

In this Quick Reference Guide

This guide contains step by step instructions on how to keep track of your learning and compliance, as well how to add training evidence.

1. Check my Learning

1. Click 'My Learning Record' tile from the Home page



My Learning Record
Click here to view your learning dashboard and manage your bookings.

The **My Learning Record** page displays: on this page there are four main tabs which are explained below.

My Learning Record Tabs	
REQUIRED LEARNING	All of your renewable learning such as your mandatory learning or competencies that have to be renewed at certain intervals
ALL COURSES	All courses that you have enrolled on
BOOKINGS	All past and future bookings that you have made, including cancellations
EVIDENCE	Here you can upload your training evidence gained outside of the Trust

2. Check my Course Bookings

1. Click **My Learning Record** tab
Click **BOOKINGS** tab → both future and previous bookings are listed
Click **Previous** to view only future bookings

Click **Manage booking** to e.g. cancel a booking

3. Check my Compliance

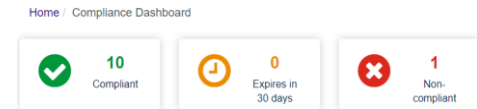
1. Click 'My **Mandatory Learning**' tile on the Home page

Click here to see your mandatory learning and the topics due soon.

Along the top of the page you will be able to see your compliance summary; this informs you how much of your training is:

- Compliant / Complete
- Expiring in 30 days
- Non-compliant / Not yet started

Below this you have your Mandatory Training; each course has a status icon letting you know your compliance status.



Your overall compliance percentage by overall staff group displays below the tiles.

MANDATORY TRAINING - MEDICAL & CLINICAL STAFF	0%	➔
MANDATORY TRAINING - ALL STAFF	0%	➔

Click to see a list of courses.

You can click a course to complete – see next topic.

4. Complete a Mandatory Course

From **My Mandatory Learning** (certification) dashboard you can quickly access a mandatory course and complete it. **Note!** You cannot do this from My Learning Record page.

1. Click the course name with a status 'Not completed' next to it → Course information page opens explaining the steps that need to be taken to become compliant
Note! A course may consist of multiple modules to complete.

2. Click **Launch course** → course summary page opens
3. Click **Play** for an e-learning course or
Click **View** for a face to face or virtual learning event
4. Follow the instructions to complete the mandatory learning

Once all the required courses are completed the mandatory learning module will be marked as compliant and your compliance will be updated on your My Dashboard page.



2
Compliant


IDEA! Upload your STAR Training History



You can upload your STAR Training History file into your **Training Evidence** using the steps in topic 5.

5. Upload my Training Evidence

You can upload any certificate or qualification evidence that you have completed outside the Trust. This needs to be current and relevant to your role.

1. Click the **My Learning Record** tab from the top of the page
2. Click the **EVIDENCE** tab
3. Click **Add evidence**
4. Click in the **Evidence name** field
5. Type in the name of your evidence
6. Add a Description if required
7. Scroll down the page to '**File attachments**' section
8. Click  and search for the file to upload it or
Open your File explorer, find your file and drag and drop it into the box
→ the file appears in the Files box
9. Tick on **Enable** to change the date
10. Select the correct completion date
11. Click **Add evidence** → My Learning Record page displays

Your Evidence has now been uploaded to Learn+