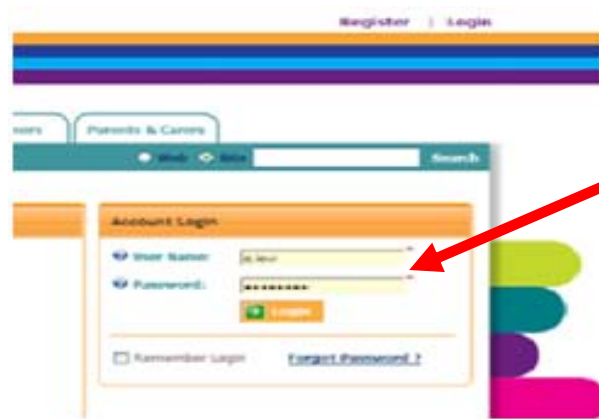


Skills 4 YP – Step by Step Guide

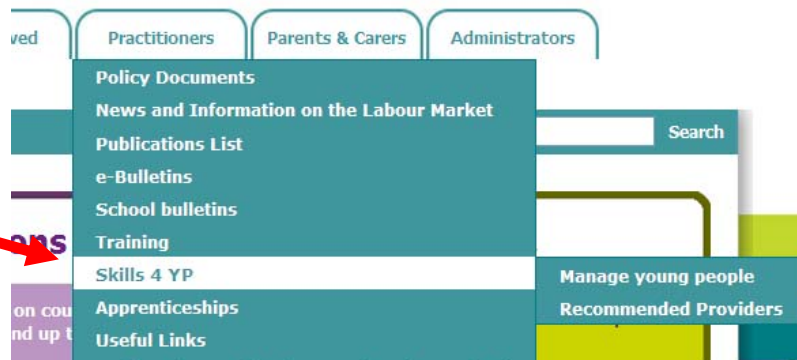
Skills 4 YP is the online booking system, which is part of the Central London Connexions (CLC) website. It allows practitioners working with young people access a broad range of courses to help get them back into Education, Employment or Training (EET). The system allows you to view course information, book onto courses and follow up young people once they have attended the programme.

Getting Started

1 To start registering your young people, and booking them onto courses, please visit www.centrallondonconnexions.org.uk and log in with your username and password.



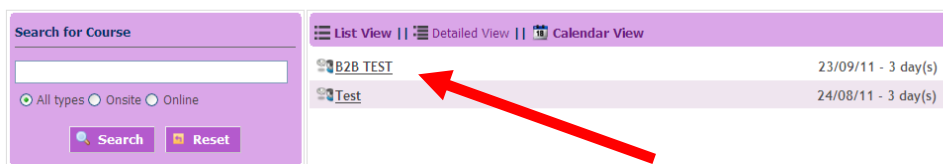
Hover your cursor over the **Practitioners** tab, then over **Skills 4 YP** and you will be given two options: **Manage Young People** and **Recommended Providers**. Click on **Skills 4 YP** to view and book young people onto courses.



2 Courses

Click on the **course name** to read full course outline and to book a young person on.

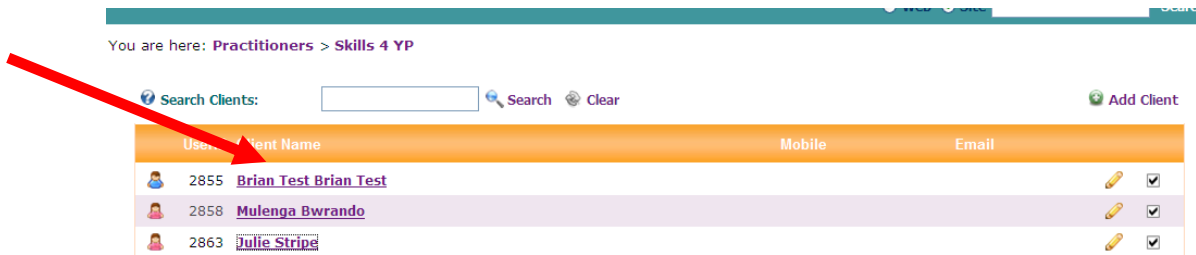
View Courses (Young People)



To go back to the list of courses click the **return** button.

3 Booking onto courses

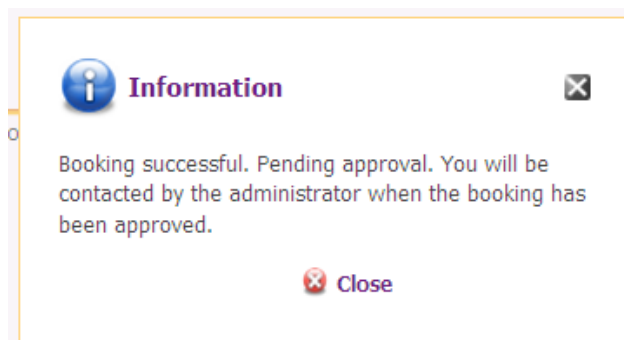
If you would like to book this course click on the **enrol** button. You will then be taken to the **Manage young people** page where you will need to choose the young person you want to book onto this course.



Click on the young person's **name** and click on the **courses** tab on the next page, where the course calendar will be displayed.



Choose the course date on the calendar and click on the **course name**. A dialogue box will appear - enter your young person's objectives and click on the **book onto course** button. Once the booking has gone through the message below will appear.



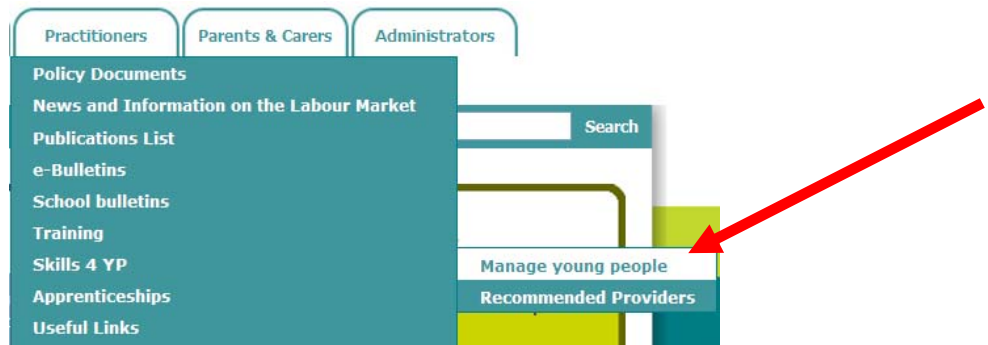
You will also receive an email to confirm your young person has been registered onto the course. Once the Skills 4 YP administrator has approved your booking you will then receive a confirmation email with full course details.

4

Managing Young People

To book a young person onto one of the courses advertised, you must first register them on the system.

Select **Manage young people** from the drop down list to go to the page.



A list of all your registered young people will be displayed. You can click on their name to edit any information about them. To register a young person simply click on the **Add Client** button on the right hand side of the screen.



Enter the young person's details and to continue click on the **Next** button. You MUST complete each box within the **Profile** tab (health/medical information, additional support needs, and emergency contact details) and then the **Action Plan** tab (which includes work already done with the client and next steps).

Once you have completed the young person's details your young person will automatically be registered and appear in your list.

If you have any questions or require any further assistance please contact B2B@rbkc.gov.uk

THANK YOU