

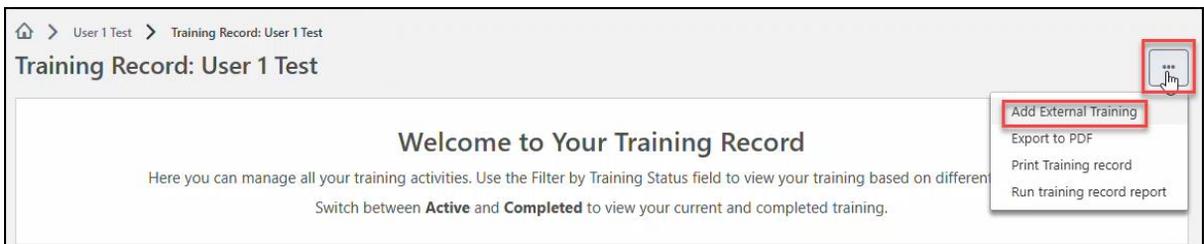
If you have completed training in the last 3 years that is not recorded in the Staff Learning Portal, you may be able to add it to your Training Record.

1. From the Portal homepage, click on the Training Record tile.



2. Select the Options button (three small dots) on the top right of your Training Record page.

3. Select Add External Training from the dropdown menu.



4. Fill in the Add External Training form presented, ensuring you address all required fields including:

- a) Name of External Training Course
- b) Institution/Training Vendor
- c) Training Dates

5. If you have a copy of your completion certificate upload it in the Evidence of Completion field.

6. Once the form is completed, click Submit.

Add External Training

Complete and submit the form below for any external training you attended. After submitting, go to your Training Record page and click 'Mark as complete' next to the external training record to start the approval process.

* = Required

Language
English (UK) ▾

Name of External Training Course *

Institution/Training Vendor *

Training Dates *

Starting date End date
From To

Cost
A\$ AUD ▾

Credits Earned

Facilitator

Location

Evidence of Completion

Drag and drop files here or

- Go back to your Training Record page. Your external training should now be visible in your list of training. To the right of the external training record, select Mark as Complete. The record will then escalate to your supervisor for approval, and will display as part of your Training Record.

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|  | Example External Training Due : No Due Date Status : Registered Training Type : External Training Training Status : Active | <input type="button" value="Mark as complete"/> ▾ |
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