

# 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
<span>Action</span>	Captain Kurk	Kurk	Captain	93091350190873	Manager	Company		Multiple [[4] Orange / Purple]

View / Edit  
Terminate Employee  
View Employee Profile  
View Learner Records  
View Licences

- 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

Chocolate Assessment

6

Training Provider / Institution

Signify Software

Facilitator

Bertie Nieuwoudt

Room number / Venue

Funded By Employer

Start date

2019/04/10

Start Date Unknown

End Date

2019/12/31

7

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

Hours

Training Completed

Competent

Non Completion Reason

Score

8



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).

9

Save Learner Record

Return to List

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