

Staff Connect Self Service User Guide Training and Courses

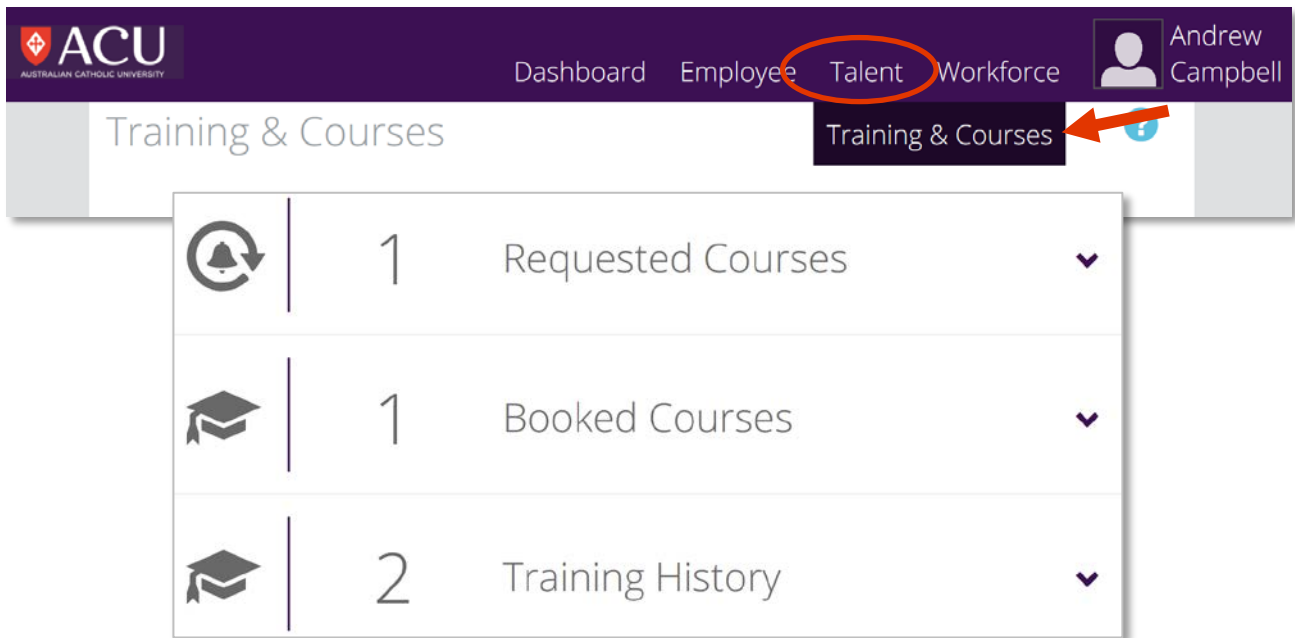
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1. TRAINING & COURSES

Available training and courses can be viewed and booked from the **Training & Courses** page under the **Talent** dropdown menu in Staff Connect. You can also view your training course history.



2. VIEW AVAILABLE TRAINING COURSES

Select Training & Courses from the Talent dropdown menu. The Training & Courses page is displayed.

Click the Requested Courses panel. Courses that you have requested are displayed and the green **Add** button appears.

Click the **Add** button. The Available Learning page is displayed.

You can just click on the blue **Search** button. Or filter your search by entering some detail in the fields, e.g. time period.

- Under Look In, Scheduled and Unscheduled Courses can be selected.
- Under Program, select the training program under which course falls.
- Under Competency, select the desired competency to be achieved from the course.

Click Search.

Scroll down to see the courses available that match your search criteria.

3. APPLY FOR A TRAINING COURSE

Follow the steps under Section 2 – View Available Training Courses.

Select a Course. The Course Details page is displayed.

Under Description, clicking on *the text* will open a new window with more detailed information on the course or training session.

Select an option from the Select Reason drop down and click on Apply. The course name and date page is displayed.

Enter a Message for your supervisor if required, then click the Submit button. The Training & Courses page is displayed and the Course is added to your Requested Courses list.

4. CANCEL A REQUESTED COURSE

The Cancel Request button is only available if the requested course has not been approved, has not been actioned and if you have the required security access to this function.

Select Training & Courses from the Talent dropdown menu. The Training & Courses page is displayed.

Click the Requested Courses panel. Any courses you have requested are displayed and the +Add button appears.

Click on the course you wish to cancel. The Course Details page is displayed for the selected course.

Click the **Cancel Request** button. The Training & Courses page is displayed with the cancelled course removed from the list.

5. VIEW BOOKED AND COMPLETED COURSES

Select Training & Courses from the Talent dropdown menu.

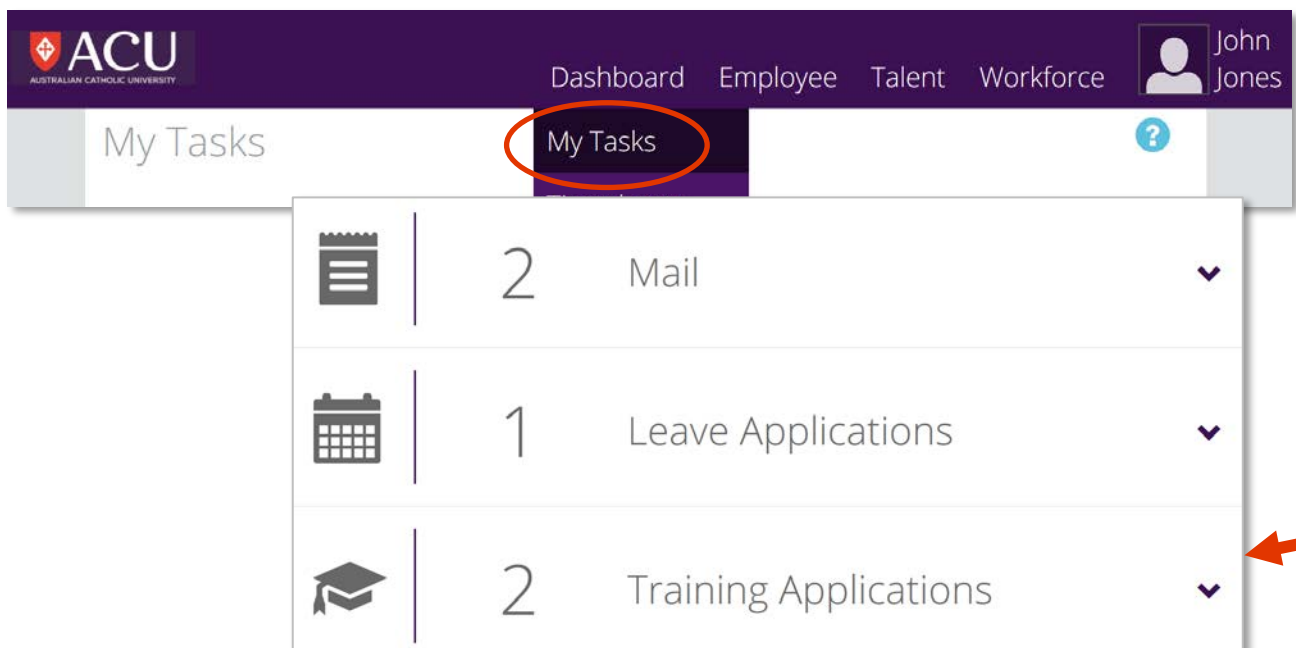
Click the Booked Courses panel. Courses you have been accepted for or are currently in progress are displayed.

Click the Training History panel. Courses you have completed or are no longer in progress are displayed.

Select a course if you wish to view its details. The Course Attendance Details page is displayed.

6. SUPERVISORS - APPROVING OR DECLINING A COURSE REQUEST

The Tasks page allows you to manage Training Applications awaiting your attention.



Training Applications can be classified as Latest, Approved, Cancelled, or Forwarded. Your latest Training Applications are displayed by default. To switch the view between Latest, Approved, Cancelled, and Forwarded items click the relevant button at the top of the expanded Training Applications panel.



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Training Applications

Latest (1) | Approved (1) | Cancelled (0) | Forwarded (1)

Andrew Campbell

For: CAMPBELL, Andrew (308921) – Senior Administrative Officer, Training Department NS Unit, North Sydney
Microsoft Word - Advance on 29/03/2018
months ago

Select Tasks from the Dashboard menu. The Tasks page is displayed.

Click the Training Applications panel. Training Applications assigned to you will appear.

Click the training application you wish to process. The page with course details opens.

Clicking on *the text* at the bottom of the page will open a new window with more detailed information on the course or training session.

Select the required option to:

Forward – to forward the training application to another employee for review or approval. You can view, approve and decline forwarded transfers

Approve – to approve the training application

Decline – to reject the training application

The applicant is notified of the outcome of the application. If you selected Approve, the application will be forwarded to the next workflow recipient, if applicable.