

Dear Learner

Supported E-learning: Cadent Foundation

Thank you for registering for National Energy Action's Introduction to Domestic Energy Efficiency, and Fuel Poverty and Health E-learning.

The following instructions outline how to access the E-learning:

- Click on the following link which leads to NEAs Learning Management System
<https://www.nea-training.co.uk/lms-2020>
- Enter your username and password. If you are a new learner you will need to create an account, to do so please follow the instructions on screen (this will only take a few moments)
- Once in the LMS a list of available courses will appear. You have two E-learning courses available to you:
- No 26 Fuel Poverty & Health



26. Cadent Foundation – Fuel Poverty and Health

Course >

- No 27 Introduction to Domestic Energy Efficiency



27. Cadent Foundation – Introduction to Domestic E...

Course >

- **Please note that there are a number of courses listed, they may have the same title but are for other services. The enrolment keys in red will only work for this specific course, these are numbered 26 & 27 on the LMS produced for Cadent Foundation**
- Click the link to open the course (this is the course title highlighted in blue). You will be prompted to enter an enrolment key (please note that they are case sensitive)
- For the Fuel Poverty and Health E-learning this is: **cadent?&59/gC**
- For the Introduction to Domestic Energy Efficiency this is: **cadent?&60/vC**
- This should then take you to the first page of the course ready for you to begin
- The course home page also lists documents relevant to the course and a certificate of completion which will be available once you have successfully completed the course

PLEASE NOTE: courses are designed for use on a laptop or desktop computer and while the course will open on a tablet or mobile phone, some of the functionality of the training may not work.

SUPPORT

Tutor support is available via telephone / video call if you have any questions regarding the course content, to arrange please contact us at tutorsupport@nea.org.uk (please add the course title to the subject line so we know which course your enquiry relates to).

SUGGESTED STUDY TIME

This course will take approximately 2 hours to complete however each learner is different and E-learning offers the flexibility to study at your own pace.

SPECIAL ARRANGEMENTS

Should you have any special needs or learning requirements with regards to completing this E-learning please let us know as soon as possible so that the necessary arrangements can be made.

EVALUATION

Please take a few moments at the end of the course to complete the short online survey, feedback helps us improve and update the course where needed. It also helps us feedback to funders to enable us to offer this course free of charge.

If you have any problems logging in please contact Lynsey Thompson at lynsey.thompson@nea.org.uk alternatively you can contact tracy.norris@nea.org.uk

the national energy action charity

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