

Lloyd's Workday Learning platform



How to Navigate the Lloyd's Workday Learning platform

The Lloyd's Workday Learning Platform provides a simple and intuitive learning experience with access to the latest curated Lloyd's learning content, recommendations, and required training.

Audience: This Job Aid is aimed at Lloyd's Market Employees.

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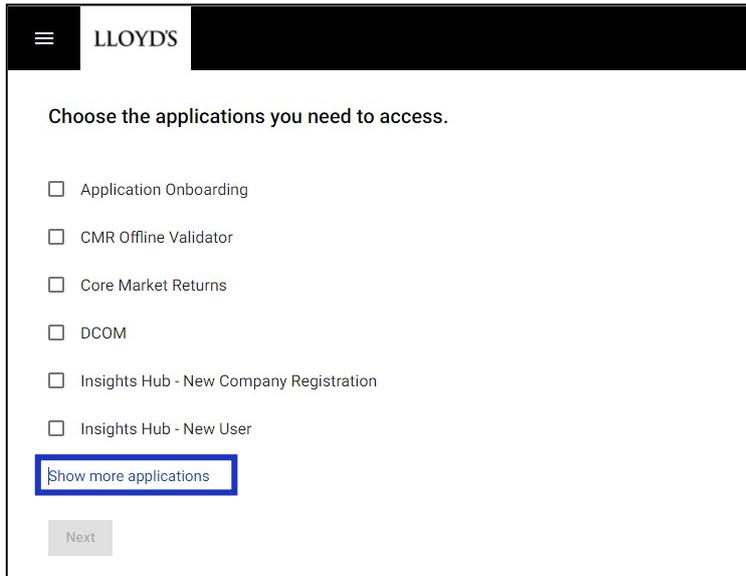
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Detailed Process Steps

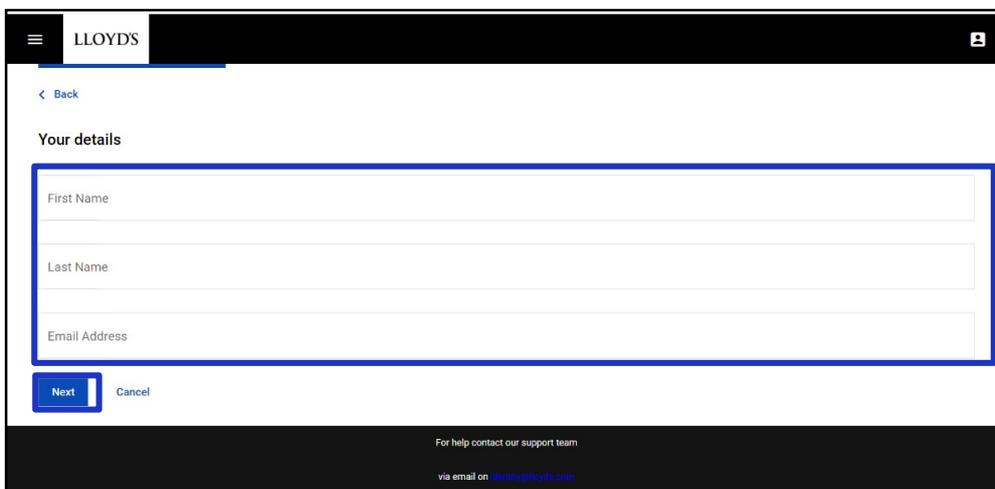
1. Login Instructions

How to register as a new user

- Navigate to <https://identity.lloyds.com> and *select request access to Lloyd's applications.*
- From the list of applications, *select Select Show more applications* to expand the list.



- Select **Learning for Market and Providers** and *select Next* to continue with your registration.
- *Enter* your **First Name**, **Last Name**, and **Email Address**.
Note: All fields on this screen are mandatory. A valid work email address must be entered as your verification and password setting emails will be sent to this address (personal email addresses are not permitted).
- *Select Next* to proceed with your request.



- *Select* your **Organisation type** from the drop-down list.

- Type your **Organisation name** and select the **Country** location from the drop-down list.
- Select **Next** to proceed with your access request.

access@lloyds.com'."/>

- Additional information will be needed based on the application(s) you are requesting access to. Once you have gathered the additional information for your request, select **Start**.

access@lloyds.com'."/>

- Enter the requested information. Select **Next**.
Note: If you have requested access to more than one system, this screen will be repeated until all the information required by each application has been provided.

The screenshot shows a mobile application interface for LLOYD'S. At the top, there is a navigation bar with the LLOYD'S logo and a hamburger menu icon. Below the navigation bar, there is a back arrow and the text '< Back'. The main heading is 'For access to Core Market Returns'. Below this, it says 'Please select only one of the following:'. There are three dropdown menus: 'Corporation User', 'Managing Agent', and 'If you are a Broker/Coverholder, please supply your Managing Agent Code and Coverholder PIN'. At the bottom of the form, there are two buttons: 'Next' (highlighted in blue) and 'Cancel'. At the very bottom, there is a footer with the text 'For help contact our support team via email on lloyds@lloyds.com'.

- On the Summary screen, *review* all the information you have entered is correct and *select* **Send Request**.

Next steps:

Your request(s) will be sent to the appropriate administrator(s) for review. You will receive an email notifying you of the outcome once your request has been reviewed (please allow at least 48 hours for approvals to be processed). You will also receive several emails as follows:

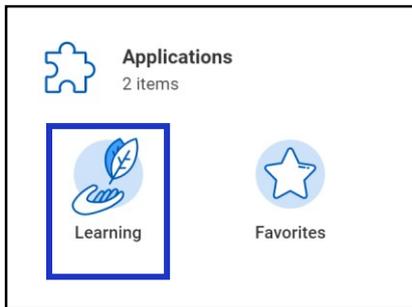
- A request verification email – select the link within 24-hours to confirm your email address. This needs to be done before you can access any of the applications requested.
- A password reset email – select the link to go to the password reset screen and enter a password of your choice.
- Emails confirming each application request you made.

2. Lloyd's Workday Learning Navigation

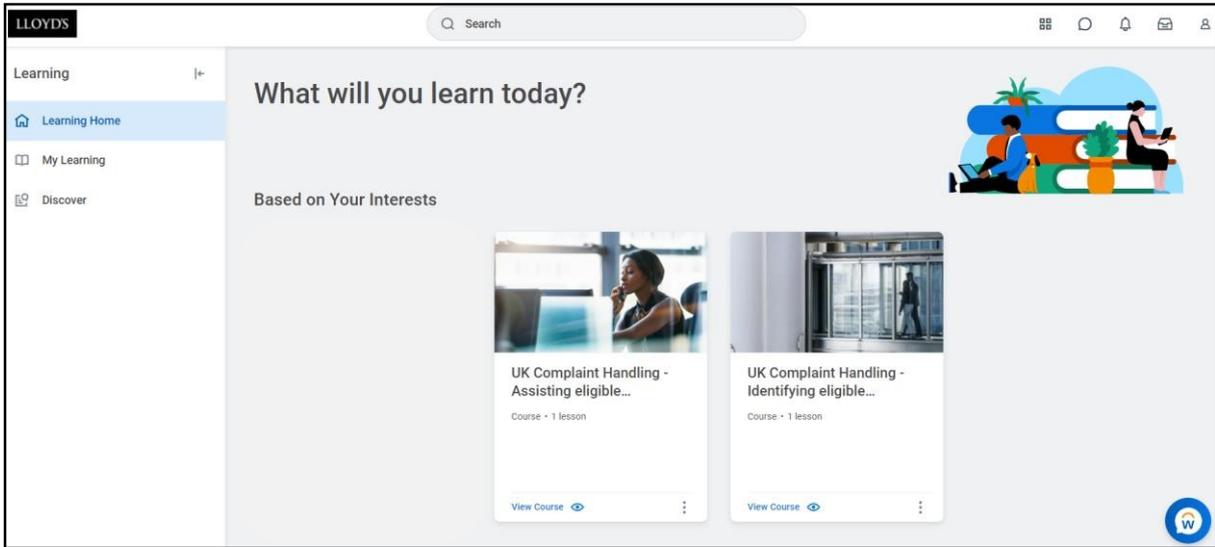
- To get started, select **Lloyd's Market & Providers** from the homepage. *Enter* your login credentials to access Workday.



- From to your Workday Homepage select **View all apps** and click **Learning**.



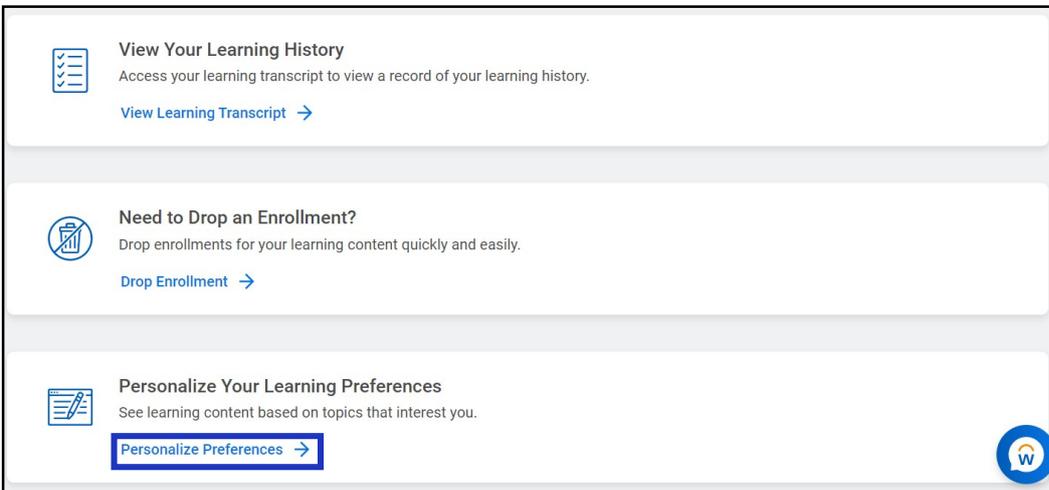
- Your **Learning Home** page will show recommended learning based on your preferences and required learning that has been assigned to you.
- The **My Learning** tab houses your learning history, ability to drop an enrollment, and the ability to set learning preferences.
- The **Discover** tab provides the learning catalog for you to search or browse learning that has been made available to the Lloyd's market.



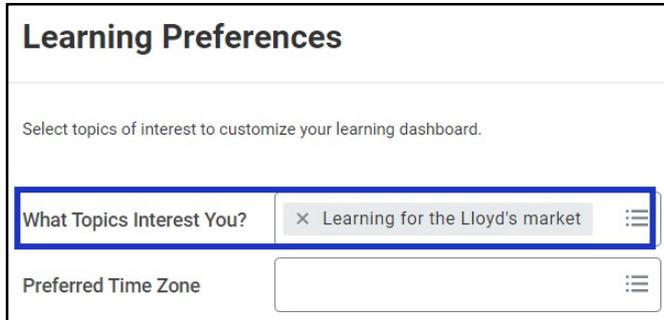
- For the best experience, it is recommended to personalize your preferences. This will ensure relevant content appears on your Learning Home page. **Select the My Learning tab.**



- **Select Personalize Preferences.**



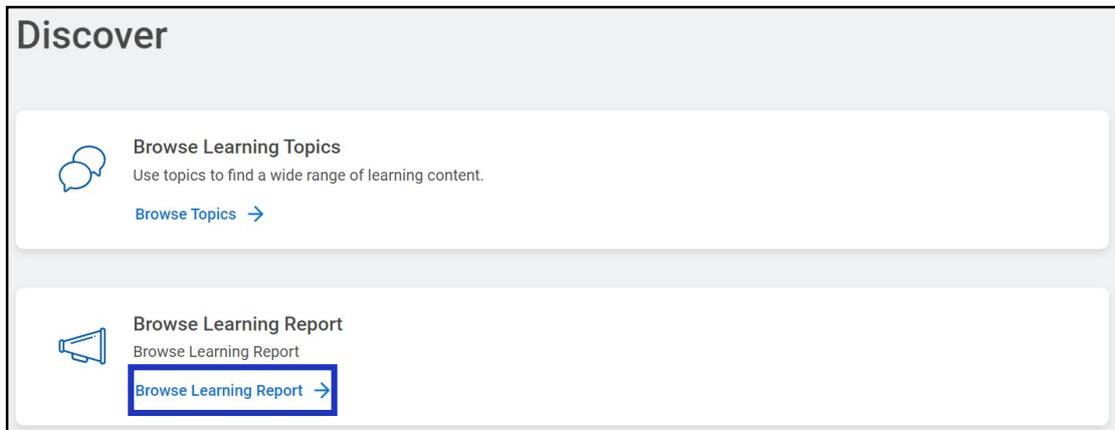
- Select **Learning for the Lloyd's Market** from the **What Topics Interest You** drop-down. Select **OK**.



- Recommended learning within this topic will now appear on your **Learning Home** tab.

3. Browse the Learning Catalogue

- Navigate to the **Discover** tab and select **Browse Learning Report**.
Note: You can also select **Browse Topics** then select **Learning for the Lloyd's Market** to navigate to the learning report.



- You will be directed to the **Browse Learning Report** page. You can search learning courses using the search bar as well as use filters on the left-hand side of the screen to filter by Access Type, Content Provider, or Content Type.

Browse Learning Report ...

search Search

> Saved Searches

Current Search Save

Clear All

Access Type

On Demand (5)

Requires Enrollment (1)

Content Provider

Internal (6)

Topic

Learning for the Lloyd's mar... (6)

Type

Conduct Training for Lloyd's Coverholders and DCAs

Lloyd's wants to protect its reputation and remain attractive to customers and continue to be a responsible global corporate citizen through ethical principles and practices. For this reason, we have clearly set out our expectation of Lloyd's market firms and how they treat their customers. This course will give you an overview of: What good conduct looks like How to manage conduct risk within your firm How good conduct could ...

★★★★★ (0) • 1 lesson • 2 enrolled

Financial Crime Prevention

This module contains information on Financial Crime Prevention. You'll learn about how to counter the risk of Bribery and Corruption, Money Laundering and Sanctions. The module is for coverholders, delegated claim administrators and other market participants. Its purpose is to ensure that you: Understand the basis of the UK Bribery Act 2010 (Bribery Act), particularly commercial bribery Understand your obligations in respect ...

★★★★★ (0) • 1 lesson • 2 enrolled

Introduction to Lloyd's and the London Market

Lloyd's is an international insurance market place. The insurance and reinsurance transacted at Lloyd's is primarily for large, specialist risks which most insurers elsewhere in the world are unable or unwilling to cover.

★★★★★ (0) • 3 lessons • 0 enrolled

Lloyd's Regulatory Tools Training

Welcome to the Lloyd's International Trading Advice (LITA) regulatory tools training module. To complete this course, you will need to read through all the content and pass a ten question quiz. The pass mark for the quiz is 90%. This module should take approximately 20 minutes to complete. On completion of this module, you will understand: The importance of identifying regulatory risk location What determines regulatory ris ...

★★★★★ (0) • 1 lesson • 3 enrolled



4. Enroll in Content

- Select the program name to **Enroll** in a program.



Lloyd's Inclusive Hiring: Digital Modules

Attracting the best talent and ensuring we are diverse and inclusive as an organisation is an important aspect of the Lloyd's Talent Strategy. We have a collective role to play in ensuring we have the knowledge, tools, competence and confidence to make hiring decisions with objectivity, transparency and rigour. To ensur ...

★★★★★ (0) • 7 hours • 1 enrolled

- The description and program details will be available to review. To enroll in a digital program, select the **Start Program** button.

Program: Lloyd's Inclusive Hiring: Digital Modules

Attracting the best talent and ensuring we are diverse and inclusive as an organisation is an important aspect of the Lloyd's Talent Strategy. We have a collective role to play in ensuring we have the knowledge, tools, competence and confidence to make hiring decisions with objectivity, transparency and rigour. To ensure we achieve this goal we have created an accredited workshop in partnership with The Clear Company. This [Show All](#) ▾

Duration 7 hours	Program Length 6 items	Delivery Mode Self-Directed
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[Aaron Boyle](#)

Contact Person

- The description and course details will be available to review. To start the digital course select the **Start Course** button

Lloyd's Inclusive Hiring - Job Description



Creating a Job description:

by the end of this section you will be able to:

- Identify the right people to involve from the beginning of the the process
- Create a great job description that is enqaqing and attractive

[Show All](#) ▾

Lloyd's Inclusive Hiring - Job Description

You can access lessons once you begin a course

1 Job Description
Media

- **Select Launch Content** to begin. The course will open in a new browser window. Please ensure popup blockers are turned off for content to launch.

Job Description

i This is a content package. It will open in a new window, and may include multiple pages, types of content, and its own navigation. When you finish viewing the entire content package, close the window and return here.

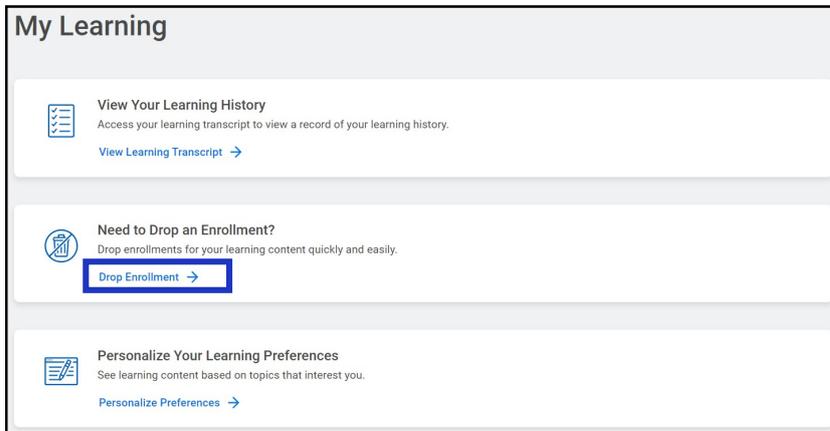




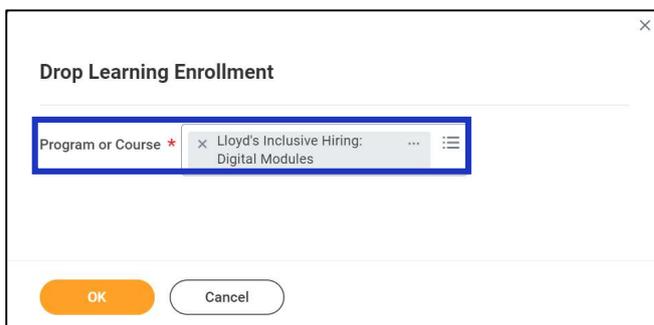
- The course will now appear within the **My Learning** tab in the **Continue Learning** section for you to access as needed to complete.

5. Drop Content

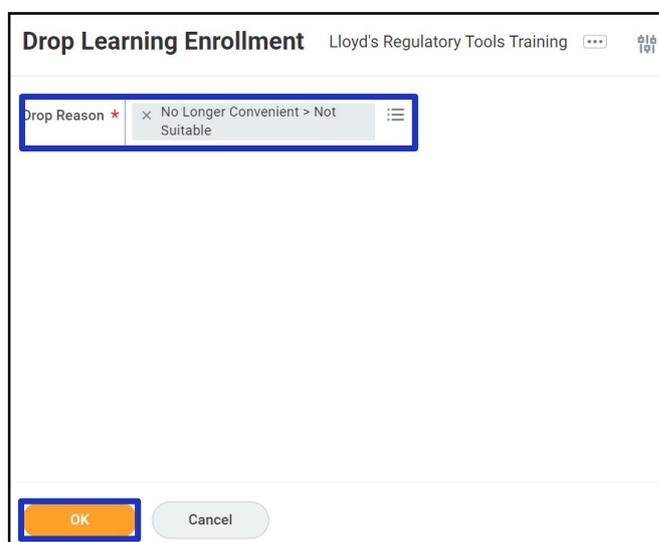
- Navigate to the **My Learning** tab and *select Drop Enrollment*.



- Select the **Program or Course** you wish to drop. Select **OK**.



- You will be prompted to *select a Drop Reason*. Select **OK** at the bottom of the screen.



- Review the Drop Learning Enrollment screen and *select Submit*.
- The course/program will no longer appear on your My Learning tab.

6. View and Print Learning Transcript

- Select the **My Learning Tab**.
- To view your learning history, *select View Learning Transcript*.

My Learning



View Your Learning History
Access your learning transcript to view a record of your learning history.

[View Learning Transcript →](#)



Need to Drop an Enrollment?
Drop enrollments for your learning content quickly and easily.

[Drop Enrollment →](#)



Personalize Your Learning Preferences
See learning content based on topics that interest you.

[Personalize Preferences →](#)

- On this screen you can view courses you have not started, courses in progress, and your learning history. To navigate back to your homepage, select **Learning Home** at the bottom of the screen.

My Transcript

Turn on the new tables view

Not Started 0 items 🔍 📄 📊 📅

Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type
No Data								

Turn on the new tables view

In Progress 3 items 🔍 📄 📊 📅

Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type
⋮ Lloyd's Regulatory Tools Training	Digital Course	Enrolled	26/01/2022	In Progress	Do Not Track		0	Enrollment
⋮ Financial Crime Prevention (HTML5)	Digital Course	Enrolled	21/01/2022	In Progress	Do Not Track		0	Enrollment
⋮ Conduct Training for Lloyd's Coverholders and DCAs (HTML5)	Digital Course	Enrolled	21/01/2022	In Progress	Do Not Track		0	Enrollment

Turn on the new tables view

Learning History 0 items 🔍 📄 📊 📅

Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type
No Data								

[Learning Home](#)


7. Terminology

TERM	DEFINITION
Topic	Topics are categories or buckets for learning content. The topic for Lloyd's Market Learners is Learning for the Lloyd's Market .
Lesson	Lessons are single pieces of content. They typically have a narrow focus on a single subject. They can be a recorded lecture, a course guide, a job aid, a movie, a software simulation, or any other item which a learner can access on their own as a single unit.
Lessons (within a course)	Lessons can be created as part of a course. They can be external content, instructor-led (classroom or webinar), media, or a survey. A Learning Administrator can add multiple lessons to a course. Those lessons can be a mixture of different formats, for example, an administrator can create a course that contains an instructor-led classroom lesson, an instructor-led webinar, and a survey.
Course	Courses are a combination of lessons. They can either be with or without an instructor (instructor-led in person or webinar). Currently, there are two types of courses: digital and blended.
Digital Course	Digital courses are intended to be standalone courses without instructor-led components.
Blended Course	A blended course can be a combination of a scheduled Instructor-led lesson or webinar and digital components.
Program	Programs are comprised of many courses or lessons curated together in the form of a playlist or a structured learning.