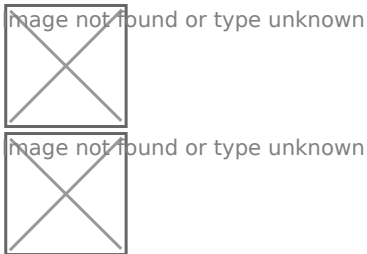


How To Add a Learner Record To An Employee


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

 Switch Schema

Search Employees 

☐ Current Employees
 ☐ Previous Employees
 ☒ All

Employee Number
 Name
 Surname
 ID Number

Job Code
 Position

Number of Employees in All Employees: 1631

Actions	Employee Number	Surname	Name	ID Number	Position	Location in organisation	Termination Date	Schema
<div style="border: 2px solid red; padding: 2px;"> Action </div>	Captain	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 Type detail relating to an employee e.g. Employee Number, Surname, Name

Search

Title
 Provider

☒ Expand
 ☐ Advanced Search

Current View: ☒ Summary View ☐ Full View

Actions:

Add

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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