



D A M S T R A

Record Outcome of
Scheduled Training
Course



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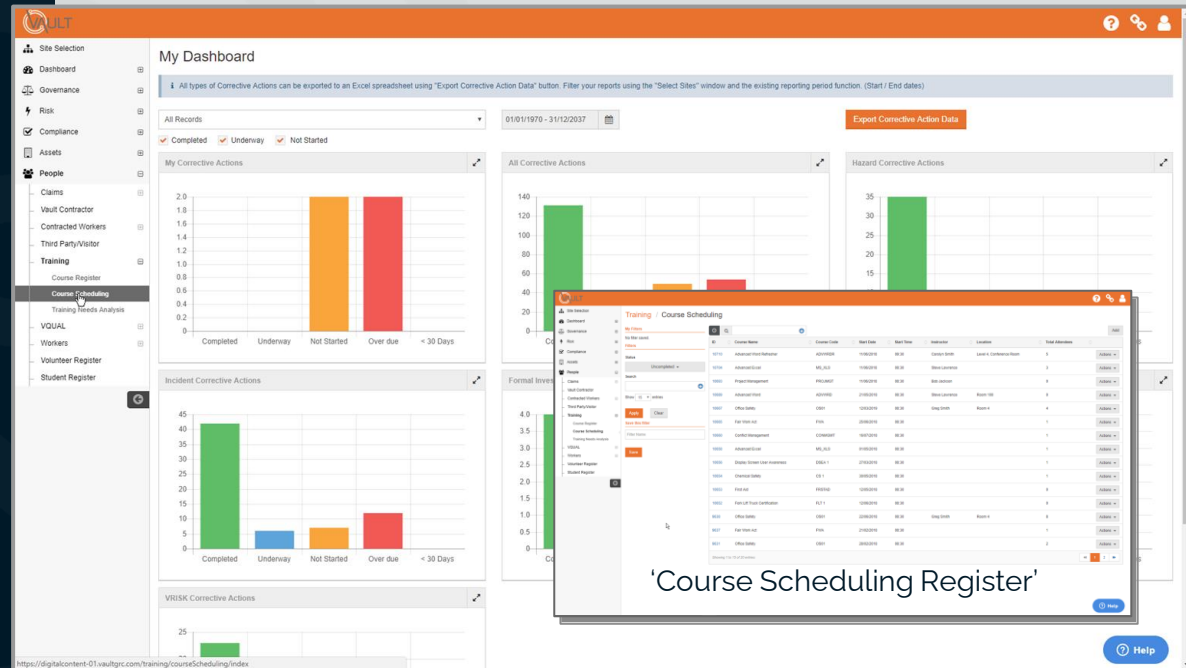
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Recording Training Outcome Introduction

Once a scheduled Training Course has been delivered, it's important to record the outcome of the Course for all Attendees so that Vault remains up-to-date.

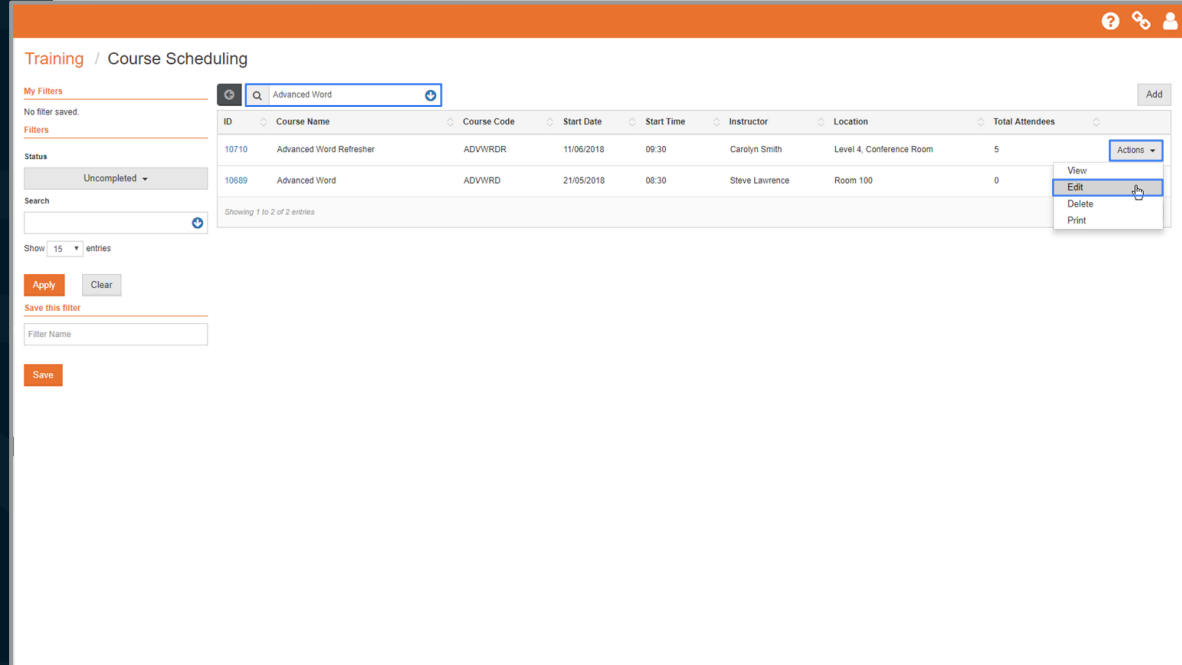
This is managed via the 'Course Scheduling Register', which can be found under 'People' in the 'Menu Bar'.



Recording Training Outcome

Locate Course

Locate the Scheduled Course, then **click** 'Actions', then 'Edit'.



The screenshot displays the 'Training / Course Scheduling' interface. A search bar at the top contains the text 'Advanced Word'. Below the search bar, a table lists two courses. The second course, 'Advanced Word' (ID 10689), is selected, and its 'Actions' menu is open, showing options for 'View', 'Edit', 'Delete', and 'Print'. The 'Edit' option is highlighted with a mouse cursor. The table columns include ID, Course Name, Course Code, Start Date, Start Time, Instructor, Location, and Total Attendees.

ID	Course Name	Course Code	Start Date	Start Time	Instructor	Location	Total Attendees	Actions
10710	Advanced Word Refresher	ADWRDR	11/06/2018	09:30	Carolyn Smith	Level 4, Conference Room	5	View
10689	Advanced Word	ADWRD	21/05/2018	08:30	Steve Lawrence	Room 100	0	Edit Delete Print

Recording Training Outcome Edit Mark

The Attendees can be found in the 'Add Person' section.

Note: For online courses delivered via Bracken, Vault is automatically updated with the outcome of the course.

For each Attendee, **click** 'Actions', then 'Edit Mark'.

The screenshot displays a web application interface for managing training courses. It is divided into two main sections: 'Course Details' and 'Add Person'.

Course Details:

- Course Name:** Advanced Word Refresher
- Refresher for Course
- Site:** ABC Group
- Course Start Date:** 11/06/2018
- Course Start Time:** 09:30
- Course End Date:** 12/06/2018
- Course End Time:** 16:30
- Trainer / Training Provider:** Carolyn Smith
- Trainer Email Address:** comth@abcind.au
- Email Trainer
- Location/Room:** Level 4, Conference Room

Add Person:

Buttons: Email Attendees, Add, Pass All Attendees, Print Attendance register

ID	Type	Name	Passed	Mark	Actions
9855	Worker	Rhonda Ciltheroe			Actions ▾ Remove Person Edit Mark
9854	Worker	Michael Farley			Actions ▾
9853	Worker	Jack Brazier			Actions ▾
9852	Worker	Judy Flinders			Actions ▾
9851	Worker	Gary Thompson			Actions ▾

Show 10 entries | Showing 1 to 5 of 5 entries

Recording Training Outcome

Edit Mark Continued

Select 'Yes' or 'No' to indicate whether the Attendee passed the course.

Enter their mark. This is a free-text field and can accommodate any entry, such as a score (90/100), a percentage (90%), a grade (A), or even a remark (Great!).

If the Attendee now holds a licence as a result of completing the training, **enter** the licence details into the free text 'Licence' field.

You may wish to add the details to the 'Licence' tab of the Worker's record either in addition to or instead of entering it here.

The screenshot shows a web form for recording training outcomes. The top section contains fields for course details: Site (ABC Group), Course Start Date (11/06/2018), Course Start Time (09:30), Course End Date (2018-06-12 00:00:00.000), Course End Time (16:30), Trainer / Training Provider (Carolyn Smith), Trainer Email Address (csmith@abcind.au), and Location/Room (Level 4, Conference Room). Below this is an 'Add Person' section with fields for Type (Worker), Name (Rhonda Clitheroe), Passed (Yes), Mark (92), and Licence (empty). There is an 'Attach File' button and a checkbox for 'Do not alert or escalate'. At the bottom, there is a table with columns for Competency, New Level, and Comment, and a 'Save' button.

Competency	New Level	Comment
No data available in table		

Recording Training Outcome

Edit Mark Continued

To attach any files, such as a scanned copy of a learning check or a certificate, **click** 'Attach File' and **locate** the file on your computer. Damstra Safety will store a copy.

Note: For online courses delivered via Bracken, a copy of the certificate is automatically attached.

Once done, **click** 'Save' to return to the previous screen, and **repeat** the process for any additional Attendees.

Success
File attached successfully. !!

Course Details

Course Name: Advanced Word Refresher
 Refresher for Course

Site: ABC Group

Course Start Date: 11/06/2018

Course Start Time: 09:30

Course End Date: 2018-06-12 00:00:00.000

Course End Time: 16:30

Trainer / Training Provider: Carolyn Smith

Trainer Email Address: csmith@abcind.au
 Email Trainer

Location/Room: Level 4, Conference Room

Add Person

Type: Worker

Name: Rhonda Clitheroe

Passed: Yes

Mark: 92

Licence: Advanced Wo...
 Do not alert or escalate

#	Competency	New Level	Comment
No data available in table			

Recording Training Outcome

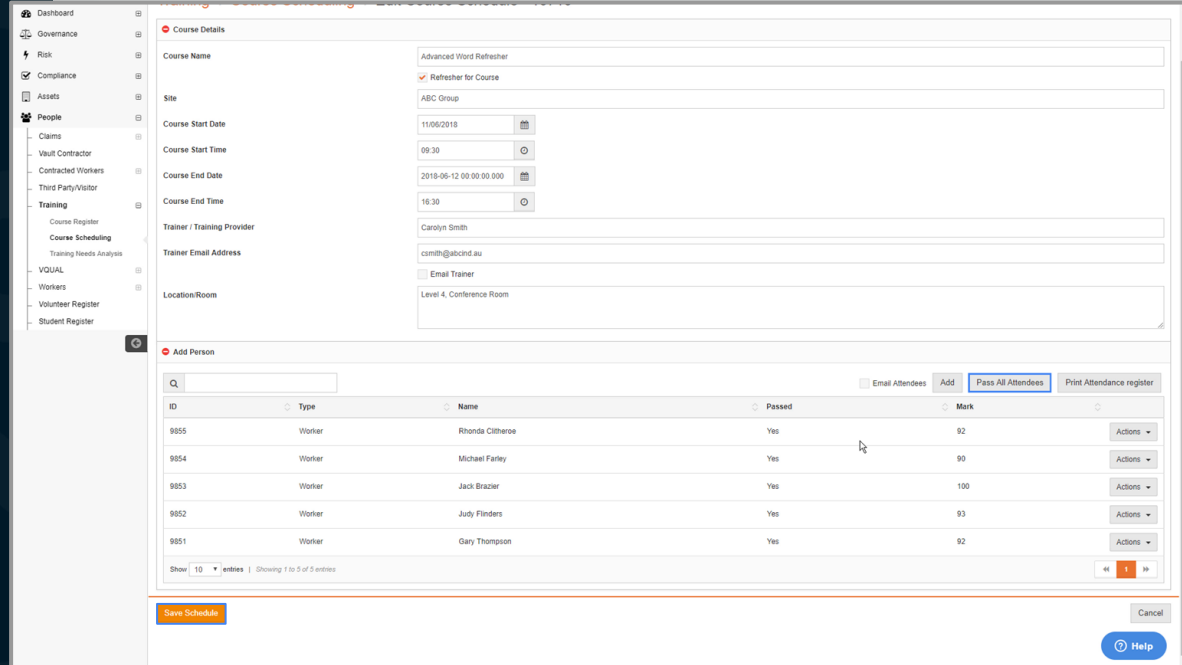
Pass All/Save

If all attendees passed, we can record this with a one-click action. Simply **click** the 'Pass All Attendees' button.

Note that this action does not record a pass mark, which may be added manually, if required.

Once the outcome of the training is updated for each individual, **click** 'Save Schedule' to return to the 'Course Scheduling Register'.

The outcome of the Training is now reflected in the Attendees' Training Records, and in the 'Training Needs Analysis' Matrix.



The screenshot displays a software interface for recording training outcomes. The interface is divided into two main sections: 'Course Details' and 'Add Person'.

Course Details:

- Course Name: Advanced Word Refresher
- Refresher for Course:
- Site: ABC Group
- Course Start Date: 11/06/2018
- Course Start Time: 09:30
- Course End Date: 2018-06-12 00:00:00
- Course End Time: 16:30
- Trainer / Training Provider: Carolyn Smith
- Trainer Email Address: csmith@abcind.au
- Location/Room: Level 4, Conference Room

Add Person:

Buttons: Email Attendees, Add, **Pass All Attendees**, Print Attendance register

ID	Type	Name	Passed	Mark	Actions
9855	Worker	Rhonda Cillieroe	Yes	92	Actions
9854	Worker	Michael Farley	Yes	90	Actions
9853	Worker	Jack Brazier	Yes	100	Actions
9852	Worker	Judy Finders	Yes	93	Actions
9851	Worker	Gary Thompson	Yes	92	Actions

Show 10 entries | Showing 1 to 5 of 5 entries

Buttons: Save Schedule, Cancel, Help

