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Introduction:

A **Group Leader** is the person who will control and manage the Spectrum Courses online training account.

The group leader will add (or remove) people to each course.

You will see:

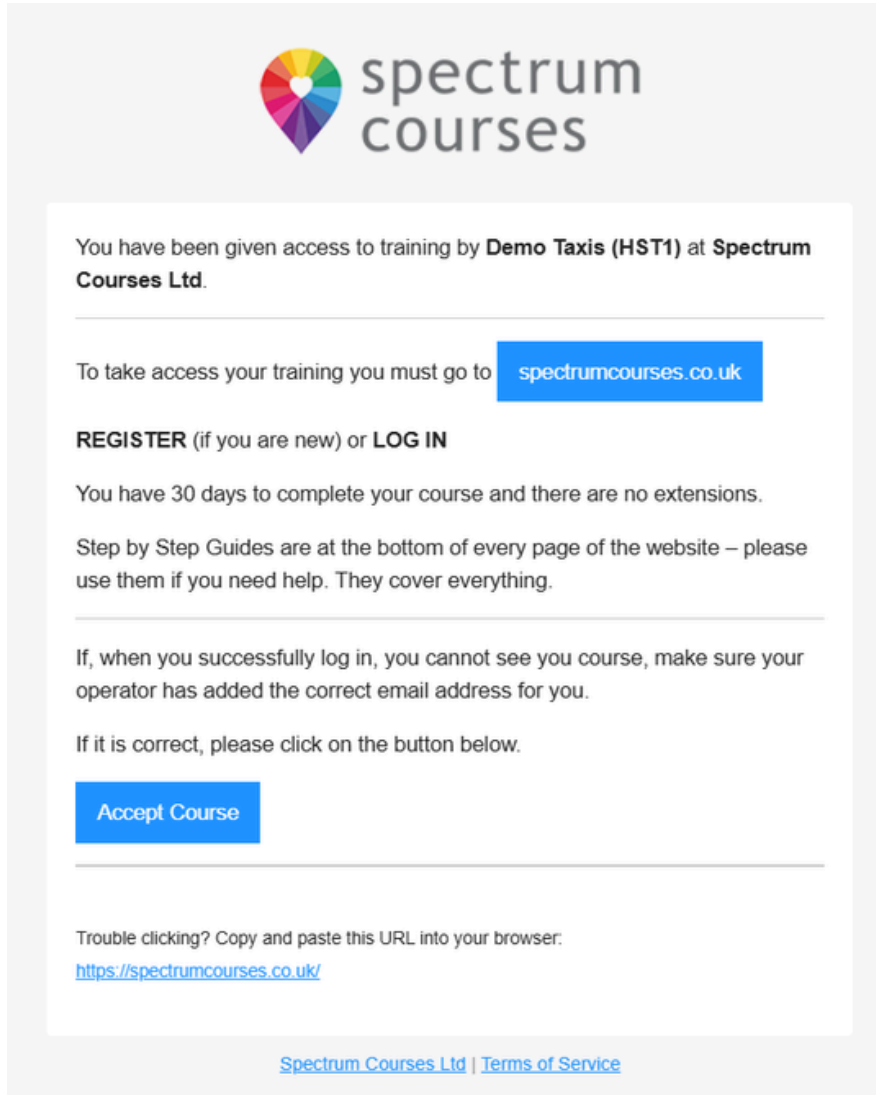
- Who is in your group
- When they do their training
- When they have passed their training
- Their certificates, which can be downloaded and filed

***nb:** Members of your Group will not be able to see all this information: their online account will only show them their own training record.*

The **Group Leader** will liaise with local authorities for compliance purposes.

1. Invitation to be a Group Leader

Spectrum Courses will set up your online group accounts, and you will receive an email invitation from us to be a Group Leader.



The screenshot shows an email invitation from Spectrum Courses Ltd. The header features the Spectrum Courses logo and name. The main text reads: "You have been given access to training by Demo Taxis (HST1) at Spectrum Courses Ltd." Below this, it says "To take access your training you must go to" followed by a blue button labeled "spectrumcourses.co.uk". The next line says "REGISTER (if you are new) or LOG IN". It then states "You have 30 days to complete your course and there are no extensions." and "Step by Step Guides are at the bottom of every page of the website – please use them if you need help. They cover everything." A horizontal line follows. The text continues: "If, when you successfully log in, you cannot see you course, make sure your operator has added the correct email address for you." and "If it is correct, please click on the button below." Below this is a blue button labeled "Accept Course". Another horizontal line follows. At the bottom, it says "Trouble clicking? Copy and paste this URL into your browser:" followed by the URL "https://spectrumcourses.co.uk/". At the very bottom, there is a link "Spectrum Courses Ltd | Terms of Service".

Follow the instructions on the email, and accept each invitation for each training Course / group.

Follow the onscreen instructions carefully to complete any registration details and set a new password (which must be 8 characters long).

2. Buying Course Seats

a. Purchase by Invoice

This is achieved via a personal service. Please:

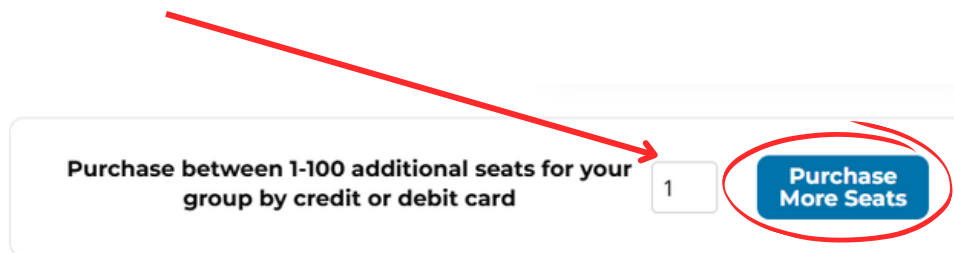
- Email contact@spectrumcourses.co.uk with your requirements stating the number of each course you wish to purchase.
- Once the invoice is paid, the seats will be added **by us** to your Group.

b. Online (Pay as you Go)

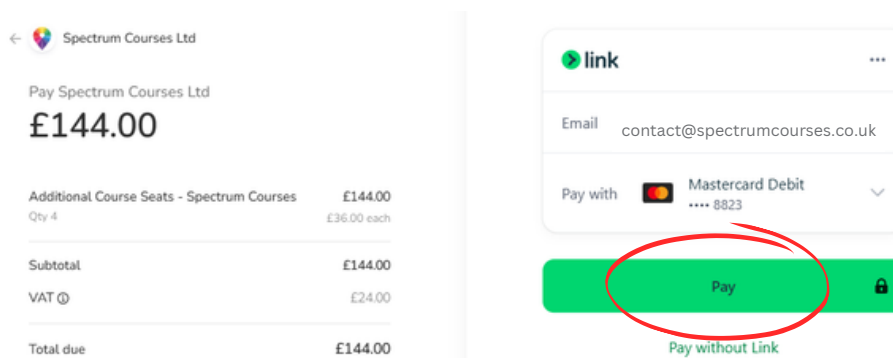
Ensure you are on the correct **Group** page for your purchase.

Select the **Members** tab.

At the bottom of the page, you can use the **Purchase More Seats** controls to buy between 1 - 100 new seats for your group.



When you have entered the number of seats you require, click the **Purchase More Seats** button.



This will take you to the payment page.

Check the amount and fill in your details.

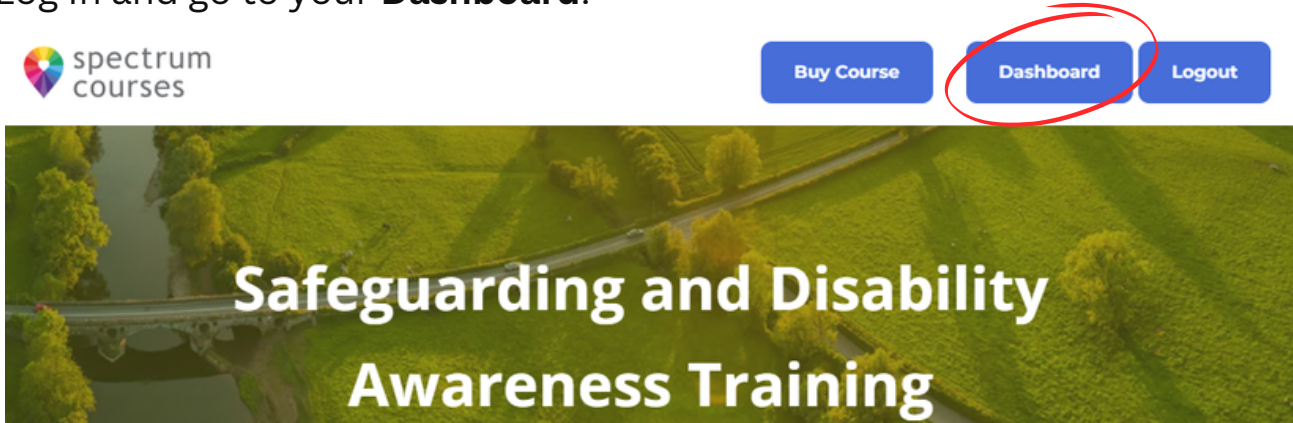
Finally click **Pay** and wait for the payment to go through.

You will be returned to a confirmation page showing the transaction details. Click **Return to Group** and you will see the seats have been updated.

nb: payments are handled by Stripe - we do not keep or have access to your payment details

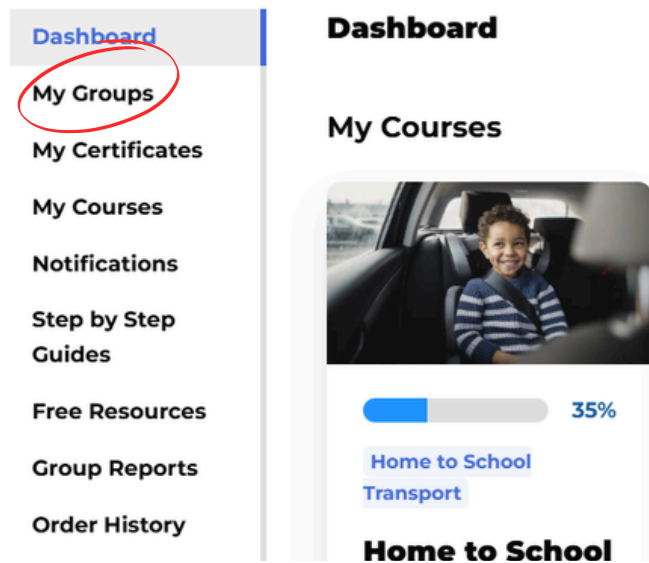
3. Assigning Course Seats to Trainees

a. Log In and go to your **Dashboard**.

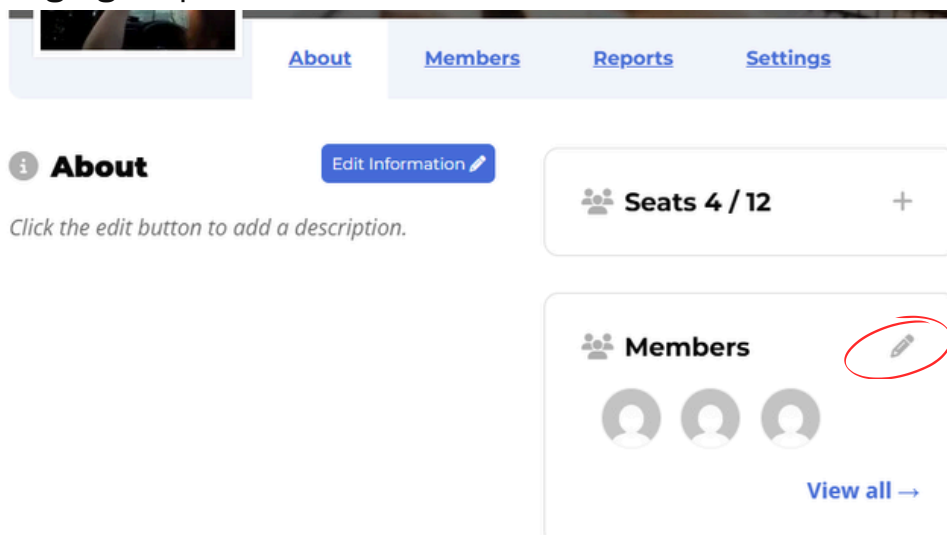


b. Go to **My Groups**, and click the group you wish to add the trainee to.

Dashboard

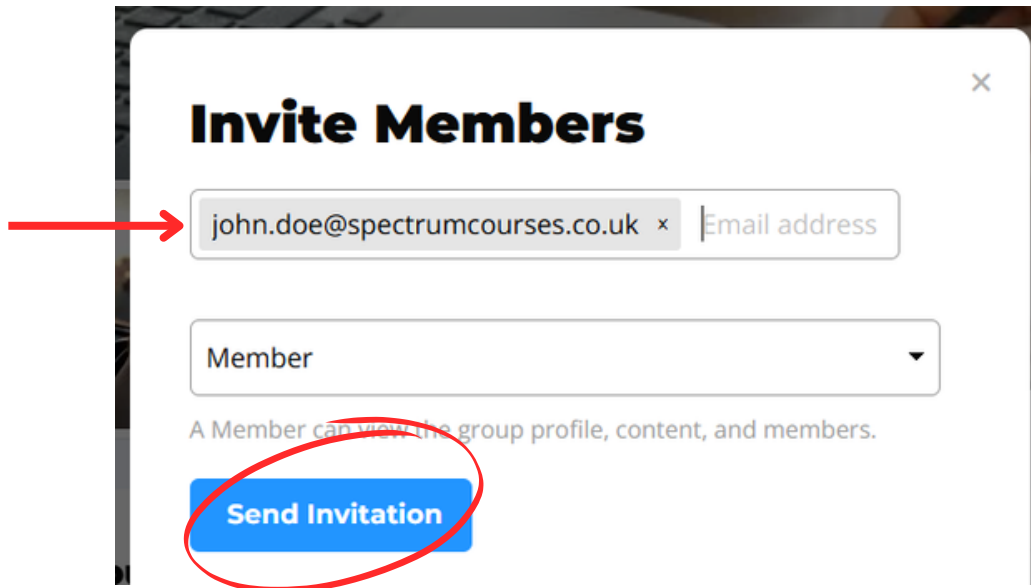


c. When you are in the correct group, click the **pencil** icon in the **Members** panel to manage group members.



d. Type the new members email address into the box provided, and click the blue **Send Invitation** button.

IT IS ESSENTIAL THAT THE EMAIL ADDRESS IS 100% ACCURATE



Invite Members ×

john.doe@spectrumcourses.co.uk × | Email address

Member ▾

A Member can view the group profile, content, and members.

Send Invitation

nb: You can send multiple invites at once by adding more email addresses.

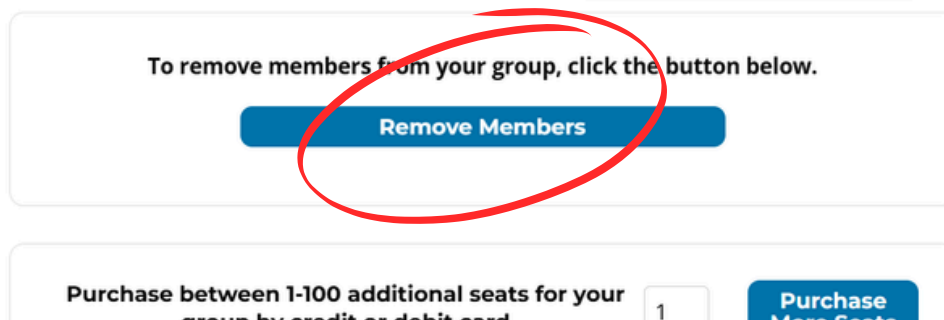
nb: Ensure the drop down box remains on Member.

The member will then receive an invite with instructions on how to register and join the group. In doing so, they will automatically be enrolled into the course allocated.

4. Removing Members

Sometimes members will need to be removed from your group, perhaps because they have left the company.

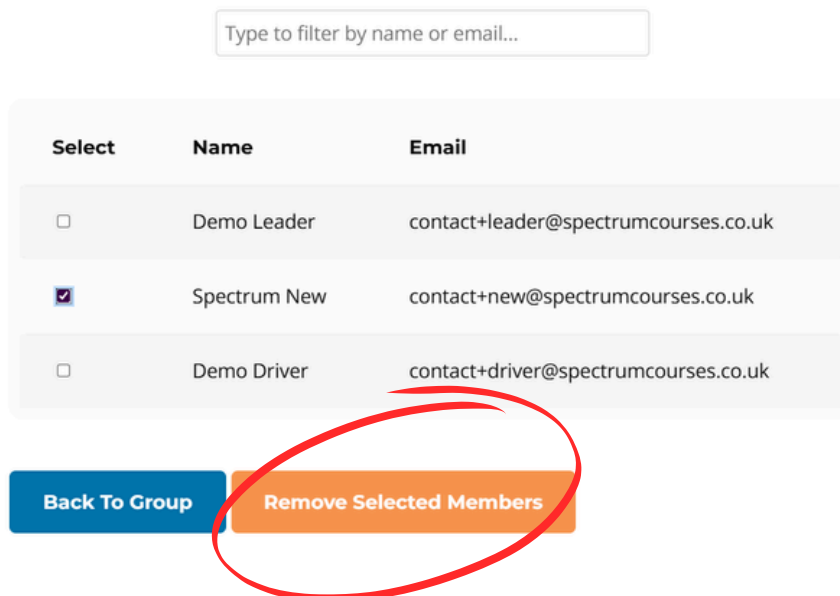
1. To remove a member from your group, go to the **Members** tab, scroll down to the bottom of the page, and press **Remove Members**.



2. Select the members you wish to remove, then press **Remove Selected Members**.

Remove Group Members

Select the members you wish to remove from your group, and press **Remove Selected Members**.

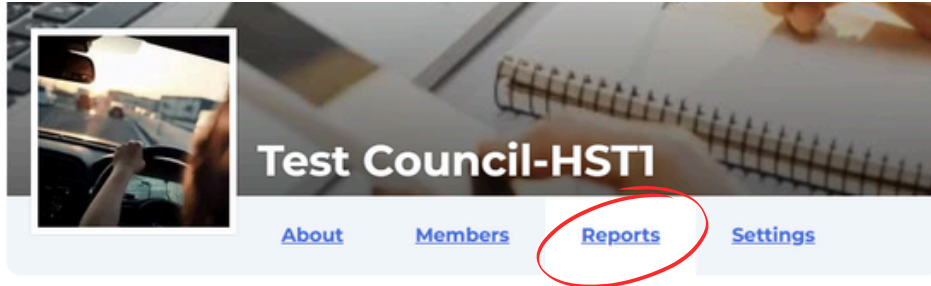


3. You'll be asked to confirm your action, and then, when confirmed you will be taken to the Members tab (where you can confirm member(s) have been removed).

5. Reporting

a. Progress reports

You can view the progress and statistics for your group members by clicking the Reports tab.



Here you can see the overall progress of each group member. You can search, filter, and export this table, as well as download certificates.

Show: entries

Search:

Name	Completion Date	Progress	Grade	Certificate	Select
John Doe	9 January, 2026	<div style="width: 100%;">100.0%</div>	98%	View Certificate	<input type="checkbox"/>
Jane Smith	26 September, 2025	<div style="width: 100%;">100.0%</div>	100%	View Certificate	<input type="checkbox"/>
Ali Kahn	13 June, 2025	<div style="width: 95.5%;">95.5%</div>	100%	View Certificate	<input type="checkbox"/>
Spectrum Courses	Ongoing	<div style="width: 18.2%;">18.2%</div>	100%	No Certificate	
Demo Leader	Ongoing	<div style="width: 0.0%;">0.0%</div>	Ongoing	No Certificate	
Spectrum Courses	Ongoing	<div style="width: 20.0%;">20.0%</div>	100%	No Certificate	

Showing 1 to 6 of 6 entries Previous Next

Select up to 20 certificates, then click the Download button below. It may take a little while depending on how many certificates you choose.

Download selected certificates (ZIP) 0/20 selected

Export CSV

You can click on individual names to see a full progress report with lesson by lesson breakdowns.

Spectrum Courses: Home to School Transport: Safeguarding & SEND Awareness (HST1)

<p>Progress</p> <div style="border: 2px solid gray; border-radius: 50%; width: 60px; height: 60px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <div style="text-align: center;"> <p>10.53% Complete</p> </div> </div>	<p>Grade</p> <div style="border: 2px solid gray; border-radius: 50%; width: 60px; height: 60px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <div style="text-align: center;"> <p>100% Overall Grade</p> </div> </div>	<p>Latest Achievement</p> <p>No achievements</p>
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5. Reporting (continued)

b. Group reports and certificates

You can generate full compliance reports and export them as a CSV for download.

1. In the Groups **Reports** tab, near the bottom of the page, click on the **Produce Compliance Report** button.

Compliance Report

The local authorities you work for will want to see your compliance report to ensure your training is completed and up to date. Click on the blue box below

[Produce Compliance Report](#)

2. Select the group from the drop down list, and press the orange **Retrieve Data** button. This will bring up the training report on screen.

You need to be the leader of the group to see view any reports.

Group Progress Report

Select Group:

Spectrum Taxis (ID: 6966)

[Retrieve Data](#)

3. The table below will now show the training records for your group members. You can sort and filter these records using the column titles and search box provided.

Click on row headers to filter.

Show
10
entries

Search:

First name	Last name	Email	Group	Course	Completion Date	Renewal Date	Cert
John	Smith	john.smith@spectrumcourses.co.uk	Self employed	Home to School Transport: Safeguarding & SEND Awareness (HST1)	24/04/2025 11:27	24/04/2026	View
Jane	Frazer	jane.frazer@spectrumcourses.co.uk	Spectrum Taxis	Home to School Transport: Safeguarding & SEND Awareness (HST1)	09/01/2025 14:22	09/01/2026	View
Abdul	Ahmed	abdul.ahmed@spectrumcourses.co.uk	Spectrum Taxis	Home to School Transport: Safeguarding & SEND Awareness (HST1)	05/11/2024 10:49	05/11/2025	View

Showing 1 to 3 of 3 entries

Previous 1 Next

3. You can now press the orange **Export CSV** to download the training compliance report.

Jane	Frazer	jane.frazer@spectrumcourses.co.uk	Spectrum Taxis	Transport: Safeguarding & SEND Awareness (HST1)	09/01/2025 14:22	09/01/2026	View
Abdul	Ahmed	abdul.ahmed@spectrumcourses.co.uk	Spectrum Taxis	Home to School Transport: Safeguarding & SEND Awareness (HST1)	05/11/2024 10:49	05/11/2025	View

Showing 1 to 3 of 3 entries

Previous 1 Next

Export CSV

4. Your web browser will ask you where you want to save the CSV file, and then you can open it in excel or other spreadsheet software. You will also find the URL to view the members certificates in the file.

b. Additional Individuals

Additional Individuals are people who work for you and buy their own courses. If added to the section in the image below, they will then show up in the full Compliance Report generated using the **Produce Compliance Report** button at the bottom of the page.

1. Type the email address of the individual in the box provided.

Add Individuals

→ **Add**

When added successfully, individuals will show in the box below, and on the full compliance report.

To remove an individual, highlight the name in the box above and then click on the red box to remove. (Mistakes can be rectified by readding them)

Remove Selected

2. Press the blue **Add** button to add them to the list of additional individuals.

3. You can remove emails from the list by first selecting them in the list, and then pressing the red **Remove Selected** button.

d. Batch Certificate Download

From the Reports Tab, you can select up to 20 certificates to download at once.

1. Select Certificates (Using right hand selection column)
2. Click > Download selected certificates (ZIP)

Show entries Search:

Name	Completion Date	Progress	Grade	Certificate	Select
Ben Holt	9 January, 2026	<div style="width: 100%;">100.0%</div>	98%	View Certificate	<input type="checkbox"/>
Jonathan Pykett	26 September, 2025	<div style="width: 100%;">100.0%</div>	100%	View Certificate	<input type="checkbox"/>
Demo Driver	13 June, 2025	<div style="width: 95.5%;">95.5%</div>	100%	View Certificate	<input type="checkbox"/>
carrot carrot	Ongoing	<div style="width: 18.2%;">18.2%</div>	100%	No Certificate	<input type="checkbox"/>
Demo Leader	Ongoing	<div style="width: 0.0%;">0.0%</div>	Ongoing	No Certificate	<input type="checkbox"/>
Spectrum New	Ongoing	<div style="width: 20.0%;">20.0%</div>	100%	No Certificate	<input type="checkbox"/>

Showing 1 to 6 of 6 entries Previous Next

Select up to 20 certificates, then click the Download button below.
It may take a little while depending on how many certificates you choose.

→ Download selected certificates (ZIP) 0/20 selected

Export CSV

Wait while the Zip of certificates is built. Once compiled, the download will automatically start.

3. Save the download to your computer.

6. Compliance

Safeguarding & SEND awareness training is statutory from the Department for Education and you should not assume you will be allowed to work without providing up to date information for everyone working on your contracted routes.

SOME local authorities will be able to access your group members **SUCCESSFUL** training records. This will include any additional individuals you have added to your group.

If your groups training is up to date, you should be proud to share your information with your Local Authority team.

7. Troubleshooting

Please read our **Step-by-step guides** on the website. If you still need help, please contact us in the first instance via our **Contact Us** page. This can be found at the bottom of the website.