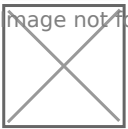


# How To Add a Learner Record To An Employee


## How to get there?

Click on System Administration (1), then with your cursor hover over Modules | Manage Employees.




## What to do?

- Use the search criterias (1) to find the employee.
- Click on Action (2) at the employee.
- A small window will open.
- Then click on View Learner Records (3).

 Employee List

Activate Subgroup All Employees Activate

 Switch Schema

Search Employees

☐ Current Employees
 ☐ Previous Employees
 ☒ All

Employee Number Captain Kurk
 Name 
 Surname 
 ID Number

Job Code 
 Position


Search
Clear

Number of Employees in All Employees: 1631

Appoint New Employee
Appoint Employee Being Transferred
Appoint new Employee (Quick)

Actions	Employee Number	Surname	Name	ID Number	Position	Location in organisation	Termination Date	Schema
<div> <div>Action</div> <div> <a href="#">View / Edit</a>  <a href="#">Terminate Employee</a>  <a href="#">View Employee Profile</a>  <a href="#">View Learner Records</a>  <a href="#">View Licences</a> </div> </div>	Captain	Kurk	Captain	93091350190873	Manager	Company		Multiple [[4] Orange / Purple]

- Click on the Add (4) button to create a new learner record.



 Learner Record List (Captain Kurk, Captain Kurk)

Smart Navigation

Smart Nav Type detail relating to an employee e.g. Employee Number, Surname, Name

Search

Title 
 Provider

 Expand
  Advanced Search

Search
Clear

Current View

☒ Summary View
 ☐ Full View

Actions

Batch Editor
Synchronise old Emp No
Reset Employee Assessments

Add
Delete
Print Learner Records (Classic)
Print Learner Records (Standard)
Import Learner Records
No results found for your current search criteria

- Select the type (5) of learner record you would like to create.
- Click on the hand icon at Training Title (6) and select the training intervention.
- Choose the Start and End dates (7) for the learner record. (the End date is the expiry date of the learner record).



5 What type of learner record would you like to log?

Type of Record : ☐ Qualification ☐ Learnership ☐ Programme ☐ Unit Standard ☒ Training ☐ Other

Basic Information

Quality Checked ☐  
RPL (Recognition of Prior Learning) ☒  
Obtained at previous employer ☐

Training Title 6

Training Provider / Institution

Facilitator

Room number / Venue

Funded By Employer ☐

Start date 7

End Date

- Select the tick boxes Training Complete and Competent (8) if applicable.

Hours

Training Completed 8 ☒

Competent ☒

Non Completion Reason

Score  This is the percentage (e.g. 75%) or symbol (e.g. B) representing the final score the learner obtained.

- Click on Save Learner Record (9).

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