

Training Request – Employee Guide

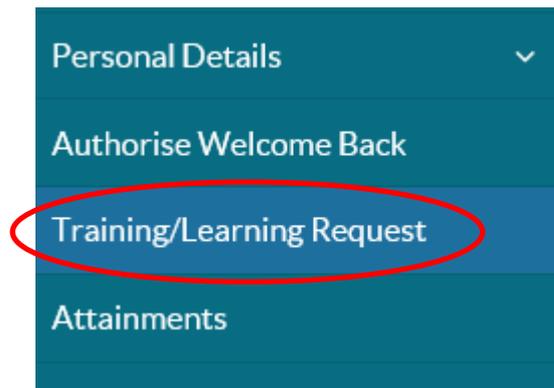
[Access to Training / Learning Requests](#)

[How to Request Training](#)

[How to Cancel Booking](#)

Access to Training / Learning Requests

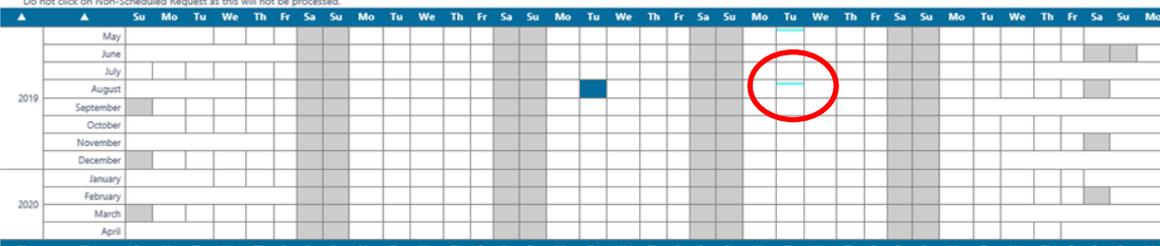
- Log into MyView Dashboard, click **Training / Learning Request**.



- The MyView training module will open and show an audit trail of all your training requests.
- A blue line will also appear on the training calendar to highlight any training you have requested as shown below.

Training Request [You have 2 training requests]

Do not click on Non-Scheduled Request as this will not be processed.



The calendar shows a grid for the months of 2019 and 2020. A blue line is visible on the date August 20, 2019, which is circled in red. This line indicates a training request.

Training Course

Courses Requested						
Date	Course	Status	Start Time	Form	Initial Eval	
20/08/2019	WRITING EFFECTIVE RECRUITMENT ADS	Requested	12:30			

Courses Completed						
Date	Course	Status	Start Time	Form	Initial Eval	Follow Up Eval
21/05/2019	PKC BIODIVERSITY AMBASSADORS	Attended	12:30			

Courses Requested: training requests you have submitted, are pending confirmation from the relevant training administration teams or are booked up and coming training events.

Courses Completed: Courses you have attended and are marked as completed by the relevant training administration teams.

Form History: Quick access to your training requests submitted via MyView so you can cancel the training request if required.

Courses Cancelled: this will only appear within your MyView training module if you cancel a request for training.

How to Request Training

- Click **Request Training** at the bottom of the training module as shown below.

The screenshot shows a table with columns: Date, Course, Status, Form, Initial Eval, and Follow Up Eval. Below the table is a 'Form History' section with the same columns. At the bottom right, a blue button labeled 'Request Training' is circled in red.

Date	Course	Status	Form	Initial Eval	Follow Up Eval
20/08/2019	WRITING EFFECTIVE RECRUITMENT ADS	Cancelled			

Date	Course	Status	Form	Initial Eval	Follow Up Eval
20/08/2019	WRITING EFFECTIVE RECRUITMENT ADS	Authorised	000009115		
20/08/2019	WRITING EFFECTIVE RECRUITMENT ADS	Authorised	000009116		
21/05/2019	PKC BIODIVERSITY AMBASSADORS	Authorised	000007873		
21/05/2019	PKC BIODIVERSITY AMBASSADORS	Authorised	000007885		

- 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**.

The screenshot shows the 'Training Course Selection' page with the following fields: Keywords (text input), Region (dropdown menu), Type (dropdown menu), Sub Type (dropdown menu), Start Date (calendar icon), and End Date (calendar icon). A blue 'Search' button is located at the bottom right.

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

The screenshot shows a table titled 'Search Results' with columns: Description, Min Attendees, Max Attendees, Max Reserve Attendees, Standard Fee, Per Person Fee, and Events. The 'Food Safety Management' link in the Description column is circled in red.

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



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

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

Reason For Request

Submit

How to Cancel Training

- Go to the **Form History** section as displayed within the MyView training module.

Form History

<u>Date</u>	<u>Course</u>	<u>Status</u>	<u>Form</u>	<u>Initial Eval</u>	<u>Follow Up Eval</u>
20/08/2019	WRITING EFFECTIVE RECRUITMENT ADS	Authorised	000009115		
21/05/2019	PKC BIODIVERSITY AMBASSADORS	Authorised	000007873		
21/05/2019	PKC BIODIVERSITY AMBASSADORS	Authorised	000007885		

Request Training

- Click on the relevant form number shown against the course you wish to cancel.

Form History

<u>Status</u>	<u>Form</u>
Authorised	000009115
Authorised	000007873
Authorised	000007885

- Click on **Cancel Course Booking**.

If you have any queries regarding accessing MyView or how to use any of the MyView modules, please email MyView@pkc.gov.uk or telephone 01738 475555 and select Option 5.