



GLOBAL WIND
ORGANISATION

User Guide

Instructor Affiliation for Training Providers and Instructors,
V1

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Understanding Instructor Affiliation for Training Providers and Instructors

This guide is intended to provide instructions for Instructor Affiliation for Training Providers and Instructors as part of the WINDA's new user role "Instructors".

Overview of the Process

Below can be seen two swimlane diagrams, which visually organizes roles and responsibilities within a process into parallel lanes, clarifying who is responsible for each step.

For the diagrams discussed:

1. **Scenario where the Course Participant is not yet an instructor:** The Course Participant is requested to become an Instructor, by and for a Training Provider. If the Course Participant approves this request, they become an Instructor affiliated to the Training Provider for the specific modules requested.
2. **Scenario where the participant is already an instructor:** The Instructor is via WINDAID requested to become an Instructor for a certain course, for a certain Training Provider. If the affiliation request is approved, the Instructor becomes an Instructor for the Training Provider.

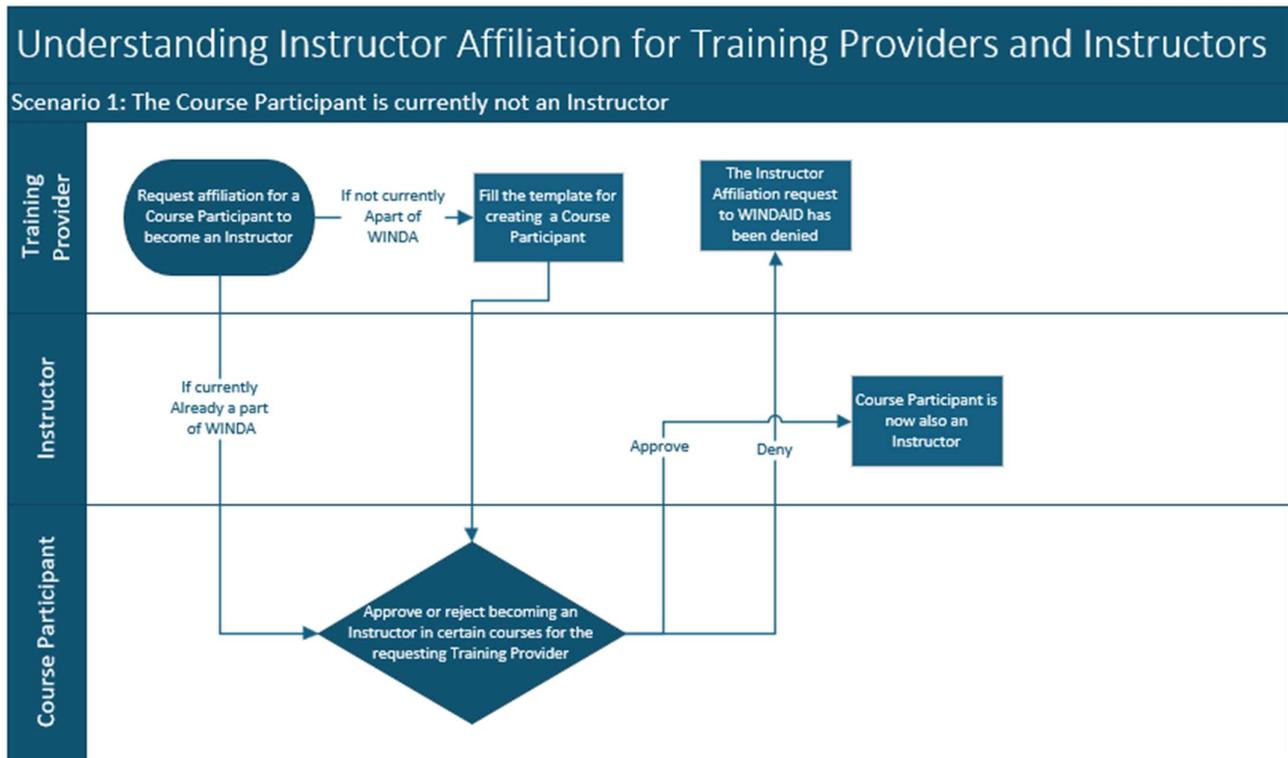


Figure 1 Swimlane diagram over the process of requesting an affiliation between a Training Provider and a Course Participant

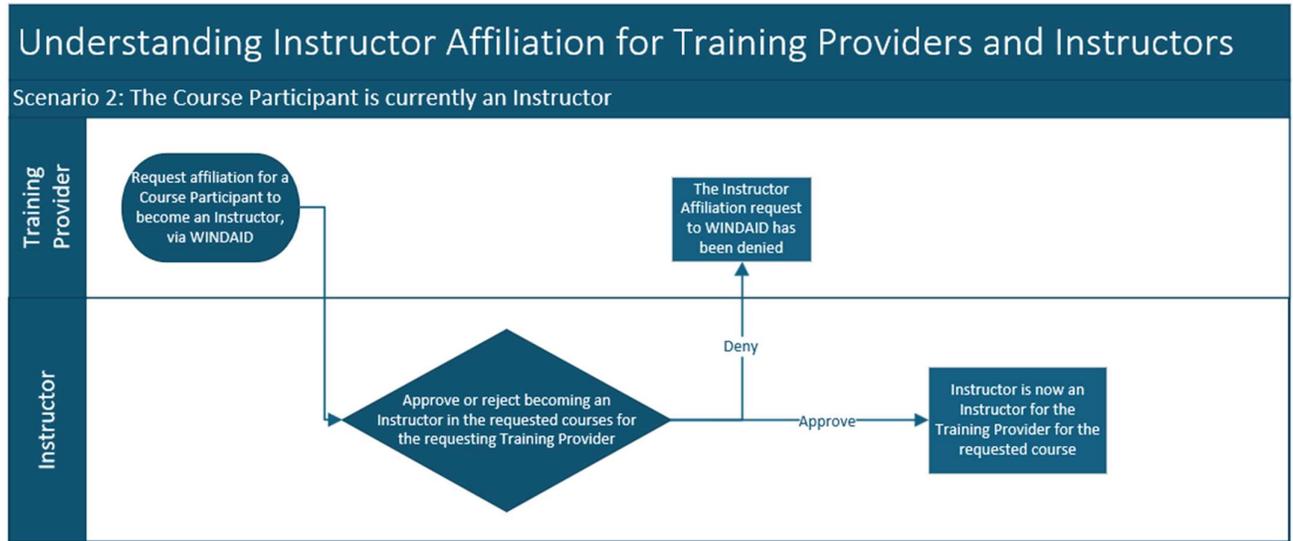


Figure 2 Swimlane diagram over the process of requesting an affiliation between a Training Provider and an Instructor

What is the role of the Instructor

An instructor's role is to deliver course content, guide learning experiences, assess Course Participants performance, and provide feedback. This function is essential in educational and training environments to ensure that Course Participants meet the objectives of the course, hence Global Wind Organisation would like to track who is instructing which course and where is this done.

Views for Training Provider and guide on Requesting an Affiliation

The initial screen for a Training Provider when entering login information and signing in is as follows. Navigate to the "Instructors" section, as illustrated below.

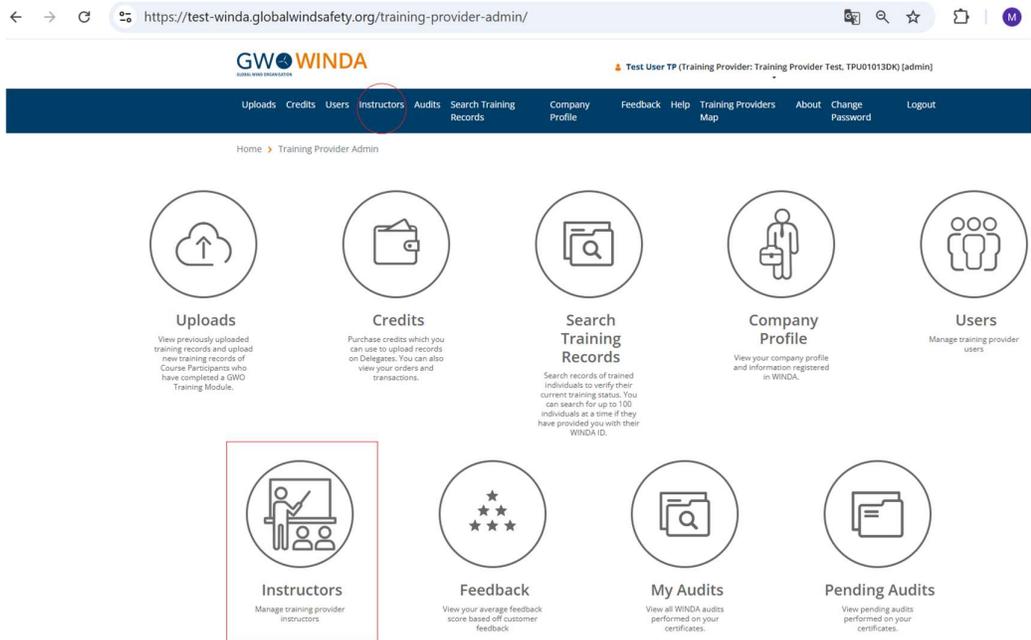


Figure 3 First view for a TP with "Instructors" marked with a red square.



Figure 4 displays the second view for Training Providers attempting to create an affiliation with an instructor. Note the "Request new Instructor" option.

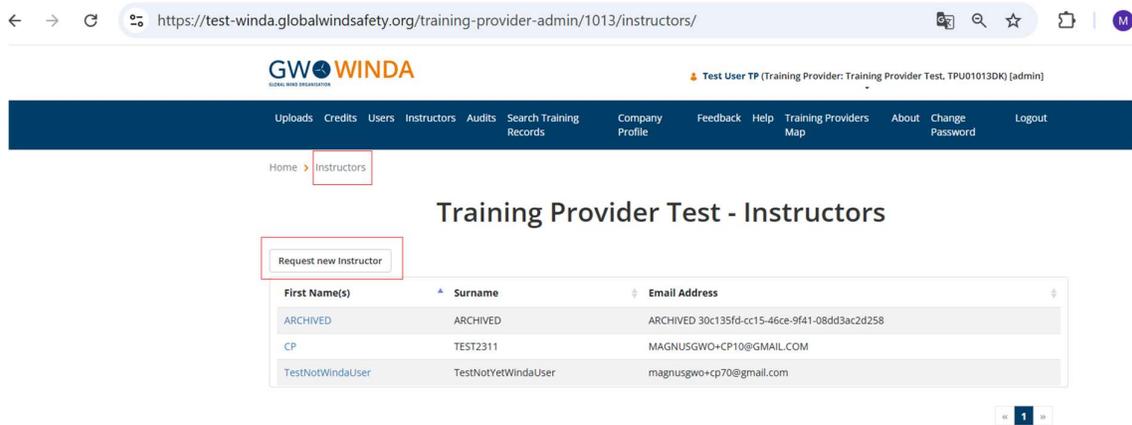


Figure 4 Second view for TP's after pressing on the "instructor" tab.

Figure 5 illustrates a Training Provider creating an Instructor Affiliation Request for a Course Participant who is also an Instructor and possesses a current WINDA ID. This action automatically populates the fields "First Name(s)," "Surname," etc. Remember to upload the Instructor Qualification Assessment form (Requirements for Training v15 Annex 5, available for download on the GWO website) and to complete the "Manage Modules" field with the modules that the Instructor is requested to teach.

Instructor Affiliation Request

WINDA Id

I am not requesting instructor affiliation for any current WINDA user.

SEARCH

First Name(s)*

Surname*

Work email*

Country*

GWO Instructor Qualification Courses

Course Title	Completion On	Valid From	Valid To
No Instructor Qualification Courses Found			

Instructor Qualification Assessment Form

Instructor Qualification Assessment Form

Important: Only PDF files less than 5.0 MB are accepted.

Date

Manage Modules

First Aid Fire Awareness

Working at Heights Manual Handling

SUBMIT AFFILIATION REQUEST

Figure 5 Third view for TP's trying to create an Instructor Affiliation Request



When selecting the option "I am not requesting instructor affiliation for any current WINDA user," the Training Provider must manually enter the required information themselves.

Instructor Affiliation Request

WINDA Id

I am not requesting instructor affiliation for any current WINDA user.

SEARCH

First Name(s)*

Surname*

Work email*

Country*

Instructor Qualification Assessment Form

Instructor Qualification Assessment Form

Important: Only PDF files less than 5.0 MB are accepted.

Date

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Figure 6 Creating an Instructor Affiliation Request for a person who is not a part of WINDA

Figure 7 displays the view that appears after pressing "Submit Affiliation Request," once all the required information has been entered in the template/form

GW WINDA

Test User TP (Training Provider: Training Provider Test, TPU01013DK) [admin]

Uploads Credits Users Instructors Audits Search Training Records Company Profile Feedback Help Training Providers Map About Change Password Logout

Home > Instructors

The affiliation request was successfully created.

Training Provider Test - Instructors

Request new instructor

First Name(s)	Surname	Email Address
ARCHIVED	ARCHIVED	ARCHIVED 30c135fd-cc15-46ce-9f41-08dd3ac2d258
CP	TEST2311	MAGNUSGWO+CP10@GMAIL.COM
TestNotWindaUser	TestNotYetWindaUser	magnuswo+cp70@gmail.com

« 1 »

Figure 7 Submitting the Instructor Affiliation Request



Views for a Course Participant When Requested for Affiliation as an Instructor by a Training Provider

This section outlines the interface and functionalities accessible to a Course Participant upon being nominated for instructor affiliation by a training provider.

By navigating to the Course Participants email, they will receive an email notifying them that they have been requested affiliation as an Instructor.

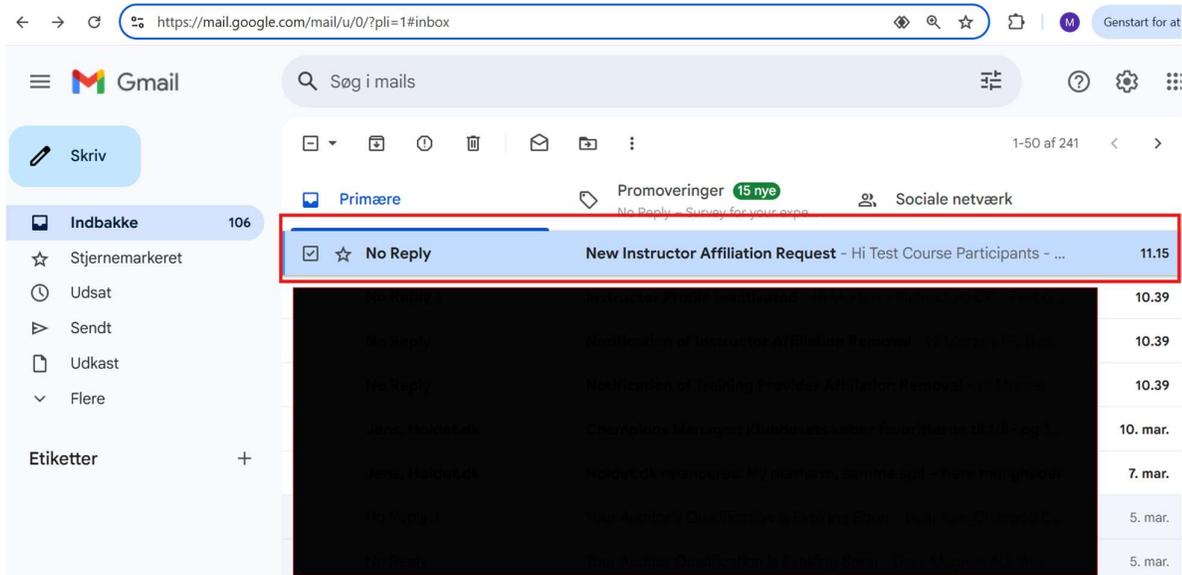


Figure 8 Display of email notification sent to Course Participant

By follow the link, shown in Figure 9, the user will be redirected to WINDA

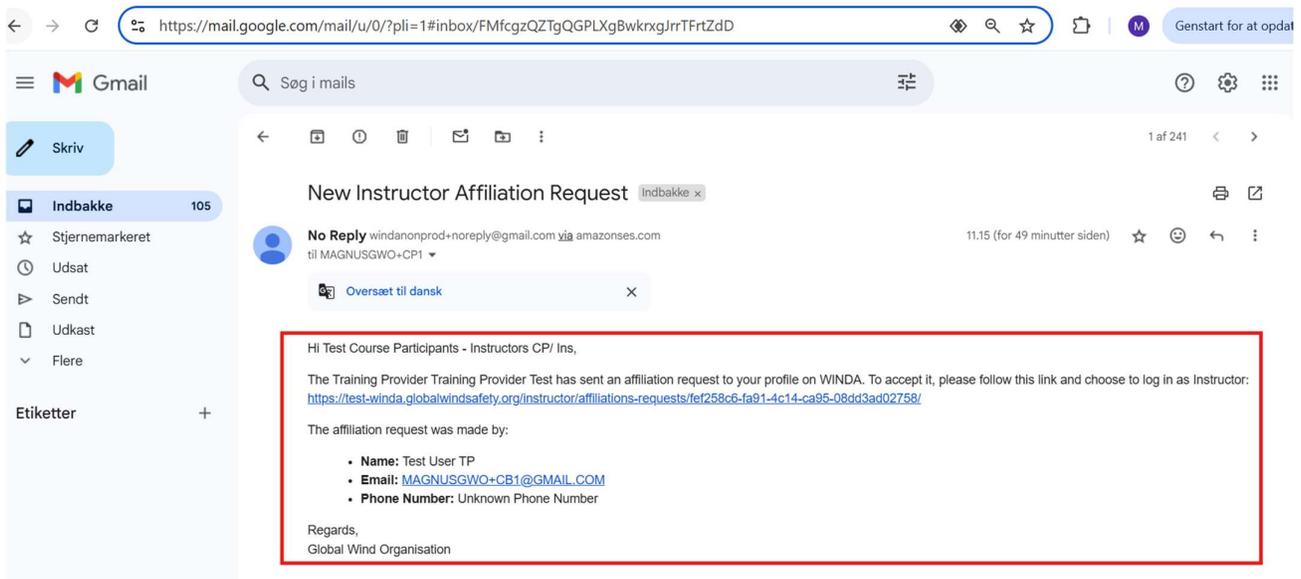


Figure 9 Display the actual email being sent



The link will redirect the user back to WINDA, where they can now access their new role as an instructor. To switch roles, simply click on your name in the top right corner and select "Instructor" instead of "Course Participant."

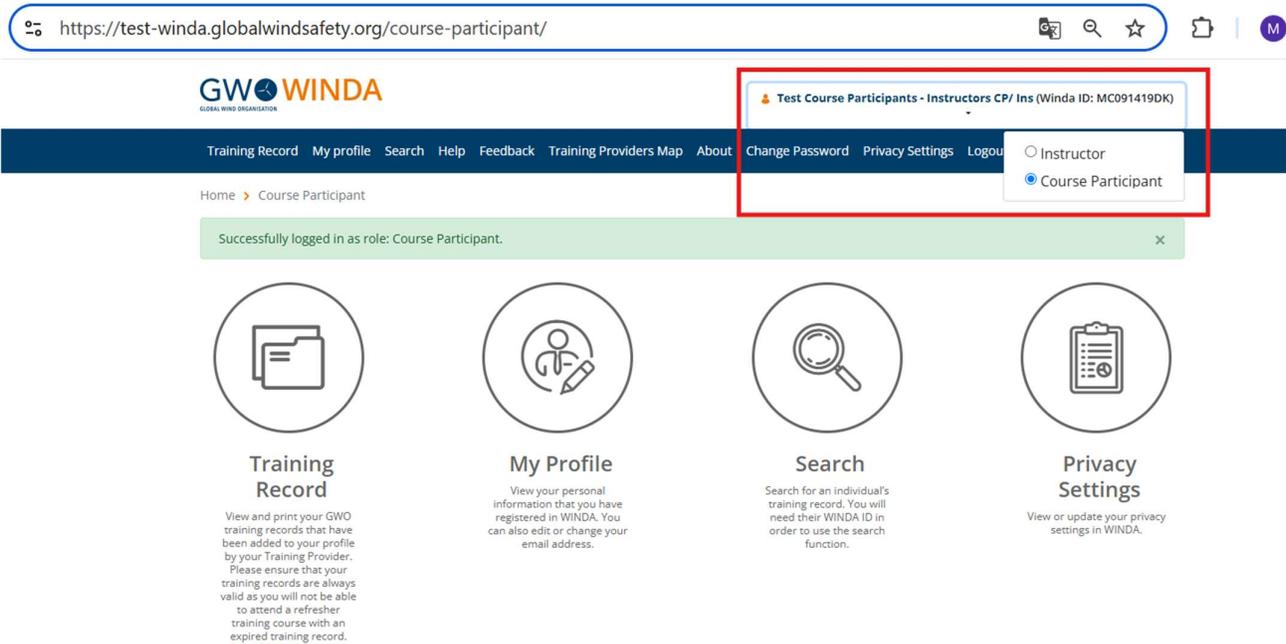


Figure 10 The new role is shown for the Course Participant

Figure 11 displays the view from an Instructor's perspective. To proceed, navigate to the highlighted field labelled "Affiliation Request."

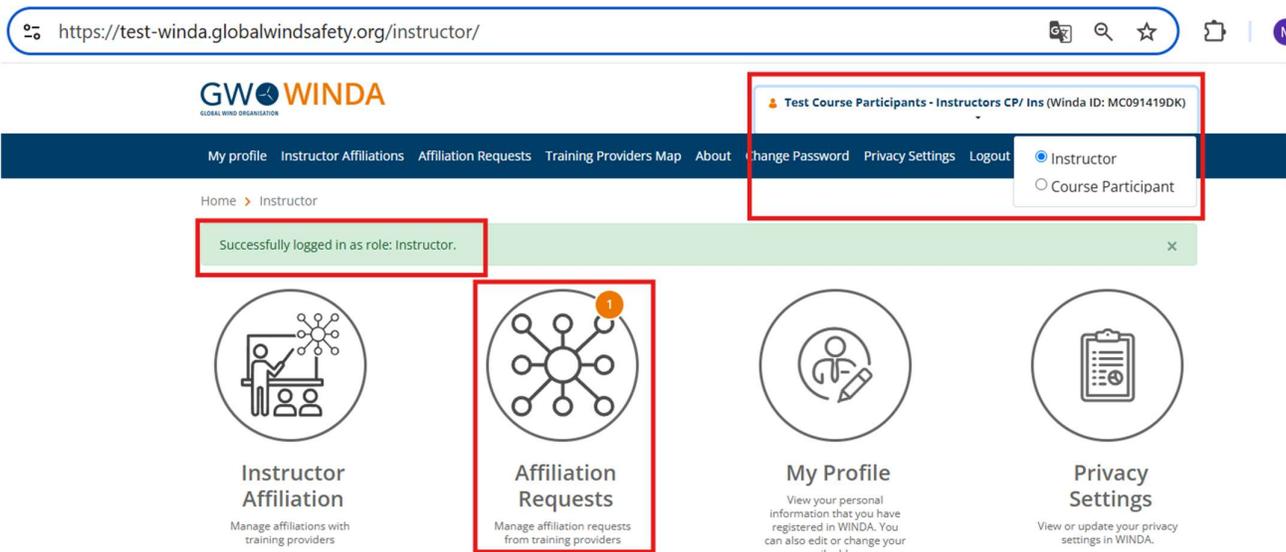


Figure 11 The view of an Instructor



Figure 12 shows the interface where, after clicking on “Affiliation Request,” the user can press “Pending” to choose either “Approve” or “Reject” the request.

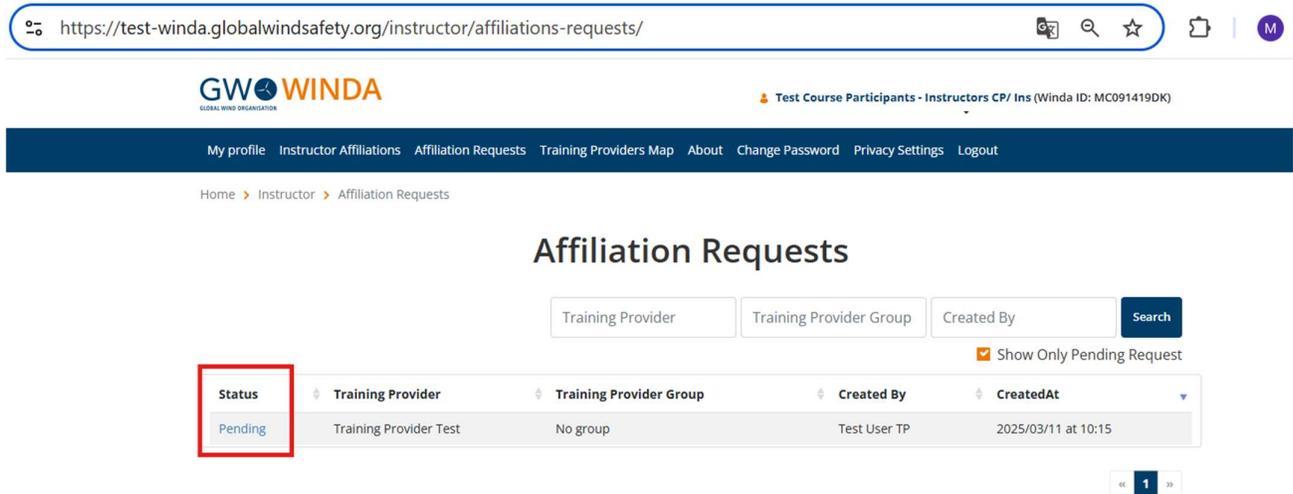


Figure 12 Affiliation Request view

Figure 13 illustrates the view for an instructor to choose between approving or rejecting an Instructor Affiliation Request.

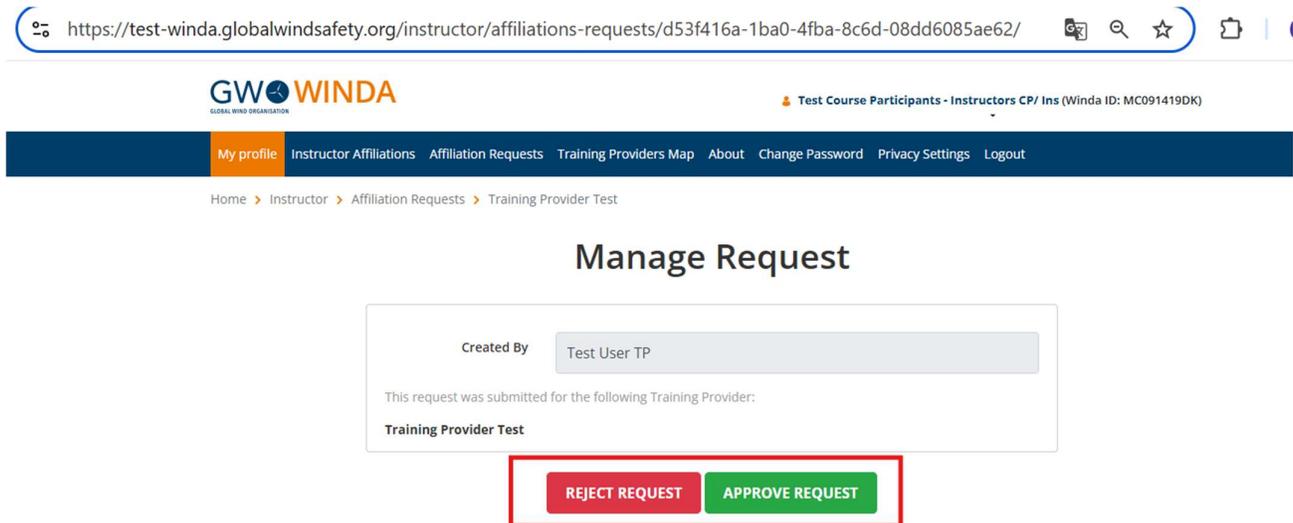


Figure 13 Manage request, by either accepting or rejecting



Finally, after accepting or rejecting the request, the view will be as seen in Figure 14.

The Affiliation request has successfully been Approved

Affiliation Requests

Training Provider Training Provider Group Created By Search

Show Only Pending Request

Status	Training Provider	Training Provider Group	Created By	CreatedAt
Approved	Training Provider Test	No group	Test User TP	2025/03/11 at 10:15
Rejected	MagnusTP	No group	Magnus Hvidsteen	2025/02/20 at 09:25
Approved	MagnusTP	No group	Ole TP	2025/02/19 at 13:16
Approved	Training Provider Test	No group	Test User TP	2025/01/22 at 10:33

« 1 »

Figure 14 Final view of all accepted and rejected after ticking “Show Only Pending Request”



Managing Instructor Profiles

Training Providers are required to conduct an annual competency assessment for all instructors and record the results on WINDA using the Instructor Qualification Assessment form (Requirements for Training v15 Annex 5, available for download on the GWO website).

Edit Instructor

First name(s)

Surname

Email address

Affiliation

GWO Instructor Qualification Courses

Course Title	Completion On	Valid From	Valid To
No Instructor Qualification Courses Found			

Instructor Qualification Assessment Form

Instructor Qualification Assessment Form Test Cert 2.pdf

Important: Only PDF files less than 5.0 MB are accepted.

Date

Manage Modules

Fire Awareness First Aid

Manual Handling Working at Heights

Figure 15 Managing an existing Instructor Profile.

Accessing help

If you have any questions or require assistance, please write to info@globalwindsafety.org



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ORGANISATION

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