



FARMING
connect
cyswllt
FFERMIO



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



Ariennir gan
Lywodraeth Cymru
Funded by
Welsh Government

03456 000 813
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 03456 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
- ✓ funding levels
- ✓ a full list of all training courses, broadly categorised under:
 - Business
 - Land
 - Land - machinery and equipment
 - Land - statutory training
 - Livestock
- ✓ 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 03456 000 813.

If you are having an issue with a pop up blocker please try the following: On your computer, open Chrome. Go to a page where pop-ups are blocked. In the address bar, click pop-up blocked. Click the link for the pop-up that you want to see. To always see pop-ups for the site, select - Always allow pop-ups and redirects from [site].

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 and development needs
- apply for your selected subsidised training
- complete a range of fully funded e-learning modules
- access your personal Storfa Sgiliau record

New to BOSS?

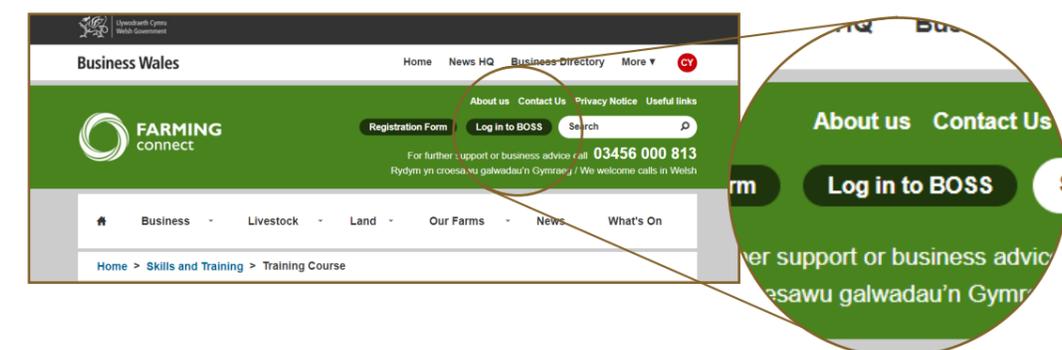
In order to access BOSS you will need to register your personal email address with Farming Connect. If you are not already registered, contact the Service Centre on 03456 000 813.

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

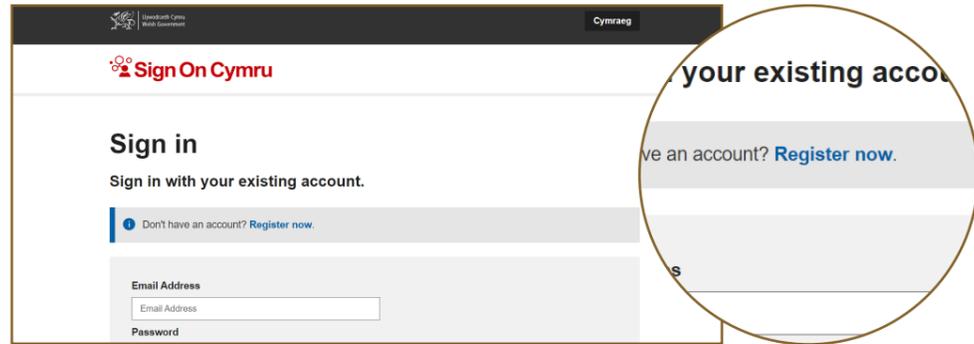
NB If you have not received confirmation within five working days, contact the Service Centre.

Creating a BOSS account

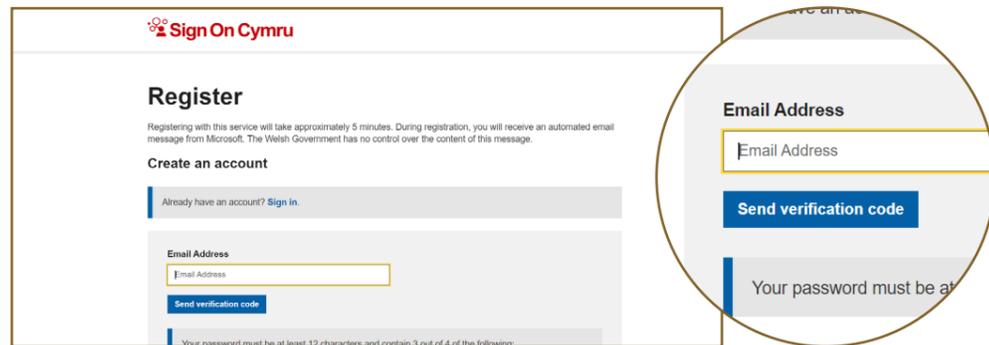
- To create a BOSS account, click the '**Log in to BOSS**' button on the Farming Connect website header



- Click '**Register 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!

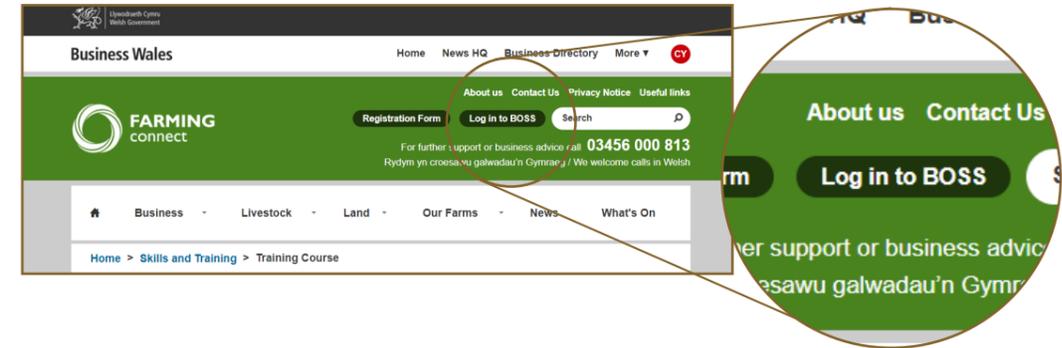
- Write your login details down and keep them safe!

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

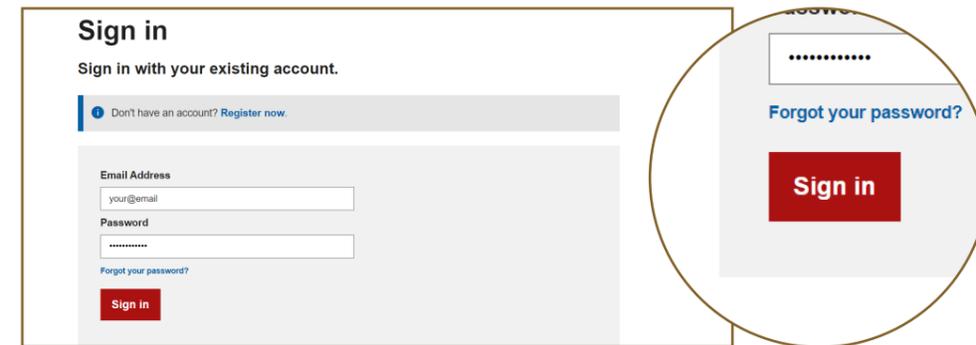
Revisiting BOSS

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



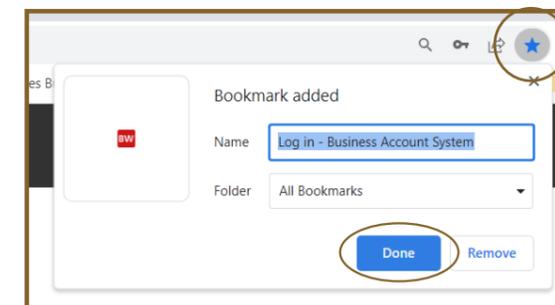
- Enter your individual Farming Connect registered email address and password then click '**Sign in**'



- You will then need to verify your login. Click '**Send verification code**' and enter the six digit code sent to your email.
- After you've entered the code, click '**Verify code**' and then '**Continue**'

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.

NB To access BOSS again, add the BOSS page to your 'favorites' or 'bookmarks' by clicking the star icon on the top right of your web page



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

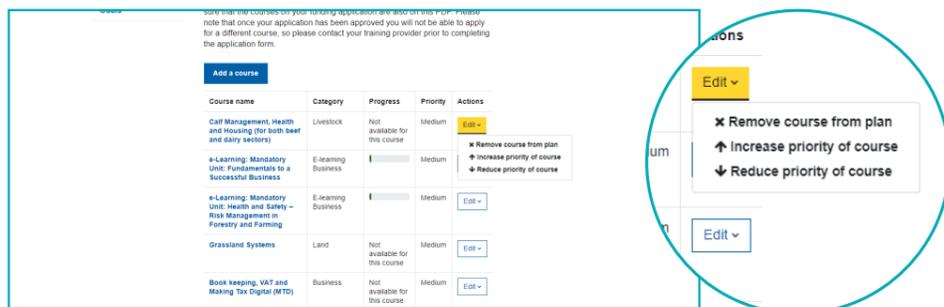
- Log in to BOSS (See Step 1 instructions on page 3)
- Select the **Personal Development Plan** tile on the BOSS homepage



- Complete all fields in the Overview and click 'Save' then 'Next'
- Click **'Add a 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. To view Training Providers for that course click **'Farming Connect website'** this link will open a new tab and will take you to the Farming Connect website that includes course details and Training Providers.

From 1st September 2023, some face to face training courses will require you to complete a mandatory online e-learning module prior to applying for funding. If you select a training course that has a mandatory e-learning module linked to it, you will be notified of this in this section of your Personal Development Plan.

- All mandatory e-learning modules can be found on your dashboard. Please visit the section - 'How to access the mandatory e-learning modules' on Page 12.

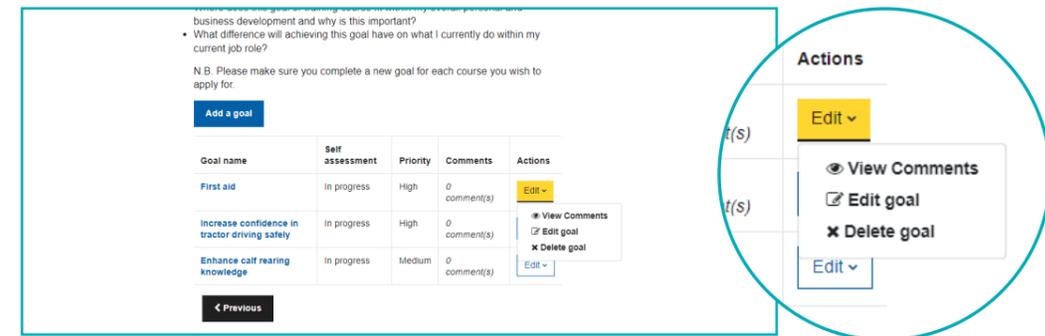


- Complete all fields in the **'Development Needs'** tab. Click **'Add Development Need'** as appropriate
- Complete all the fields you see on your screen and click **'Save'**.

NB Your Development Needs will be recorded and passed on to the Farming Connect team and will be in contact with any support available.

- 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 Goals (under the heading Actions):



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'** tile on the BOSS homepage



- Each course is categorised within the following three headings:
 - Business Improvement
 - Land
 - Land - machinery and equipment
 - Land - statutory training
 - Livestock
- 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
- A new tab will open taking you to the Farming Connect website of your selected course where you'll be able to see the list of your chosen course providers
- Contact your selected training provider to establish costs and dates (you will need these details to apply for your training course (See page 9 on how to apply for the funding training course(s) you have selected))

NB E-learning modules are categorised separately. (For guidance on selecting and completing e-learning modules, see Step 6 on page 12)

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

- From the BOSS homepage, you are now ready to select the **'Training course application form'** tile



- Click **'Apply now'**
- 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 total cost of the training course into the box on your screen (excluding VAT)
- 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'**

NB Some training courses require a mandatory e-learning module to be completed on BOSS before submitting your application. (For guidance on selecting and completing e-learning modules, see Step 6 on page 12)

Please note failure to complete the relevant mandatory e learning course will unfortunately result in your course application being rejected. For help and guidance please contact the Service Centre on 03456 000 813 or your local development officer.

Important information

- You must complete an individual application for each Farming Connect course you wish to apply for
- You will need to add a separate goal to your PDP for each course you wish to apply for
- You can apply for funding towards your chosen training course at any time. Applications will be assessed and you will be notified via your Farming Connect registered email address within 10 working days from the date of your application.
- Training will need to be completed within 9 months from your notification date, or your application will expire. If you fail to complete the training course within this timeframe you will not be permitted to apply for the course again in the current Farming Connect Programme
- If you are unable to complete your training course, you must notify the Farming Connect Service Centre on 03456 000 813 immediately for guidance
- All applicants can only be approved for one Land - machinery and equipment course within a 12 month period
- Only one pesticides course is allowed per business within a 12 month period
- Eligible applicants can be approved for a maximum of 3 training courses within a 12 month period.
[Click here](#) to view your eligibility status

Once you have been approved for funding the next step is to make contact with your chosen training provider. You will be asked to pay your contribution and attend the training course. If you no longer require the training we ask that you contact your provider or the Farming Connect Service Centre on **03456 000 813** as soon as possible to let them know.

If you wish to change training providers or cancel an application contact the Farming Connect Service Centre on **03456 000 813** (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 - Register on to an Animal Health & Welfare Workshop

- Log in to BOSS (See Step 1 instructions on page 3)
- Select the '**Animal Health & Welfare Workshops**' tile on the BOSS homepage



- Click on your chosen workshop title for the workshop outline
- Click on the link '**Farming Connect website**' to view workshop dates

NB All upcoming workshop dates will be listed on the Farming Connect 'What's On' page. All attendees to an Animal Health & Welfare Training workshop will be required to complete a goal on their PDP - see Step 2 on page 6.

STEP 6 - 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 '**E-learning**' tile on the homepage



E-learning:

Our online e-learning interactives cover a wide variety of topics which will help you develop new and existing skills, acquire more knowledge and improve working practices within your business.



Accredited E-learning:

This suite of modules will give you an overview of the future direction of agriculture in Wales, and an insight into the 5 core characteristics of Sustainable Farming. Completing all modules will give you a Lantra Awards certificate.

- Select the e-learning module you require, which is categorised within the following three headings Business, Land, Livestock
- Click on your selected course title
- Click on the module 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
- Once the module has been completed and the quiz passed, open and view/download/save the module summary sheet as a quick reference tool for the module you have completed.

NB Some training courses require you to complete a mandatory e-learning module prior to applying for funding.

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).

NB Following completion of all modules within a suite, a higher level Lantra Awards certificate will be added to the users Storfa Sgiliau account.

How to access the mandatory e-learning modules

- Log in to BOSS (See Step 1 instructions on page 3)
- From the main home page click '**Dashboard**', shown in gray banner bar on the home page
- Once into your Dashboard the mandatory e-learning modules will be displayed, including Health & Safety module
- Click onto the relevant module and complete the module

STEP 7 - 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.

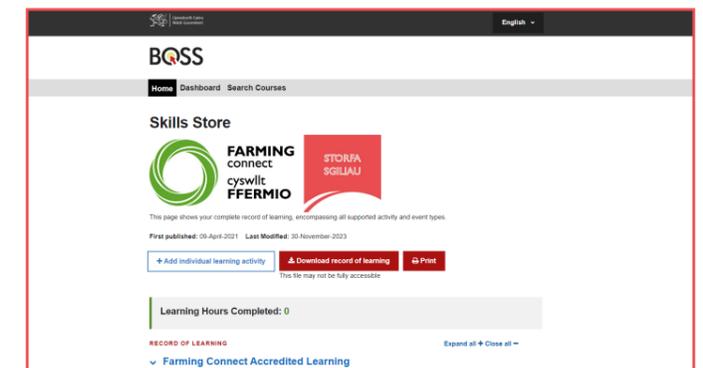
- Log in to BOSS (See Step 1 instructions on page 3)
- Select the '**Storfa Sgiliau**' tile on the homepage

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**' (white 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, and 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 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 03456 000 813...or
- ✓ visit www.gov.wales/farmingconnect

Rydym yn croesawu galwadau'n Gymraeg / We welcome calls in Welsh

