SAFETYLINK USER GUIDE -EMPLOYEE TRAINING

Using SafetyLink® Version 11 for recording employee training

3nd Edition April 2017

This guide is for users of SafetyLink® who are responsible for recording employee training records

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SafetyLink® Risk Manager User Guide - Employee Training

About this guide

This guide is an overview and gives detailed help when using SafetyLink® to maintain employee and worker training records. Internal and external training records are recorded, as well as certificates and licences, NZQA units and qualifications. Contractors may be included with employee training if added as workers under the Staff section, or maintained separately under Suppliers (covered in the Suppliers and contractors user guide).

User guide availability from www.cslnz.co.nz support page. The guide is called *SafetyLink® User Guide - Employee Training*. This is the 2nd version of the guide and feedback or corrections would be appreciated to support@cslnz.co.nz or call Compliance Solutions Ltd on 0800 438 674.

Help is also available from within the SafetyLink® software and covers much of this content, but without the diagrams and discussions. http://safetylink.co.nz/hsehelp/hsehelp.htm

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Employee and worker training introduction

Employees and workers get imported into SafetyLink® from a payroll import or they are may be manually added. Each employee or worker has information including their start date, optionally HR information, job type which may be used to automatically schedule training required.

Before looking at the process of recording employee training, it is useful to look at the types of training that will be recorded.

Training is recorded for:

- Training topics conducted internally in your organisation
- Training topics conducted externally by a tertiary or other training provider
- Licences and certificates
- NZQA units and qualifications.

Note the terms: employees and workers are used identical in this document. .

When to use training topics?

Recommendation: Set up nearly all training using training topics. It keeps everything together and once learnt is easy to use. The exception is when training has endorsements – such as a driver's licence, which uses licences and certificates.

Training may be internally provided within your organisation or externally provided by an outside ***training provider.*** Both internal and external training are implemented in SafetyLink® is using ***training topics***.

A training topic holds information about a particular type of training that can be performed, which may be a competency in acquiring a level of a skill, or it may be the completion of external training unit such as a fork lift training course.
The process of recording training uses training topics. This involves assigning training topic requirements to workers and a date for the ***training requirement*** to be completed. The completion of the requirement is then recorded and, If further training will be required due to a retraining frequency specified in the training topic, a new training requirement will be be scheduled.

Workers may be also placed as ***participants*** on new or existing ***training courses*** to be provided by a ***training provider.*** They may be added or removed from the course before completing the course, which completes the training requirement for all outstanding participants on the course. The training provider may be changed when the course is competed.

After training has completed a ***training competency level*** may be assigned. Optionally a ***training provider's student ID*** for the worker may also be added at this point and will be used for all future training of that person by the same provider. An example id a Provider's student ID is a Site Safe number for construction sites. Provider Student IDs are shown in training reports.

Attachments may be also added to a completed training record. For example a scanned copy of the certificate or some other proof of training performed. When attachments are added, a copy of the attachment is held by SafetyLink in the database and becomes part of the historical record of the training event.

Training topics may include a list of ***NZQA units*** that the student achieves after training has been completed. These will automatically be recorded when the training requirement is completed. NZQA units and ***NZQA Qualifications*** may also be added manually if required.

Training topics may be set up as a ***job type training topic requirement***, and automatically assigned when a worker is assigned that job type. Job types may be assigned manually or automatically when a new worker is imported from a payroll with that job type specified. A job type training topic may have a set time after the assigning of the job type when it will become due, which is called an induction training topic requirement. These are set up from Edit / Job Type Training and induction.

All training requirements appear in the SafetyLink calendar in the month in which they are due. Option ***email notifications*** may also be sent to the student, supervisor or others responsible for training if the notification rules have been set up for this. Notification rules are set up under the Company toolbar icon.

Training history reports provide an audit, and history of when training was completed along with costs and times. Reports also include: employee training required and completed matrix to Excel, outstanding training report, department reports, individual employee training history and many others. Most of these reports may be found from the Training menu item at the top of the application window.

When to use licences and certificates?

Some types of ***licences/certificates*** have ***endorsements*** and this is when the Licence/Certificates section should be used. The section is specifically designed so that licence/certificate types may include a list of all possible endorsements and, when an employee acquires the licence/certificate, applicable endorsements may be chosen from the list. Endorsements may be added or removed from the employee licence at any time. Renewal, suspension and expiry dates may be kept and licences have an ID.

> An example of a licence/certificate is a *driver licence* with endorsements 1-Light, 2-Medium, 3-Medium combo, 4-Heavy ridged, 5 Heavy combo, 6-Motorcycle, D-Dangerous goods, F-Forklift, I-Driving instructor, O-Testing officer, RTW-Rollers tracks and wheels and V-Vehicle recovery. Other examples of licences with endorsements are for electrical workers.

The Licence/Certificates section is only used if the licence or certificate has to have endorsements.

How are NZQA qualifications and units handled?

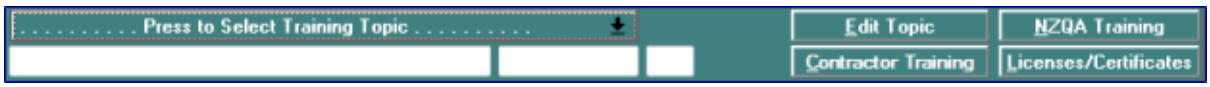
NZQA units and qualifications gained for employees are also recorded. An employee may be enrolled as a student with a tertiary training organisation and be studying for an NZQA Qualification from the NZQA framework. As part of the qualification, they will complete NZQA units, each with a level and credits towards the qualification.

Also, an external provider may provide training that includes NZQA units without the employee being enrolled to gain a NZQA Qualification at the time. When this is the case the NZQA units may be included with a training topic and handled automatically under training by topic.

In both cases NZQA units and Qualifications are recorded in SafetyLink® either when new employees are taken on, or on completion of a training topic if the NZQA units are specified in the training topic, or manually using NZQA units and Qualifications.

Training Window – the starting point for recording all training

From the toolbar Training, or from menu Training / Training by topic.
This window brings training of all types together.



The activities that may be performed from the window are:

- Training by topic for employees – press ***Select a training topic button***
- Changing the selected training topic – press **Select a training topic** then ***Edit topic***
- Licences and certificate for employees – press ***Licences/Certificates***
- NZQA training for employees – press ***NZQA Training***
- Contractor training – press ***Contractor Training***

Each of these is covered in the following sections.

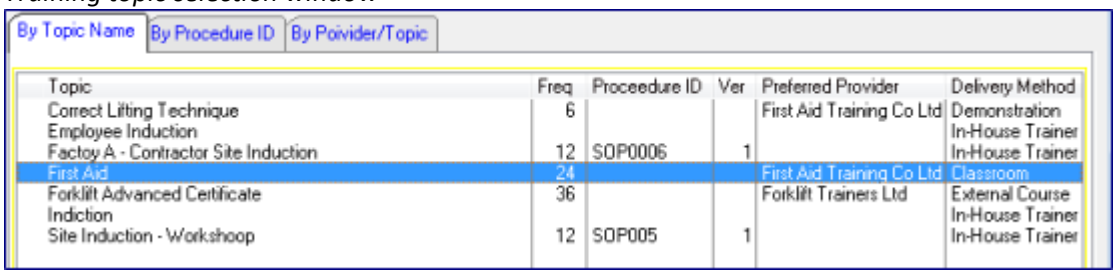
Recording worker training by selected topic

From the toolbar Training, from the menu Training / Training by topic

Selecting the training topic

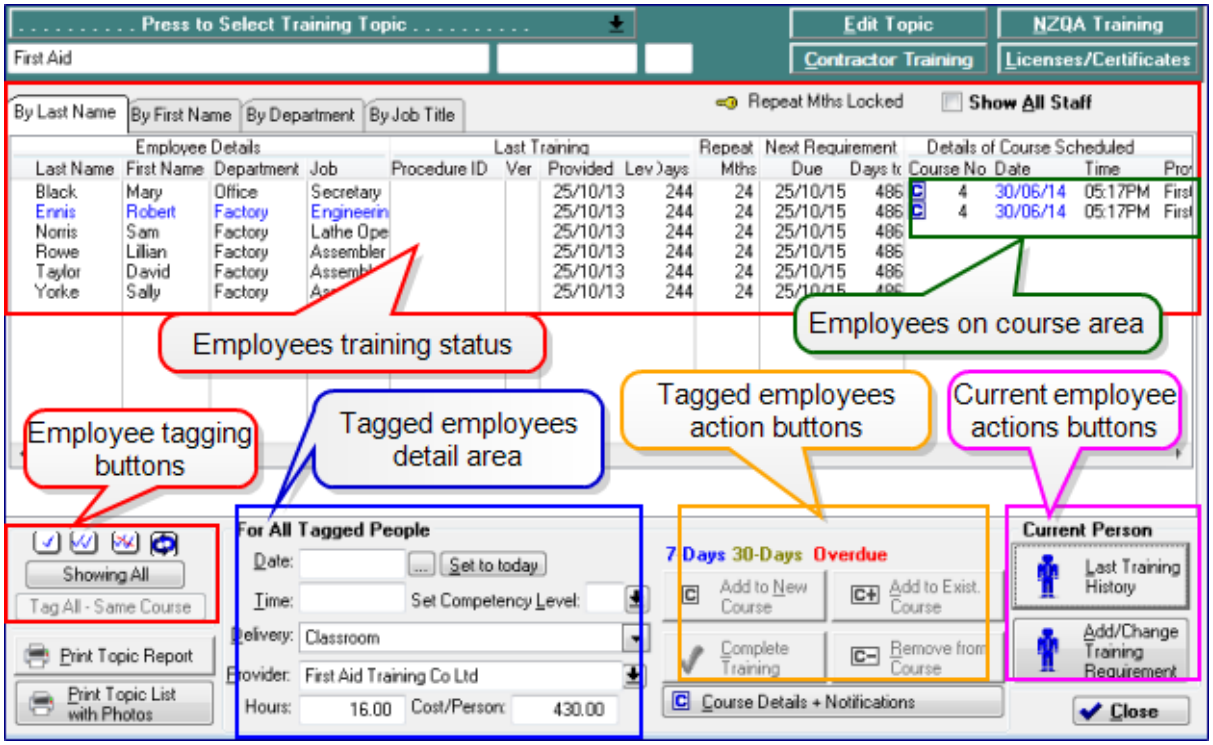
Press the button ***Select a training topic.*** This opens a window with a list of training topics, one of which may be selected either by pressing the ***Select topic*** *button* or ***double clicking*** in the training topic.

Training topic selection window



- **To sort the list** - pressing one of the tabs: By topic name, by procedure ID and by provider allows the table to be sorted in different ways to make choosing the topic easier.
- **Locating an entry** – depending on the tab selected, key in the first few characters of the training topic name, procedure ID or provider and the highlight bar will move to the choice.
- **To select a training topic** – press the Select button or **mouse double-click** on the entry.

Description of the training by topic window



Employee training status area

- Employee details - name, department and job title
- *Last training*
  - *Procedure ID* - from training topic when last completed
  - Version number - from training topic when last completed. If there has been a version change in the training topic since the entry is highlighted in yellow.
  - *Last date provided*
  - *Competency level*
  - *Days since provided*

> *Note: The **Last training history button** in the current employee actions allows this information to be changed for a highlighted entry.*

- *Next requirement*
  - *Repeat months* – this is the repeat frequency in the training topic, unless it has been overridden for this particular employee.
  - *Date due* – the expected date for next training requirement to be met. Set either when a training requirement was scheduled or when a repeat training was rescheduled.
  - *Days till due*

> *Note: The **Add/change training requirement** button in the current employee actions allows this information to be changed for a highlighted entry.*

Employee on course area

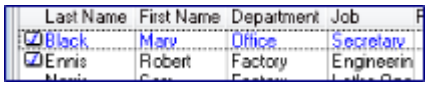
An employee with a training requirement may have been placed as a participant on a course, either by themselves or with other participants. This area has details of the course.

- Details of course scheduled
  - Indicates the employee had been added as a participant on a scheduled training course for this training topic.
  - *Course No* - the number that has been sequentially allocated automatically for the course. Many participants may be on the same course.
  - *Course date* - the expected start date for the course.
  - *Course time* - the expected start time for the course.
  - *Provider* - the name of the training provider.

> *Note: The **Course details plus notifications** button provides further course related information for a highlighted participant if they are on a training course.*

Tagging buttons

This area provides buttons for tagging employees who will have an action performed for them at one time.



Tagging buttons

Showing All indicates that all entries are shown, tagged and not. Pressing the button again moves to Showing Tagged entries, pressing

When an entry is tagged, a tick is placed to the left of the entry.

- Tag or un-tag a single entry
- Tag all entries
- Un-tag all entries
- Inverse tags (tagged to un-tagged & vice versa)

To tag all participants on a particular course

1. Highlight one participant on the course
2. Press Tag All - Same Course which will tag all the others on the course.

Using this method an action may be performed for all

again to Showing UnTagged, and again returns the display to showing all.

participants tagged on a course e.g. completing their training.

Tagged employees detail area

This area is used to hold common details for actions for tagged employees. When a training topic is selected, the following information is copied from the training topic and may be modified before an action is performed for tagged employees.

- *Delivery method* – drop down selection
- *Training provider* – lookup selection
- *Hours* – from training topic
- *Cost per person* –from training topic

Actions that may be performed on tagged employees

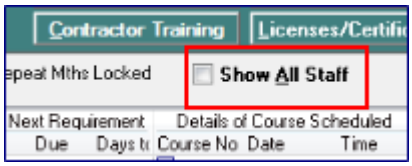
- *Complete training* for all tagged employees, either on a course or not
- *Add tagged employees to a new training course*
- *Remove tagged employees from a training course*, for example, if they did not attend
- *Add tagged employees to an existing course* as additional participants

Current employee action buttons

- *Last training history* – View or change the employee's last training history record for the training topic. Here corrections may be made, certificate details entered and certificates added to the training history as attachments or comments entered.
- *Add/Change training requirement* – either to add a requirement for a person who has not previously been trained for the training topic or modify details of a current training requirement, such as, their individual training frequency for this training topic if it is different from the training topics frequency, or even the date of the next training requirement.

How to show all staff rather than those just with training

By default when the window is opened, only employees who have previously been trained in this topic or have a training requirement are shown. All staff may be shown by checking on the Show All Staff toggle.



Show All Staff check box
Check on – to show all staff
Check off – to only show staff training or with a training requirement for this training topic

When *Show all staff* is checked on, employees without history or a requirement are shown dimmed. They may be tagged along with other staff and actions performed. If there is a last training, the button allowing it to be changed will be disabled.

Completing training for tagged workers

1. ***Tag employees*** to have training completed.
2. ***Enter details*** in *For all tagged People box*
   - ***Date*** Key in a date or press the ... calendar button to select a date or press Set to today to set the current date.
   - ***Time*** –enter the time training was completed.

- ***Competency level*** – either leave blank or select a competency level from the *drop down*.
- ***Delivery, Provider, Hours*** *and* ***Cost/person*** – these were copied from the training topic when it was chosen but may be changed. The training provider is changed by pressing the lookup button.

3. Press

Note: This completes training for all tagged employees, whether they are participants on a course or not.

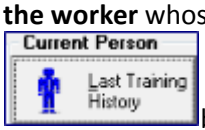
Actions performed when training is completed for an employee's training topic:

- The last training provided history is updated.
- The training requirement is removed.
- The calendar is updated and any outstanding notifications removed.
- If there is a repeat frequency for the training topic or the employee has a locked override training frequency, a new training requirement is set up for them.
- If the employee was a participant on a course, their course participant entry is marked as completed and the number of outstanding participants on the course decremented. When all participants on the course have either been removed or have completed training, the course is marked as being complete, and no new participants will be able to be added to the course, i.e., a course is finished when the last uncompleted participant has finished or is removed.
- If the training topic has a repeat frequency or if the employee has a locked override training frequency for this training topic, a new training requirement is created for the employee and this training topic. The calendar is updated and any notifications created according to the rules for 'training requirement'.

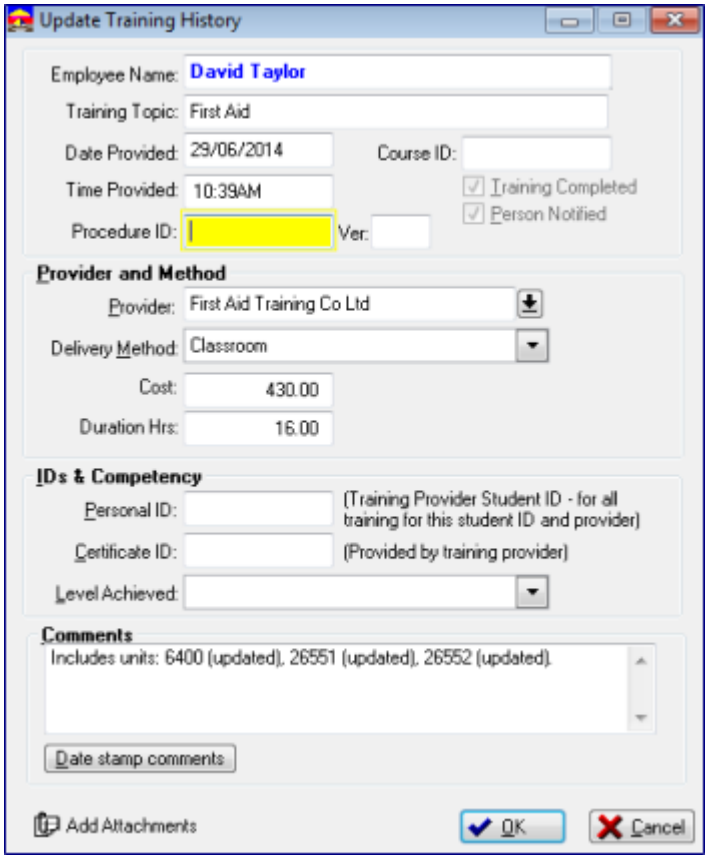
Changing the last training history for a worker

After a training topic requirement has been completed for an employee, a record of this history was created. This may be changed, for example, if an incorrect completion date was used. This is also where attachments such as scanned certificates may be added to the training history.

From In the Employee training by topic window, select the training topic if it is has not already been selected.

1. **Highlight the worker** whose last training history is to be changed.
2. **Press** the 

button in the current employee area. This shows a window with all the details of the last training history.
3. **Change** any history necessary
4. **Press OK** to save the changed history.



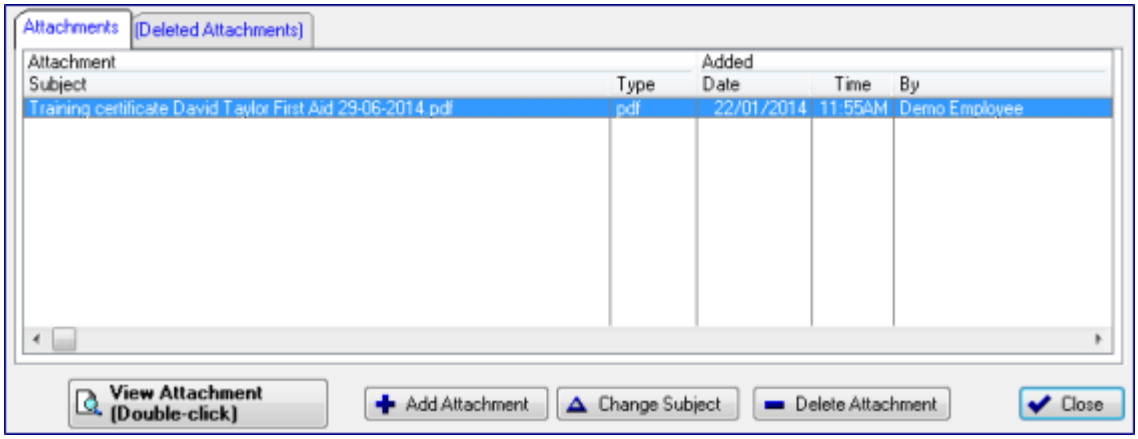
Last employee training history - Fields that may be changed

- ***Procedure ID*** – optional name of the procedure from the training topic.
- ***Version*** – of procedure when training was completed.
- ***Provider*** – select from drop down.
- ***Delivery Method*** – select from drop down.
- ***Cost*** - of training.
- ***Duration Hrs*** - of training.
- ***Personal ID*** – This is the training provider's employee ID. If changed here, it will be populated into all future training by the provider for this employee.
- ***Certificate ID*** – some certificates will have a unique ID number (this is not an NZQA unit number)
- ***Level achieved*** – use drop down to select a competency level achieved, if this has been set up (see Adding competency level in Training setup)
- ***Comments*** – any comments required. If NZQA unit standards were specified in the training topic at the time of completion, they will be listed here, as well as added to NZQA units passed. ***Date stamp*** button updates the comments with the current date.

Adding attachments to the last training

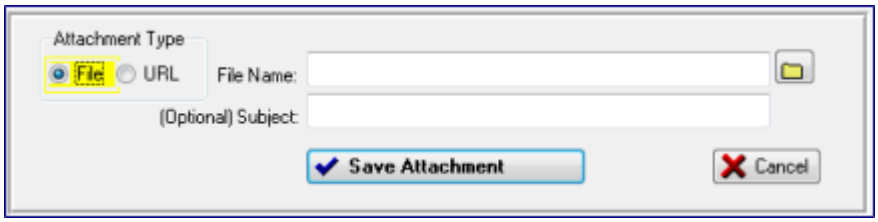
From *the last training history window*

1. **Press** Add Attachments to display the Attachments window. Multiple attachments may be added to the training history.



Attachments window with one attachment already added.

2. **Press** Add Attachment in the attachments window.



- ***Attachment type*** – Select the type of attachment to be added
  - File - Use the button to ***navigate*** to where the file to be attached is located. Normally, this will be a PDF file on a computer. Select the file and press ***Open*** to place it into the file name field.
  - URL –this will link to a URL on your intranet or another web site. Key in the URL link, which may be copied from a browser URL address using Ctrl-C to copy and Ctrl-V to paste into the URL field.
- ***Subject*** – Optionally, enter a description to help identify what this attachment is. If left blank, it will be filled in with the file name or URL when the attachment is saved.

3. ***Press*** Save Attachment to save the attachment.
4. ***Press Close*** - when all attachments have been added to return to the previous window.

An attachments button Attachments (yellow folder icon) indicates attachments present.

Recommendations and notes about attachments.

- Scanned PDF files are better than Word documents because they display and print consistently.
- Attached files, by default, are copied from the source computer to special folder which is set up by SafetyLink. This means that the source may be changed or deleted and the attachment will remain exactly like it was at the time it was attached.
- When viewing attachments, PDFs are displayed using the Adobe PDF reader installed with Internet Explorer. If your computer has a different PDF reader this may be changed in your SafetyLink login by an administrator. All other file types, including Word docs and URLs are displayed in the Microsoft Internet Explorer that is installed on your computer, and will be subject to the setting in your own Internet Explorer.

About training courses

A training course is a method of handling a group of employees who are expected to be trained at the same time, by the same trainer, who may be an external training provider or an internal trainer.

A Training course is very flexible. Individual participants may be added or removed before the course is completed and participants may even have their training completed before others on the same course. Normally, after these exceptions, the rest of the participants on the course will be tagged and all completed at once. After completion, individual training history records may be changed to update competency levels or attach documents such as scanned certificates.

Actions which may be performed for employees on training courses are:

- Adding tagged employees to a new training course
- Removing tagged employees from a training course
- Adding tagged employees to an existing training course

Also see
- Tagging all employees on the same training course
- Completing training for all tagged employees – training is completed the same way whether they are on a course or not.

Adding tagged workers to a new training course

1. ***Tag employees*** to be added.
2. ***Enter details for the new Training course*** in *For all tagged People box*
   - ***Date*** – The date the new course is expected to start. Key in a date or press the calendar button to select a date or press Set to today to set the current date.
   - ***Time*** –The time the course is expected to start.
   - ***Competency level*** –Not used when adding a participant to a course - leave blank.
   - ***Delivery, Provider*** – The default delivery provider was copied from the training topic when it was chosen. This may be changed by pressing the lookup button and selecting a new training provider.
   - ***Hours*** *and* ***Cost/person*** – these were copied from the training topic when it was chosen but may be changed. They will be placed into the course details.
3. **Press** the Add to New Course button.

Notes: If the Add to New course button is disabled, check the following: 1. Date – A training course must be specified and be today or in the future. 2. Participants to be added must be tagged.

Actions performed when participants are added to a new training course.

- A new training course is created for the date, time and training provider.
- The start date, time, provider, hours and cost per person are copied from the 'for all tagged people' to the course.
- The Training provider's location for training (from the supplier record) is placed into the course.
- Text for the Notification memorandum to participants is generated from details known and placed into the training course.
- A check is made to ensure the employee is not already on a course for this training topic and if so will not be added to this course unless they are removed from the other course.

- A check is made to ensure each tagged employee has a training topic requirement and, if not, one is created for them for the date and time of the course and added to the event calendar and any 'training requirement' notifications created for them.
- A participant entry is created for each tagged employee and set to not yet complete.
- Each employee's entry in the training list is updated to show details of them as a participant in the course.
- The course is added to the event calendar and any 'training scheduled' notifications are generated for the training course.

Note: Details of the course may be changed by highlighting any participant on the course and pressing the Course details plus notifications button. Memorandums for participants and a list of participants for the training provide may also be printed.

Removing tagged workers from a training course

1. ***Tag workers*** to be removed from the course.
2. ***Press the***

button.

Note: If the Remove from course button is disabled, check the following:
- Participants to be removed must be tagged
- The tagged participants are on a course

Actions performed when a participant is removed from a course

- The participant entry is removed from the course and the course update to reflect the current number of participants.
- NOTE: The requirement for the employee to be trained for the training topic on a date and time is not changed.

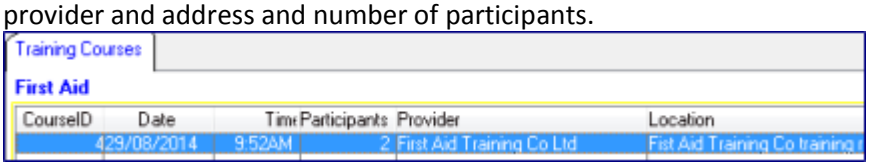
Adding tagged workers to an existing training course

1. ***Tag workers*** to be added to an existing training course.
2. ***Press the***

button.

Note: If the Add to Exist button is disabled, check the following:
- Participants to be added must be tagged.
- There must an uncompleted course with a future date for the training topic.

This will open a window of existing courses that will be run for this training topic in the future. Each course due to be run is shown with the date and time of the course, the provider and address and number of participants.



3. **Highlight the course** the tagged employees should be added to
4. **Press** the

button.

Actions performed when tagged employees are added to an existing course.

- A check is made to ensure each tagged employee has a training topic requirement and, if not, one is created for them for the date and time of the course and added to the event calendar and any 'training requirement' notifications created for them.
- A participant entry is created for each tagged employee and set to not yet complete.
- Each employee's entry in the training list is updated to show details of them as a participant in the course.

Printing training course notifications for participants and a roster for the provider

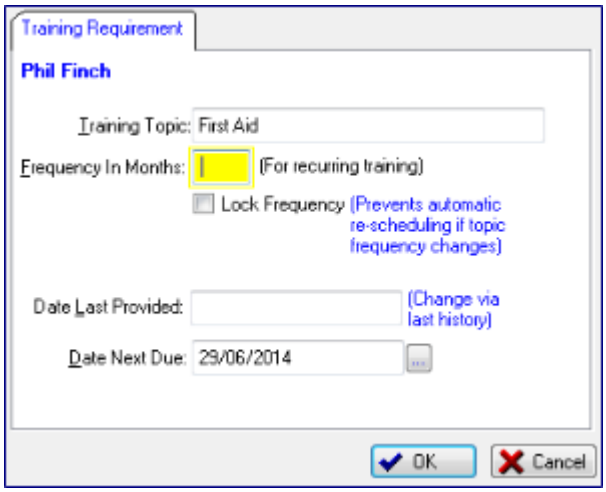
From the Employee training by topic window

1. ***Highlight a worker*** on training course indicated with a in the course area.
2. ***Press*** Course Details + Notifications button
3. ***Change any details*** required (changes will only be saved if the OK button is pressed)
4. Press Print Notifications for all Participants to view or print notifications for each participant. These may be printed and given to participants on the Course.
5. Press Print Roster of Participants to view or print a roster of all participants on a course. This may be useful for the training provider.

Changing a training topic requirement for a worker

From the Employee training by topic window

1. ***Highlight an worker***.
2. ***Press*** the Add/Change Training Requirement button.
3. ***If this is a new training requirement*** for this topic, a message asks 'New training requirement?' Answer ***Yes*** to create a new Requirement or ***No*** to cancel.
4. ***Make changes*** to the training requirement
5. ***Press OK*** to save.



Changing a training requirement

If an employee no longer needs to be training in this training topic do the following:

1. ***Frequency*** – set to 0 (blank)
2. ***Lock Frequency*** – check on
3. ***Date next due*** - clear
4. ***Press OK*** to save the settings

Fields in training requirement

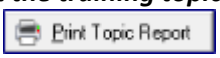
- ***Training topic*** – may not be changed
- ***Frequency in months*** – LEAVE BLANK to use the default for this training topic. If an override is placed in here, it will be used instead of the Training topic value. However, see below.
- ***Lock Frequency*** – should always be checked if the Frequency in months override above is used, in order to prevent a change to the Training topic frequency altering the override above.
- ***Date last provided*** –information, read only field.
- ***Date next due*** – may be changed or cleared if no further training is required.

Recommendation: If the date next due is cleared, the frequency should always be set to zero and lock the frequency always checked on (see above). Otherwise, if the training topic's frequency is changed, training may again be scheduled for this employee.

Training Reports

Printing a training topic report with a list of workers

From the Employee training window

1. ***Select the training topic***,
2. ***Press*** 

for a list workers and their status for the training topic.
3. ***Or Press***

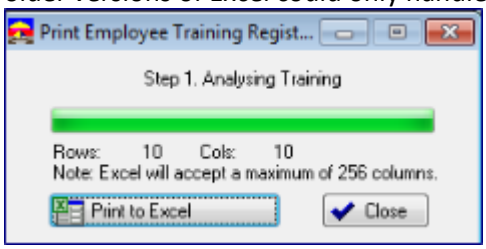
for a list as above but including the worker's photos (useful for topics such as first aid) so it may be posted in appropriate places.

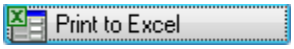
Exporting a training required matrix to Excel

This report shows a snapshot of current employees and workers training required in an Excel spread sheet which may edited, saved or printed. It is very useful for training providers as it shows when training is next required and the current level achieved.

From Menu / Export training required matrix to Excel.

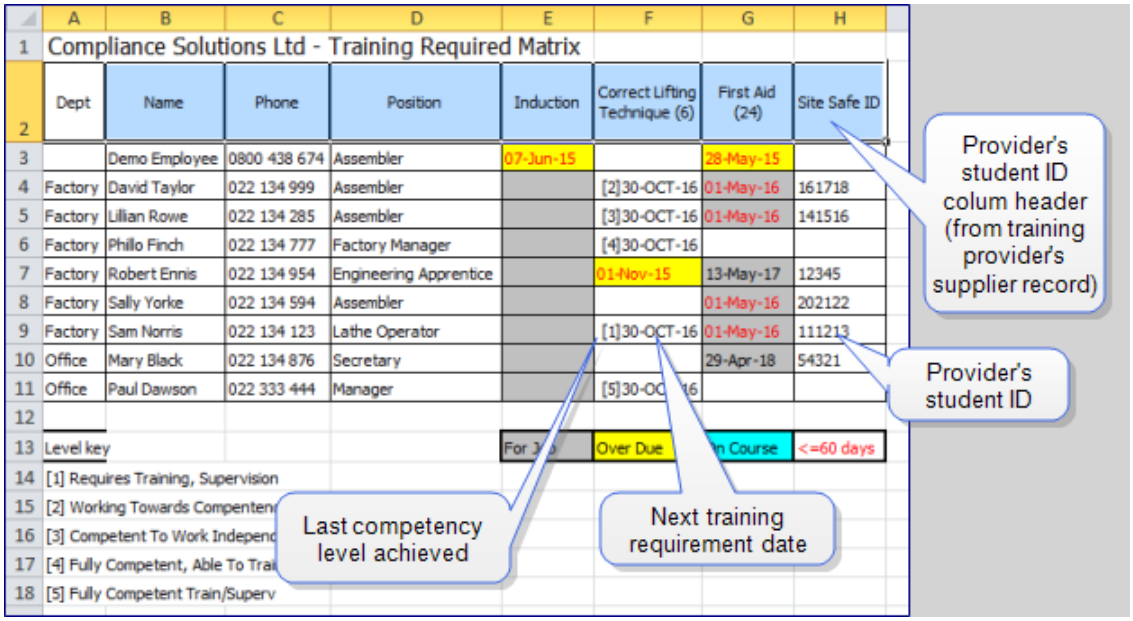
1. ***Press*** the menu selection - extracts the information from the data base then shows a window with the number of rows and columns that will be need in the Excel spread sheet (as older versions of Excel could only handle 256 columns).



2. ***Press*** 

to populate the spread sheet and display it in Excel.
3. ***Print*** or save the spread sheet from within Excel.
4. ***Press Close***

Those responsible for the provisioning of training usually work one to two months ahead. Email notifications may also be set up as reminders when training is required for employees and supervisors. An example of a simplified training required matrix is shown below.



Compliance Solutions Ltd - Training Required Matrix

Dept	Name	Phone	Position	Induction	Correct Lifting Technique (6)	First Aid (24)	Site Safe ID
	Demo Employee	0800 438 674	Assembler	07-Jun-15		28-May-15	
Factory	David Taylor	022 134 999	Assembler		[2]30-OCT-16	01-May-16	161718
Factory	Lilian Rowe	022 134 285	Assembler		[3]30-OCT-16	01-May-16	141516
Factory	Philo Finch	022 134 777	Factory Manager		[4]30-OCT-16		
Factory	Robert Ennis	022 134 954	Engineering Apprentice		01-Nov-15	13-May-17	12345
Factory	Sally Yorke	022 134 594	Assembler			01-May-16	202122
Factory	Sam Norris	022 134 123	Lathe Operator		[1]30-OCT-16	01-May-16	111213
Office	Mary Black	022 134 876	Secretary			29-Apr-18	54321
Office	Paul Dawson	022 333 444	Manager		[5]30-OC 16		

Level key: For J… | Over Due | …n Course | <=60 days

[1] Requires Training, Supervision
[2] Working Towards Compenten
[3] Competent To Work Independ
[4] Fully Competent, Able To Trai
[5] Fully Competent Train/Superv

Training required matrix to Excel

At the top of the spread sheet is your organisations name and the report name. Rows show all workers requiring training, sorted by their department then first and last names.

Columns show the workers department, name, work mobile or work phone if no mobile is defined in their employment record and job type/position. The next set of columns training topics, first induction topics which always show as with a grey background indicating they are required for their job type, followed by the other training topics in topic name order. If training is not required for any person in the report the topic column is not shown. Training topic column also show any retraining frequency in months e.g. (24).

Each cell in a training topic column, unless it is blank and not coloured, represents a worker's training that is required. It will also show the date that training is required to be completed.

- Grey background – represents training that is a requirement for the worker's job type.
- Yellow background – an overdue training requirement
- Blue background – a training requirement for which the worker has been scheduled on a training course
- Red date on any background – training that is due within the 60 days of the date the report was run.

If an employee is already been trained for a topic, and has no further training requirement then no entry will be shown for them. For completed training use the *Training completed matrix to Excel*.

Last competency levels achieved are shown in square brackets e.g. [1] just before the date that the next training is required. These were optionally recorded when the last training was completed. If any competency levels are shown in the report a key of all competency levels is shown at the end of the report.

Also see:

- Training topics are set up from *Edit / Training topics*
- Job types are set up from *Edit / Job type training and induction – see* Training setup.
- Training topic induction is set up from *Edit / Job type training and induction – see* Training setup.

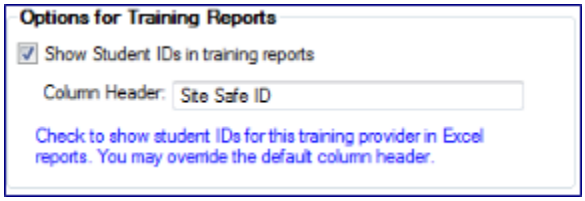
- Training provider requirements for student ID and the column header are set up from *Suppliers / Change supplier / Training provider tab*. Note: a supplier who is a training provider must have 'Training provider' checked in Supplier Options.
- Training competency levels are set up from *Edit / Training competency levels*

How to show a training provider's student ID in reports?

Every student in New Zealand has a single national ***student index number*** which follows them through primary, secondary and tertiary education. This may be entered in the employee's record under the *units and qualification tab*.

Other training providers may also have their own ***Training provider student ID*** for workers. This may be recorded when a training topic is completed and is entered into the training history record. From that point onwards all training for the employee that is performed by the provider will have the student ID automatically record the in the training record.

The provider's student ID may be shown on training reports to Excel if the option is selected in the provider's supplier record under the training provider tab. The column heading defaults to the provider's organisation name but this may be changed.

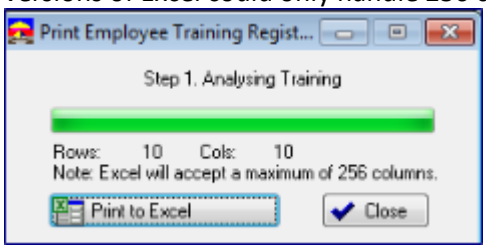


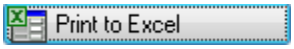
Training provider tab in supplier record

Exporting a training completed matrix to Excel

From menu / Export training completed matrix to Excel.

1. ***Press*** the menu selection - extracts the information from the database then shows a window with the number of rows and columns that will be needed in the Excel spread sheet (as older versions of Excel could only handle 256 columns).



2. ***Press***  to populate the spread sheet and display it in Excel.
3. ***Print*** or save the spread sheet from within Excel.
4. ***Press Close***

This training matrix is similar to the training required matrix, except that it shows completed worker training. It is a very useful tool when sub-contracting or needing to provide a list of training completed for employees. An example follows.

	A	B	C	D	E	F	G	H
1	Compliance Solutions Ltd - Training Completed Matrix							
2	Dept	Name	Phone	Position	Induction	Correct Lifting Technique (6)	First Aid (24)	Site Safe ID
3		Demo Employee	0800 438 674	Assembler				
4	Factory	David Taylor	022 134 999	Assembler	14-Dec-11	30-APR-16 [2]	01-May-14	161718
5	Factory	Lillian Rowe	022 134 285	Assembler	14-Dec-11	30-APR-16 [3]	01-May-14	141516
6	Factory	Philo Finch	022 134 777	Factory Manager	14-Dec-11	30-APR-16 [4]		
7	Factory	Robert Ennis	022 134 954	Engineering Apprentice	14-Dec-11	01-May-15	13-May-15	12345
8	Factory	Sally Yorke	022 134 594	Assembler	14-Dec-11		01-May-14	202122
9	Factory	Sam Norris	022 134 123	Lathe Operator	14-Dec-11	30-APR-16 [1]	01-May-14	111213
10	Office	Mary Black	022 134 876	Secretary	14-Dec-11		29-Apr-16	54321
11	Office	Paul Dawson	022 333 444	Manager	14-Dec-11	30-APR-16 [5]		
12								
13	Level key				Key=	Expired!	Exp.OK	Due<=60d
14	[1] Requires Training, Supervision							
15	[2] Working Towards Compentency							
16	[3] Competent To Work Independenty							
17	[4] Fully Competent, Able To Train							
18	[5] Fully Competent Train/Superv							

Training complete matrix to Excel

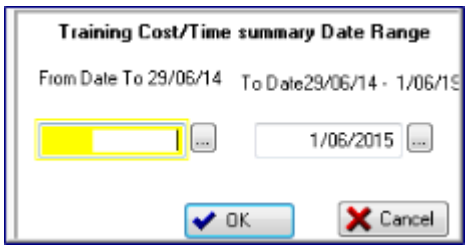
In the spread sheet topic titles have the retraining frequency but only completed training is shown. It also shows where training is expired but no longer required *[Exp.OK – graybackground];* expired but still required *[Expired! – yellow background];* and employees with completed training due within the next 60 days. Competency levels achieved are also shown if used along with a competency level key. Like the Training required matrix to Excel, it will also show any provider student ID's if the option is set in the supplier's training provider tab.

Note that as these are ordinary Excel spread sheets, they may be modified in any way before printing or saving.

Exporting training costs and times history to Excel

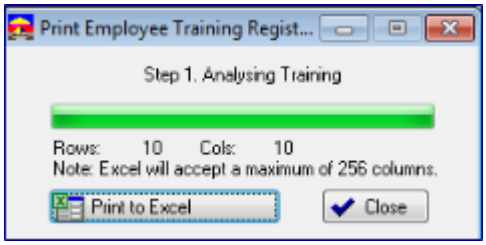
From menu / Export training completed matrix to Excel.

1. ***Press*** the menu selection - this opens a window to enter a date period for the extraction.
2. Select a date period



- ***From date*** – if not specified, starts at the beginning date of training.
- ***To date*** – defaults to current date. May be changed by using calendar lookup button or keying a date.
- ***Press OK*** to accept period selection.
- ***Cancel*** to quit.

3. This extracts the information from the database then shows a window with the number of rows and columns that will be needed in the Excel spread sheet (as older versions of Excel could only handle 256 columns).



4. ***Press*** Print to Excel to populate the spread sheet and display it in Excel.
5. ***Print*** or save the spread sheet from within Excel.
6. ***Press Close***

The Cost and times training summary spread sheet shows two summaries which are very useful for period training costs and times reporting as well as training budgets for future periods.

The first summary is by month in the date period selected and period totals.

	A	B	C	D	E	F	G	H	I	J
3	Month	Trained	Hrs	Cost	To Train	Hrs	Cost	Over Due	Hrs	Cost
4	Jun-14				12	50.00	1,410.00			
5	Dec-14				9	16.00	430.00			
6	PERIOD TOTALS	2			21	66.00	1,840.00	2		

The other is a summary of costs and times by training topic with totals.

Training cost and times by training topic											
Training Topic	Trained	Hrs	Cost	To Train	Hrs	Cost	Over Due	Hrs	Cost	Hrs/P	Cost/P
Correct Lifting Technique	2			9			2				
Employee Induction				4							
First Aid				4	64.00	1,720.00				16.00	430.00
Forklift Advanced Certificate				2							
Site Induction - Workshoop				1	1.00	60.00				1.00	60.00
Site Induction Office And Surrounds				1	1.00	60.00				1.00	60.00

Recommendation – It is a good idea to keep these costs and times up to date in Training topics so they reflect actual costs. The costs and times recorded come from those recorded in training history and these were those at the completion of training, which in turn came from the Training topic record or a manual override.

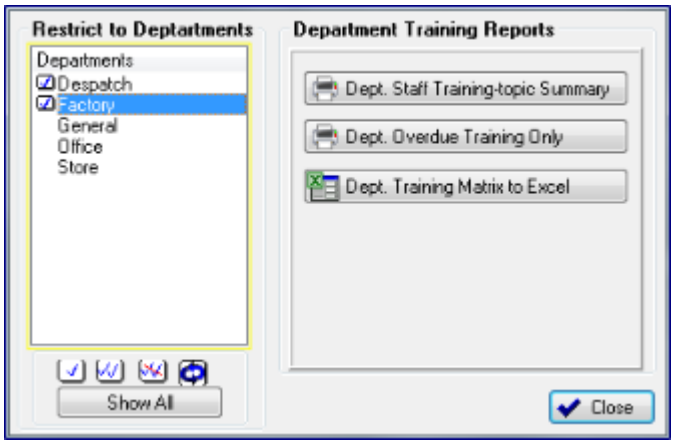
Printing courses for participants with un completed training

From Menu / Training / Uncompleted training course report in date range

1. ***Press*** the menu selection
2. ***Select*** **Preview** or **Print** report
3. ***Select date range*** for the report
   - ***From date –*** defaults to from any time
4. ***To date –*** defaults to today i.e. training is uncompleted if it should have been completed by today.

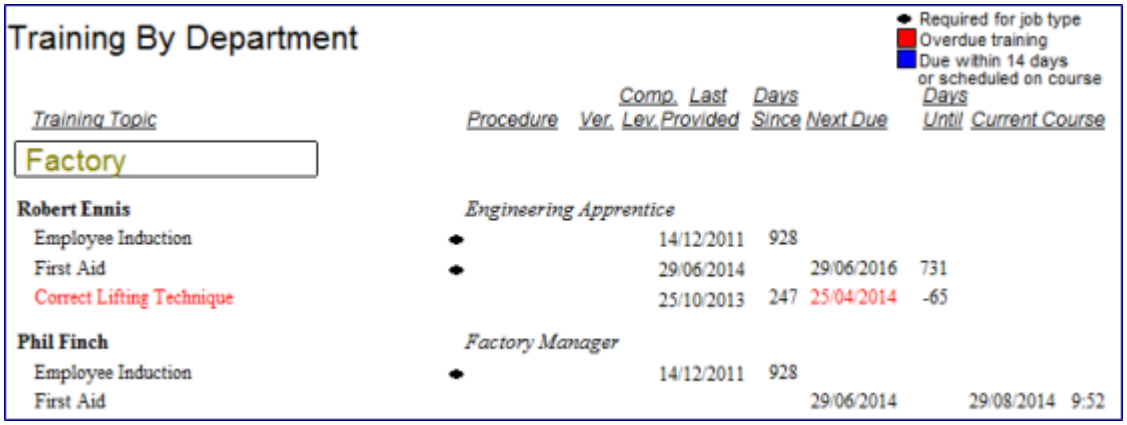
Department training reports

From menu / Training / Department training reports



1. ***Tag the departments*** to be included in the report.
2. ***Select*** one of the training reports by pressing a button.
3. ***Press close*** when done.

Department Staff training summary shows all training completed and required for employees in each tagged department with each new department on a new page.



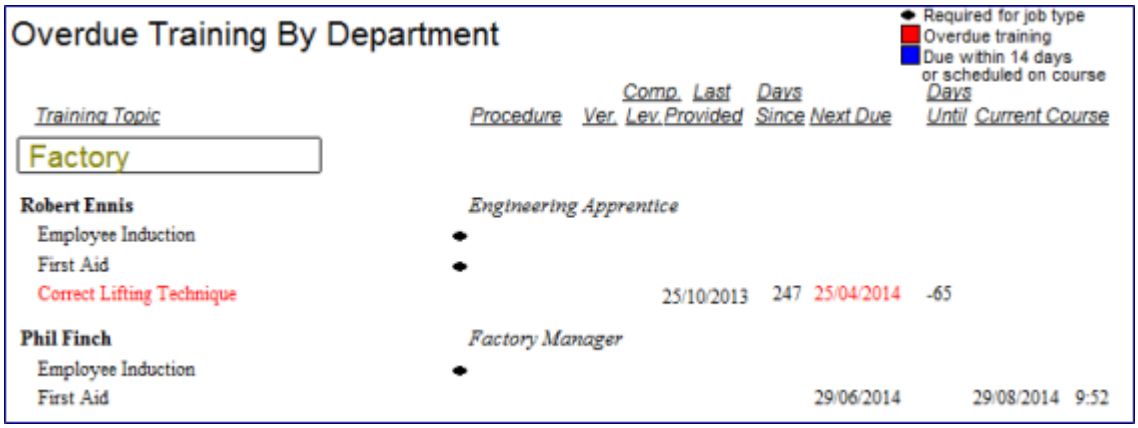
Training By Department

Required for job type
Overdue training
Due within 14 days or scheduled on course

Training Topic	Procedure	Ver.	Comp. Lev.	Last Provided	Days Since	Next Due	Days Until	Current Course
Factory								
Robert Ennis	*Engineering Apprentice*							
Employee Induction	●			14/12/2011	928			
First Aid	●			29/06/2014		29/06/2016	731	
Correct Lifting Technique				25/10/2013	247	25/04/2014	-65	
Phil Finch	*Factory Manager*							
Employee Induction	●			14/12/2011	928			
First Aid						29/06/2014		29/08/2014 9:52

The report shows the procedure ID and version, the training competency level, date last provided and, if there is a future training requirement, the date next due and whether the employee has been placed as a participant on a training course. The ● icon in the report indicates that this training topic is a requirement for their job type. Entries highlighted in red are overdue.

Department overdue training summary is similar except that it only shows employees in the department for which there is any overdue training overdue.



Overdue Training By Department

Required for job type
Overdue training
Due within 14 days or scheduled on course

Training Topic	Procedure	Ver.	Comp. Lev.	Last Provided	Days Since	Next Due	Days Until	Current Course
Factory								
Robert Ennis	*Engineering Apprentice*							
Employee Induction	●							
First Aid	●							
Correct Lifting Technique				25/10/2013	247	25/04/2014	-65	
Phil Finch	*Factory Manager*							
Employee Induction	●							
First Aid						29/06/2014		29/08/2014 9:52

Note: in this example, there some training topic entries without a last provided date or a requirement due date. This indicates that the employee had no previous training in that topic and

they have no requirement date for training, but the training topic is still a requirement of their job type. Entries highlighted in red are overdue.

Department training matrix to Excel gives a compressed overview of a department's training position for each employee.

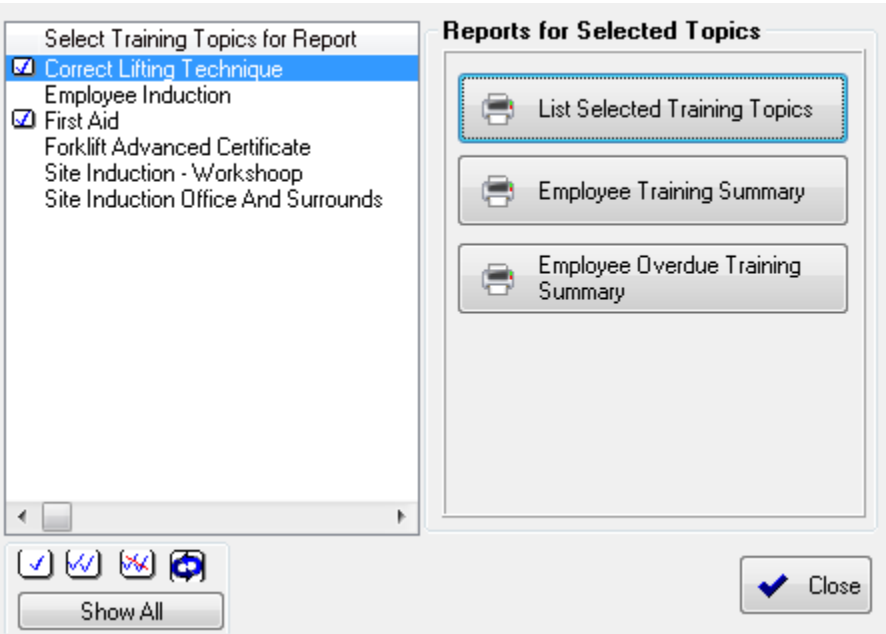
	A	B	C	D	E	F	G
1	Staff training matrix for selected departments: Factory as at 29-JUN-14.						
2	L-Last Date[Competency level] D-Due Date. Shaded due within 60 days. Red OverDue.						
3	Name	Correct Lifting Technique	Employee Induction	First Aid			
4	David Taylor	L-25-OCT-13[3] D-25-APR-14	L-14-DEC-11	L-29-JUN-14 D-29-JUN-16			
5	Lillian Rowe		L-14-DEC-11	L-25-OCT-13 D-25-OCT-15			
6	Phil Finch		L-14-DEC-11	D-29-JUN-14			
7	Robert Ennis	L-25-OCT-13[2] D-25-APR-14	L-14-DEC-11	L-29-JUN-14 D-29-JUN-16			
8	Sally Yorke		L-14-DEC-11	L-25-OCT-13 D-25-OCT-15			
9	Sam Norris		L-14-DEC-11	L-25-OCT-13 D-25-OCT-15			

Each cell shows

- The Last date training was completed **[L]**
- Any competency level achieved in brackets e.g. **[2]**
- The Next date that training is due **[D]**
- Training will be in red if overdue
- Training that is shaded is due within the next 60 days.

Training by topic reports

From menu / Training / Training topic reports



For these reports

1. ***Tag the training topics*** required
2. ***Select the report*** to run
3. ***Press close*** when done.

List selected topics shows the primary attributes for the training tagged topics.

List of Training Topics

By Topic Name

Training Topic	Procedure	Repeat Ver.	Mths	Hours	Cost	Preferred Provider
Correct Lifting Technique			6			First Aid Training Co Ltd
First Aid			24	16.00	430.00	First Aid Training Co Ltd

Employee training summary is a very useful report that shows for each tagged training topic a list of employees and their training positions.

CSL COMPLIANCE SOLUTIONS LTD

Training Summary

For selected topics

Training Overdue
Due within 14 days (or allocated to course)

Employee	Department	Course ID	Procedure ID	Proc. Ver.	Comp. Lev.	Last Provided	Days Since	Freq. Mths	Date Next Due	Days Until
Correct Lifting Technique										
Robert Ennis	Factory				2	25/10/2013	247	6	25/04/2014	-65
David Taylor	Factory				3	25/10/2013	247	6	25/04/2014	-65
First Aid										
Mary Black	Office	4	*29/08/14*			25/10/2013	247	24	25/10/2015	483
Personal ID: 125684632 Certificate ID: WC25467										
Robert Ennis	Factory					29/06/2014		24	29/06/2016	731
Phil Finch	Factory	4	*29/08/14*						29/06/2014	
Sam Norris	Factory					25/10/2013	247	24	25/10/2015	483
Lillian Rowe	Factory	4	*29/08/14*			25/10/2013	247	24	25/10/2015	483
David Taylor	Factory	4	*29/08/14*			29/06/2014		24	29/06/2016	731
Steve Williams	Despatch	4	*29/08/14*						29/06/2014	
Sally Yorke	Factory					25/10/2013	247	24	25/10/2015	483

Employee Overdue summary for the tagged topics shows any employees who have an overdue (red) training requirement or if they have been scheduled as participants on a training course.

OverDue Training Summary

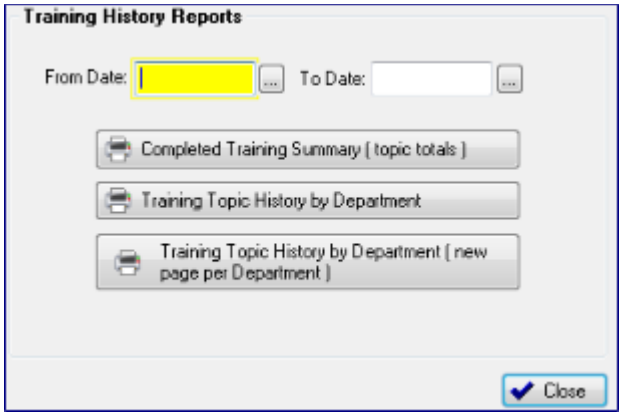
For selected topics as at 29/06/2014

Training Overdue
Due within 14 days (or allocated to course)

Employee	Department	Course ID	Procedure ID	Proc. Ver.	Comp. Lev.	Last Provided	Days Since	Freq. Mths	Date Next Due	Days Until
Correct Lifting Technique										
Robert Ennis	Factory				2	25/10/2013	247	6	25/04/2014	-65
David Taylor	Factory				3	25/10/2013	247	6	25/04/2014	-65
First Aid										
Phil Finch	Factory	4	*29/08/14*						29/06/2014	
Steve Williams	Despatch	4	*29/08/14*						29/06/2014	

Training history reports

From menu / Training / Training history reports



- ***From date*** – enter or select from calendar
- ***To date*** – enter or select from calendar
- ***Select the report to run***
- ***Press Close*** when done

Completed training summary report – shows the total number of employees trained in each training topic during a date period.

Completed Training Summary
from 1/01/2010 to 30/06/2014

Employees Trained	Training Topic	Procedure ID
5	Correct Lifting Technique	
8	Employee Induction	
20	First Aid	
2	Forklift Advanced Certificate	

Training topic history by department – shows a breakdown by department of the numbers and employees trained for each training topic completed during the date period. It also shows the level of competency of each if specified.

Training History By Department
from 1/01/2010 to 30/06/2014

Despatch

14/12/2010	**Forklift Advanced Certificate**		
	Steve Williams		
	Steve Williams		
		Training Total	2
		Department Total	2

Factory

11/07/2011	**Correct Lifting Technique**		
	Robert Ennis		
	Robert Ennis		
	David Taylor		
	David Taylor	Competency Level: 3	
	Robert Ennis	Competency Level: 2	
		Training Total	5
14/12/2011	**Employee Induction**		

Training topic history by department (new page per department) –same as above except each department starts on a new page.

Employee or worker individual training report

From Staff or from the menu / Edit / Employees

1. ***Select a tab*** at the top of the employee list to show the order that employees will be listed in the report. For example, selecting the tab By Last Name will order employees in the report by first name. Selecting By Department, they will sort them by department order in the report, just as they do in the list.
2. ***Tag employees*** to be included in the report using the tag buttons. If no employees are tagged, all employees will be included in the report.
3. ***Press*** Employee Reports to show a list of all the employee reports available.
4. ***Press*** Individual Employee Training to run the report.
5. ***Select preview*** to the screen or ***print.***
6. ***Select print tagged employees*** or ***all employees*** (only appears if some employees tagged).
7. ***Press Close*** when finished printing employee reports.

The individual employee training report is very useful, giving a complete summary of the selected individual employee's training.

For training topics it shows

- Training completed
- Training required
- Whether it is historical, i.e., Training completed but no further training requirement
- Whether or not the employee is a participant on a course
- The current competency level achieved, if any
- Whether the training topic is a requirement of their job
- The procedure ID and version last trained on

It also shows:

All NZQA Units and qualifications the employee has passed.
Certificates and licences held and any endorsements, along with renewal and suspension dates.
Tasks performed by the employee and any processes they may be involved with.

Sign-off areas are provided for all training for the employee and (at the bottom) for reviewer on behalf of the company.

Sally Yorke

Department: Factory
ID Code: YORKE1
Job Title: Assembler

Certificates

Certificate / License Expired
Due within 14 days

Certificates / Licenses	Expires	Susp. To	Tasks	Processes
Drivers Licence	1/12/2016		Loading Pallet	Assembly
1-Light			Operating Assembly Line	Goods Despatch
			Packing/Despatching Order	
			Picking Stock	

Training

History, no longer a requirement
Training overdue
Due within 14 days
Training topic required for job type

Training Topic	Procedure	Comp. Ver.	Comp. Lev.	Date Last Provided	Freq Mths	Date Next Due	Days Until	Date on Course	Employee Initials
Employee Induction	●			14/12/2011					_____
First Aid	●			25/10/2013	24	25/10/2015	483		_____

NZQA Unit Title / Qualification	Unit	Completed	Level	Credit	Started	
Manage first aid in emergency situations	6400	25/10/2013	3	2		_____
Provide first aid for life threatening conditions	26551	25/10/2013	2	1		_____
Demonstrate knowledge of common first aid conditions and how to respond to them	26552	25/10/2013	2	1		_____

Signed By: _____ Signature: _____ Date: _____

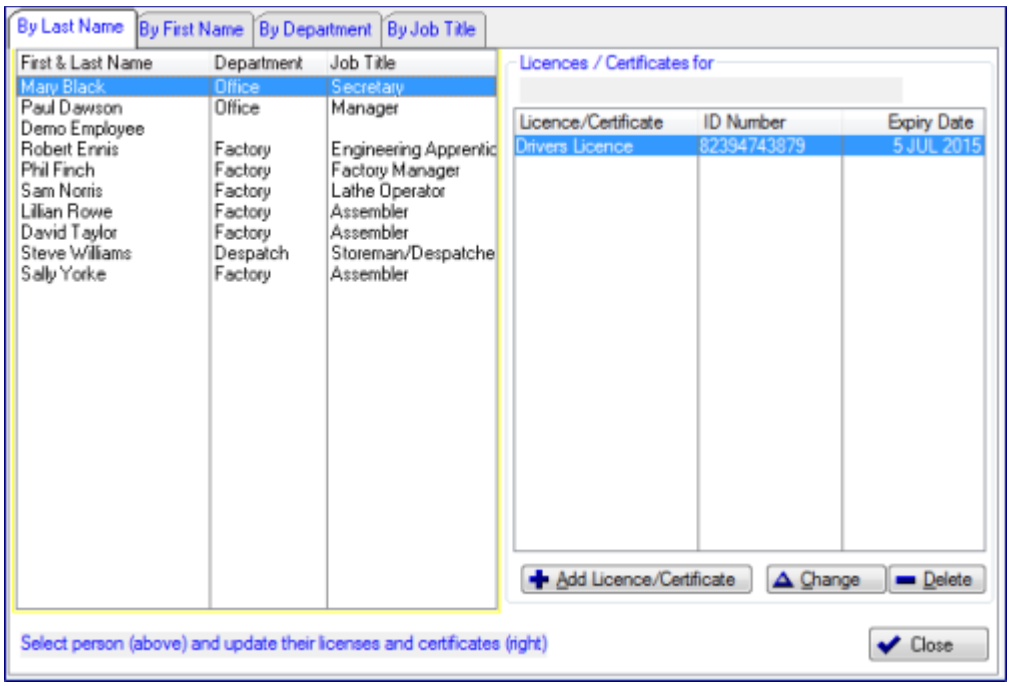
Licences and certificate for employees

Recommendation:
As mention in the introduction, Licence/Certificates should be used if the licence or certificate has endorsements. Except for the individual employee report, Licences and certificates are separated from all other forms of training.

There are *two ways* of viewing certificate/licences, one from the perspective of the employee showing the certificate/licences they hold, and the other is to show who holds certain certificate/licences.

Viewing certificates/licences for an employee

Certificate/licences held for an employee is accessed either *from the toolbar Training, select* **Licenses/Certificates** *button* or *from menu / Training select Certificates/Licences by employee.*



The Employee certificates/Licences window

This window shows two lists. The left is a list of employees and on the right certificate/licences held by s highlighted employee entry. The employee list may be sorted by clicking one of the tabs at the top, first name, department or job type. Employees in the list may be located by keying the first few characters of the sort order word.

Adding a certificate/licence for an employee

1. ***Highlight an employee*** in the table on the **left**
2. ***Press Add***
3. ***Fill in the form***
4. ***Press OK*** to save

Changing an employee's certificate/licence

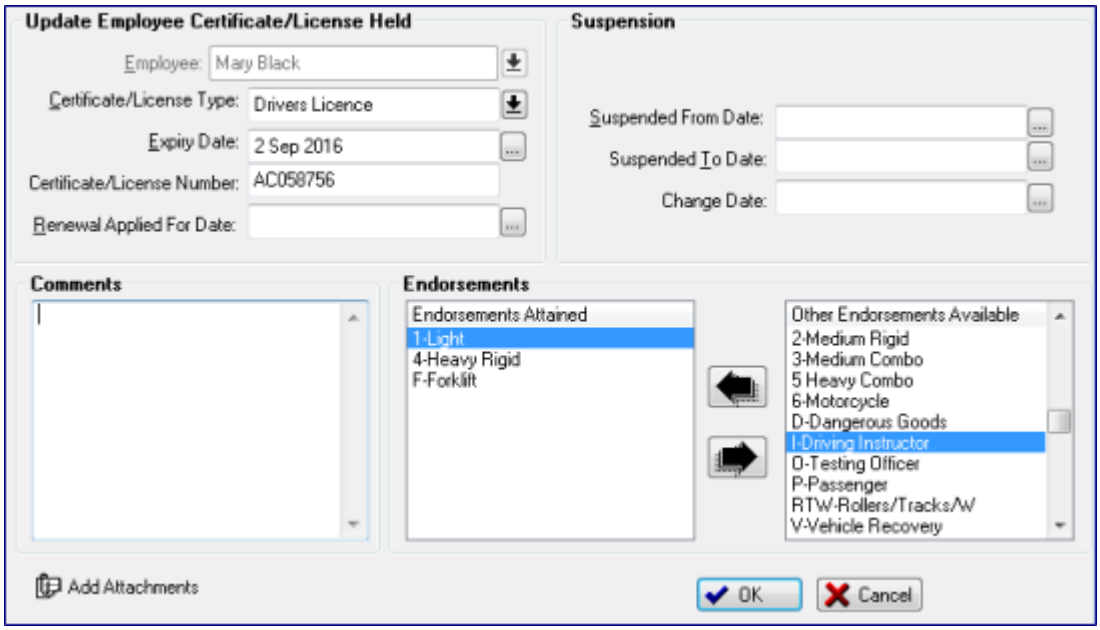
1. ***Highlight an employee*** in the table on the **left**
2. ***Highlight the certificate/licence*** in the table on the **right**
3. ***Press Change***
4. ***Change details in the form***
5. ***Press OK*** to save

Deleting an employee's certificate/licence

1. ***Highlight an employee*** in the table on the **left**
2. ***Highlight the certificate/licence*** in the table on the **right**

3. ***Press Delete***
4. ***Confirm the delete***

Employee certificate/licence form



Employee certificate / licence form

- ***Employee*** – If adding, select the employee from the lookup. If changing the employee will be field is disabled and may not be changed.
- ***Certificate/Licence type*** – If adding. Select a licence type from the lookup. If changing this field is disabled.
- ***Expiry date*** –key the licence expiry date.
- ***Certificate/licence No.*** – key the licence identification ID or number.
- ***Comments*** – any comments required.
- ***Suspended from date*** – option, use if licence suspended.
- ***Suspended to date*** – option, use if licence suspended.
- ***Change date*** – optional, enter or select a date from the calendar if there gas been a change. This is for reference only
- ***Endorsements*** – this is a list of endorsements for the licence. These may be added or removed. Allowable endorsements were set up in the certificate/licence type.

  To add an endorsement

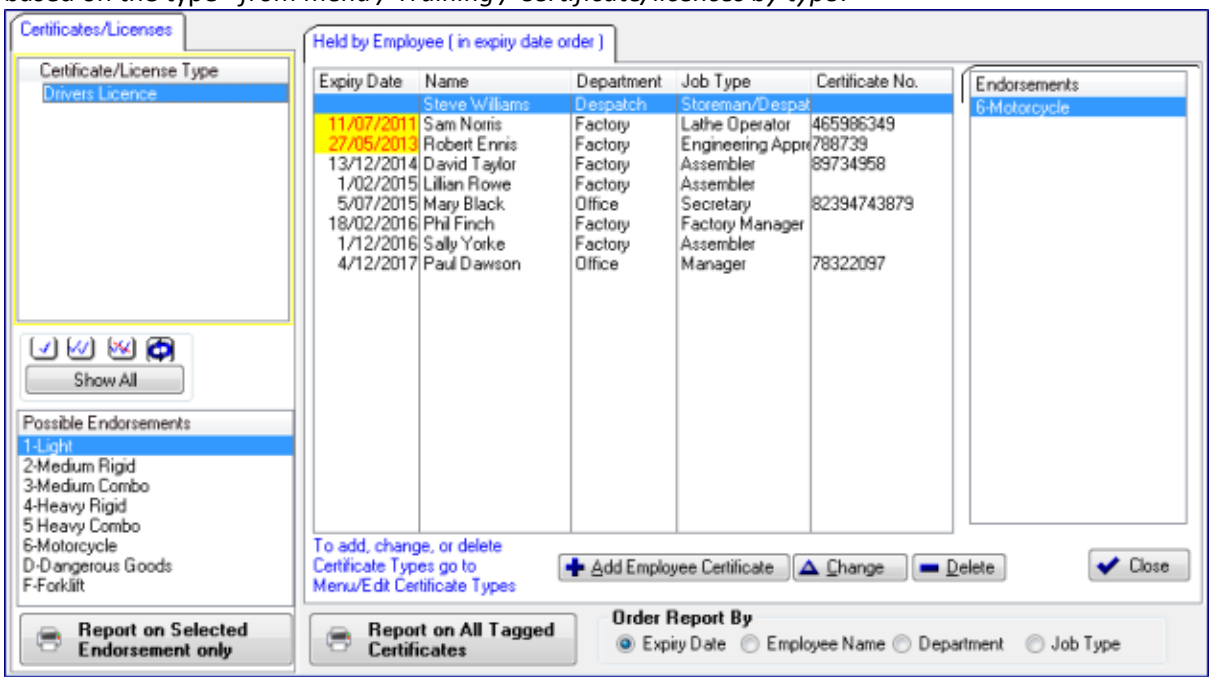
  1. Select the endorsement to add from the list of available endorsements on the right
  2. Press

  To remove an endorsement

  1. Select the endorsement to remove from the centre endorsements list
  2. Press
- ***Press OK*** – save changes or ***Cancel*** to quit without saving changes

Viewing certificates/licences by type

The other way of viewing certificates and licences is to show who holds certificates and licences based on the type - *from menu / Training / Certificate/licences by type*.



Certificate/licences by type window

Activities which may be performed from this window:

Adding an employee certificate/licence for a selected employee certificate type

1. ***Select the certificate/licence*** required
2. ***Press Add button***
3. Enter the certificate/ licence details
4. ***Press OK*** to add

Delete an employee certificate/licence for a selected employee certificate type

1. ***Select the certificate/licence*** required
2. ***Select the employee certificate/licence*** to delete from the middle list
3. ***Press Delete*** button and ***Confirm*** the delete.

Viewing employees holding a selected certificate/licence

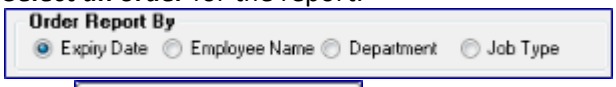
1. ***Select the certificate/licence*** required in the certificate/licence type list, top left. All employees holding the selected certificate/licence will be shown in the 'held by employee' centre list. These are held in expiry date order so that any expired certificates/licences (red/yellow date) will appear at the top.

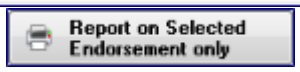
Viewing endorsements held for a selected employee's licence

1. ***Select the certificate/licence*** required
2. ***Highlight an employee certificate/licence*** in the centre list. Endorsements appear in the 'Endorsement' list on the right.

Report of employees holding a selected certificate/licence and a selected endorsement

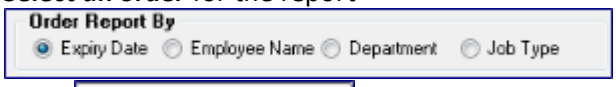
1. ***Tag the certificate/licence*** required using the tagging buttons.
2. ***Select an endorsement*** from the list of possible endorsements bottom, left.
3. ***Select an order*** for the report.



4. ***Press*** 

Report of Employees holding a selected certificate/licence

1. ***Tag the certificate/licence*** required using the tagging buttons
2. ***Select an order*** for the report



3. ***Press***

Example of report of employees holding a selected certificate/licence

Selected Certificates and Licences

By Employee Name

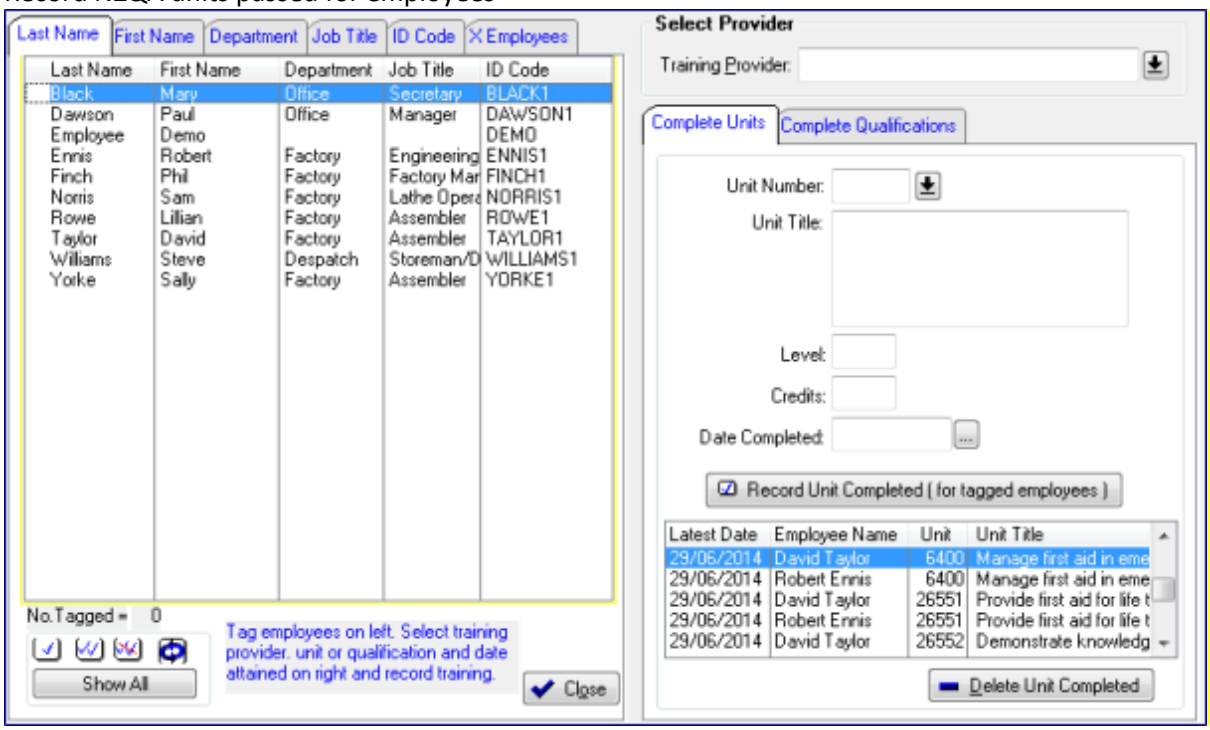
Employee	Department	Job Type	Endorsements	Expiry Date	Certificate#
Drivers Licence					
Mary Black	Office	Secretary	1-Light, 3-Medium Combo	5 JUL 2015	82394743879
Paul Dawson	Office	Manager	2-Medium Rigid, 4-Heavy Rigid	4 DEC 2017	78322097
Robert Ennis	Factory	Engineering Apprentice	1-Light, 2-Medium Rigid, 6-Motorcycle	27 MAY 2013	788739
Phil Finch	Factory	Factory Manager	1-Light, 2-Medium Rigid, 4-Heavy Rigid	18 FEB 2016	
Sam Norris	Factory	Lathe Operator	1-Light	11 JUL 2011	465986349
Lillian Rowe	Factory	Assembler	1-Light	1 FEB 2015	
David Taylor	Factory	Assembler	1-Light	13 DEC 2014	89734958
Steve Williams	Despatch	Storeman/Despatcher	6-Motorcycle		
Sally Yorke	Factory	Assembler	1-Light	1 DEC 2016	

NZQA training for employees

From menu / Training, select NZQA Qualifications and Units or from toolbar select Training, then press NZQA Training

From this window the following actions may be performed

- Record NZQA units passed for employees



- Delete an NZQA unit passed for an employee
- Record NZQA Qualifications passed for employees
- Delete an NZQA Qualification passed for an employee

NZQA Qualification and Units window

On the left of the window is a list of employees. At the top of the list are tabs which when clicked will sort the list by last name, first name, department, job type, employee ID code and the last is for former employees. As with most lists, an entry may be located by typing in the first few characters.

Adding NZQA units passed for employees

1. ***Tag all employees who passed the <u>same unit</u>*** on the ***<u>same date</u>*** by the ***<u>same training provider</u>*** in the list on the left. Often this will be just a single employee but, when setting up training, multiple recording is sometimes useful to get started.
2. ***Training provider*** – select by clicking the lookup or adding one in the lookup table if necessary, then selecting it.
3. ***Select the Completed units tab*** on the right.
4. ***Unit Number*** - key in the NZQA unit number of the unit passed and press the TAB key. *<u>If the unit number is found</u>* in the NZQA unit list, the details will be populated in the unit title, level and credits. *<u>If the unit was not found</u>* in the table, the lookup list will be shown. First double check the unit number and, if necessary, add it to the lookup table by pressing the Add button, keying the NZQA information and saving it, then selecting it from the lookup.

(See Adding an NZQA Unit in the training setup section of this guide). It is important to use the correct NZQA unit number from the framework as they uniquely identify each unit.

Recommendation: If the unit number is known, use it. The lookup button may be used to select an NZQA unit from the lookup table BUT there are thousands of units, many with similar names, so you may need a coffee on hand as you decide which the right one is. If the unit number is not known, search the NZQA framework, or ring the provider, or check on the training certificate. If there is no unit number it may not be part of the NZQA framework.

5. ***Date Completed*** – Either enter that date or use the calendar lookup button.
6. ***Press*** Record Unit Completed (for tagged employees) which records the employee's NZQA unit.

As NZQA units are added, the latest entry added is placed at the top of the list at the bottom right side of the window. This is a useful reference if adding many units. After entries have been recorded, the tagged employees are reset to untagged.

Deleting a record of an NZQA Unit passed for an employee

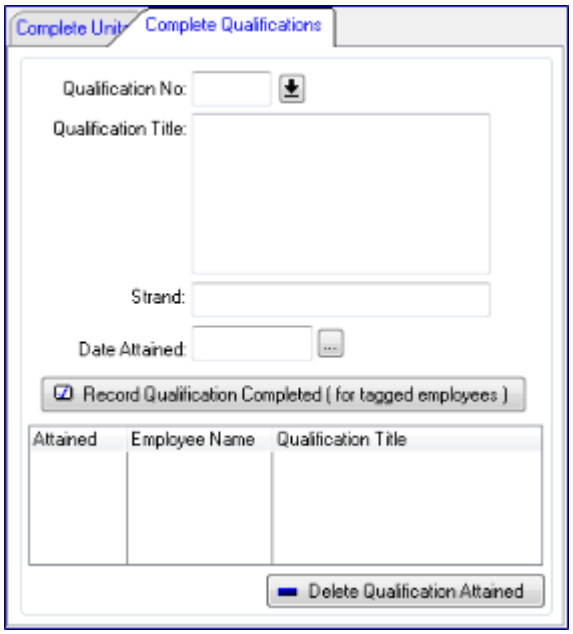
From the NZQA Units and Qualifications window (see above)

1. ***Select the Completed Units tab*** - on the right side of the window. This shows a list of the latest units recorded in the bottom right table.
2. ***Highlight the unit to be deleted*** in the list.
3. ***Press*** Delete Unit Completed and ***confirm*** the deletion.

Alternatively NZQA Units may be deleted from an employee's record - from toolbar Staff, or from menu Edit /Employees.

1. ***Highlight the employee*** in the list
2. ***Press Change***
3. ***Select the Qualification/Units tab***
4. ***Select the sub tab NZQA Unit standards***
5. ***Highlight the NZQA Unit to be deleted***
6. ***Press Delete*** and ***confirm*** the deletion.

Adding NZQA Qualifications passed by employees



Complete Qualifications tab

1. ***Tag all employees who passed the <u>same Qualification</u>*** on the ***<u>same date</u>*** by the ***<u>same training provider</u>*** in the list on the left. Often this will be just a single employee but, when setting up training, multiple recording is sometimes useful to get started.
2. ***Training provider*** – select by clicking the lookup or adding one in the lookup table, if necessary, then selecting it.
3. ***Select the Completed qualifications tab*** on the right.
4. ***Qualification Number*** - key in the NZQA Qualification number of the unit passed and press the TAB key
   <u>If the Qualification number is found</u> in the NZQA Qualifications list, the details will be populated in the qualification title and strand. *<u>If the qualification number was not found</u>* in the table, the lookup list will be shown and, if necessary, add a new qualification to the table by pressing the Add button, keying the NZQA information and saving it, then selecting it from the lookup. *See Adding an NZQA Qualification in the training setup section of this guide*.
5. ***Date Completed*** – Either enter that date or use the calendar lookup button.
6. ***Press*** Record Qualification Completed (for tagged employees) which records the employee's NZQA qualification.

As NZQA Qualifications are added, the latest entry added is placed at the top of the list at the bottom right side of the window. This is a useful reference if adding many qualifications. After entries have been recorded, the tagged employees are reset to untagged.

Alternatively NZQA Qualifications may be deleted from an employee's record - from toolbar Staff, or from menu Edit /Employees.

1. ***Highlight the employee*** in the list
2. ***Press Change***
3. ***Select the Qualification/Units tab***
4. ***Select the sub tab NZQA Qualification***
5. ***Highlight the employee's NZQA Qualification to be deleted***
6. ***Press Delete*** and ***confirm*** the deletion.

Training topic procedure reviews

Overview (*New from v.11.010 Apr 2017*)

Training topics may be given a unique procedure ID identifying a training document or procedure. Training procedures are normally reviewed every so often and reviews recorded for audit purposes. When changes are required the document is updated, the version number incremented and people affected retrained. Upcoming reviews appear in the calendar and event notification rules may be setup to send email notifications to reviewers and department managers when reviews are due or overdue. This section describes the process to achieve training procedure reviews.

Setting a default procedure review frequency in company data

The default review frequency (in months) is used for all training procedure reviews allocated to a review group. The frequency may be overridden for a particular training topic.
To set the default review frequency:

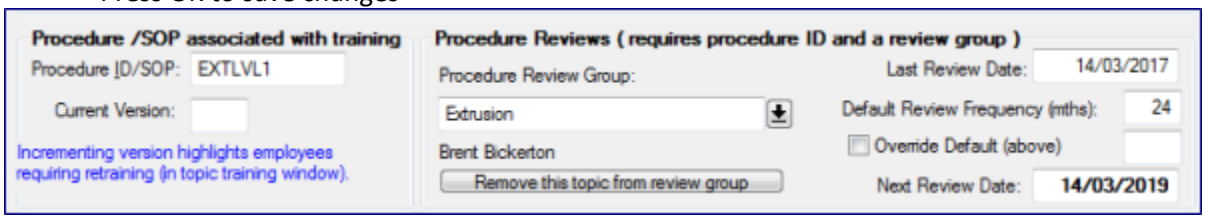
- Select the company icon in the toolbar
- Select the training options tab
- Set the training procedure review frequency to the number of months required
- Press OK to save the changed company information.

If the default procedure review frequency is changed to another value, all training topics procedure reviews will be checked and the next review date changed if necessary.

Enabling training topics for review

In order for a training topic to have its procedure eligible for review it must have a procedure ID specified.

- *From the menu select edit / training topics*
- Select the training topic required and double click or press change
- Ensure the training topic has a Procedure ID. Only topics with procedure ID's may be reviewed.
- Enter a current or changed version (optional)
- At this stage a procedure review group may be selected (or changed) but it is easier to do this from within a review group so this step may be bypassed.
- The default review frequency show is that set up in the company data. If this topic is to have a different review frequency the override default should be checked on and an override frequency in months entered.
- A procedure review requirement may be removed from a particular review group by pressing the button remove this topic from review group.
- Note: the last and next dates may not be changed; they are allocated automatically when reviewed. A last reviewed date may have been imported from another application if applicable, in which case the next review due date will have been automatically calculated.
- Press OK to save changes



Adding or editing training procedure review groups

From the menu bar at the top, select edit / training topic review groups. This may also be accessed from the menu bar by selecting training / training topic review groups report. Either of these shows a list of existing review groups. Groups may be added, changed or deleted from this list and reports may be generated for each group that is tagged in the list showing the review status of procedures in the group.

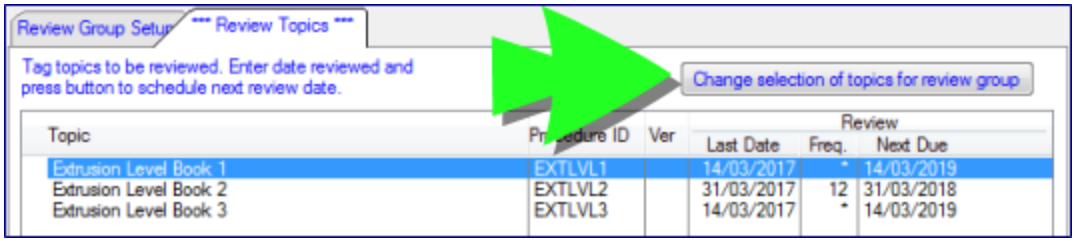
When a new group is being added the *review group setup* tab is shown. If there is already a review group name and a review person then the *review topics* tab will be selected first.
To add a new group do the following:

- Select the review group setup tab
- Training topic review group – enter a unique name for this review group
- Reviewer – select the name of the reviewer from the drop down
- Verify the reviewer's email address. This is held in the *work email* address in the reviewer's staff record. A reviewer needs an email address if they are to receive notifications when review are due (see Setting review notification rules later).
- Allocate procedures to the review group (see below)
- Press OK to save the details,

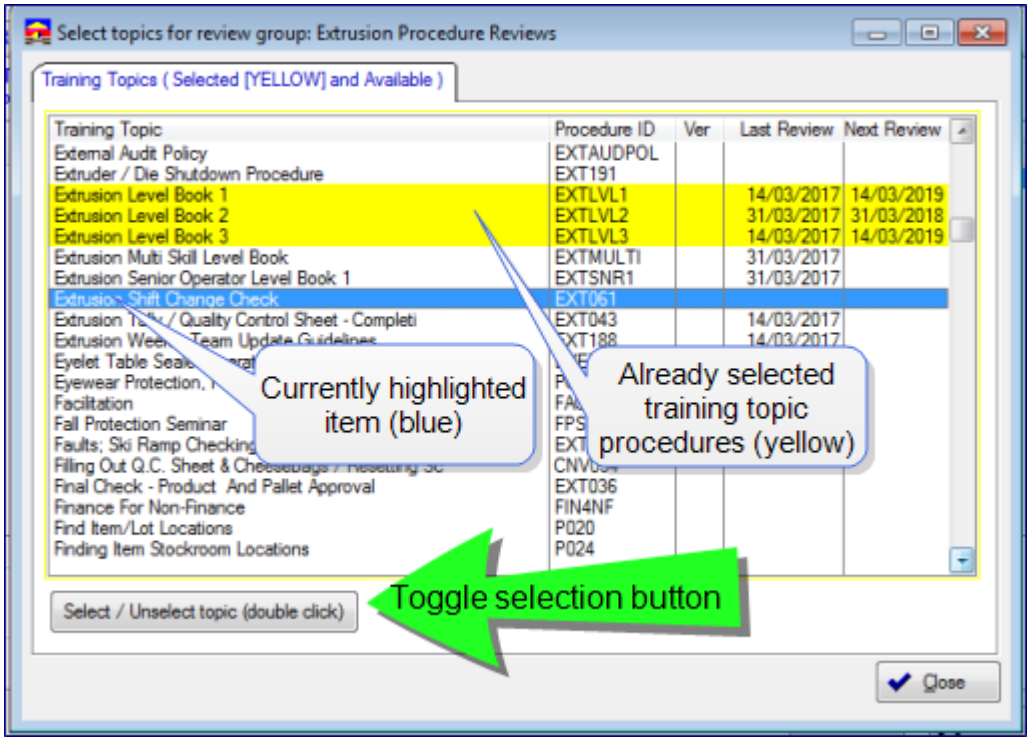
Allocating procedures to a review group

Training topic procedures to be reviewed by a review group may be selected or de-selected from two places – when changing an individual training topic (see Enabling training topics for review above) – or within the review group itself using a much easier method (below).

- From the menu, select training, training topic review groups report to show a list of review groups.
- Select the review group required and press the change button or double click over the review group to change.
- Select the review topics tab which will list the training topic procedures which are already reviewed by the group's reviewer. From here the selection of topic procedures reviewed may be changed.



- Press Change selection of topics for review group. This shows a list of all training topics that are either already selected for review by this group (yellow highlight) and those that are free to be selected for review. Note: For a training topic procedure to be free to be selected it must:
  - Have a procedure ID in the training record
  - Not be selected to be reviewed by any other review group.
- Use the Select / Unselect topic button (or double click on an entry) to toggle the current selection (see below)
- When changes are completed, press close to return to the review group.
- Press OK to save review group changes.



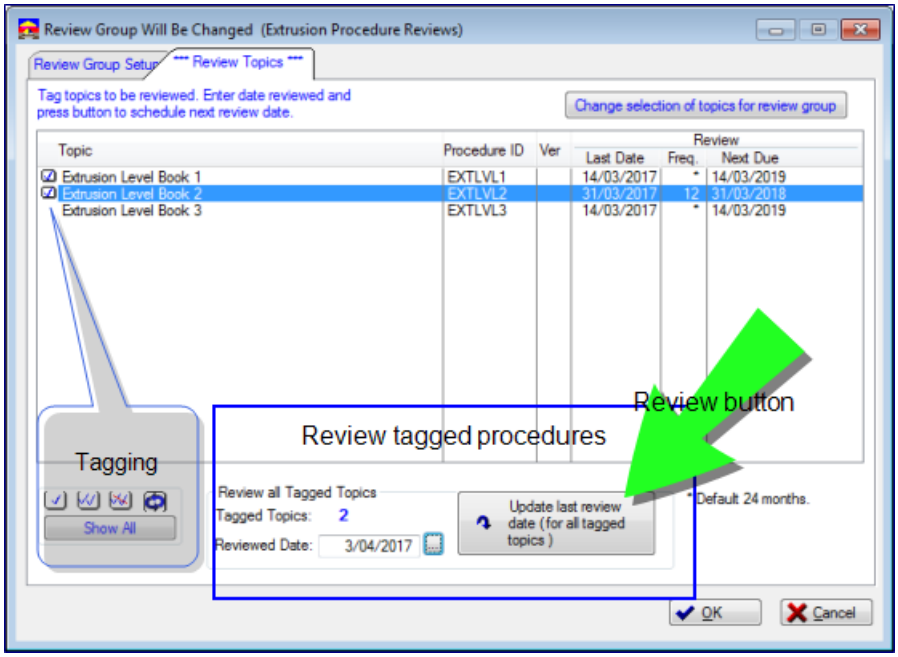
Recording completed reviews in SafetyLink

The *review topics* tab in the review group shows all the training topic procedures that this group's reviewer is responsible for reviewing. The training topic name, procedure ID, last date the procedure was reviewed, the review frequency and the date the next review is due.

Note that the default frequency (from the company *training topic options* tab) is shown at the bottom of the window and if a procedure uses this default an '*' shows on the line item. If there is a number shown in the frequency column it is an override for the individual procedure.

To record the completion of reviews for a selection of procedures:

- Use tagging buttons to tag or untag a selection of procedures (may also double click over a line to toggle tagged / untagged)
- Enter the date for the completion of the review of all tagged procedures
- Press the *update last review* button. This records the completion of the review for all the tagged procedures and schedules a next review date based on the completion date and either the individual procedure's override review frequency or the company default review frequency.
- Press OK when all reviews have been completed.



The completion of procedure reviews not only updates the next procedure date but also cancels outstanding notifications for the review and creates any reschedules any new notifications, based on existing notification rules.

Recording completed reviews in QSE

Reviews may also be updated in QSE, in which case the last review date and version will be updated in SafetyLink when the next procedure import occurs. On importing from QSE the next review due date will automatically be calculated as above and notifications updated in SafetyLink™.

Reporting on training topic procedure reviews

Reviewer report

This report is useful for those responsible for performing reviews. It shows the status of reviews for selected review groups is available from the list of review groups. To run this report, from the *menu select training, training topic review groups report*.

- Tag the review groups to be included in the report
- Press the review groups report (for tagged groups)

Training Topic Procedure Review

By review group and date

Next review colour key: Overdue Next 30 days

Extrusion Procedure Reviews Reviewer - Demo Employee

Training Topic	Procedure ID	Ver.	Last Review	Next Review
Extrusion Level Book 1	EXTLVL1		14/03/2017	14/03/2019
Extrusion Level Book 2	EXTLVL2		31/03/2017	31/03/2018
Extrusion Level Book 3	EXTLVL3		14/03/2017	14/03/2019

The report highlights each included review groups procedure reviews and the next date due. It highlights reviews that are overdue in read and due within the next 30 days in red.

Training topics report

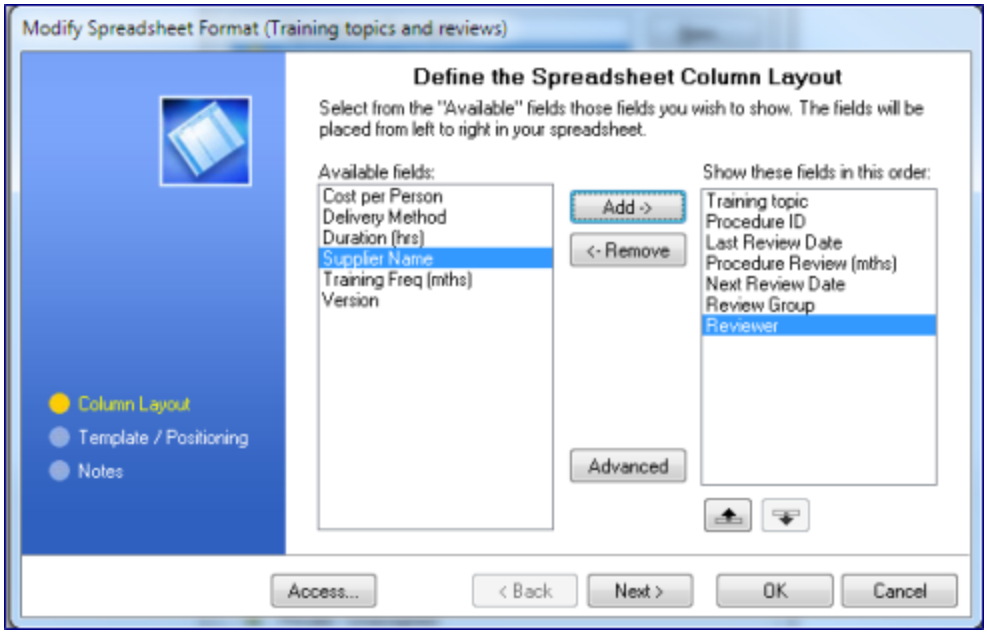
The report available from the window menu, edit, training topics, print list of training topics produces a report with all training topics and their next review date, along with other information about the training topics. This may be used to ensure no topic reviews have been missed and to get a summary of reviews due.

Custom reports to excel

Users with the required security may also create or run custom reports that are extracted to Excel. Custom reports are very useful because user selected information may be extracted starting at a particular row and column in a spread sheet that uses an Excel template to format the report or provide charting options.

From the *menu, select file, my custom reports, my training topics list reports*.
To create a new report custom report

- Select new
- Give the spread sheet a name
- Select the fields required in the report by highlighting a field on the left and pressing Add to move it to the right. Selected fields on the right may be reordered using nthe up and down arrows.



- Press Next

- If the training topics field data is to be merged into an existing Excel template select the template file here and the starting row and column to merge the data into. If no template is to be used skip this.
- Press Next
- Enter any notes you wish to help identify what this report is for
- Press OK to save the report format.

To run a report, highlight the required report and press Select. To see the report in Excel before saving the spread sheet, press Edit in Excel.

1	Training topic	Procedure ID	Last Review Date	Procedure Review (mths)	Next Review Date	Review Group	Reviewer
567	Risk Management Protocol - WI Consultation & Valid	RMPWIVP					
568	Extrusion Level Book 1	EXTLVL1	14/03/2017	24	14/03/2019	Extrusion Procedure Reviews	Demo Employee
569	Basic Fire Safety	BASICF					

Example of a custom training topics report shown in Excel

Setting review notification rules

Training topic procedure reviews due will appear in the SafetyLink™ calendar under all the all events tab and under the tab for the month or period they are due. Highlighting an individual event also shows all event notifications for the event, how should receive them and when and whether they have been emailed yet or not.

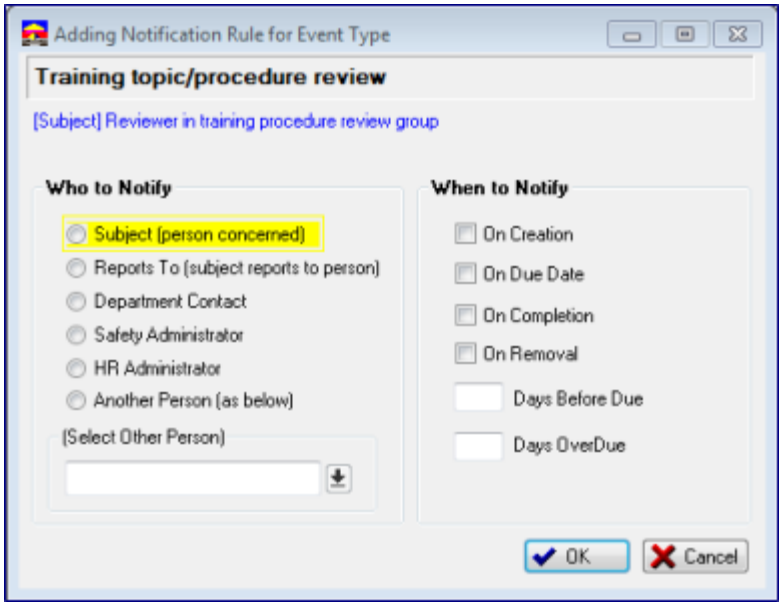
Training topic procedure review event notification rules are set up from the company icon in the tool bar by:

- Select H&S Options tab
- Select Press to select event notification rules
- In the list of events on the left, select the training topic/procedure review line

The list on the top right contains existing event notification rules for reviews.
To create a new rule:

- Press add rule
- On the left 'who to notify' select
  - Subject – to send notifications to any procedure's group reviewer
  - ReportsTo – to send to the person they report to (set up in the worker record)
  - Department – top send notification to the reviewer's department (a list of department contacts must be set up for all departments)
  - Safety administrator – as set up in company data
  - HR administrator – as set up in company data
  - Another person – selected from the list of workers.
- On the right 'when to notify' , select one or more of the options listed.
  - On creation – means immediately after a procedure review requirements is created
  - On Due date – on the day the review is due
  - On completion – after a review has been completed
  - On removal – when the requirement for a review is deleted
  - X days before – enter the number of days before the review is due
  - X days overdue – the number of days after which a review should have been completed.

Note that usually the subject (reviewer) should receive a notification say 30 days before a review is due and say 1 day after a review is due to remind them to update the review details. Another rule may be added for a department manager or safety officer may wish to receive a notification if a review becomes overdue by a certain number of days. Once a review has been recorded as completed any outstanding notifications will be cancelled.



Setting up training

Setup up training tables

Internal or external employee training by topics requires these tables to be set up:

- ***Employees*** – from payroll imports or Staff / add
- ***Training competency levels*** – optional list set up from Edit / Training competency levels
- ***Training topics*** – Edit / training topics / add
- ***Training providers*** – Suppliers, and from Add/change training topics
- ***Job types*** – optional, for automatically linking job types with required training topics. From Edit / Job type training and induction. When Job types are set up, they may also reference tasks and processes. If so, these tables will need to be populated as well.

Licences/certificates Internal or external employee training requires these tables to be set up:

- ***Employees*** – from payroll imports or Staff / add
- ***Licence/Certificate types*** – Edit / Certificate/Licence types, including endorsements for each type of licence/certificate.

NZQA unit and qualifications requires these tables to be set up:

- ***NZQA Units*** – a list of most NZQA units is supplied with SafetyLink® but, as all units all have expiry dates, they become replaced with units with new unit numbers. New units may be added as required, either from Edit / NZQA unit standards, or added as required in the lookup table. Note that many NZQA units have very similar names so it is preferable to know the unit number. When adding new NZQA units, a button gives search access to the NZQA framework.
- ***NZQA qualifications*** – may be added from Edit / NZQA qualifications.

The following flow chart summarises setting up the requirements for the different types of employee training.

Recommendation:
When establishing a new system, get all the training requirements up to date for employees before setting up training topic requirements in job types. This saves having many unfulfilled training requirements outstanding, confusing training entry from paper records.

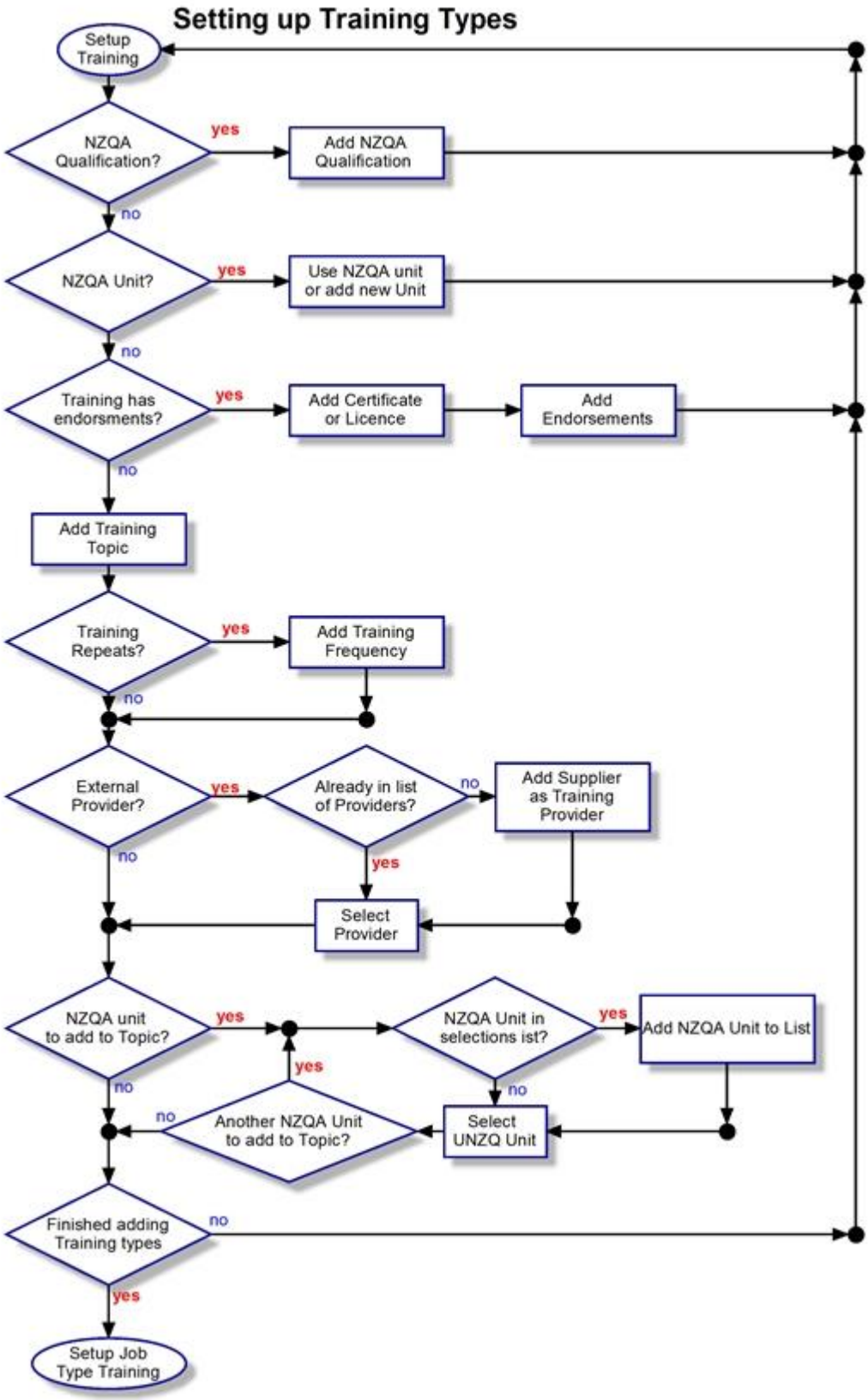
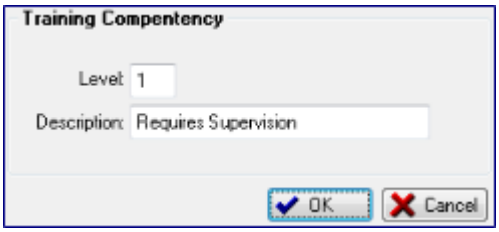


Figure 1 Chart summarising training type requirements

Adding training competency levels

From Edit / Training competency levels / Add

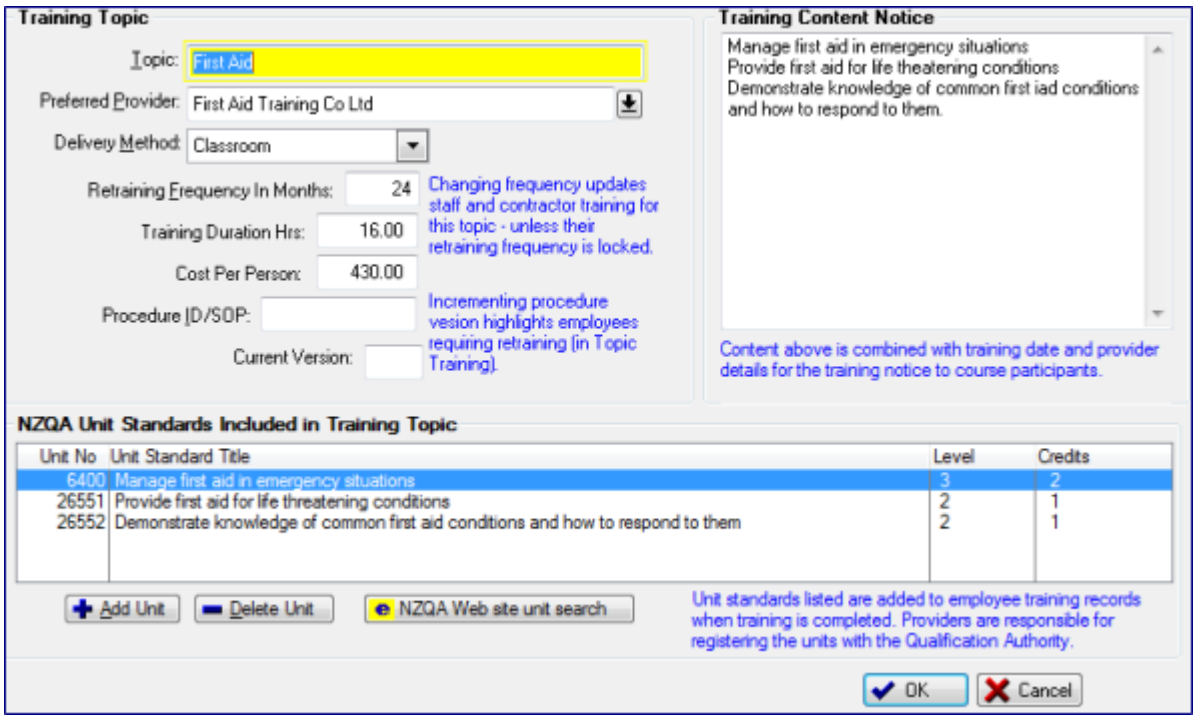


- ***Level*** - numeric or alpha code for level. Table displayed in level code sort order.
- ***Description*** – competency description.
- ***OK*** – to save changes.

Note that competencies are optional. If present, the single set of competencies is used for the organisation.

Adding training topics

From Edit / Training topics / Add. Training topics may be edited from the training by topic window.



- ***Topic*** – a unique name for the training topic. Note that training topics will be displayed in lists by this name so choose names that assist in grouping similar topics. Training topic names may be changed, but it is not recommended as the system needs to change it in all locations in which it is used, which could take some time.
- ***Preferred Provider*** – Leave this blank if the training is provided internally in your own organisation. If it is external, press the lookup button and select the training provider from the list or, if this is a new training provider, add a training provider as a supplier in the selection list then select the one added. The preferred provider may be overridden for individual employee training.
- ***Delivery Method*** – Select from the drop list. May be overridden for individual employee training.
- ***Retraining frequency in months*** – Leave zero or blank if this training topic will be a single event or on demand. If a non-zero value is entered, it is the frequency in months

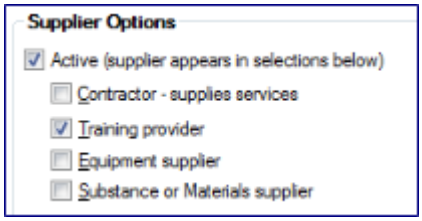
between training events for this training topic. This means that after each employee has completed training for the topic, they will have a training requirement scheduled tor the completion date + frequency in months. Note that an individual employee's training frequency may be changed and locked, in which case that will be used instead. Note: if the retraining frequency is changed in this record, when the record is saved using the OK button, all employees with an outstanding training for this topic will have their training requirements altered based on the new retraining frequency. The exceptions to this are if they are already a participant on a training course or their individual retraining frequency is locked.

Recommendation: when setting up a new system, get all training up to date for employees then retrospectively set the retraining frequencies for training topics. This will schedule all training requirements for employees with completed training.

- ***Training duration hours*** – This optional field allows training hours to be recorded when employee training is completed. It is useful in period reporting and estimating future training budgets.
- ***Cost per person*** - This optional field allows training costs to be recorded when employee training is completed. It is useful in period reporting and estimating training budgets.
- ***Procedure ID /SOP*** – Optional field that, if entered, is the identification of a training document or standard operating procedure. The document could be placed in the SafetyLink® library or on your intranet with a link from the SafetyLink® library.
- ***Current version*** – Optional but, if entered, is a sequential version number of the training document or procedure. This current version number is recorded when employees complete training. When viewing topic training, all employees with a lower version number will be highlighted in yellow, indicating that they may need retraining.
- ***Training content notice*** – If training courses are scheduled for this training topic and employees placed on the course, there is a facility from within the course to print training notifications for each employee (which may be given to them). The content of the notice is combined with the date, time, location and course provider's details for that notice. The text should be a brief description of what the training entails and any other information you want to give employees about the course. Some organisations use this field to hold a list of prerequisites, options or modules covered by the training as a visual prompt when reviewing completed training.
- ***NZQA Unit Standards included in training topic list*** – A list of any NZQA units that are part of the training topic. When an employee completes training for the training topic, any NZQA unit standards in this list will be automatically recorded as having been completed. This saves needing to record NZQA units separately.
- ***Add Unit*** button – Press to add a unit to the list which opens a list of available NZQA units to select. If a unit is not in the select list, it may be added by pressing the add button and entering the unit information. Press OK to save it to the list then select the unit just added. Note that, when adding a new unit to the list of units, it will be much easier if the unit number is known in advance.
- ***Delete Unit*** button – deletes the highlighted NZQA unit from the list.
- ***NZQA Web site search*** button – Highlighting a unit in the list and pressing this button opens up the NZQA framework site in an Internet Explorer window with the unit number as a search key. This should take the user to the details of the Unit Standard.
- ***Press OK*** – to save any changes. *Note that if the retraining frequency was modified, pressing OK will begin the rescheduling of employee requirements.*
- ***Press Cancel*** – to quit without saving changes. But note that, if any NZQA units have been changed in the list, the changes remain intact.

Adding training providers

From Suppliers / Add or from the Training providers lookup / Add then select the supplier from the list after the supplier has been added.

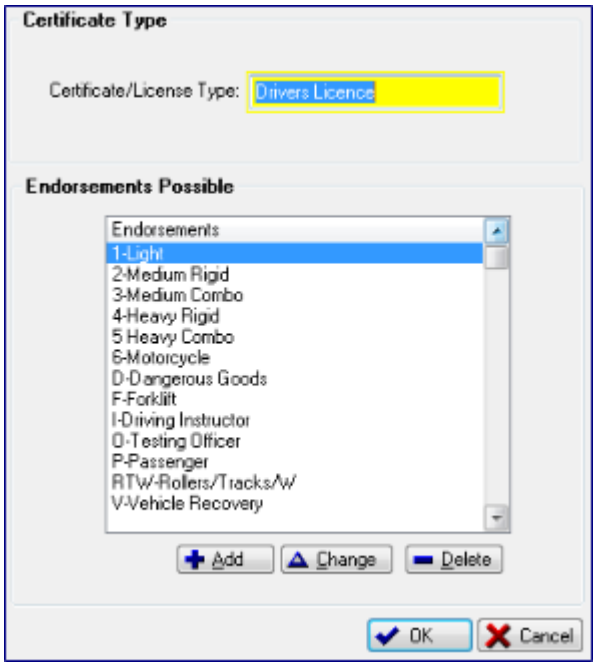


A training provider is a supplier with the ***Training provider checked*** in the supplier options.

If you think a training provider has been added as a supplier but the supplier does not appear in the selection list of training providers, this will be the reason.

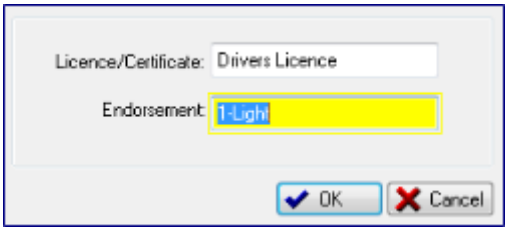
Adding licence/certificate types

From Edit / Certificate/Licence types and from Certificate/Licence lookup.



- ***Certificate/Licence Type*** – the unique name of the certificate or licence.
- ***Endorsements*** – press Add for each endorsement that the licence may have.
- ***Press OK*** to save each endorsement.

Adding endorsements to the licence or certificate.

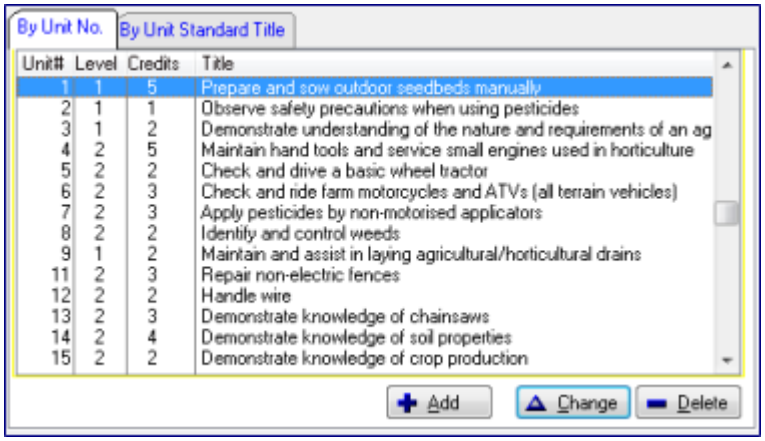


- ***Endorsement*** – Enter a brief endorsement name.
- ***Press Ok*** to save each endorsement.

Adding NZQA units

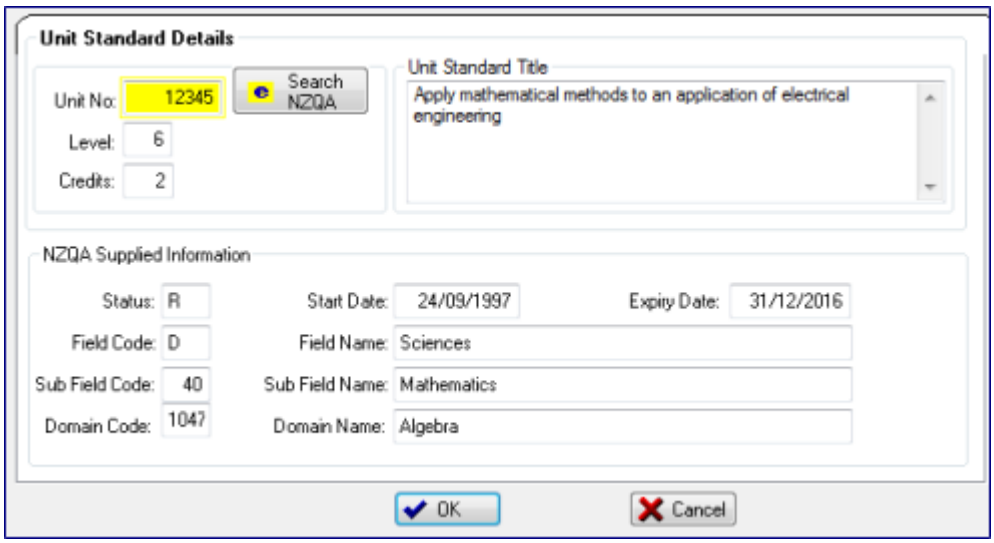
From Edit / NZQA Unit standards

SafetyLink® is installed with a table of NZQA unit standards but, as they all have expiry dates, it will be necessary to add new unit standards as required. Each unit standard is known by a unique unit number. It also has a unit title.



- ***By Unit No.*** *tab* – sorts the table by the unit number. **To locate a unit** key in its number.
- ***By Unit Standard Title*** *tab* – will sort the table by the unit's title. Note that many of these are similar and it may be hard to distinguish one from another. **To locate a unit** by its title, key in the first few characters of the title.

- ***Add*** – to add a new NZQA unit standard
- ***Delete*** – to remove a unit standard
- ***Change*** – to change the details in a unit standard.



Required fields

- ***Unit No.*** – The unique NZQA Unit number from the NZQA Unit standards framework.
- ***Search NZQA*** – This will search the NZQA Framework for the unit in the Unit No. field. This is handy to get the information required for the other fields.
- ***Unit Standard*** – This is also required and can be copied from the NZQA framework site (Ctrl-C to copy a string and Ctrl-V to paste).
- ***Level*** – NZQA unit level number.
- ***Credits*** – Number of credits for this unit.
- ***Press OK*** to save
- **Press Cancel** to quit without saving changes

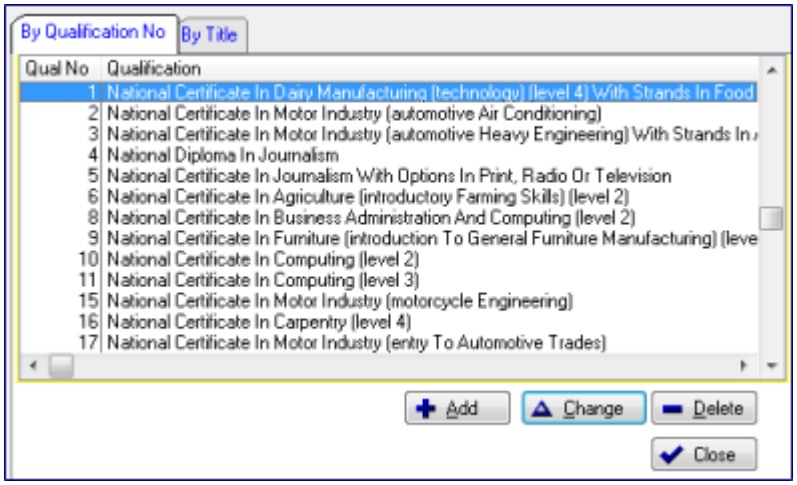
Optional fields – not normally entered when adding a unit manually. For information about these fields, see the NZQA framework. The expiry date is when the unit should be replaced.

- Status -
- Field Code -
- Sub Field Code -
- Domain Code -
- Start Date -
- Expiry date -
- Field name –
- Sub Field name -
- Domain name -

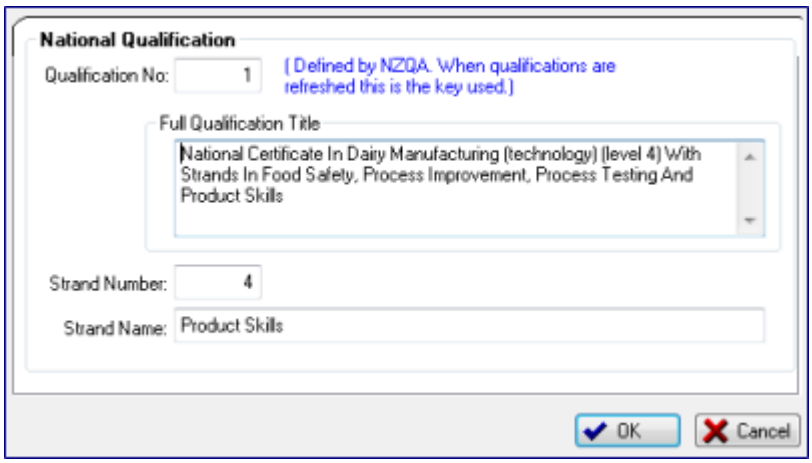
Adding NZQA qualifications

From Edit / NZQA qualifications or from a Qualifications lookup.

Note: Employees may have gained qualifications from tertiary organisations both within and outside New Zealand so, as well as the NZQA qualifications provided when the software is installed, it may be necessary to add others as needed.

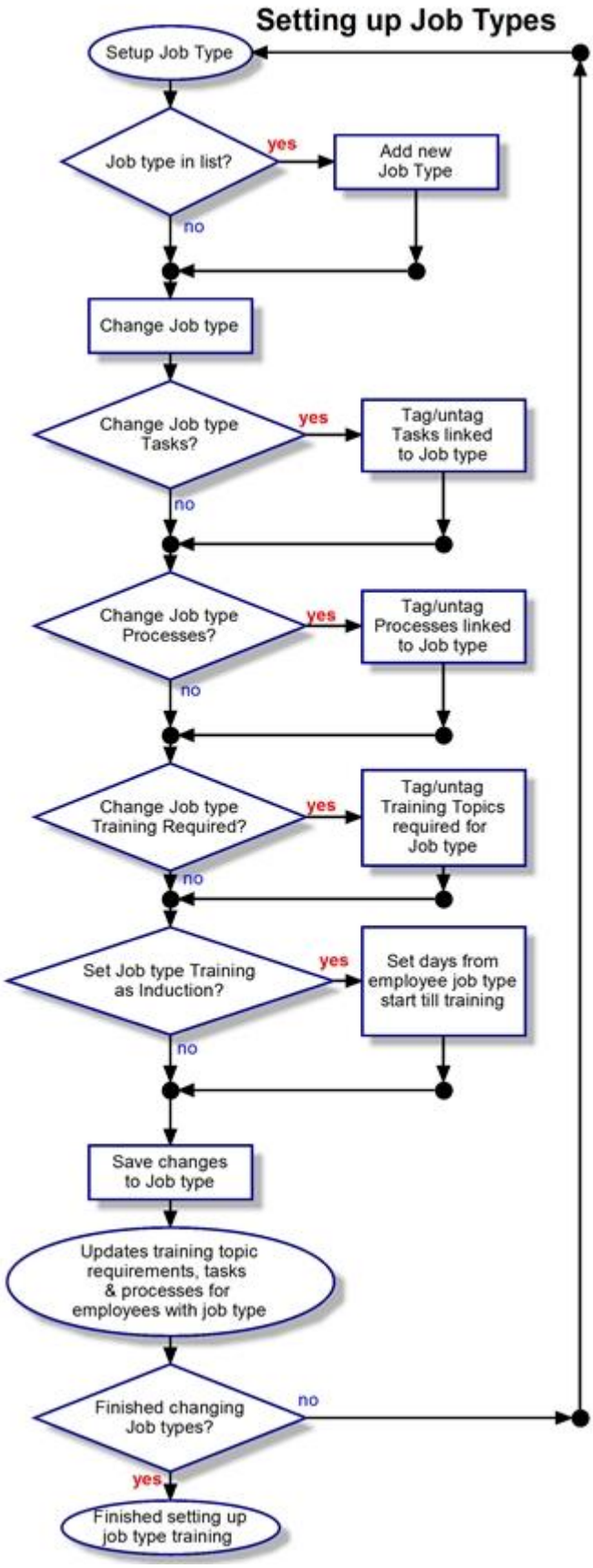


- ***Add*** – for a new Qualification
- ***Change*** – alter a qualifications details
- ***Delete*** – Delete a qualification
- ***Close*** – when done



- ***Qualification No.*** – required. Enter a unique identification number for this qualification. It does not have meaning outside this system.
- ***Full qualification title*** – required. Enter either the NZQA full qualification title from the NZQA web site, or enter the name of the qualification from another source.
- ***Strand number*** – for NZQA qualifications to help when selecting.
- ***Strand name*** – for NZQA qualifications to help when selecting.
- ***Press OK*** to save or ***Cancel*** to quit without saving the changes.

Linking job types to tasks, processes and training topics



This flow chart show the process involved in setting up and changing job type requirements.

Job types may be linked to

- tasks
- processes
- training topics

If they are, they will be propagated automatically to every employee with that job type. This is a fast method for setting up job type requirements across an organisation.

When the job type is allocated to an employee manually, or imported from a payroll, all linked tasks, processes and training topic requirements are added for the employee, if they don't already have them.

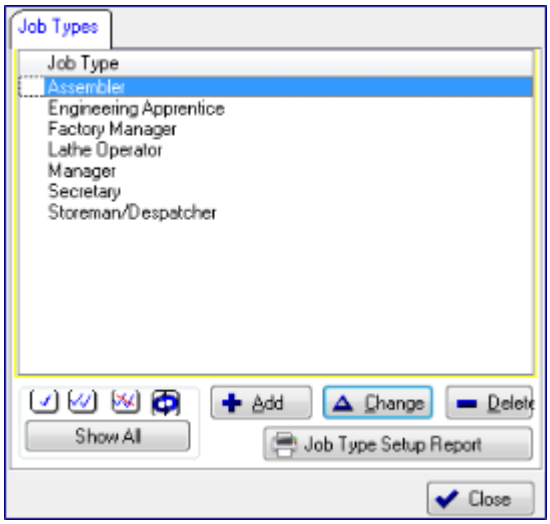
Job type training topics are scheduled as training requirements for the employee, due on the date the job type is allocated, unless a delay period is specified in the training topics entry in the Job type induction tab.

If tasks, processes or training topics are removed from a Job type, they will not be removed for any employee. This must be done manually.

The object of linking a job type with tasks and processes is to be able to automatically link individual employees with any risks and hazards they may be exposed to as a result of performing those tasks or being involved with the processes.

Adding job types

From menu Edit/Job type training and induction



List of Job types

From this window the following actions may be performed

To add a new job type

1. ***Press Add***
2. ***Fill in the form details***
3. ***Press OK to save***

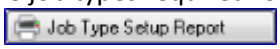
To Change a job type

1. ***Select the job type***
2. ***Press Change***
3. ***Update form details***
4. ***Press OK to save***

To delete a Job type

1. **Select the job type**
2. ***Press Delete*** and ***confirm*** the deletion.

To print a report with setup details for selected job types

1. Tag the job types required for the report, or leave all untagged for all job types
2. ***Press*** 

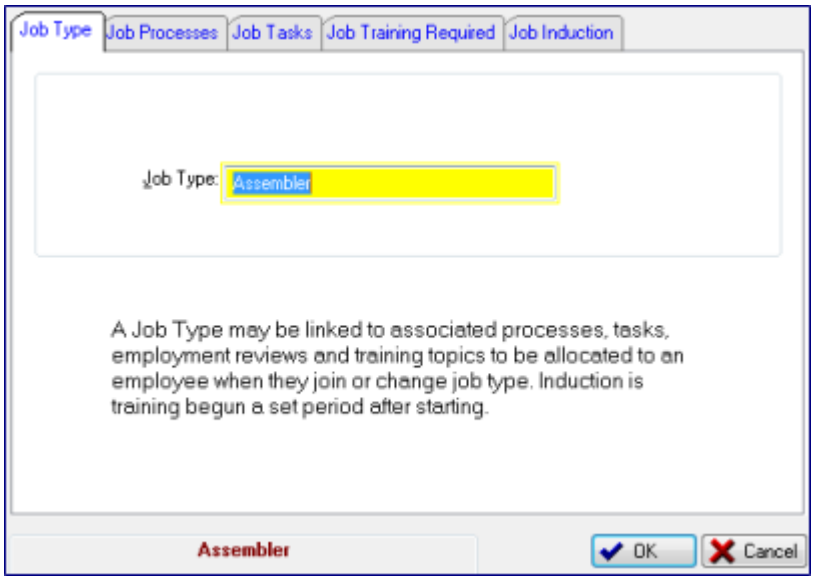
Example of a job type setup report with one job type selected

Job Type Setup Report

Assembler

Processes	Tasks	Training Topics	Induction Days After Start
Assembly	Loading Pallet	Employee Induction	10
Goods Despatch	Operating Assembly Line	First Aid	
	Packing/Despatching Order		
	Picking Stock		

Job type training and induction form

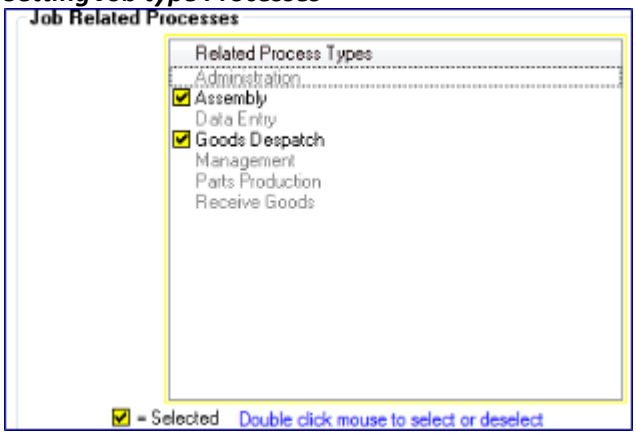


Job type tab

- ***Job type*** – a required and unique job type name.

  NOTE: If a Job type name is modified, it is important to ***press OK*** to accept the change. This will change everywhere it is used. Then re-enter the form to make further modifications.

Setting Job type Processes

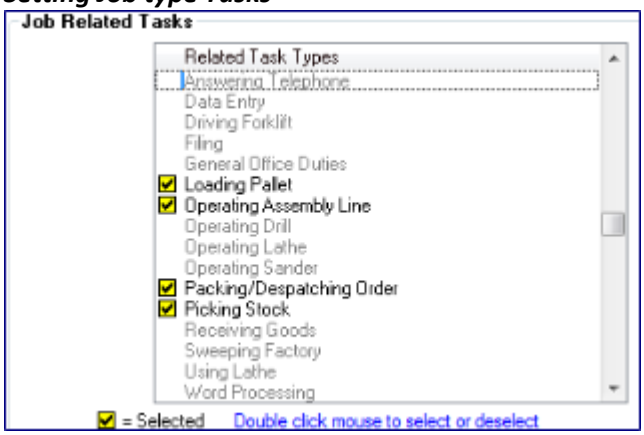


1. ***Select Job processes tab***
2. ***Double click to toggle on/off*** processes to be associated will all employees with this job type.

Selected processes are bold with a tick. Unselected processes are dimmed without a tick.

Note: Changes made in the form are not actioned until the OK button is pressed.

Setting Job type Tasks

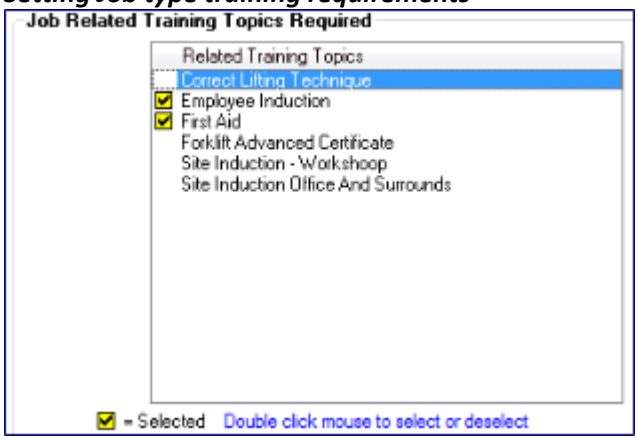


1. ***Select Job related tasks tab***
2. ***Double click to toggle on/off*** tasks to be associated will all employees with this job type.

Selected processes are bold with a tick. Unselected processes are dimmed without a tick.

Note: Changes made in the form are not actioned until the OK button is pressed.

Setting Job type training requirements



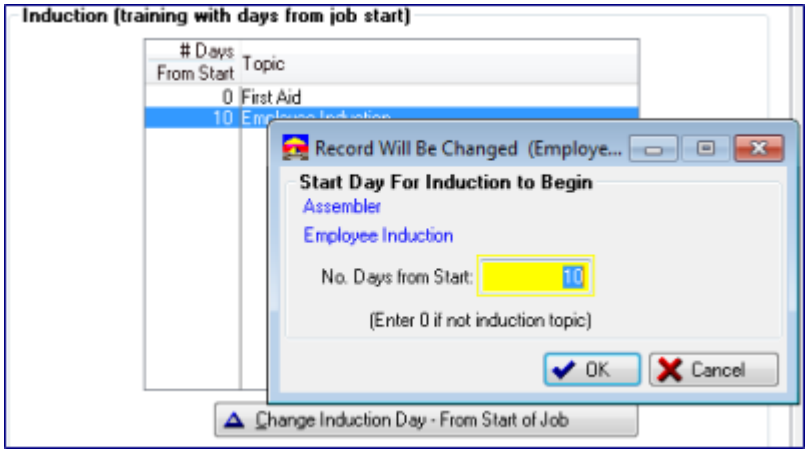
1. ***Select Job related training topics required tab***
2. ***Double click to toggle on/off*** training topics that will be required for all employees with this job type.

Selected processes have a tick.
Unselected processes are without a tick.

Note: Changes made in the form are not actioned until the OK button is pressed.

Setting job type induction

By default, any training topics selected will be scheduled on the date the job type is allocated to the employee. Using the induction tab, the date due may be delayed by a number of days. The number of days delay is added to the default due date.



1. ***Select Induction tab***
2. ***Press Change Induction day – from start of job*** button
3. ***No. Days from start –*** enter no. of days to delay the scheduled date for the training requirement to be due after an employee will be allocated the job type.
4. ***Press Ok*** to save the induction period.

Note: Any change made in the induction period form is not actioned until the final OK button is pressed to save the entire Job type.

Saving changes to the Job type

- ***Press OK*** to save changes, or Cancel to quit without saving changes.

When the OK button is pressed, a process runs that analyses the additions/deletions to tasks, processes and training topic requirements and then applies all these changes to every employee with that job type currently allocated.

When new employees are imported from a payroll or other import file, the import options determine if the job type is to be applied to employees. If so, tasks, processes and training requirements are applied to the employee automatically.

When an existing employee is allocated a new job type, the user allocating the job type is asked if Job type related processes, tasks and training should be applied to the employee. Note that no task, process or training topic requirement deletions will be made.