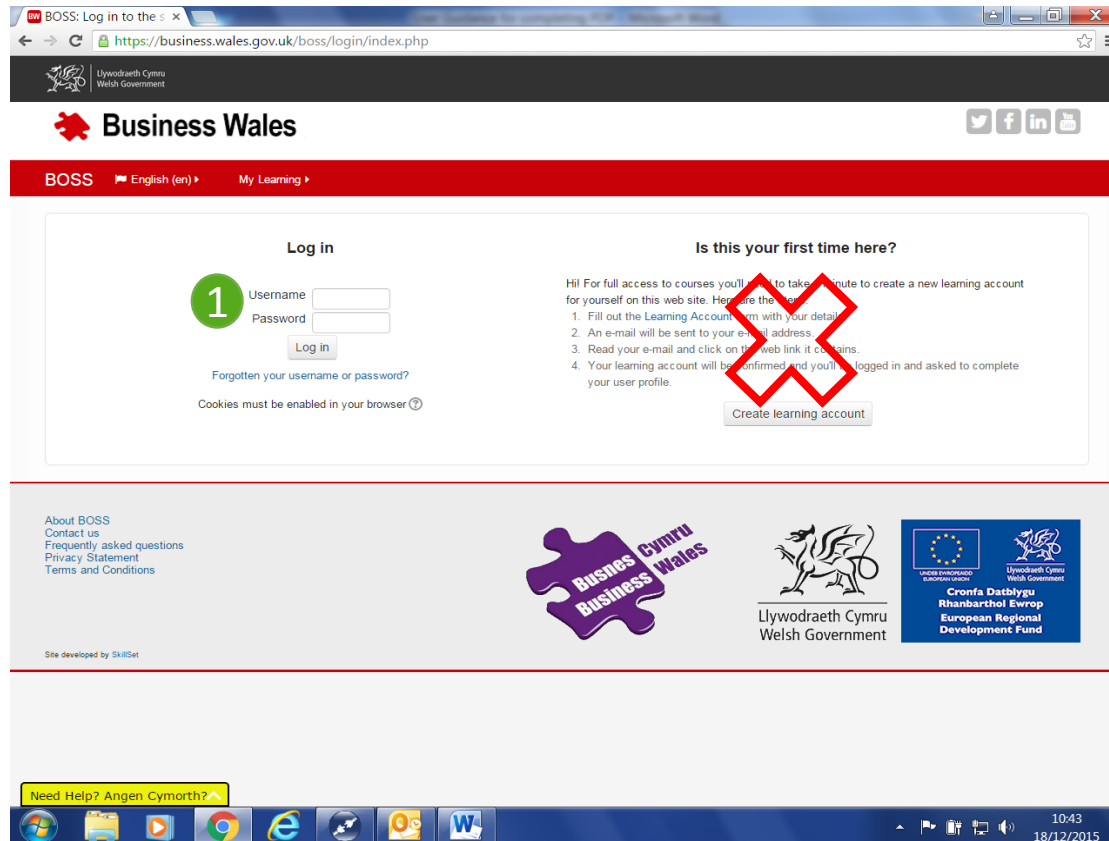
Business Wales

Llywodraeth Cymru  
Welsh Government

Cronfa Datblygu  
Rhanbarthol Ewrop  
European Regional  
Development Fund

# Handy Hints – Logging in

Please ensure you log in on the Left hand side of the page with the correct details (1). This is the BOSS login and password details sent to you by the Service Centre. DO NOT click on the button which says “Create learning account”. The BOSS system is a Welsh Government website, used by many different sectors. Our Farming Connect E-learning platform sits within that BOSS system and therefore it is not possible to make any changes to this initial page.



The screenshot shows the BOSS login page for Business Wales. The page has a red header with 'BOSS' and 'English (en)'. Below the header, there are two main sections: 'Log in' on the left and 'Is this your first time here?' on the right. The 'Log in' section has a green circle with the number '1' next to the 'Username' field, a 'Password' field, and a 'Log in' button. Below these fields are links for 'Forgotten your username or password?' and a note 'Cookies must be enabled in your browser'. The 'Is this your first time here?' section has a list of instructions for creating a new learning account and a 'Create learning account' button. A large red 'X' is drawn over the 'Create learning account' button. At the bottom of the page, there are links for 'About BOSS', 'Contact us', 'Frequently asked questions', 'Privacy Statement', and 'Terms and Conditions'. There are also logos for 'Business Cymru', 'Ulywodraeth Cymru', and the 'European Regional Development Fund'.

# Handy Hints – Internet Access

If you do not have access to the Internet, there will be a network of approved training providers, available on the Farming Connect website

<http://business.wales.gov.uk/farmingconnect/training> who can assist with the completion of the PDP.

You can also ask your local Development Officer who can help locate sites with internet access. Farming Connect will be holding several events where it will be possible to complete the PDP at locations across Wales with internet access. More information on these events will become available on the website in due course.

# Handy Hints – Browser Problems

If you are having Browser problems, the BOSS system works best on Google Chrome so it may be advisable to download this browser, this is easy and free to do.

<https://www.google.com/chrome/index.html>.

The Browser acts as your door to the internet. Browsers are all slightly different, but they all allow you to ‘surf’ the internet and access different websites.

If you have a Windows device, you’ll have a browser program called Internet Explorer.

If you have an Apple product, then you’ll use a browser called Safari.

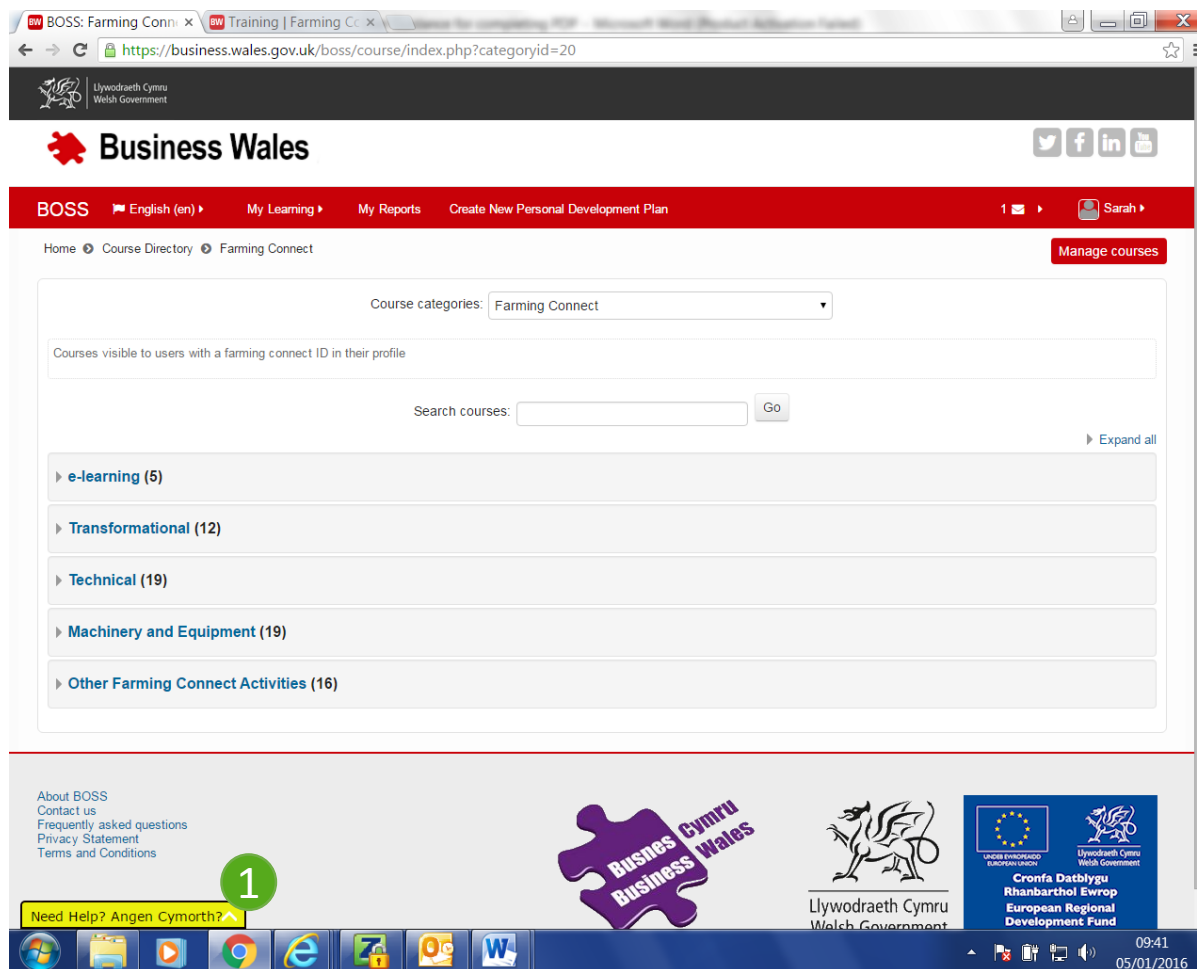
There are also other browsers available, such as Google Chrome and Mozilla Firefox.





# Handy Hints – Live Chat

If you have a technical question, you will see that there is a help arrow bottom left in a yellow box saying “Need help”. Click on upwards arrow on right (1) and you will be able to access Live Chat with the support team 9 to 5. If you are completing the PDP outside of these hours they will get back to you as soon as possible.



The screenshot shows the Business Wales BOSS portal. The top navigation bar includes links for BOSS, English (en), My Learning, My Reports, and Create New Personal Development Plan. The main content area displays the 'Farming Connect' course directory. A yellow box with a green arrow and the number 1 points to the 'Need Help? Angen Cymorth?' button in the bottom left corner. The bottom right corner shows the date 05/01/2016 and time 09:41.

# Common questions

*(Please use the links provided to access the relevant information)*

## Where can I find the Approved Course List?

*(The Approved Course List will be reviewed in June, additional courses may be added as a result of the review)*

[CLICK HERE](#)

## Where can I find a list of Approved Training Providers?

[CLICK HERE](#)



# Useful information

It is important to realise that once you have applied for an Accredited Training Course and completed the course cost section of the application, this cost **cannot** be altered thereafter.

Once an application has been approved, training must commence in less than 9 months from approval date. Approved applications **cannot be cancelled**.

