

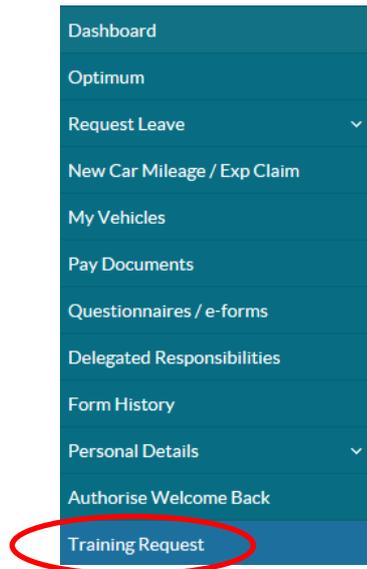
## Training Request – Employee Guide

[How to Request Training](#)

[How to Cancel Booking](#)

### New Training Request

- Log into MyView Dashboard, click **Training Request**



- The **Training Course Selection** page will appear, click into either:-
  - **Keywords** and type a word or part of a word (e.g. Child) or
  - **Type** and select a course group using the drop down arrow or
  - **Start Date** and/or **End Date**, then **Search**.

Training Course Selection

Please enter search criteria for the course you are seeking and click the search button

Search Criteria

Keywords

Region

Type  Sub Type

Start Date

End Date

- The **Region** and **Sub Type** options are not currently in use – so please ignore these areas
- Click on the relevant link under **Description**

### Search Results

Description	Min Attendees	Max Attendees	Max Reserve Attendees	Standard Fee	Per Person Fee	Events
Children Handling and RiskA - Refresher	6	10	0	0.00	0.00	3
Food Safety Management	0	20	0	0.00	0.00	2

- To book a course click on the start date

### Course Events

Start Date	End Date	Start Time	Venue	Region	Tutor	Booked	Maximum	Reserve Spaces
24/01/2019	24/01/2019	16:00	Glenearn Community Campus	MR SA Farrer	1	20	0	
21/03/2019	21/03/2019	09:30		MR SA Farrer	0	20	0	

- This will show all the course details, click on **Submit** to book your place

Training Request

Please review the details of your training request and add any information you feel supports your request.

**Course Details**

Course	Simplifying Complexities of ASD & ADHD
Dates	22/01/2019 - 22/01/2019
Start Time	16:00
Venue	North Inch Community Campus
Room	To be confirmed
Tutor	T TBC
Cost	To be confirmed
Sub Type	Unknown

**Dates**

Start Date	End Date	Start Time	End Time	Venue	Room	Tutor
22/01/2019	22/01/2019	16:00	18:00	NICC		T TBC

Reason For Request

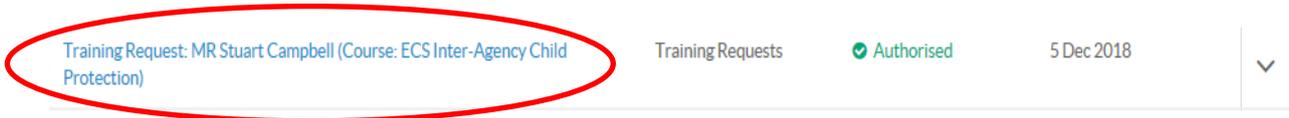
**Submit**

## Cancel Training

- Log into MyView Dashboard, Click Form History



- Click on relevant Training Request under Description



- Click on Cancel Course Booking

Training Request

Please review the details of your training request and add any information you feel supports your request.

Course Details

Request	000006493
Course	ECS Inter-Agency Child Protection
Dates	31/01/2019 - 31/01/2019
Start Time	09:00
Venue	North Inch Community Campus
Room	To be confirmed
Tutor	To be confirmed
Cost	To be confirmed
Sub Type	Unknown

Dates

Start Date	End Date	Start Time	End Time	Venue	Room	Tutor
31/01/2019	31/01/2019	09:00	17:00	NICC		To be confirmed

Post Details

Position CDS HR Assistant

Reason For Request

[Cancel Course Booking](#)

If you have any queries regarding accessing MyView or your leave entitlement, email [MyView@pkc.gov.uk](mailto:MyView@pkc.gov.uk) or telephone 01738 475555 and select Option 5.