How Do I See what Courses are Required for My Role?
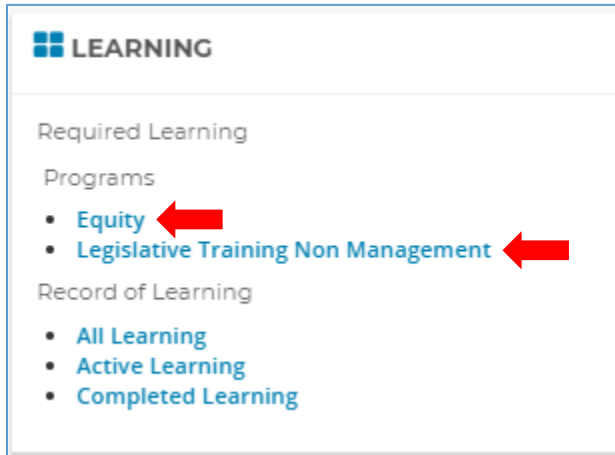
- Click on the *Record of Learning* Tab
- On the Left Side of the screen is the *Learning* block where you will find *Required Learning Programs* section
- Any required learning programs that have not been completed will be listed here as hyperlinks

- 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.

- 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.

- 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	✔	No	10 September 2019, 2:26 PM	0	✿	12 Mar 2019	4 Feb 2019
Legislative Training Non Management	✔	No	10 September 2019, 1:06 PM	0	✿	14 Mar 2019	12 Jul 2018
CAST Orientation	✔	No		0	✿	14 Mar 2019	14 Mar 2019