



FARMING
connect

cyswllt
FFERMIO

08456 000 813

Farming Connect skills, training and e-learning

...fully funded or subsidised by up to 80%

...develop your skills...develop your business

...step by step guidance



Cronfa Amaethyddol Ewrop ar
gyfer Datblygu Gwledig:
Ewrop yn Buddsoddi mewn Ardaloedd Gwledig
European Agricultural Fund for
Rural Development:
Europe Investing in Rural Areas



Llywodraeth Cymru
Welsh Government



www.gov.wales/farmingconnect

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Introduction

Applying for Farming Connect skills and training is largely an online process, but you can access one-to-one help and support at any stage you might need it.

This guidance booklet is a useful tool to have at your side as you go through the necessary processes online, which include accessing **BOSS** via ‘**Sign on Cymru**’ and completing a PDP (*Personal Development Plan*), but we would also encourage you to contact...

- ✓ your local Farming Connect development officer...*or*
- ✓ your selected training provider...*or*
- ✓ the Farming Connect Service Centre on 08456 000 813

Before you speak directly to one of the above, if you are considering applying for any Farming Connect funded training course, you are advised to visit the Farming Connect website at www.gov.wales/farmingconnect

With all training either fully funded or subsidised by up to 80%, visit our website to check:

- ✓ eligibility criteria for you, your family members and/or workers
- ✓ dates of skills application windows (*all training courses must be applied for during one of these windows*)
- ✓ funding levels
- ✓ a full list of all training courses, broadly categorised under:
 - Business
 - Livestock
 - Land
- ✓ a list of all approved training providers (*including face-to-face training and digital options and relevant contact details*)
- ✓ guidance on the skills application process (*also explained in this booklet*)
- ✓ a list of all fully funded e-learning modules (*study at a time and pace that suits you*)

TECHNICAL TIPS

Accessing the BOSS (*Business Online Support Service*) website, generally works best on the Google Chrome web browser. Free and easy to download, visit www.google.com/chrome/ for more information.

If you have any problems accessing BOSS, contact your local development officer or the Farming Connect Service Centre on 08456 000 813.

You may also be eligible for Farming Connect's fully-funded ICT training. Discuss this with your local development officer.

STEP 1 - Accessing BOSS (Business Online Support Service)

Accessing BOSS is essential in order to...

- complete a PDP (*Personal Development Plan*) and identify your training goals
- apply for your selected subsidised training
- complete a fully funded e-learning modules
- access your personal Storfa Sgiliau record

New to BOSS?

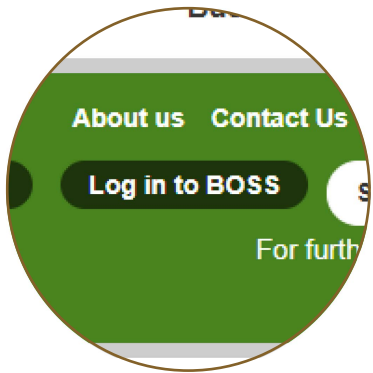
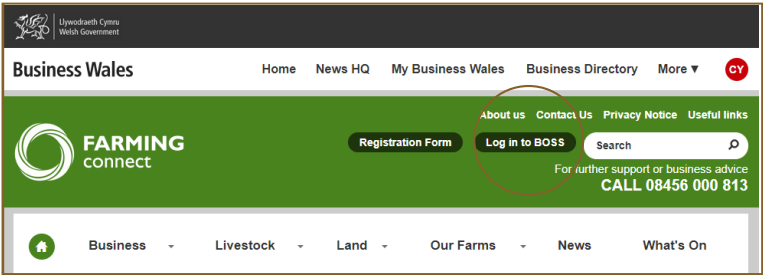
In order to access **BOSS** you will need to register **your personal email address** with Farming Connect. If you are not already registered, contact the Service Centre on 08456 000 813.

You should receive a confirmation email from the Farming Connect Service Centre containing your **BOSS** log in details.

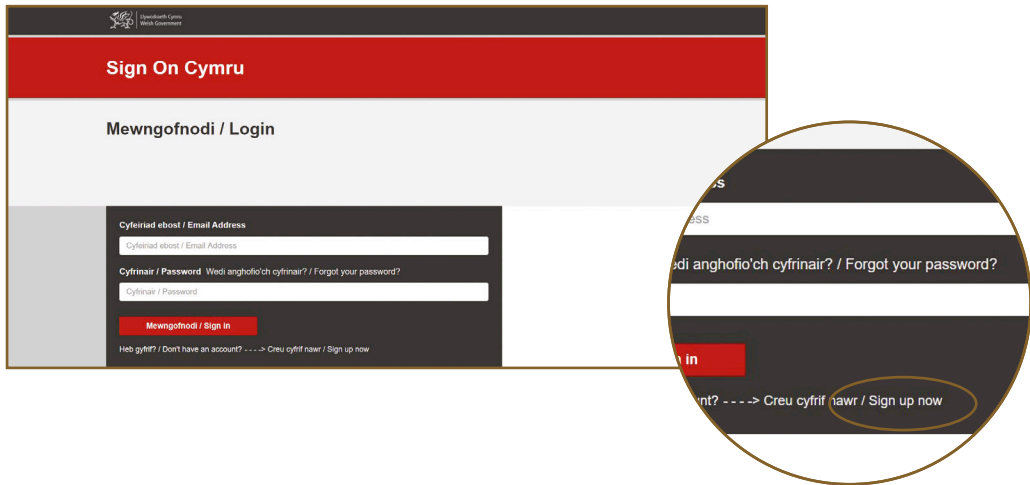
NB *If you have not received confirmation within five working days, contact the Service Centre.*

Creating a BOSS account

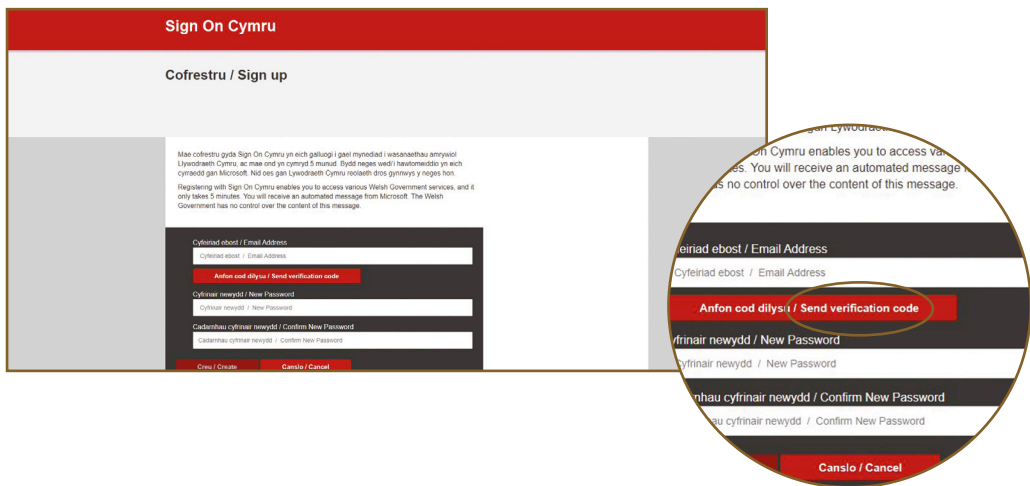
- To create a BOSS account, click the ‘Log in to BOSS’ button on the Farming Connect website header



- Click ‘Sign up now’



- Enter your Farming Connect registered email address then click ‘Send verification code’.
A verification code will be sent to you.
- If you do not receive the verification code within a few minutes, please check your **Junk** e-mail folder.
If it has not arrived, call the Service Centre.



- If you have received the verification code, enter it and create your new password. You will be asked to confirm your new password.
- Click on ‘Create’.

Congratulations - you have created your new BOSS account!

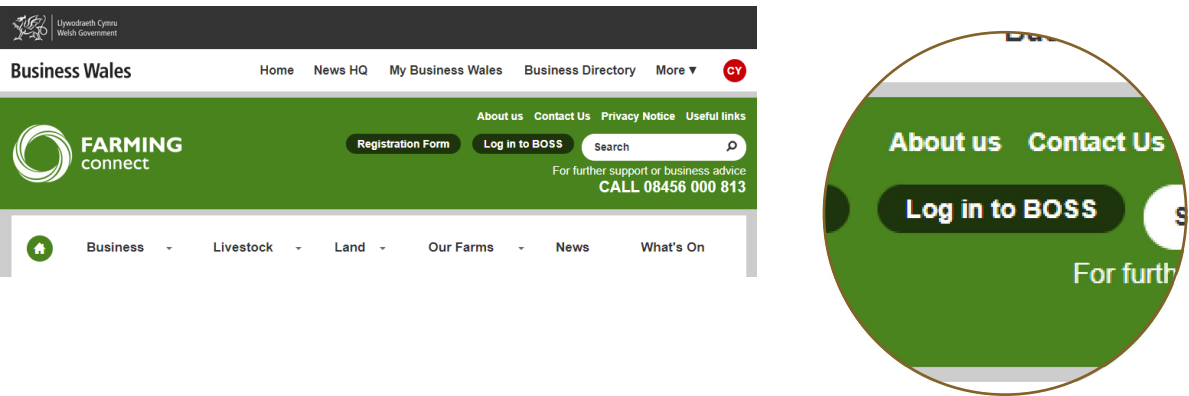
- Write your login details down and keep them safe!

NB If you cannot remember your password, click on 'Forgot your password?'
You will be sent a link enabling you to reset it.

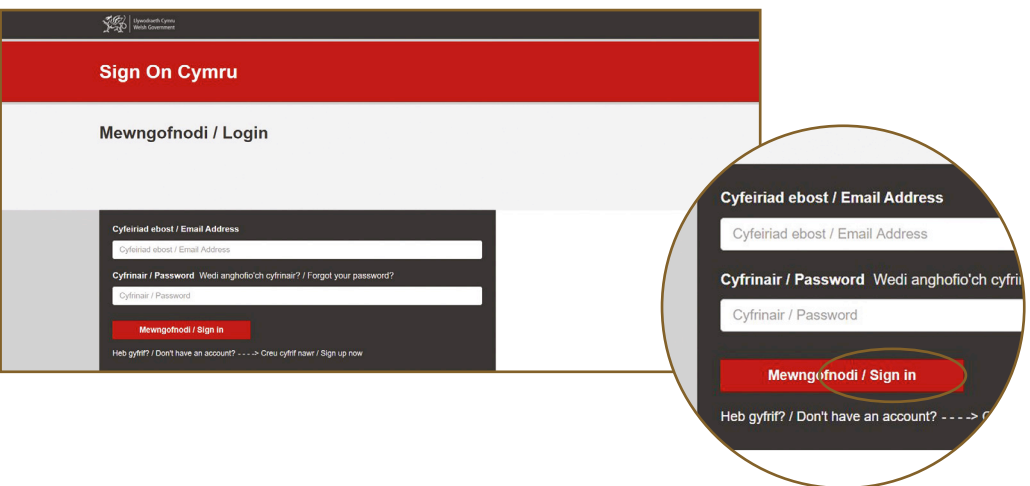
Revisiting BOSS

If you have **previously logged into BOSS** via **SOC** you will need to:

- To log in to BOSS, click the ‘Log in to BOSS’ button on the Farming Connect website header



- Enter your individual **Farming Connect registered email address** and password then click ‘Sign in’



NB SOC will enable you to access all Business Wales online services, including your Farming Connect online account using your registered email address and password.

STEP 2 - Complete a PDP (Personal Development Plan)
...identify your training goals

Your PDP will enable you to select the courses that will strengthen your skills and help you develop your business. Identifying your training goals is an important part of this process.

NB You cannot apply for funding for a training course until you have completed a PDP.

How to complete a PDP

- Log in to **BOSS** (See Step 1 instructions on page 3)
- Select the **PDP** tile on the **BOSS** homepage
- Complete all fields in the **Overview** tab and **Courses** tab
- Click **‘Add a course’**
- Select a category at the bottom of the web page
- Click **‘Add this course’** for **each** course you wish to apply for (the course will then appear in your list of selected courses)
- Click on the course to see the description and link to the relevant training course page on the Farming Connect website. This link will open a new tab at the top of your page and will include all the details you require on the course you wish to apply for
- Complete all fields in the **‘Goals’** tab. Click **‘Add a goal’** as appropriate
- Complete all the fields you see on your screen and click **‘Save’**. You have now completed your goals

NB Take time to consider and select from the three symbols on the page **Courses** (under the heading **Actions**):

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Identify your personal and business goals

When setting goals, think about what you want to achieve. Ask yourself the following questions.

- How will a training course help me achieve my goal and develop me as an individual?
- How will I utilise my new skills?
- How does this goal or training course fit within my continuing personal and business development plan and why is it important?
- What difference will achieving this goal have on what I currently do within my current job role?

NB You need to complete a new goal for each course you wish to apply for.

STEP 3 - View all training courses

- Log in to **BOSS** (See Step 1 instructions on page 3)
- Select the **‘Training and E-learning’** tile on the **BOSS** homepage
- Each course is categorised within the following three headings:
 - Machinery and Equipment
 - Technical
 - Business Improvement
- Click the category you require for a full list of courses available
- Click on your chosen course title for the course outline
- Click on the link **‘Farming Connect website’** to view course providers
- Contact your selected training provider to establish costs and dates
- E-learning modules are categorised separately. (For guidance on selecting and completing e-learning modules, see Step 5 on page 11)

STEP 4 - Apply for the funded training course(s) you have selected

- From the **BOSS** homepage, you are now ready to select the **‘View Application Form’** tab
- Select the course you want from the dropdown menu
- Once you have clicked on the course you want, the category of course is automatically logged for you
- Select the training provider of your choice from the dropdown menu
- Enter the cost of the training course into the box on your screen
- Answer the question ‘What benefit will completing this training course have on your own personal/business development?’
- Once you have checked all your choices, click **‘Save changes’**

NB Before you apply for a machinery or equipment-related course you will need to complete Farming Connect's Health & Safety e-learning module. For guidance on selecting and completing e-learning modules, see Step 5 on page 11.

Important information

- You must complete an individual application for the Farming Connect course you wish to apply for
- You will be notified of the outcome of your application via email within approximately three weeks after the application window closes
- Training will need to be completed within nine months from your notification date, or your application will expire
- If you are unable to complete your training course, you must notify the Farming Connect Service Center on 08456 000 813 immediately for guidance
- One application per window from a registered individual
- Maximum of two applications per window per registered business
- Those applying for training for the first time will be prioritised
- All applicants can only be approved for one Machinery and Equipment Use course within a 12 month period
- Only one pesticides course is allowed per business within a 12 month period

PN: If you have applied for training courses in a previous window (before the introduction of the one application per window per registered individual) the following rules will also apply:

- Aged under 40 you can apply for five courses within a 12 month period (excluding contractors, students and niche businesses under 550 hours)
- Aged over 40 you can apply for three courses within a 12 month period (excluding contractors, students and niche businesses under 550 hours)

If you wish to change training providers or cancel an application contact the **Farming Connect Service Centre** on **08456 000 813** or email farmingconnect@menterabusnes.co.uk (you must do this before your funding approval expires which is nine months from your approval email)

NB All requests to cancel a course application are dealt with on a case by case basis.

STEP 5 - Access e-learning...at a time and pace that suits you

Complete an e-learning module

- Log in to **BOSS** (See Step 1 instructions on page 3)
- Select the **'Training & E-learning'** tile on the homepage
- Click on **'e-learning'**
- Select the e-learning module you require, which is categorised within the following three headings:
 - Livestock
 - Land
 - Business
- Click on your selected course title
- Click on the course name to launch the e-learning module
- Work through the module content and then take the short self-assessment quiz to test the knowledge you have acquired

NB To close the module, click on the 'X' in the top right-hand corner.

- If you want to refresh your knowledge, you can repeat the process again

NB At the end of all completed e-learning course(s), a **'Certificate of completion'** will be uploaded to your *Storfa Sgiliau* record on your behalf. (See Step 6 on page 12 for guidance on utilising *Storfa Sgiliau*).

STEP 6 - Record all your skills and learning achievements at Storfa Sgiliau

Storfa Sgiliau is a secure, online data storage tool for continuous professional development. It will enable you to:

- ✓ Have instant access to a downloadable or digital report setting out all your skills, training and relevant academic/professional achievements
- ✓ Provide evidence of training undertaken for Farm Assurance Schemes and supply chain organisations including wholesalers, retailers etc
- ✓ Access the facts you may need for an up to date cv (*visit the Farming Connect website for guidance on producing a 'stand out' cv*)

To access Storfa Sgiliau, you must:

- Be registered with Farming Connect
- Log on to your **BOSS** account via Sign on Cymru (*See Step 1 instructions on page 3*)
- Have an up to date online PDP

Once you have reached your individual **Storfa Sgiliau** record, all relevant achievements and activities including all Farming Connect training, e-learning and knowledge transfer activities **undertaken within the current Farming Connect programme** will be uploaded on your behalf.

- Log in to BOSS (*See Step 1 instructions on page 3*)
- Select the 'Storfa Sgiliau' tile on the homepage

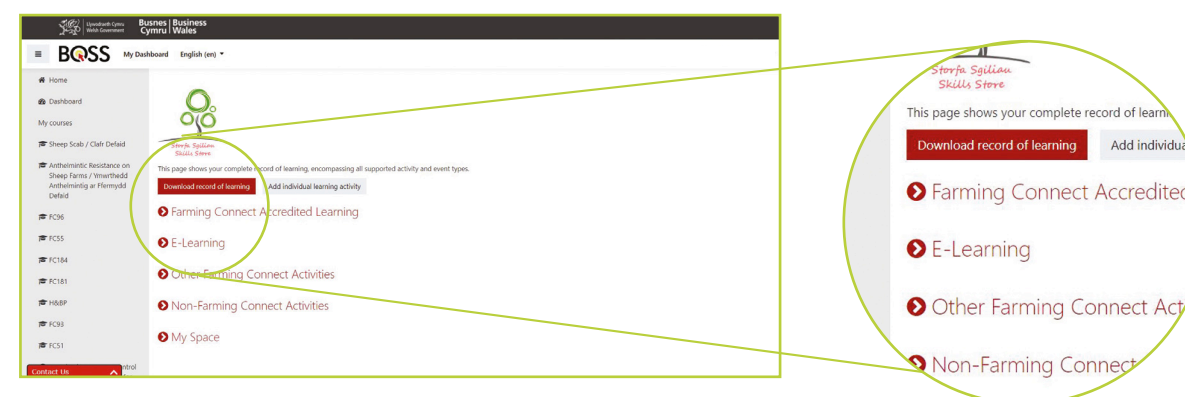
On your screen, you will see two tabs:

- **'Download record of learning'** (red tab)

You can download a complete record of all your records in a single PDF by clicking on the red tab. This may provide a useful resource for completing a cv or providing evidence of your achievements.

- **'Add individual learning activity'** (grey tab)

You can upload an up to date record of continuous professional development which will then be under **'My Space'** heading.



Uploading certificates/diplomas to 'My Space'

- Click on **'Add individual learning activity'**
- Enter the **Name of Activity, Description of Activity, Date of activity, Supplier name, CPD hours** into the box on your screen
- Click on the **blue arrow**
- Click on **'Choose file'** button
- Select your chosen file and click **'Open'**
- Type in a title that you will remember on the **'Save as'** option
- Type your name in the **'Author'** section
- Click on **'Upload this file'**
- Click on **'Save'**

At the top of your screen you should now see the message **'CPD activity has been successfully added'**

You can click on one or more of the following options on your screen:

- **Farming Connect Accredited Learning** (*all training will be uploaded on your behalf*)
- **E-learning** (*all modules you have completed will be uploaded on your behalf*)
- **Other Farming Connect activities** (*a record of all Farming Connect events, sector-specific activities and personal development projects you have attended or completed will be uploaded on your behalf*)
- **Non-Farming Connect activities** (*a record of activities you have completed with external organisations – uploaded on your behalf once agreed with Farming Connect*)
- **My Space** (*any uploaded learning-based certificates/diplomas/evidence of learning - upload yourself*)

Useful information about Storfa Sgiliau

- ✓ For all sections apart from **My Space**, the data is populated for you and you cannot edit it.
- ✓ All Farming Connect records uploaded on your behalf cover only activities completed during the current Farming Connect programme, i.e since October 2015.
- ✓ External organisations can provide evidence of your activities/achievements to Lantra Wales and this information can be uploaded on your behalf.
- ✓ Other than Lantra Wales, no other individual will be able to view your personal Storfa Sgiliau records.

NB See the *Farming Connect Privacy Statement* for further information on how your personal data is used.

Contact us

For further guidance on Farming Connect skills, training and e-learning, contact...

- ✓ your local Farming Connect development officer...or
- ✓ your selected training provider...or
- ✓ the Farming Connect Service Centre on 08456 000 813...or
- ✓ visit www.gov.wales/farmingconnect

