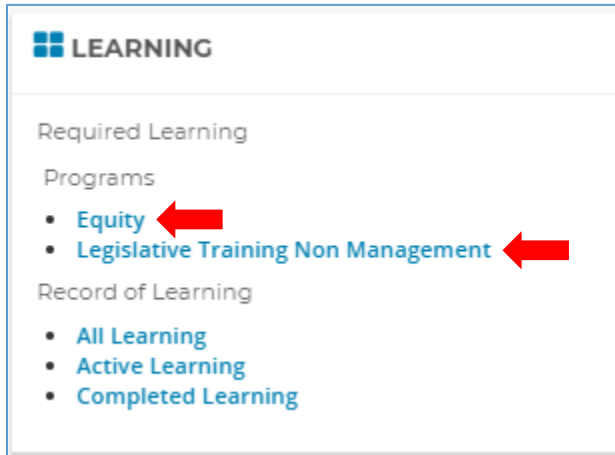


How Do I See what Courses are Required for My Role?

- Click on the **Record of Learning** Tab
- On the Left Side of the screen is the **Learning** block where you will find **Required Learning Programs** section
- Any required learning programs that have not been completed will be listed here as hyperlinks



- Clicking on the hyperlink will open up the requirements of the learning program
- Pay attention to the details of the requirements as some workshops will be listed as only requiring one out of a set to be completed.

The screenshot displays the 'Equity' program details. At the top, it states 'You are required to complete this program under the following criteria:' followed by a list item: 'Member of audience 'CAST Union Staff''. Below this, it shows 'Date assigned: Unknown', 'Due date: 10 September 2019, 2:26 PM', and 'Progress: Not tracked'. A section titled 'Equity Training courses required' contains two course sets. The first set, 'Equity Basic', is highlighted with a red box and contains the text 'Any one course in this set must be completed.' Below this, a table lists two courses: 'Anti-Oppressive Practice for Supervisors/Managers (OACAS)' and 'Anti-Oppressive Practice in Child Welfare (OACAS)', each with a 'Launch course' button and a 'Not tracked' status. The second set, 'Equity Mandatory', is separated by a red box containing the word 'AND'. It contains the text 'All courses in this set must be completed (unless this is an optional set).'. Below this, a table lists two courses: 'AOP (Anti-Black Racism) - Make up Training Session' and 'AOP (Indigenous: FNIM Overview) - Make-Up Session', each with a 'Launch course' button and a progress bar.

- If you do not have any mandatory courses that are outstanding, you will not see any programs listed here. To look at the Learning Programs that you have completed, click on the **Record of Learning** tab, then the **Programs** subtab.

Record of Learning : All Programs

Courses **Programs** Other Evidence

1 record shown

Search by

Program Name contains

Show more...

Show/Hide Columns

Program Name	Mandatory	Recurring	Due/Status	Previous completions	Progress	Date assigned	Date completed
CAST Orientation	<input checked="" type="checkbox"/>	No		0		14 Mar 2019	14 Mar 2019

- Here you will find all the Learning Programs that are mandatory for your role and the progress will show the date that they were all completed

Program Name	Mandatory	Recurring	Due/Status	Previous completions	Progress	Date assigned	Date completed
Equity	<input checked="" type="checkbox"/>	No	10 September 2019, 2:26 PM	0		12 Mar 2019	4 Feb 2019
Legislative Training Non Management	<input checked="" type="checkbox"/>	No	10 September 2019, 1:06 PM	0		14 Mar 2019	12 Jul 2018
CAST Orientation	<input checked="" type="checkbox"/>	No		0		14 Mar 2019	14 Mar 2019