Your step-by-step guide to completing a Personal Development Plan, applying for funded training courses and accessing Skills Store

www.gov.wales/farmingconnect
1. Accessing the Business Wales BOSS website:

Accessing BOSS is essential in order to:

☑ Complete a Personal Development Plan
☑ Apply for a funded training course

Returning to BOSS:

If you have previously logged into BOSS via SOC (Sign on Cymru*) you will need to:
- Click https://businesswales.gov.wales/boss/
- Enter your Farming Connect registered email address
- Enter your password
- Click the red “Sign in” button

*Sign on Cymru (SOC) will enable you to access all Business Wales online services, including your Farming Connect online account using unique username and password.
New to BOSS:

**STEP 1**

In order to apply for a Farming Connect funded training course, you will need to register an individual email address with Farming Connect (call 08456 000 813 for assistance).

Once you have registered your individual email address, please wait for a confirmation email from the Farming Connect Service Centre which will contain your BOSS log in details before you access the website.

If you have not received it within 5 working days, please contact the Service Centre.

If you are not certain your email address has been registered with Farming Connect, please contact the Service Centre to check; if you log onto BOSS with the incorrect email address, you will not be able to access the Farming Connect tiles which all have a green rope logo added to the photo.

Using your registered email address, access the BOSS system by clicking: https://businesswales.gov.wales/boss/

**STEP 2**

Create a **NEW** BOSS account:

a. Click on "Sign in with SOC" (Sign on Cymru)
b. Click on "Sign up Now"
c. Enter your Farming Connect registered email address
d. Click on "Send verification code"
   A verification code will be sent to your Farming Connect registered email address inbox
e. Enter the verification code in the box provided
f. Enter your new password
g. Confirm your new password
h. Click on "Continue"

**Congratulations** - you have created a new BOSS account!

*(Write down and keep your login details safe.)*

**IMPORTANT:** please ensure you use your Farming Connect registered email address.

*If you need assistance, please contact the Farming Connect Service Centre on 08456 000 813.*
2. Completing a Personal Development Plan (PDP)

A PDP will help you identify the courses which will strengthen your skills and help you develop your business. Completion of an online PDP is compulsory for access to funded training courses via Farming Connect. The PDP can be completed at any time.

**STEP 1**

**How to write a PDP using BOSS online:**


b. Select the **Personal Development Plan** tile on the homepage

c. Complete all fields in the **Overview** tab

d. Complete all fields in the **Courses** tab

1. Select “Add a course”
2. Select a category at the bottom of the page
3. Click “Add this course” for each course you wish to apply for *(it will then appear in your list of courses)*
4. Click on the course to see the description, and link to the relevant training course page on the Farming Connect website. This link will open a new tab at the top of your page and will include all the details you require on the course(s) you wish to apply for
5. The **Courses** tab is now completed
Please note there are three symbols on the page under Actions:

- Click this symbol if you wish to delete the course from your record
- Click this symbol to increase the priority of the course
- Click this symbol to decrease the priority of the course

e. Complete all fields in the Goals tab. Click "Add a goal". Complete all the fields shown below. When you are happy, click "Save"; you have now completed your goal. Please see below for guidance on what makes a good goal.

Please note there are three symbols on the page under Actions:

- Click this symbol to view the goal comments
- Click this symbol if you want to edit a goal you have added
- Click this symbol if you want to delete the goal

What makes a good goal?

When setting goals, you need to think about what you want to achieve. Ask yourself the following questions to help you set a goal:

- How will a training course help me achieve my goal and develop me as an individual?
- How will I use the new skills?
- How does this goal or training course fit within my overall personal and business development and why is it important?
- What difference will achieving this goal have on what I currently do within my current job role?

N.B: Please make sure you complete a new goal for each course you wish to apply for.
3. How to find and apply for Farming Connect training courses

**STEP 1**
Log in to BOSS via SOC by using your Farming Connect registered email address and password via http://businesswales.gov.wales/boss/

**STEP 2**
Select the Training & E-Learning tile on the homepage.

**STEP 3**
Browse the following categories and make a note of the training you are interested in. Contact the training provider of your choice to establish costs/dates etc. *(Full details can be found on the Skills and Training section of the Farming Connect website.)*

- a. Machinery and Equipment Use*
- b. Technical
- c. Business Improvement
- d. E-learning
*Before you apply for Machinery and Equipment Use training courses, you must watch and complete the online e-learning Health and Safety video and quiz, or your application will be rejected. https://boss.businesswales.gov.wales/course/view.php?id=32

To do this please follow these steps:
1. Click onto E-Learning
2. Click onto Business
3. Click onto E-Learning Health and Safety for machinery and equipment use
4. Click the Health and Safety course to complete the course. It will be automatically added to your records

Applying for training:

Select the View Application Form tile on the homepage to access the application form you will need to complete to apply for the funded training course(s).

You must complete an individual application for each Farming Connect course you wish to apply for. Please include the correct course title, cost and provider.

For every course that you wish to apply for Farming Connect funding, you need to complete both the Course and Goal tabs in your Personal Development Plan (PDP).

Please contact your chosen Training Provider or local Development Officer who can assist you with completing your Personal Development Plan and application form.
Useful Information

✔ Aged under 40 you can apply for five courses within a 12 month period (excluding contractors, students and niche businesses under 550 hours)

✔ Aged over 40 you can apply for three courses within a 12 month period (excluding contractors, students and niche businesses under 550 hours)

✔ Regardless of your age, you can only be approved for one Machinery and Equipment Use course within a 12 month period

✔ Only one pesticides course is allowed per business in a 12 month period

✔ You will be notified the outcome of your application via email within approximately three weeks after the application window closes

✔ Training will need to be completed within nine months from your notification date, or your application will become void, and you will be unable to apply for funding towards that course again

✔ If you are having difficulty completing the training or securing a training course, please contact Lantra Wales on 01982 552 646

✔ If your funding application is not approved, it is possible to apply in the next application window. (Window dates will be advertised on the Farming Connect website gov.wales/farmingconnect)

✔ If you wish to change training providers or cancel an application, contact the Service Centre on 08456 000 813 or email cyswiltffermio@merterabusnes.co.uk, you must do this before your funding approval expires (nine months from approval email)

✔ Please note requests to cancel a course application are dealt with on a case by case basis and must be due to an extenuating circumstance
4. Making the most of Skills Store

The secure, online data storage tool for continuous professional development

Farming Connect has developed Skills Store, which is a fully funded Continuous Professional Development (CPD) recording system that captures all knowledge transfer and training activity undertaken.

**STEP 1**

To access Skills Store, you must:

- Be registered with Farming Connect
- Log on to your BOSS account via Sign on Cymru*
- Complete or have completed an online Personal Development Plan (PDP)*

*Please see previous sections for further guidance.

**STEP 2**

Once you have logged onto BOSS, various options will appear on-screen.

Select the **Skills Store** tile from the homepage.
STEP 3

Once you have reached Skills Store, your complete record of learning, encompassing all supported activity and event types, will be available at a click of a button.

- The **Farming Connect Accredited Learning** tab will include all accredited learning courses that you have completed through the current Farming Connect programme.
- The **E-learning** tab will include all Farming Connect e-learning modules you have completed.
- The **Other Farming Connect Activities** tab will include a record of all Farming Connect events and activities you have attended or completed.
- The **Non-Farming Connect Activities** tab will include a record of activities you have completed with external organisations.
- The **My Space** tab will enable you to see and upload any learning-based certificates/evidence that you have completed outside Farming Connect.

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This page shows your complete record of learning, encompassing all supported activity and event types.

- Download record of learning
- Add individual learning activity

- **Farming Connect Accredited Learning**
- **E-Learning**
- **Other Farming Connect Activities**
- **Non-Farming Connect Activities**
- **My Space**
STEP 4

You can also download a complete record of all the sections on one PDF by clicking on the red “Download record of learning” button.

To return to the main Storfa Sgiliau page, click the first tab at the top of the page entitled BOSS: My CPD Record.

- If you would like to add to your records, click on the grey “Add individual learning activity” button and fill any blanks such as Name and Description of Activity
- At the bottom of the page, there is an option where you can upload files as evidence of your qualification, such as a certificate. To complete this, you must:

1. Click on the blue arrow
2. Click on the grey “Choose file” button
3. Click on your chosen file
4. Click on “Open” at bottom of your screen
5. Type a title that you will remember on the Save as option
6. Type your name in the Author section
7. Click on the red “Upload this file” button
8. Click on “Save”
9. A green message will appear at the top of your screen with the following message: “CPD activity has been successfully added”

After you complete this, the information will be available to see under the appropriate section.

If you have any difficulty completing any of these steps, please contact the Farming Connect Service Centre on 08456 000 813 or Lantra Wales on 01982 552 646, or contact your local Development Officer, whose contact details can be found on the Farming Connect website: gov.wales/farmingconnect

Useful Information

✔ For all sections apart from the My Space section, the data is automatically populated for you; you cannot edit it.

✔ All Farming Connect records are ones you have completed during the current Farming Connect programme

✔ Within the Non-Farming Connect Activities, external organisations can upload evidence of activities to your CPD record on your behalf. They will not have access to view your record or any other data. Please see the Farming Connect Privacy Statement for further information on how your data is used.
Top Tips

INTERNET ACCESS
If you experience technical difficulty logging in or have limited internet access, please contact your local Development Officer or the Farming Connect Service Centre on: 08456 000 813

BROWSER PROBLEMS
If you are having browser problems, the BOSS system works best on Google Chrome, so it may be advisable to download this browser; this is easy and free to do
https://www.google.com/chrome/
If you have a Windows device, you'll have a browser programme called Internet Explorer
If you have an Apple device, then you'll use a browser called Safari
There are also other browsers available, such as Mozilla Firefox

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