

Training – A Users guide

Request Training

1. Go to Actions > Skills > Add Request/Record for me
2. Choose the training course (STA Ref) from the list. If the one you want is not listed then choose the TBA type.
3. If the course is in the future then complete the 'To be taken by' date.
4. Click Add

NOTE: There are 8 different types of training course (TBA, accreditation, training, Skill, Knowledge, CPD, CRB, Permit) and depending on which type will change what is shown once you click add and the statuses that are available.

5. Add supporting text, the date it was or will be taken, the score, dates and any costs.
6. **Only once these have been added** should the status be changed to make the request pending

Review your Training

Your training records are found in My details > Skills > Current

<u>STA Record</u>	<u>Type</u>	<u>Category</u>	<u>Source</u>	<u>Int Code</u>	<u>STA Ref</u>	<u>Title</u>	<u>High Status</u>	<u>STA Status</u>
TCA001054	Training	Health/Safety	Internal		STA001003	NEBOSH General Certificate L3	PEND	Applying
TCA001055	Training	Health/Safety	Internal		STA001011	CIEH H&S L4	NEW	New Request

Group Managers

Request training for a group member in My details > Groups > employee name > Skills (dropdown) > Add Request/Record

Review training record for a group member in My details > Groups > employee name > Skills (dropdown) > Current