

QRG – HOW TO ACCESS OWN SOL COMPLIANCE TRAINING REPORTS

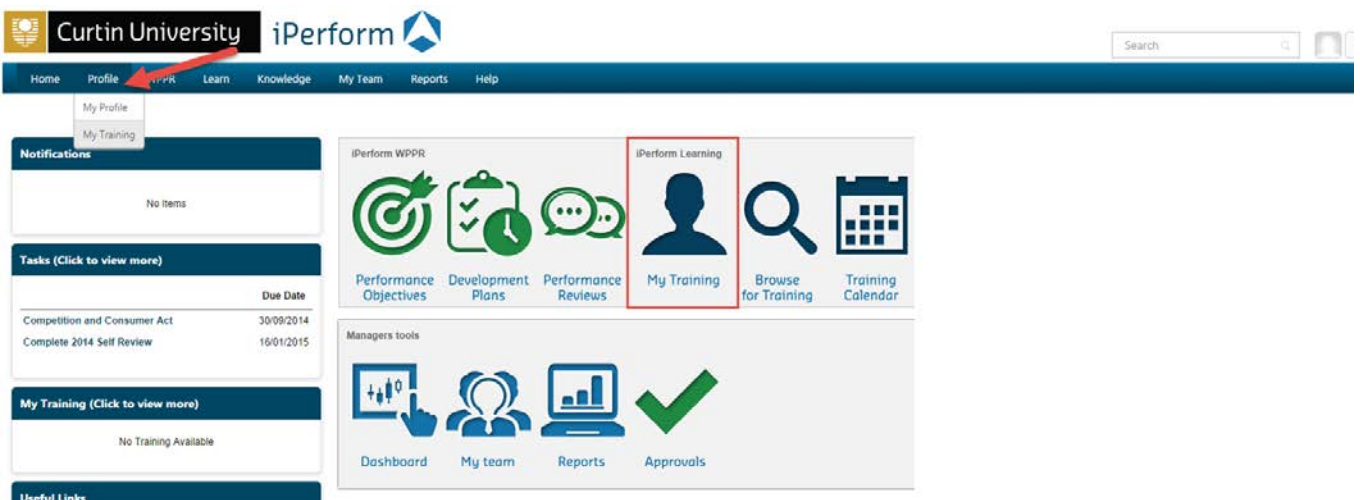
Curtin staff have access to check their own training records via iPerform Learning.

MY TRAINING

All staff professional development records will be retained in ALESCO. Compliance completion records from the past three years only will be brought across into iPerform Learning. More records have been brought across for recruitment and selection to ensure that users don't have to re-take this course.

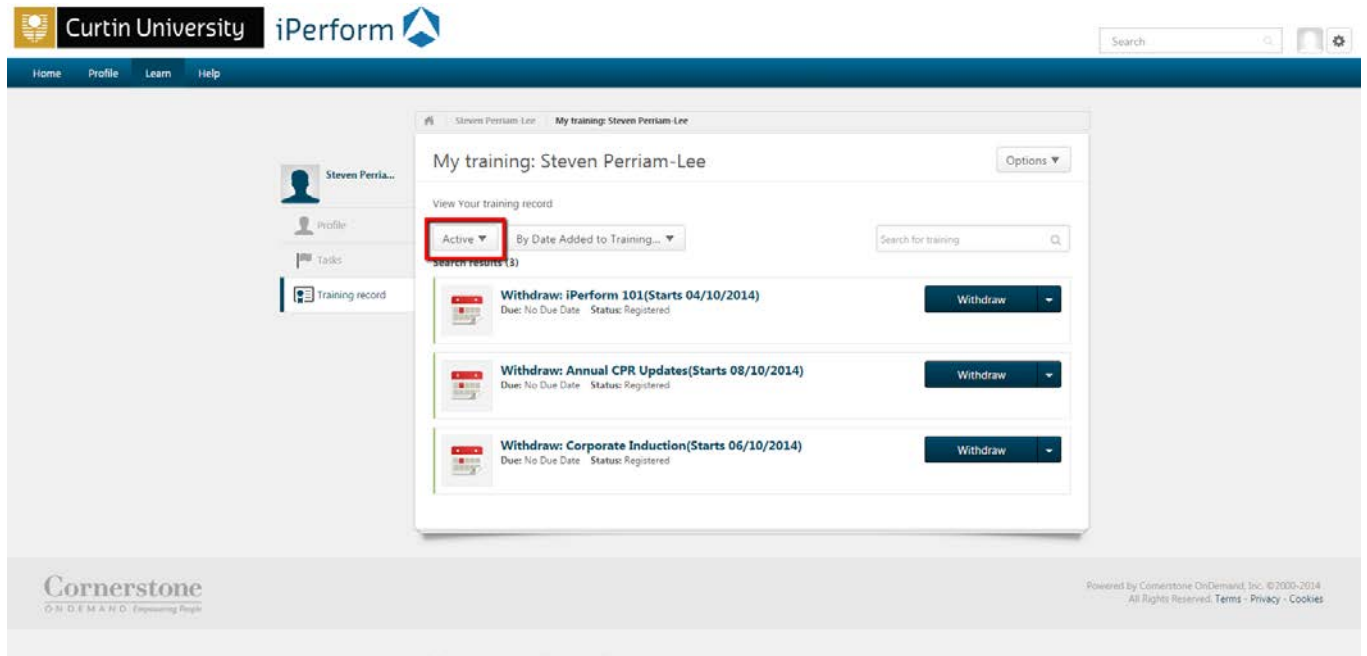
To access My Training:

1. Log into Staff OASIS using your staff ID and password.
2. Access iPerform via the 'My Work' tab
3. From the welcome page, access the Profile menu and click 'My Training'. Alternatively click the 'My Training' icon from the Welcome Page.



All active training will appear on the default 'My Training' screen.

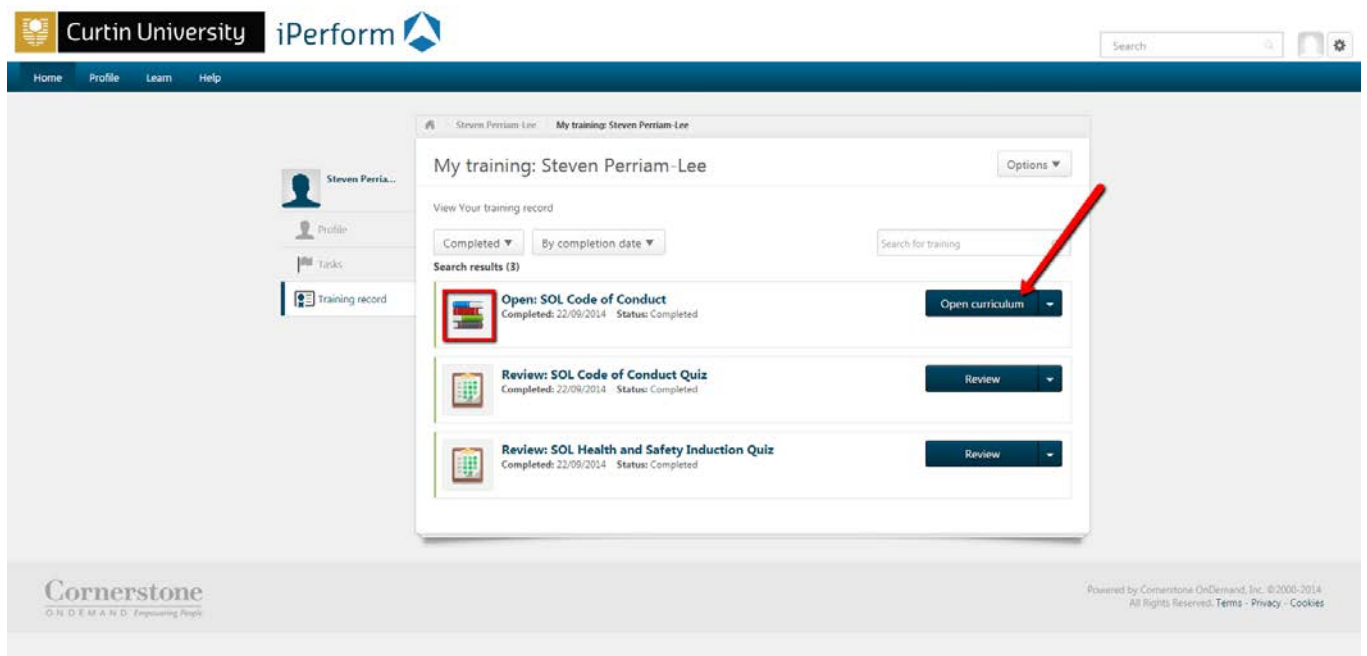
4. To access any completed training courses, select 'Completed' from the 'Active' drop down menu.



The screenshot shows the 'My training: Steven Perriam-Lee' page in iPerform. The 'Active' filter is selected in the 'View Your training record' section. The search results show three training items, all with a 'Withdraw' button:

- Withdraw: iPerform 101(Starts 04/10/2014) Due: No Due Date Status: Registered
- Withdraw: Annual CPR Updates(Starts 08/10/2014) Due: No Due Date Status: Registered
- Withdraw: Corporate Induction(Starts 06/10/2014) Due: No Due Date Status: Registered

5. Review any completed training items.
6. To re-launch online training (eg. SOL Code of Conduct) to view content, access your completed training. Click the 'Open Curriculum' button.



The screenshot shows the 'My training: Steven Perriam-Lee' page in iPerform. The 'Completed' filter is selected in the 'View Your training record' section. The search results show three training items, all with a status of 'Completed'. The 'Open curriculum' button for the first item is highlighted with a red arrow:

- Open: SOL Code of Conduct Completed: 22/09/2014 Status: Completed
- Review: SOL Code of Conduct Quiz Completed: 22/09/2014 Status: Completed
- Review: SOL Health and Safety Induction Quiz Completed: 22/09/2014 Status: Completed

7. Click the launch button.