

LGPS Online Learning Academy

How to Guide

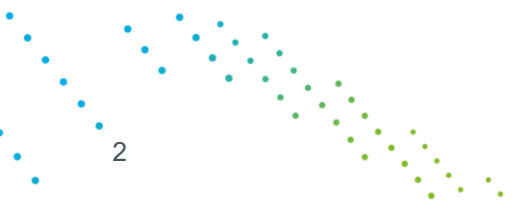
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Introduction

The aim of this guide is to help you navigate your way through your learning plan, it covers:

- How to sign on
- Menu options
- Home Page
- Courses and Learning Plan
- Changing a password
- Resetting a user's end of knowledge check
- Mobile App
- How to get help



Signing in

Website

<https://aspire.hymanslearning.co.uk>

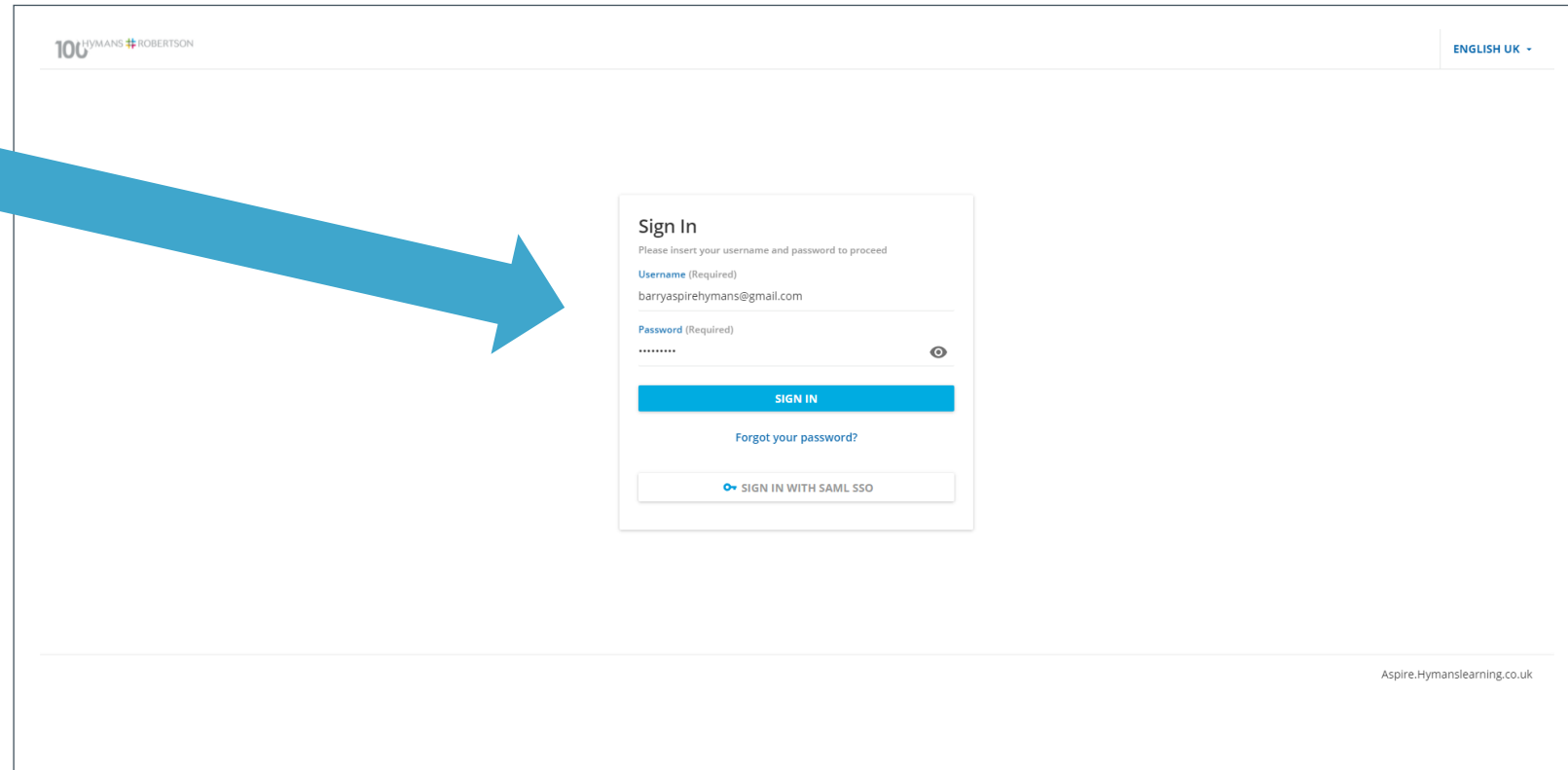
Please note this may need to be listed by your IT department as a “safe site” to allow access.
Please use Google Chrome or Microsoft Edge as your internet browser.

Type in your username and password and select “sign in”

Username (your email address) and password will be provided to you by email.

The log in timeout is 1 hour.

This means if you are logged on but not actively working you will need to log back on with username and password after 1 hour.



The screenshot shows the 'Sign In' page of the Aspire.Hymanslearning.co.uk website. The page has a white background with a light blue header. The header includes the '100 HYMANS + ROBERTSON' logo on the left and a language selector 'ENGLISH UK' on the right. The main content area features a 'Sign In' form with the following elements:

- Sign In** title and a sub-header: 'Please insert your username and password to proceed'.
- Username (Required)** field: Contains the email address 'barryaspirehymans@gmail.com'.
- Password (Required)** field: Contains masked characters '*****' and a toggle icon for visibility.
- SIGN IN** button: A prominent blue button.
- Forgot your password?** link: A blue text link below the password field.
- SIGN IN WITH SAML SSO** button: A light blue button at the bottom of the form.

The footer of the page displays 'Aspire.Hymanslearning.co.uk'.

Signing in

Accepting Terms and Conditions

On your first visit to the learning academy, you will be asked to accept the Terms and Conditions

Tick the box and then click on “I Agree” to accept Terms and Conditions to start your learning.

The screenshot shows a web browser at the URL <https://aspire.hymanlearning.co.uk/pages/19/aspirehyman-home-page>. A modal window titled "Terms & Conditions" is displayed, requiring the user to read and agree to the terms before proceeding. The modal contains the following sections:

- Terms of Use**: A paragraph stating that the user must read and agree to the terms of use before using the site.
- Who may use this site**: A paragraph stating that the site is provided by Hyman Robertson LLP ("We") and its licensors, and that it is a limited liability partnership registered in England and Wales under LLP registration number OC310282.
- Accessing our site**: A paragraph stating that access to the site is permitted on a temporary basis, and that the user must not share their access credentials with anyone else.
- Intellectual property rights**: A paragraph stating that the copyright and other intellectual property rights in the pages of the site, the information and content they contain and their design and layout belong(s) to us and/or our licensors.
- Our liability**: A paragraph stating that the site is provided without any guarantees, conditions or warranties as to its availability, performance or suitability.
- Acceptable use**: A paragraph stating that the user must not use the site to (i) defame, abuse, harass, stalk, threaten or otherwise violate or infringe the legal rights (such as rights of privacy, publicity and intellectual property) of others or our licensors, or interfere with another party's use of the site; (ii) publish, ship, distribute or disseminate any harmful, infringing, fraudulent, tortious, or unlawful material or information (including any unsolicited commercial communications); (iii) impersonate, or in any other way falsely identify, our identity or affiliation, including through impersonation or

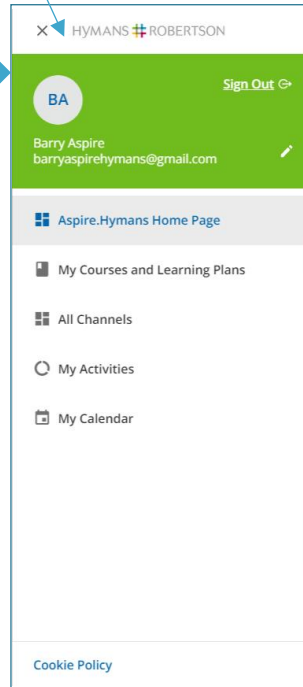
At the bottom of the modal, there is a checkbox labeled "I agree with the Terms and Conditions of service. (Required)" and two buttons: "I DON'T AGREE" and "I AGREE". A blue arrow points to the checkbox, and a red circle highlights the "I AGREE" button.

Menu Options

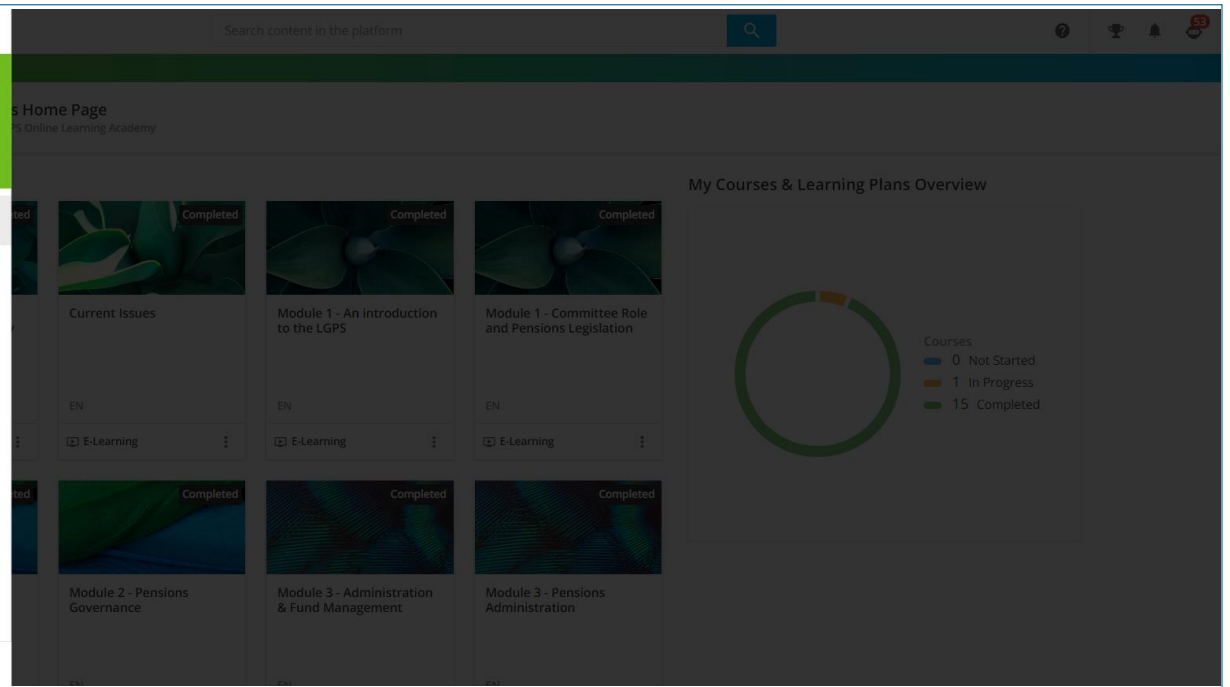
Click here



From the user menu, you can access:



1. Home Page
2. My Courses and Learning Plan – this shows the learning plan and associated courses you are enrolled in (see slide 7)
3. My activities
4. My calendar



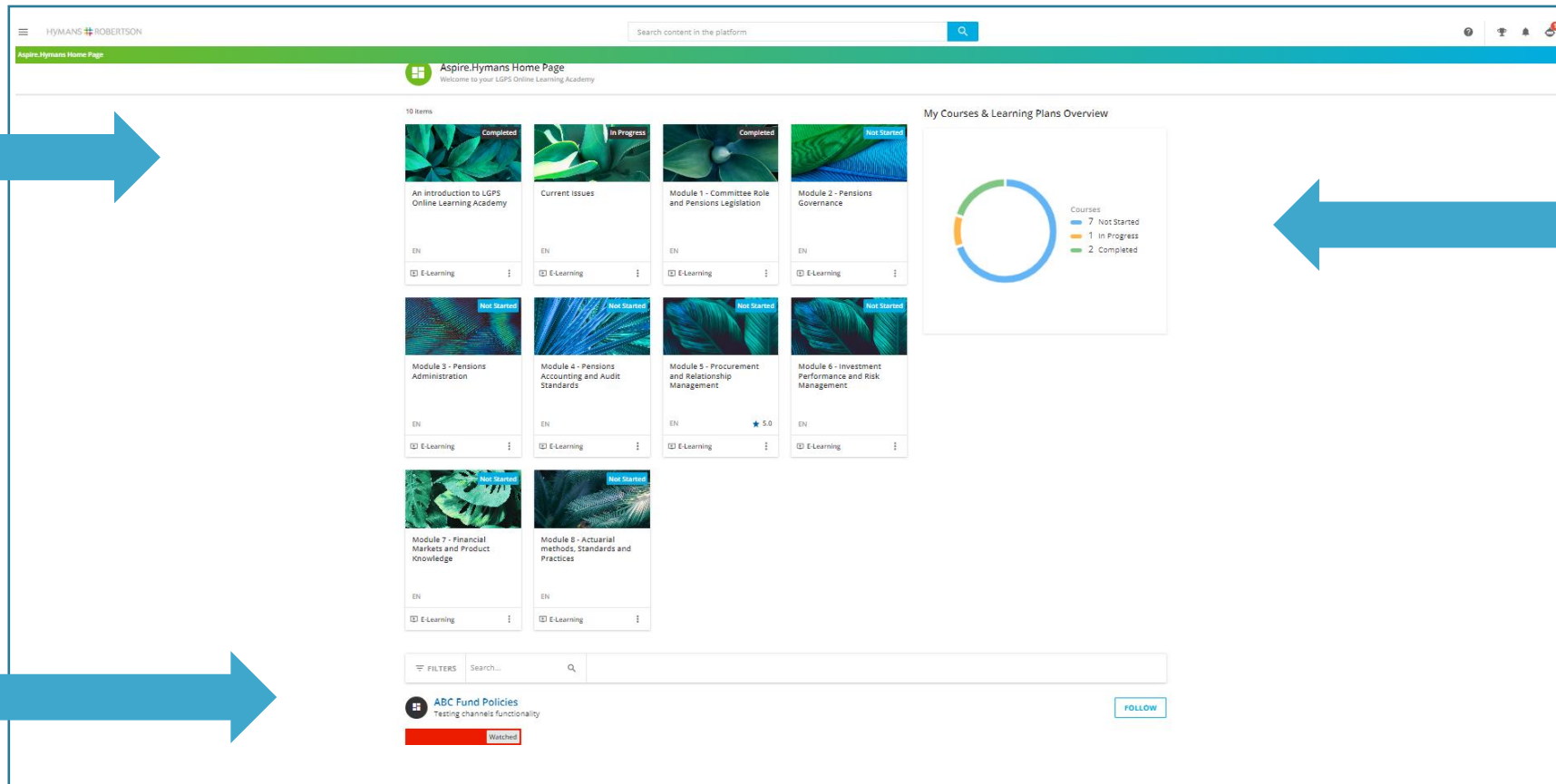
Home Page

This is the first page you will see when you have signed in. This is the “Home Page”

Access your
learning
modules



Access your
Fund Policies –
please note
these are
uploaded at the
Fund’s
discretion



Track your
progress at a
glance

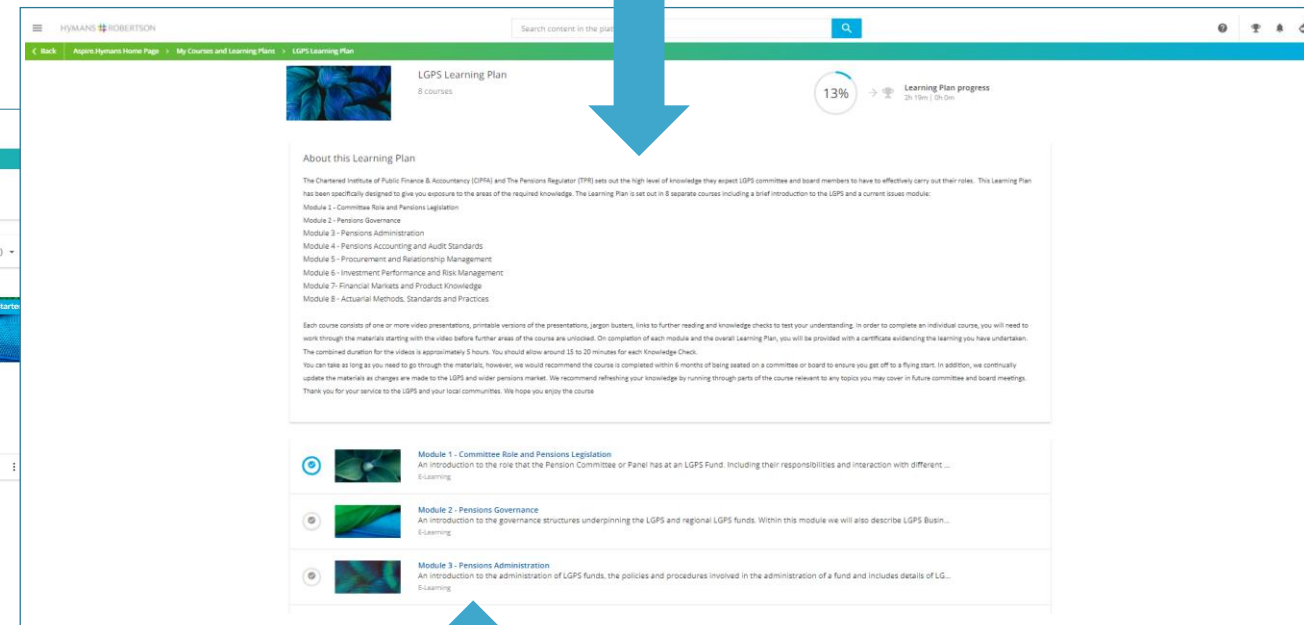
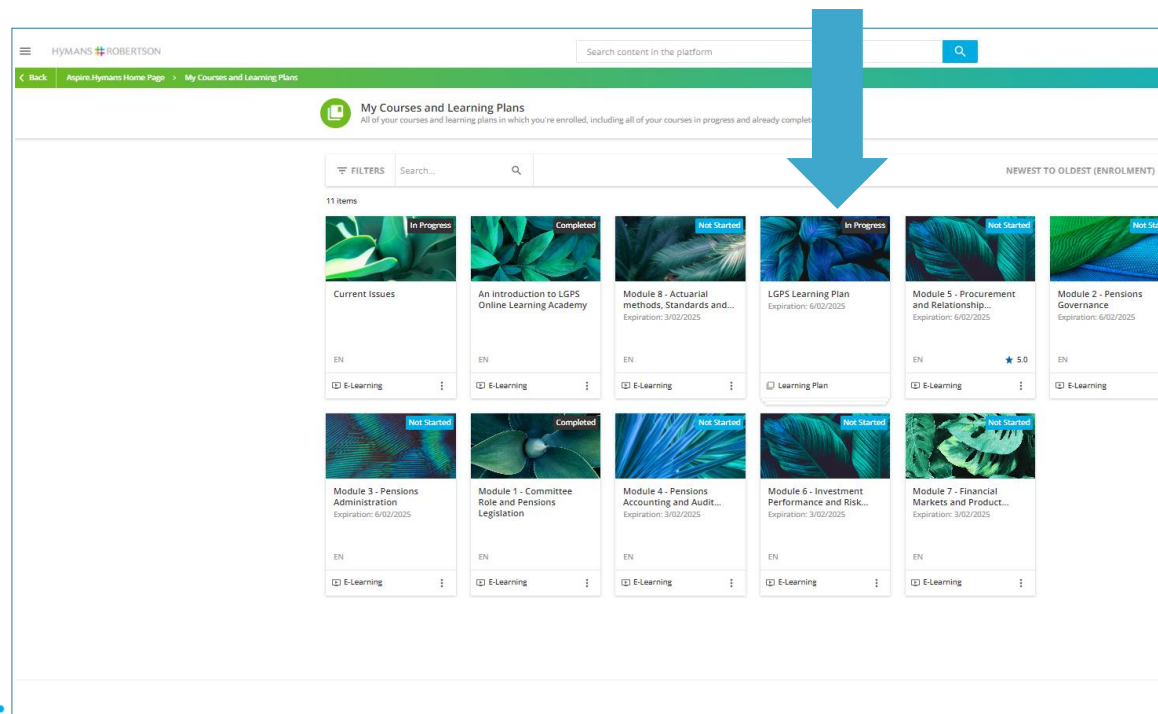


My Courses and Learning Plan

From the Menu Options (see slide 5) you can click on “My Courses and Learning Plan”

You can view the Learning Plan Summary and what to expect in the course content

Click on the Learning Plan



You can also access the courses here

My Courses and Learning Plan

Click on Introduction to LGPS Learning Academy to begin your learning

View your learning plan and associated modules you are enrolled in

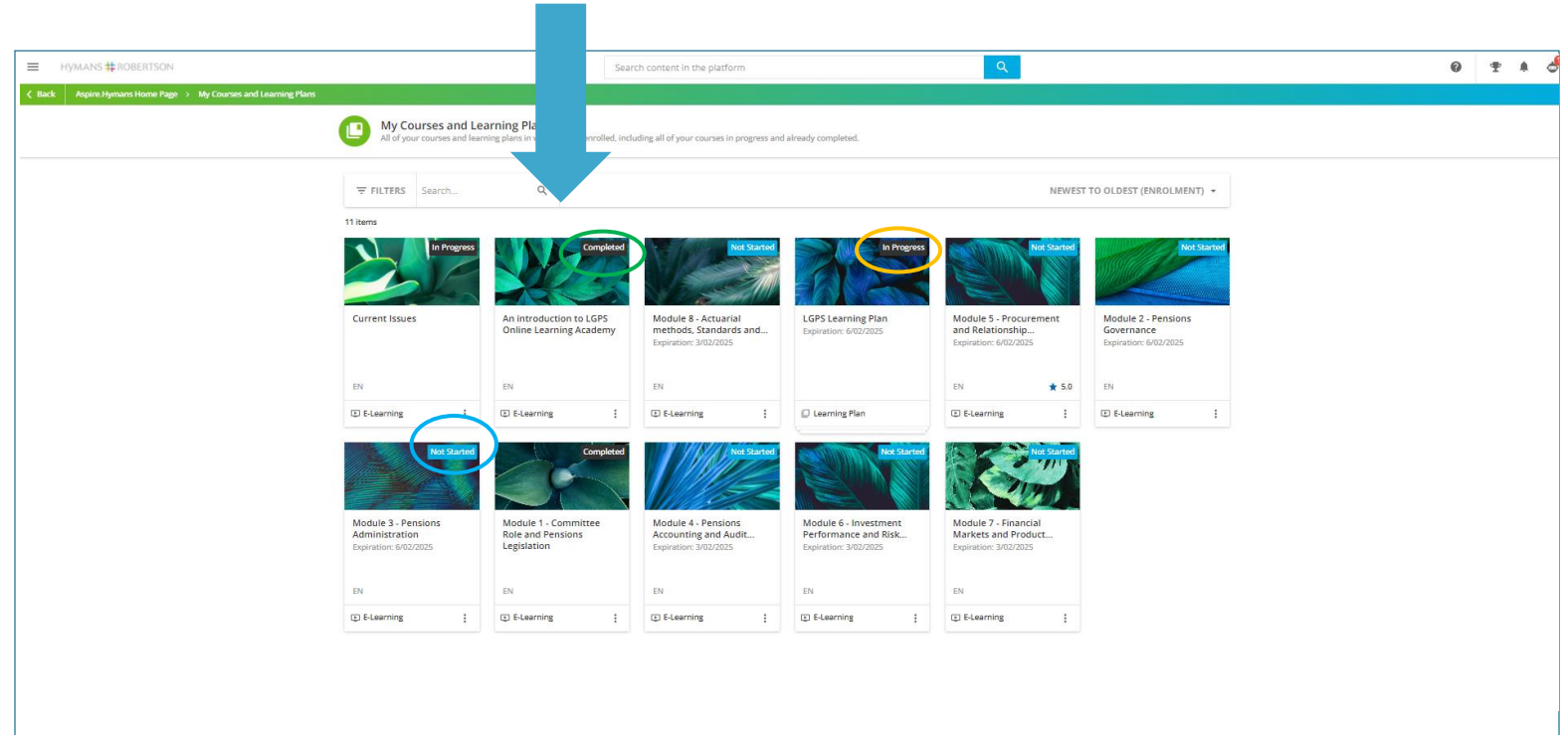


Track your progress at a glance :

Not Started 

In Progress 

Completed 



This version of the Learning Platform contains Modules 1-8 which make up the Learning Plan and an Introduction and Current issues Module.

My Courses and Learning Plan

How to Navigate

The screenshot displays the Hyman+Robertson Learning Academy interface. At the top, there is a navigation bar with a search bar and a 'My Courses and Learning Plan' link. The main content area features a video player on the left, a course list on the right, and a file repository area at the bottom. The video player shows a video titled 'LGPS Oversight Bodies - DLUHC & GAD' with a progress bar and a 'Show more' link. The course list on the right includes 'Module 2 - Pensions Governance' and a list of videos: 'LGPS Oversight Bodies - DLUHC & GAD', 'LGPS Oversight Bodies - TPR', 'Business Planning', 'LGPS Governance', and 'Pensions Governance - Knowledge Check Test'. The file repository area at the bottom shows a search bar and a list of folders, including 'Module 2 - Pensions Governance (Jargon Buster & Important Links)' and 'LGPS Oversight Bodies - DLUHC and GAD'.

Click on each video to progress your learning

The Knowledge check is locked until all the videos have been watched.

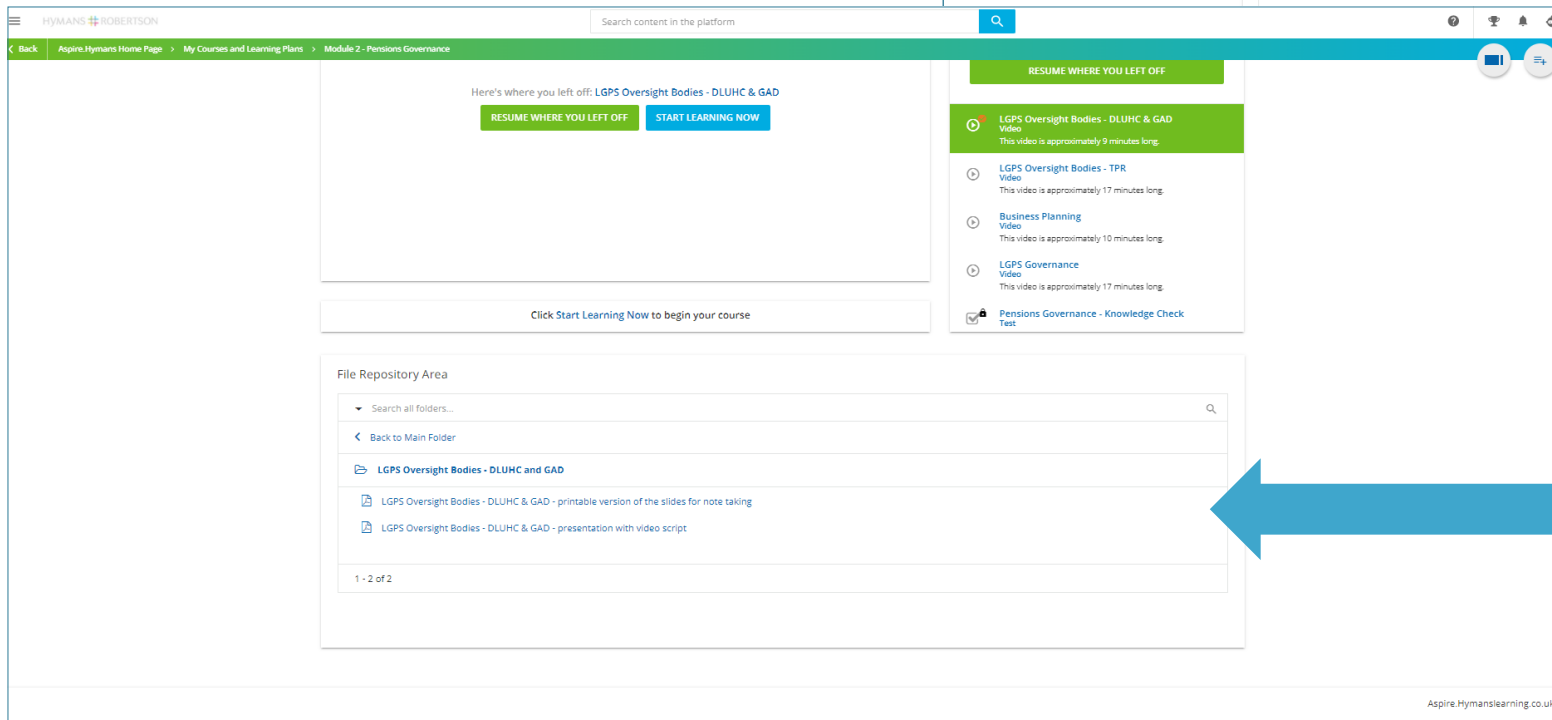
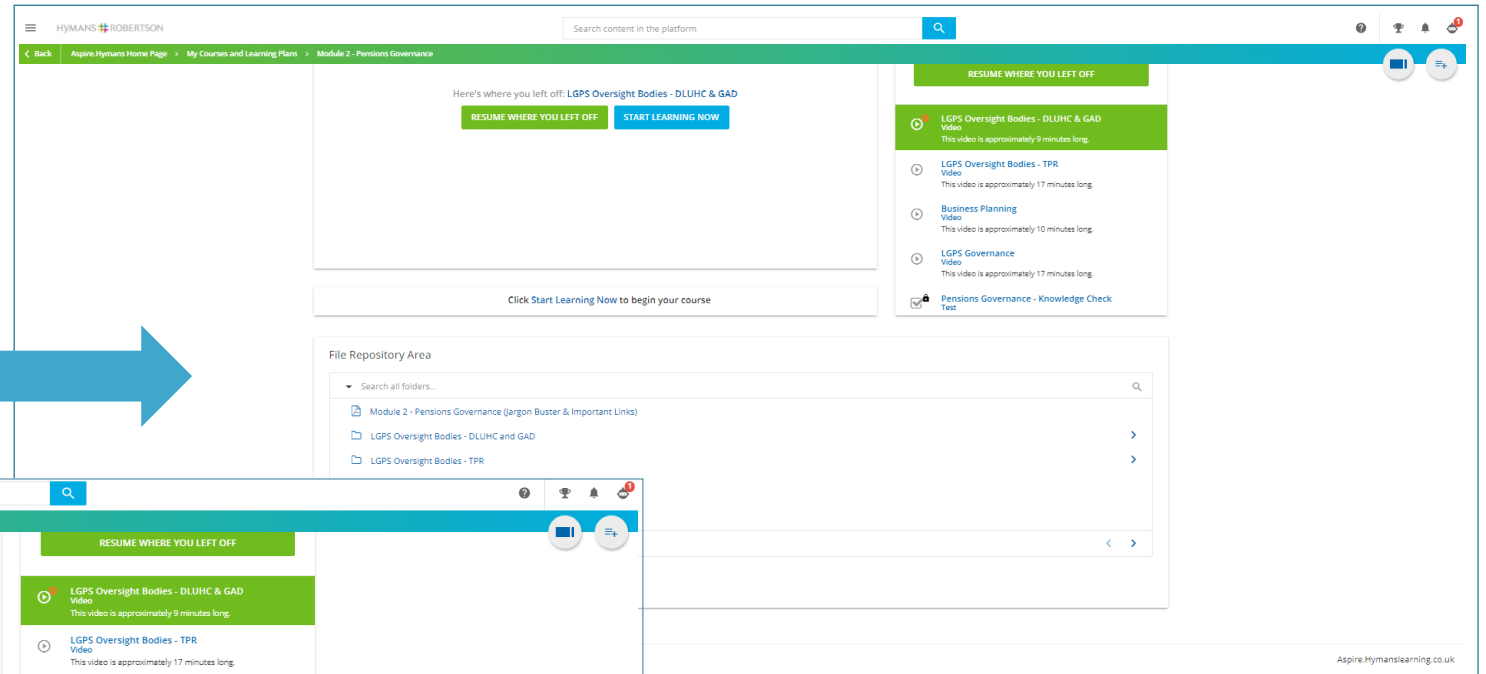
The relevant accessible slides and printable versions for each video are saved in the File Repository Area below the video

Please note, there may be several pages of learning material so you may have to click through to find the correct one

My Courses and Learning Plan

Accessibility and Printable pack

In the file repository area, there are folders with the same name as the videos



Clicking into the relevant folder will bring up a printable version and presentation with video script

My Courses and Learning Plan

Accessibility and Printable pack

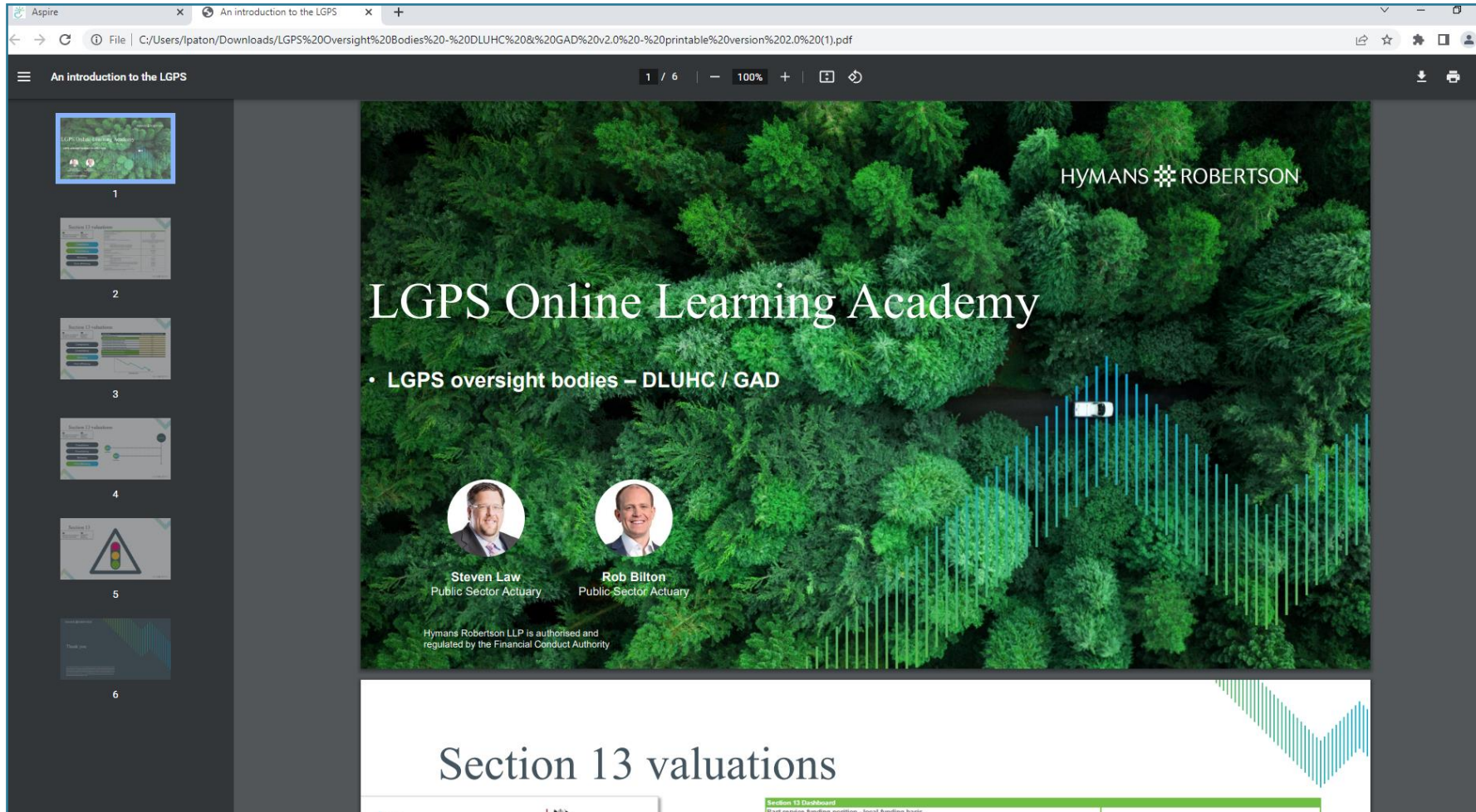
Once you select the additional training material you want to view, it will download and you can open it by selecting the downloaded slide. This will open in a new page

The image displays two screenshots of the Hyman+Robertson platform interface. The left screenshot shows the 'Module 2 - Pensions Governance' completion page, indicating that the course was completed on 9/02/2023. It features a 'Download Your Certificate' button and a list of course materials including 'LGPS Oversight Bodies - DLUHC & GAD' and 'Pensions Governance - Knowledge Check Test'. The 'File Repository Area' shows a list of downloaded files, including 'LGPS Oversight Bodies - DLUHC & GAD - printable version of the slides for note taking' and 'LGPS Oversight Bodies - DLUHC & GAD - presentation with video script'. The right screenshot shows the same course page, but with a 'Downloads' dropdown menu open, displaying the downloaded files. A blue arrow points from the 'Downloads' menu to the bottom right corner of the page, and another blue arrow points from the bottom left corner of the page to the 'Downloads' menu.

Depending on your browser it will either download in the bottom left corner or the top right

My Courses and Learning Plan

Accessibility and Printable pack

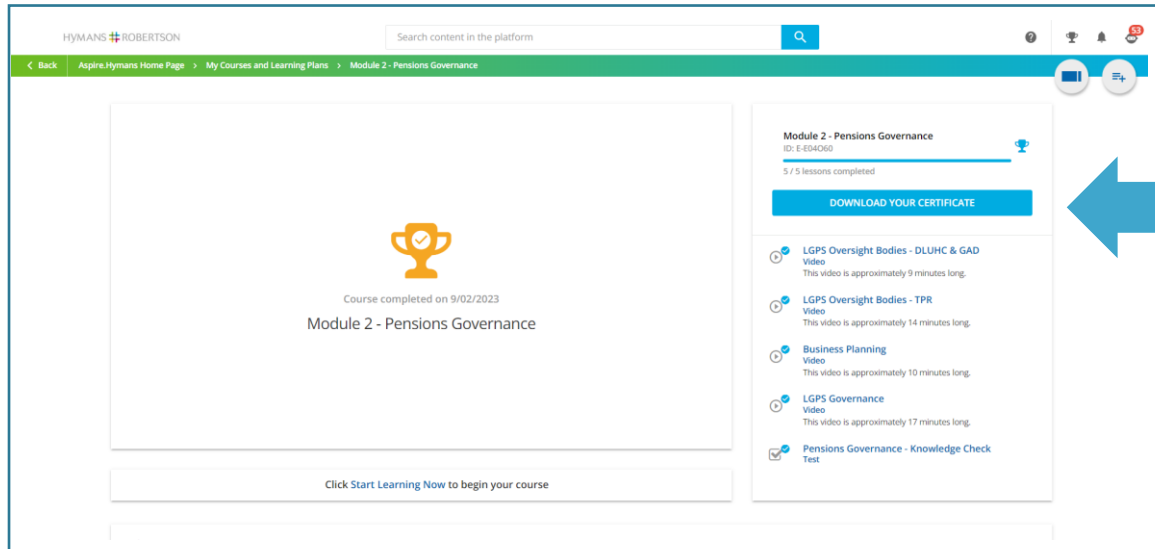


Clicking on the downloaded slide pack will open the additional training in a new browser window and it can be viewed and/or printed.

Please note, this training is not mandatory to complete the training module.

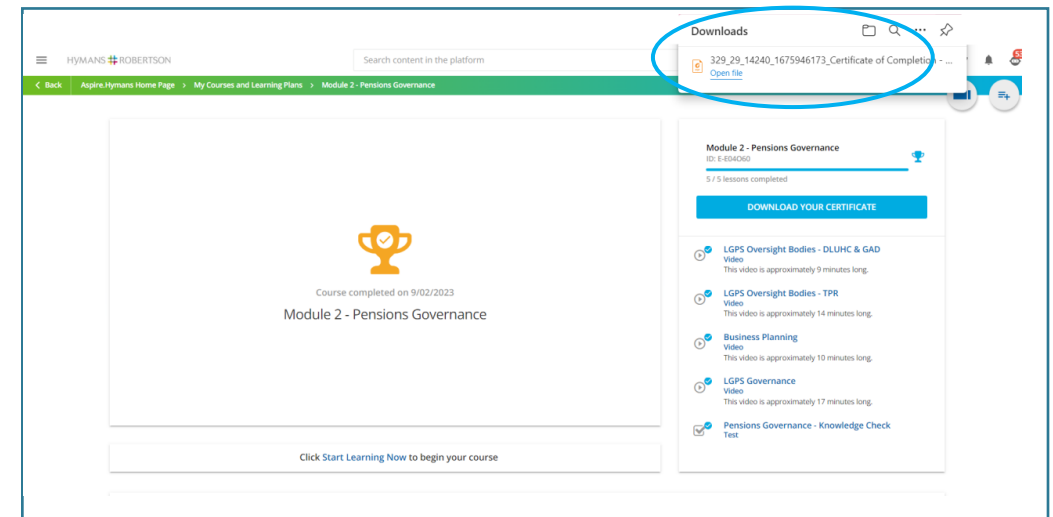
My courses and Learning Plan

Module 1 – Progressing through your course



Complete your learning module and knowledge check

Download your certificate and save it for own records



My courses and Learning Plan

Modules 1 to 8

HYMANS ROBERTSON

Search content in the platform

< Back Aspire Hyman's Home Page > My Courses and Learning Plans

My Courses and Learning Plans
All of your courses and learning plans in which you're enrolled, including all of your courses in progress and already completed.

FILTERS Search... NEWEST TO OLDEST (ENROLMENT)

11 items

Current Issues
EN
E-Learning

An introduction to LGPS Online Learning Academy
EN
E-Learning

Module 8 - Actuarial methods, Standards and...
EN
E-Learning

LGPS Learning Plan
Expiration: 6/02/2025
Learning Plan

Module 5 - Procurement and Relationship...
EN
E-Learning

Module 2 - Pensions Governance
Expiration: 6/02/2025
EN
E-Learning

Module 3 - Pensions Administration
Expiration: 6/02/2025
EN
E-Learning

Module 1 - Committee Role and Pensions Legislation
EN
E-Learning

Module 4 - Pensions Accounting and Audit...
Expiration: 3/02/2025
EN
E-Learning

Module 6 - Investment Performance and Risk...
Expiration: 3/02/2025
EN
E-Learning

Module 7 - Financial Markets and Product...
Expiration: 3/02/2025
EN
E-Learning

Aspire Hyman's learning.co.uk

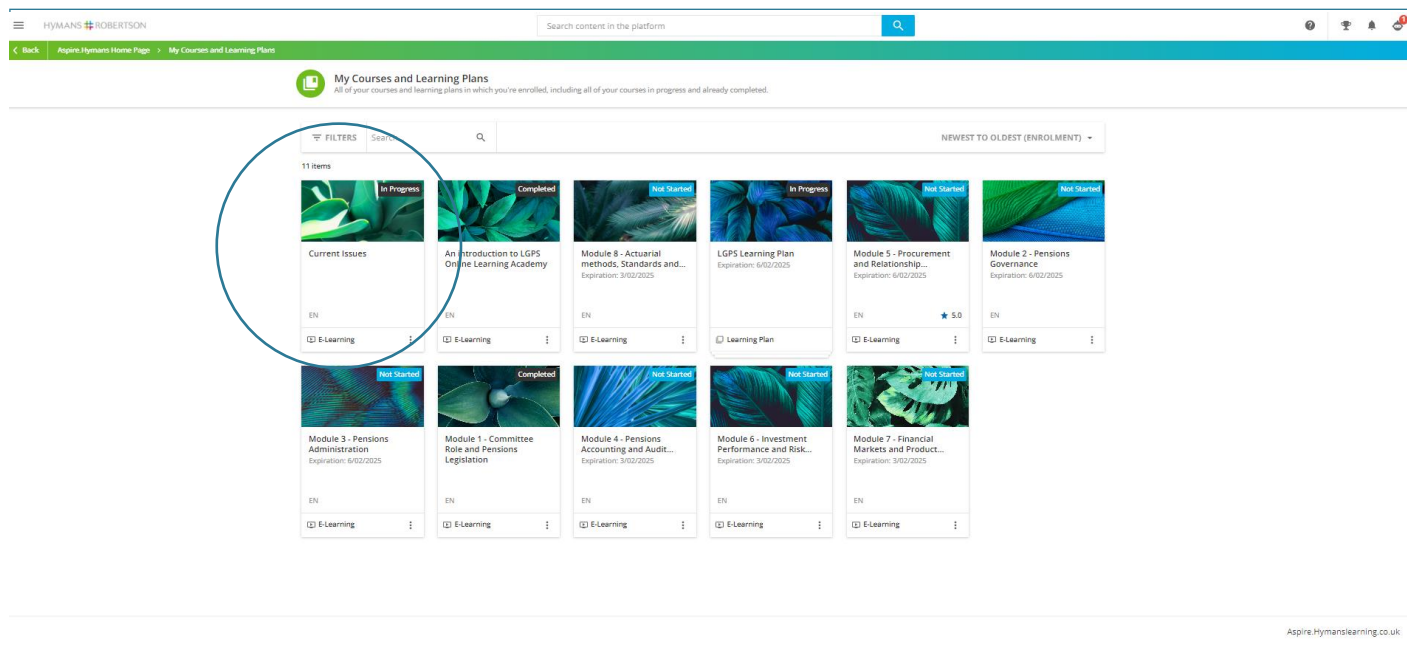
Continue on your learning journey through the remaining modules, in any order.

Download your certificates and save them for own records as before.

On completion of the Module 1-8 modules you will be able to download a certificate for the LGPS Learning Plan

My courses and Learning Plan

Current Issues



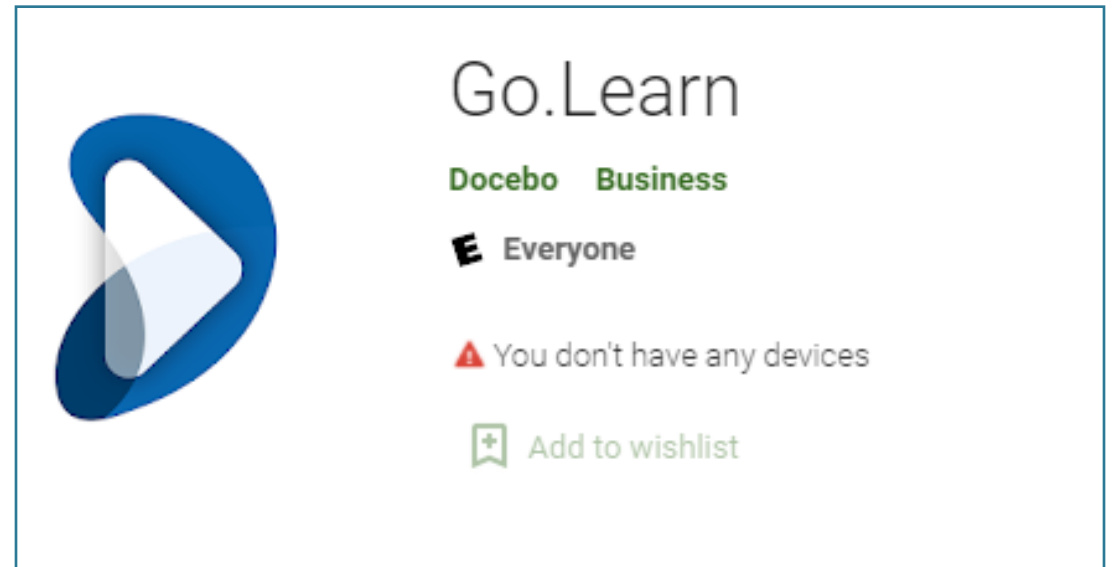
Current Issues will be refreshed regularly with hot topics for LGPS.

This module is not part of the mandatory learning required under the CIPFA Knowledge and Skills Framework and is designed purely to keep you up to date with LGPS news. On that basis there is no Knowledge Check.

Mobile App

- Go.Learn lets you to access your platform directly from your mobile devices.
- Through the app, you can easily complete your training material.
- The Go.Learn mobile app is available for both iOS (including iPads) and Android devices*.
- You can download the app by searching for “Go.Learn” in the Apple Store or in Google Play Store.

*For those using Android devices, remember that you need to have access to Google Play Store to be able to download and access the app.



Mobile App

Steps to take to access mobile learning :

- Download the app
- The URL is <https://aspire.hymanslearning.co.uk>
- **Username** is your email address
- **Password** is provided on your Welcome Email (or your chosen password if you have already logged in online)
 - you will be asked to change your password on first login (if the app is your first login attempt)
 - you will also be asked to accept T&Cs at first login (if the app is your first login attempt)
- Once you change your password this will be your new password for both online and mobile app learning

Need help?

Please contact: Aspire.Hymans@hymans.co.uk

- Please email the Aspire.Hymans mailbox for any questions
- Please note this may need to be listed by your IT department as a “safe email” to avoid correspondence being sent to your “Junk” folder
- We will aim to get back to you within 48 hours

Thank you

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