



**Ulster
University**

**Training
CoreHR**



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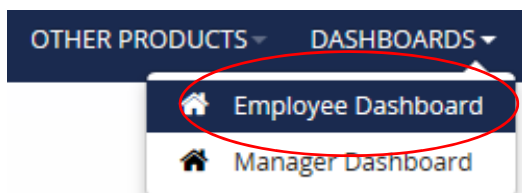
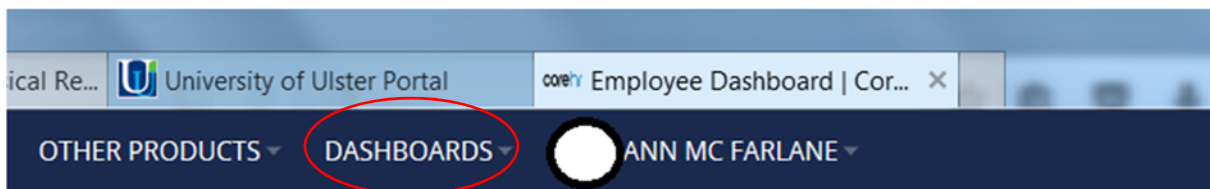
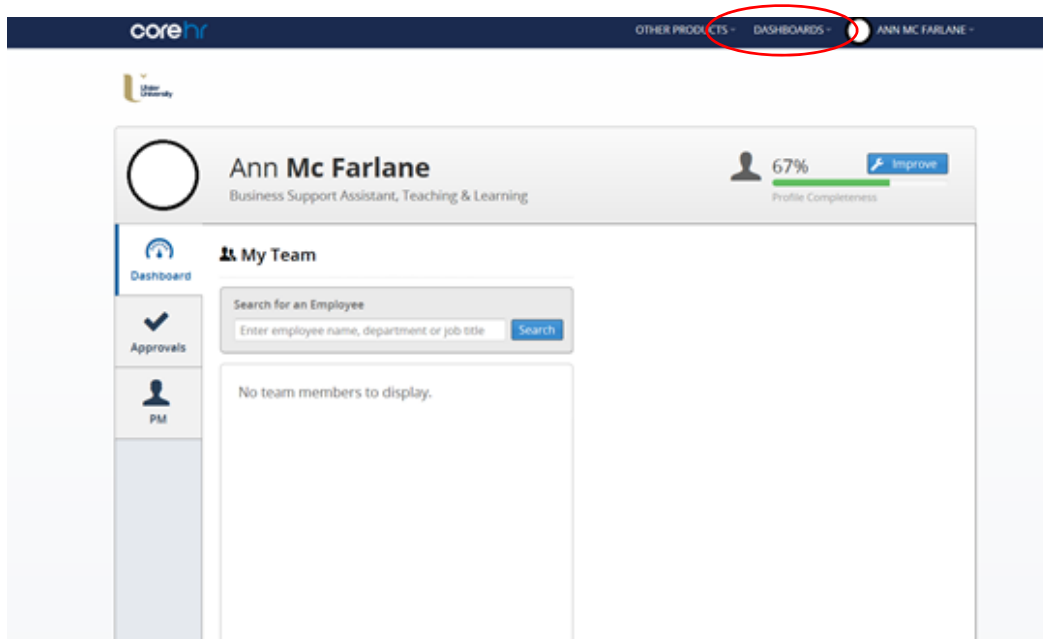
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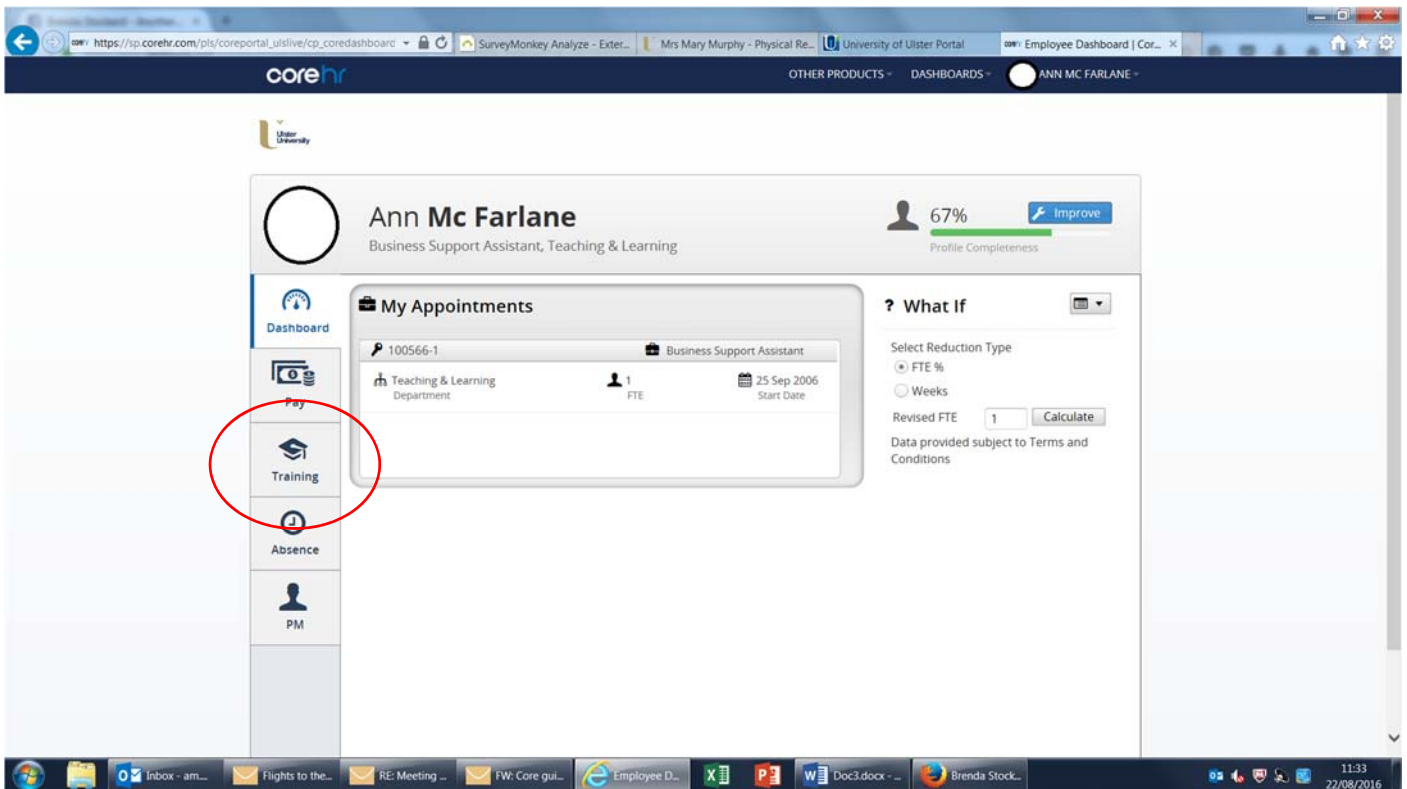


Employee – How do I view My Training History?

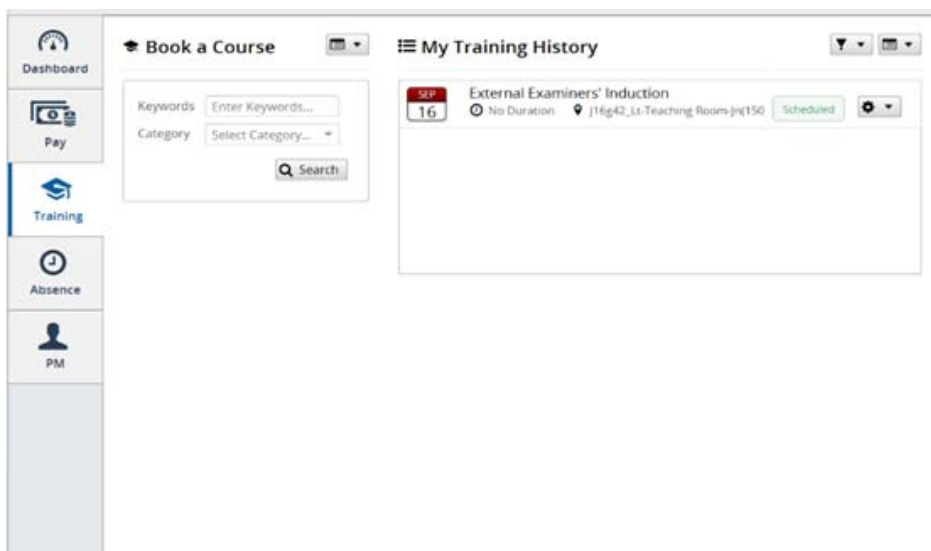
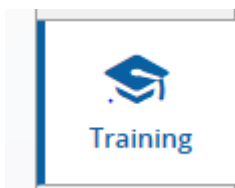
Login to Core|Portal (note not all University staff have multiple dashboards and your screen may not be identical to this)

Click on Dashboards





Click the Training tab



Only courses you are currently registered to attend will appear in the 'My Training History' Box

Click on the drop down box to View All Courses as below.



My Training History



SEP 16 External Examiners' Induction
 No Duration J16g42_Lt-Teaching Room-Jn(150) Scheduled

- Courses Scheduled (1)
- Courses Requested (0)
- Courses Pending (0)
- Requests Pending Approval (0)
- Previously Approved Requests (0)
- Courses Completed (45)
- Course Requests Rejected (0)
- On The Job Courses Due (0)
- On The Job Courses Completed (3)
- Repeat Training (0)

Click on whichever area you want to expand, eg 'Courses Completed'. This will present a list of all courses you have attended in alphabetical order.

Courses Completed

You have 45 courses completed. Displaying results 1-10 (Page 1 of 5)

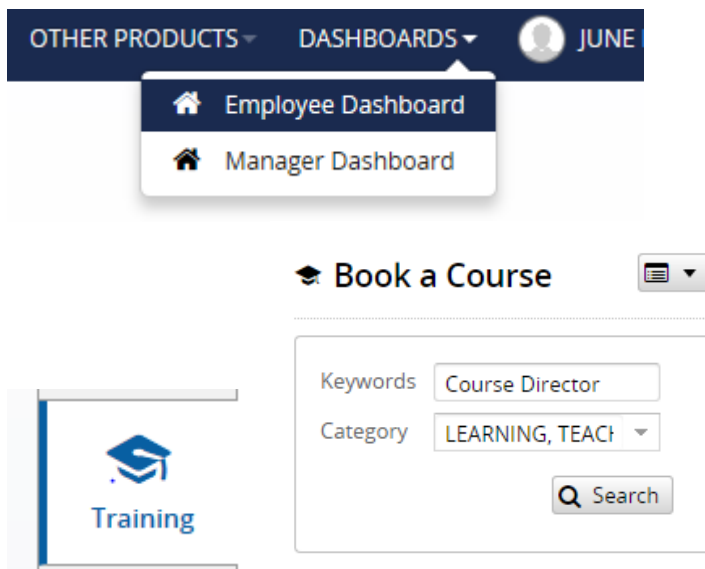
#	Course Details	Actions
1.	EXTERNAL EXAMINERS' INDUCTION External examiners Induction <i>Course Code: LT000045 Category: Learning, Teaching & Assessment Course ID: C01848 Training Status: Completed with/without accreditation</i> Started: 20th January 2016 Ended: 20th January 2016	
2.	ANNUAL PD & DSA AWARDS CEREMONY No description provided. <i>Course Code: OD000001 Category: Organisational Development Course ID: C02508 Training Status: Completed with/without accreditation</i> Started: 17th December 2015 Ended: 17th December 2015	
3.	EXTERNAL EXAMINERS' INDUCTION External examiners Induction <i>Course Code: LT000045 Category: Learning, Teaching & Assessment Course ID: 0000016835 Training Status: Completed with/without accreditation</i> Started: 11th September 2015 Ended: 11th September 2015	
4.	EQUALITY & DIVERSITY AWARENESS TRAINING No description provided. <i>Course Code: EQ000001 Category: Equality & Diversity Course ID: C02088 Training Status: Completed with/without accreditation</i> Started: 1st July 2015 Ended: 31st March 2016	
5.	FIRE SAFETY AWARENESS ONLINE An online training course that takes all staff through the University's fire procedures and what to do in the event of a fire <i>Course Code: HF000017 Category: Health & Safety Course ID: C01000 Training Status: Completed</i>	

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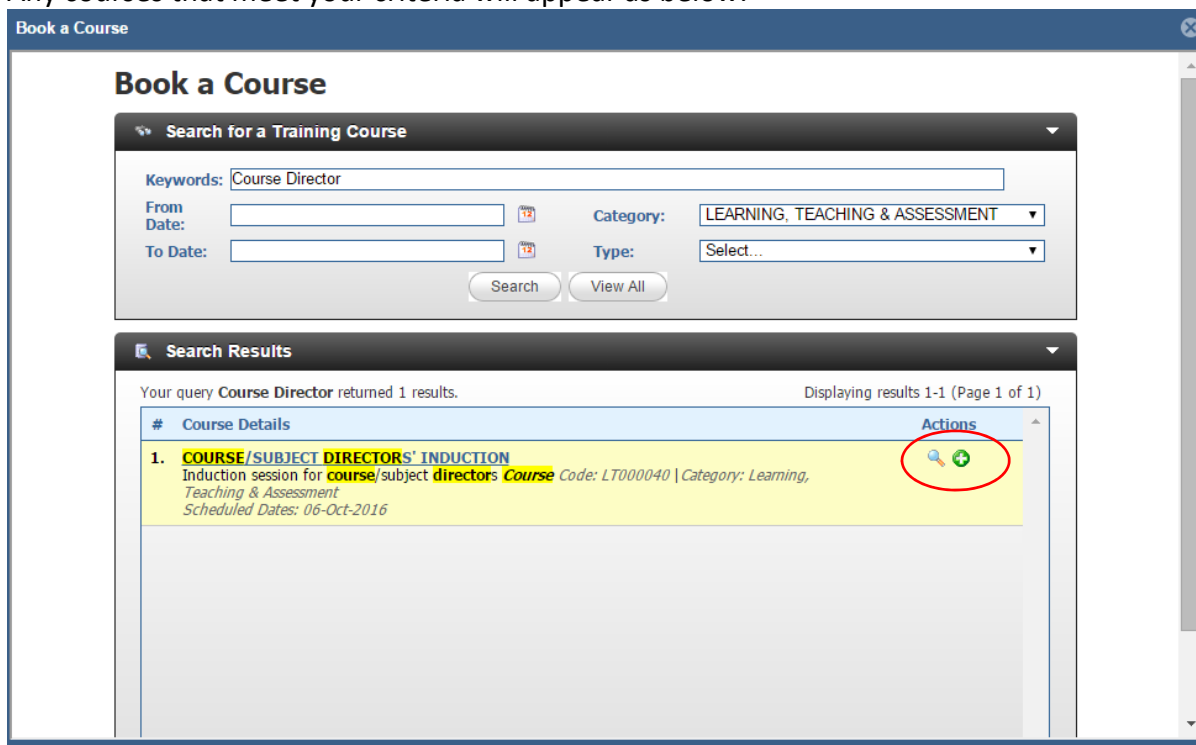
Employee – Booking myself onto a Course

Employees can book themselves onto a Scheduled Courses or a Course Waiting List, both requiring manager approval. *Note: not every training course will be available in Core|Portal; please check the Staff Development web page for information on further courses - <http://staffdev.ulster.ac.uk/>*

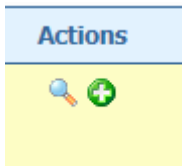
Login to Core|Portal > Click ‘Employee Dashboard > ‘Training’ tab > you can then enter a course keyword or a course category and click search as below (if you want to look for all courses leave the ‘keywords’ and ‘category’ boxes blank and click on ‘search’).



Any courses that meet your criteria will appear as below:



You can click on the magnifier to view further course details, if you want to add yourself onto a waiting list or a scheduled course, if available, then click on the plus icon:



A scheduled course is Option 1 and to add yourself to waiting list is Option 2.

Book a Course
✕

Request a Course Booking

Booking Information
▼

You are requesting a booking on the **Course/Subject Directors' Induction** training course. Please select an instance to book.

1. 6th October 2016 to 6th October 2016 Objectives: Induction Session For Course/Subject Directors. Academic Cycle Including Annual Monitoring, University Policies, Quality Issues And Examinations. Supporting Internal And External Resources. Opportunities To Discuss & Clarify Issues With Other Course/Subject Directors And University Staff. Location: 02f06-Meeting Room-Jn(35) ID: C03948	Spaces Available
2. Add to Waiting List Objectives: No Suitable Course Date Available - Add To Waiting List ID: Waiting List	

Please enter a reason for training:

Please select an approver:

Please select Required By (Date):

How will this help you to achieve the work, aims and objectives of your area and/or your individual career development?:

Click on 'Scheduled Course' or 'Add to Waiting List'. Enter the 'reason for training' (drop down box), the 'approver' (drop down box), the 'Required by Date' (if a waiting list) and complete 'How this will help you achieve the work, aims and objectives of your area and/or individual career development?' (this is a mandatory field and **limited to 160 characters**) then click 'Submit'. Your request will then be sent to your manager for approval. Within your course history the status will remain as 'pending' until it changes to 'requested' 'scheduled' or 'rejected'. You will receive an email once your manager approves or rejects your request.

Please note that managers will **NOT** receive an automated notification to approve course applications, you need to inform your line manager that you have applied for a Staff Development event and ask them to approve your application. Staff Development will not be aware of your application until it is approved and appears on the CoreHR database.



Please note that if you are currently on a waiting list for a course you will not be allowed to add yourself again:

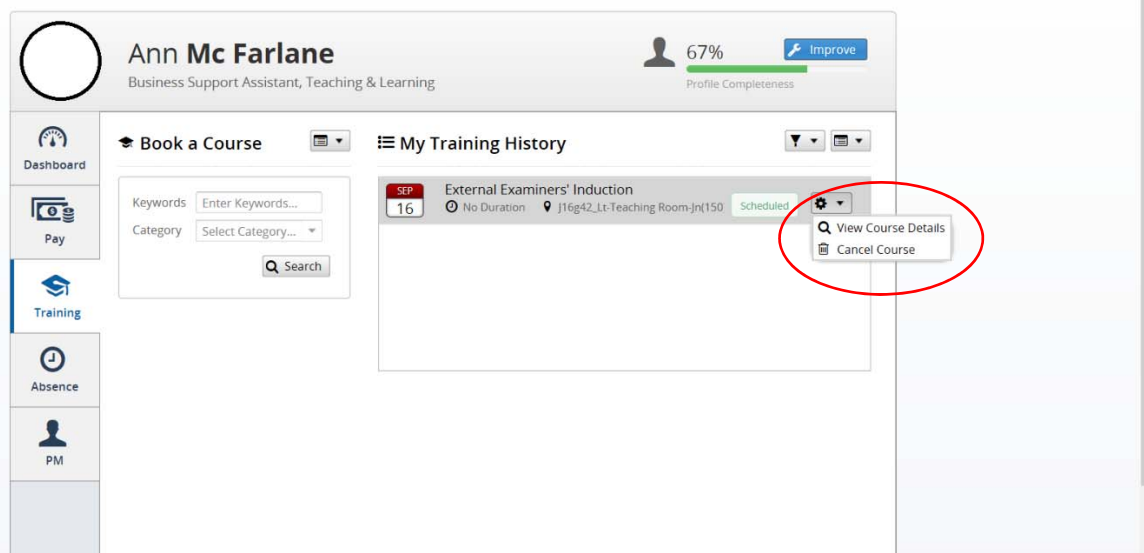
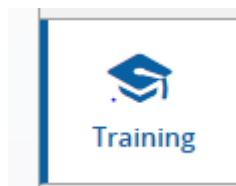
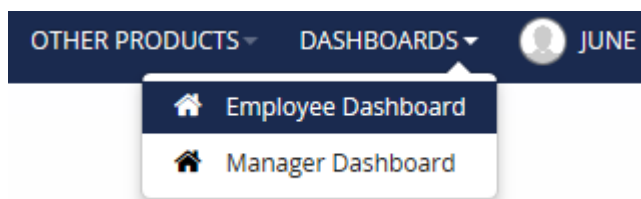
Book a Course

Request a Course Booking

Employee has already requested to attend this course.

Employee – Cancelling myself from a Course

Employees can cancel themselves from a future scheduled course or a course waiting list.



If you are scheduled to attend a future course or are on a course waiting list you can click 'cancel course' from this screen.

Choose 'cancelled – withdrawn' and then enter reason in the comments box, then press 'OK'.



A screenshot of a 'Cancel Course' dialog box. The title bar is dark blue with a close button (X) on the right. The main area has a white background. At the top, there is a dropdown menu with the text 'Cancelled - Withdrawn'. Below it is a text input field containing the text 'test reason'. At the bottom, there are two buttons: 'OK' with a checkmark icon and 'Close' with an X icon.

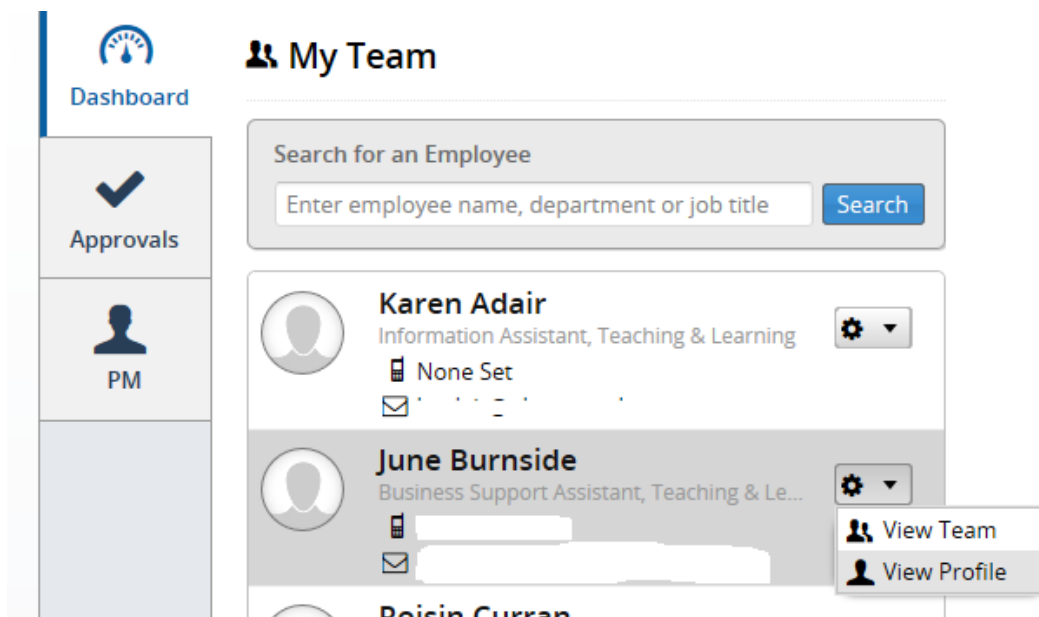
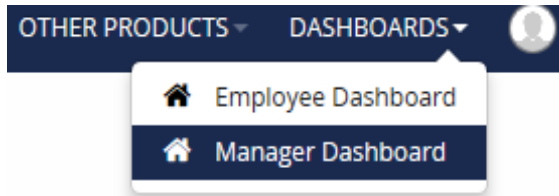
Employee – Courses not Available in Core|Portal

There are certain courses which are not accessible via the Core|Portal e.g. online Health & Safety courses, these are available via Blackboard.



Manager – How do I view My Team Training History?

Login to Core|Portal > Click ‘Manager Dashboard’ > Click the ‘Dashboard’ > under ‘My Team’, click on the down arrow against the employee you wish to view training history for > choose ‘View Profile’ > ‘Learning & Development’ > ‘Training Details’

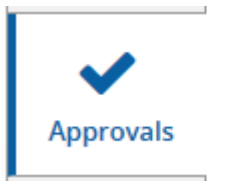
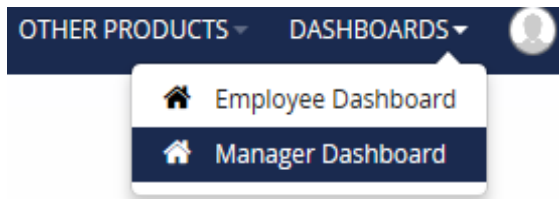


Course Id	Course Name	Category	Start Date	End Date	Status
0000016720	FIRE SAFETY AWARENESS ONLINE	HEALTH &...	01 Apr 2015	30 Jun 2015	Scheduled
0000016721	COMPUTER WORKSTATION ASSE...	HEALTH &...	01 Apr 2015	30 Jun 2015	Scheduled
0000016826	EQUALITY & DIVERSITY AWARENE...	EQUALITY...	01 Jan 2015	31 Mar 2015	Scheduled
0000016822	DATA PROTECTION TRAINING	DATA PROT...	01 Jan 2015	31 Mar 2015	Scheduled
0000016824	DISABILITY AWARENESS TRAINING	DISABILITY...	01 Jan 2015	31 Mar 2015	Scheduled
0000016358	WELCOME AND ORIENTATION PR...	POLICY TRA...	01 Dec 2013	31 Dec 2013	Scheduled
0000016211	ANNUAL PD & DSA AWARDS CER...	ORGANISA...	21 Nov 2013	21 Nov 2013	Completed...
0000015729	WELCOME AND ORIENTATION PR...	POLICY TRA...	01 Jan 2013	31 Mar 2013	Scheduled
0000015953	BLACKBOARD LEARN: A TAILORE...	LEARNING,...	02 Oct 2012	02 Oct 2012	Completed...
0000015758	EQUALITY & DIVERSITY AWARENE...	EQUALITY...	01 Jul 2012	30 Sep 2012	Completed...
0000015723	DATA PROTECTION TRAINING	DATA PROT...	01 Apr 2012	30 Jun 2012	Completed...
0000015348	BLACKBOARD LEARN: A TAILORE...	LEARNING,...	24 Jan 2012	24 Jan 2012	Completed...




Manager – How do I Approve/Reject My Team Member Training Request?

Login to Core|Portal > Click 'Manager Dashboard' > Click the 'Approvals' tab.



Other Approvals


 Training Courses	1
 Academic Activity	0

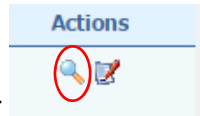
Click on 'Training Courses', 'Courses requiring Approval' will appear in another browser window.

Requests Pending Approval

Requests Pending Approval

You have 1 courses requiring approval. Displaying results 1-1 (Page 1 of 1)

#	Course Details	Actions
1.	<u>COURSE/SUBJECT DIRECTORS' INDUCTION</u> Induction session for course/subject directors <i>Course Code: LT000040 Course ID: C03948 Request ID: 243</i> Requested on: 30th August 2016 Requested by: Ann Mc Farlane Training Reason: Continous Professional Development Booking Comments: Test	 



You can click on the magnifier for course details. Click on the 'Course Approval' icon against the Course to Approve/Reject and Click Submit.

Approve/Reject Request

Request Information			
Request ID:	243	Course ID:	C03948
Requested By:	Ann Mc Farlane	Cost Per Person:	N/A
Requested on:	30/08/2016 @ 9:49am	Course Code:	LT000040
Start Date:	06/10/2016 10:00	End Date:	06/10/2016 15:00
Course Title:	Course/Subject Directors' Induction		
Course Description:	Induction Session For Course/Subject Directors		
Booking Comments:	Test		

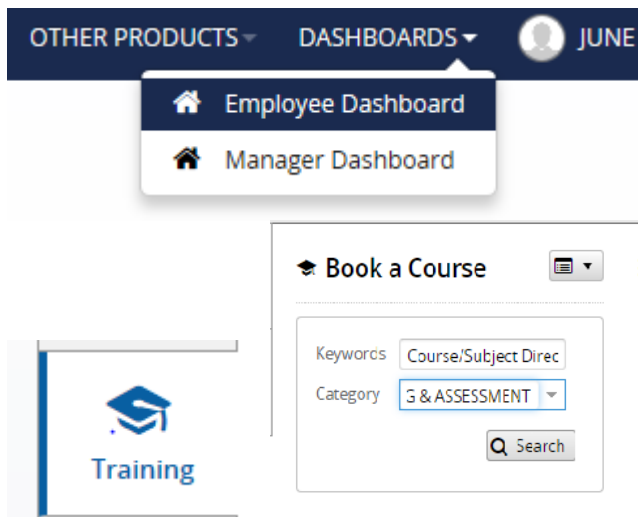
Approval Action	
Action to Perform:	<input checked="" type="radio"/> Approve <input type="radio"/> Reject
Please enter a comment below, explaining the above action:	
<div style="border: 1px solid #ccc; height: 40px;"></div>	

Submit

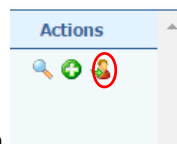
Manager – How do I Book my Team member onto a Course?

As a manager you can book your team member onto a scheduled course or waiting list. You do this in the same way as you book a course for yourself except you enrol your team member onto it. *Note: not every training course will be available in Core|Portal; please check the Staff Development web page for information on further courses - <http://staffdev.ulster.ac.uk/>*

Login to Core|Portal > Click 'Employee Dashboard' > Click the 'Training' tab > you can then enter a 'Course Keyword' or a 'Course Category' and click 'Search' (if you want to look for all courses leave the 'Keywords' and 'Category' boxes blank and click on 'Search').

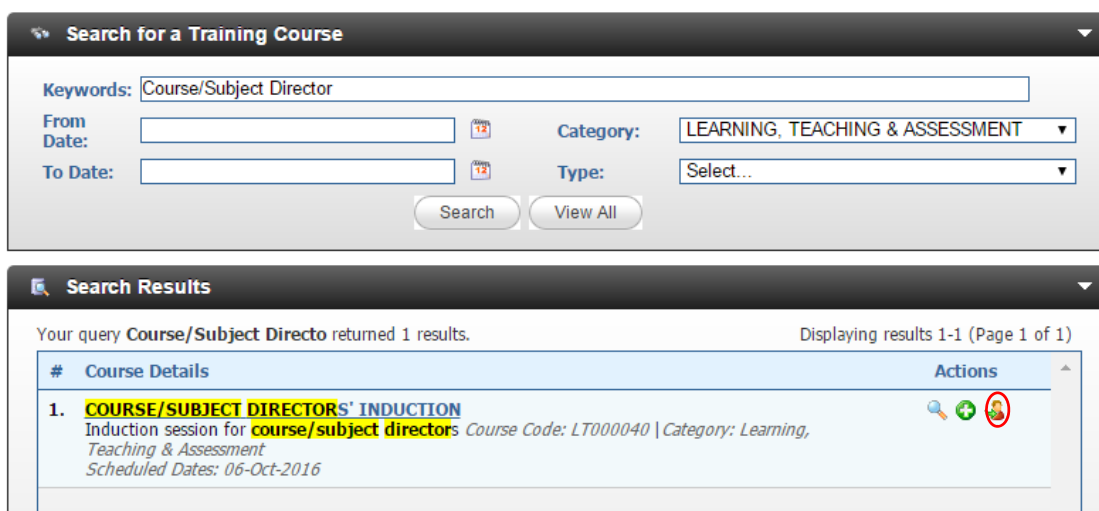


Any courses that meet your criteria will appear.



Click on the person icon to 'Enrol Employee on Course'.

Book a Course





Select 'Employee', choose 'Scheduled Course' or 'Waiting List', enter reason, enter 'Required by Date' for waiting lists only and then enter 'How this will help you achieve the work, aims and objectives of your area and/or individual career development?'. Click 'Submit'. No authorisation is required, your employee will be notified by email and their training history on Core|Portal will be updated.

Request a Course Booking

Booking Information

Please select an employee:

You are requesting a booking on the **Course/Subject Directors' Induction** training course. Please select an instance to book.

1. 6th October 2016 to 6th October 2016 Objectives: Induction Session For Course/Subject Directors. Academic Cycle Including Annual Monitoring, University Policies, Quality Issues And Examinations. Supporting Internal And External Resources. Opportunities To Discuss & Clarify Issues With Other Course/Subject Directors And University Staff. Location: 02f06-Meeting Room-Jn(35) ID: C03948	Spaces Available <input checked="" type="checkbox"/>
2. Add to Waiting List Objectives: No Suitable Course Date Available - Add To Waiting List ID: WaitList	

Please enter a reason for training:

How will this help you to achieve the work, aims and objectives of your area and/or your individual career development?:

If you require any further information or assistance, please do not hesitate to contact a member of the Professional Support Team within Staff Development.