

The Training Module

Welcome to the newest addition to the HR Online suite – the Training Module.

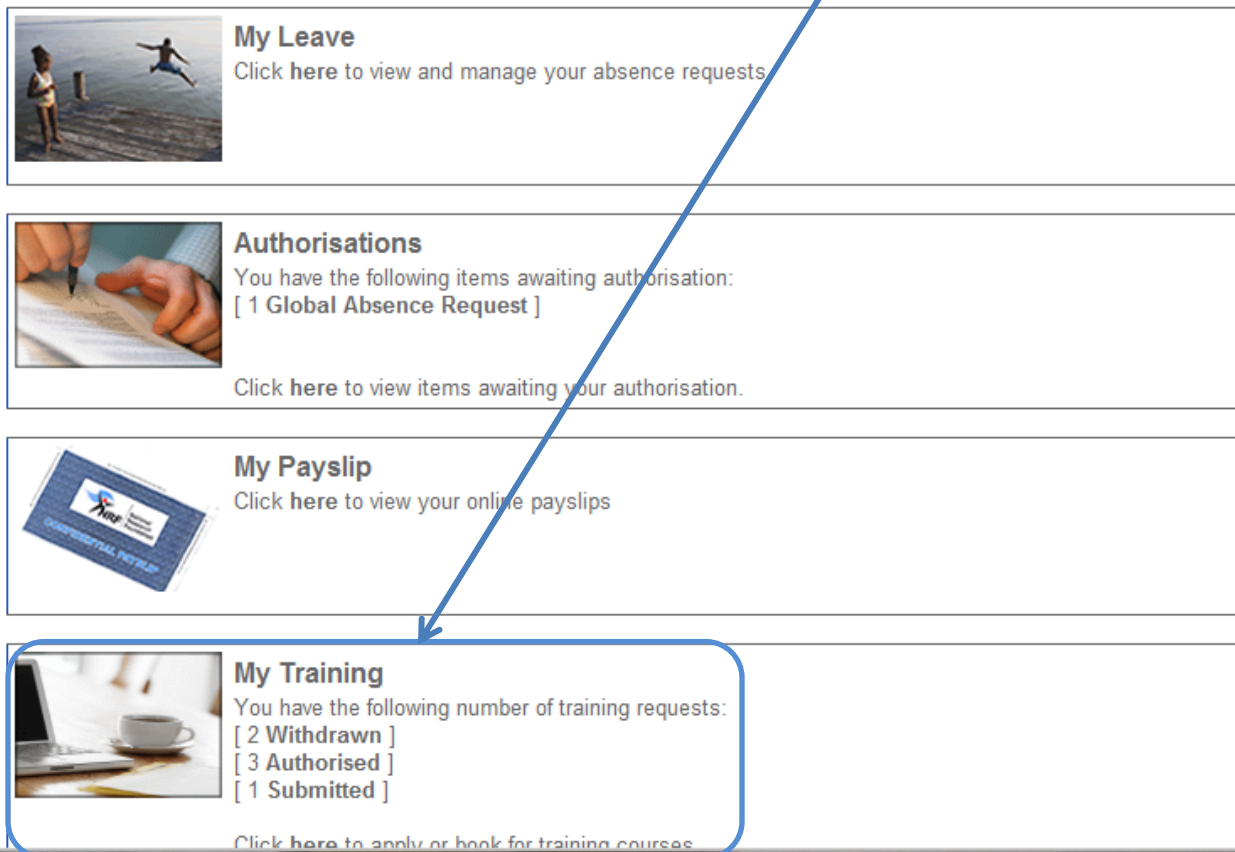
With this module, you will be able to:

- ✓ request training,
- ✓ view all courses & workshops that are available across the organisation, and
- ✓ view the courses that you have attended.

1. Accessing the Module

To access the Training Module, simply log on to HR Online using your Employee Number and your Password. Don't know how to log on? Click here to view the [HR Online User Guide](#).

Once you have logged on, scroll down the home page and then click the **My Training** link to access the module:



The screenshot shows a vertical list of four menu items on the HR Online home page. Each item consists of a small image on the left and text on the right. The 'My Training' item is highlighted with a blue rounded rectangle, and a blue arrow points from the text above to it.

- My Leave**
Click [here](#) to view and manage your absence requests
- Authorisations**
You have the following items awaiting authorisation:
[1 Global Absence Request]
Click [here](#) to view items awaiting your authorisation.
- My Payslip**
Click [here](#) to view your online payslips
- My Training**
You have the following number of training requests:
[2 Withdrawn]
[3 Authorised]
[1 Submitted]
Click [here](#) to apply or book for training courses

Once on the Training Page, the following will be displayed:

1. **Training Calender** - for you to view the days you've been booked out for Training in a calendar format.
2. **Courses Requested** – for you to view the courses that you have requested attendance to and the status of your application.
3. **Course Cancellations**: - for you to view the courses that you had initially applied for but have since cancelled.

Please note that only the courses that you have requested and cancelled online will be reflected on this page.

2. Searching for Training

To search for available training, scroll down the page and select [\[Request Training\]](#):

The screenshot shows a calendar grid for the year 2012, with days of the week (Su to Mo) and months (July to June) listed. Below the calendar is a table titled "Requested" with columns: Date, Course, Start Time, Form, Status, Initial Eval, and Followup Eval. The table contains three rows of data:

Date	Course	Start Time	Form	Status	Initial Eval	Followup Eval
11/2012	Corporate:Advanced Business Writing	083000	0000001346	Withdrawn		
10/2012	Corporate:HR for HR Administrators	0830	0000001376	Authorised		
08/2012	Corporate:Business Writing	083000	0000001283	Withdrawn		

Below the "Requested" table is a table titled "Cancellations" with columns: Date, Name, Course, Form, and Status. It contains one row:

Date	Name	Course	Form	Status
25/10/2012	Tebogo Letseka		0000001377	Authorised

At the bottom right of the page, there are links: [\[Back\]](#) [\[Request Training\]](#) [\[Update Courses Attended\]](#). A blue arrow points from the text above to the [\[Request Training\]](#) link.

This will open the [Training Course Selection](#) page with the **keywords**, **type**, **region** and **date** search options. These criteria may be used individually or combined:

The screenshot shows the "Training Course Selection" search form. It includes a search criteria section with the following fields:

- Keywords:
- Type:
- Start Date:
- Region:
- End Date:

There is a [\[Search\]](#) button at the bottom right of the form and a [\[Back\]](#) link below it.

2.1. Keyword Search

Use the keyword search to search for training that contain specific words. Type in a keyword , e.g. *"business"*, then click [\[Search\]](#). All Courses that contain the word *"business"* will reflect.

The screenshot shows the "Training Course Selection" search form with the keyword "business" entered in the Keywords field. The other fields are the same as in the previous screenshot:

- Keywords:
- Type:
- Start Date:
- Region:
- End Date:

There is a [\[Search\]](#) button at the bottom right of the form and a [\[Back\]](#) link below it.

Select the one that you are looking for by clicking on it's title (see next page).

Training Course Selection

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

Search Criteria

Keywords

Type -Select-

Start Date

Region -Select-

End Date

[\[Search\]](#)

Search Results

Description	Min Attendees	Max Attendees	Max Reserve Attendees	Standard Fee	Per Person Fee	Events
Corporate:Advanced Business Writing	10	12	10	0.00	0.00	1
Corporate:Business Induction	12	20	20	0.00	0.00	1
Corporate:Business Writing	15	15	15	0.00	0.00	1

[\[Back\]](#)

2.2. Type Search

The organisation currently offers three types of training that you are able to apply for online: **Information Sessions, Training Courses** and **Workshops**. Currently, only Workshops and Training Courses have been loaded onto the system.

Click the drop-down arrow and select one of the two then click **[Search]**. All available training matching your criteria will then reflect, then you can select the one that you are looking for by clicking on it's title:

Training Course Selection

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

Search Criteria

Keywords

Type -Select-

Start Date

Region -Select-

End Date

[\[Search\]](#)

-Select-
-Select-
Information Session
Training Course
Workshop

[\[Back\]](#)

Training Course Selection

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

Search Criteria

Keywords

Type Training Course

Start Date

Region -Select-

End Date

[\[Search\]](#)

[\[Back\]](#)

Training Course Selection

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

Search Criteria

Keywords

Type Training Course

Start Date

Region -Select-

End Date

[\[Search\]](#)

Search Results

Description	Min Attendees	Max Attendees	Max Reserve Attendees	Standard Fee	Per Person Fee	Events
Corporate:Advanced Business Writing	10	12	10	0.00	0.00	1
Corporate:Business Writing	15	15	15	0.00	0.00	1
Corporate:Financial Fitness	12	20	0	0.00	0.00	1
Corporate:Financial Management	12	15	15	0.00	0.00	1
Corporate:HR for HR Administrators	10	15	15	0.00	0.00	1

[\[Back\]](#)

Page 3 of 8

2.3. Region Search

Use the **Region** search if you are looking for training that is offered by a specific **Business Unit**.

Click on the drop-down arrow, select one and then click **[Search]**. All available training matching your criteria will then reflect, then you can select the one that you are looking for by clicking on it's title:

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

Search Criteria

Keywords:

Type:

Start Date:

Region: (dropdown menu open showing: - Select -, Corporate NRF, HartRao, NZG, RISA, SAASTA, SAAB, SAIAB, SKA, iThemba Labs)

End Date:

[Search] [Back]

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

Search Criteria

Keywords:

Type:

Start Date:

Region:

End Date:

[Search] [Back]

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

Search Criteria

Keywords:

Type:

Start Date:

Region:

End Date:

[Search] [Back]

Search Results

Description	Min Attendees	Max Attendees	Max Reserve Attendees	Standard Fee	Per Person Fee	Events
Corporate:Financial Fitness	12	20	0	0.00	0.00	1
Corporate:HR for HR Administrators	10	15	15	0.00	0.00	1
Corporate: Minute-Taking & Meeting Mngt	10	15	10	0.00	0.00	1

[Back]

2.4. Date Search

Use the date search to search for training that start or end within a particular date-range.

Drop down on **Start Date**, select the start date from the calendar pop-up, and then click **[Search]**. All training that starts **on or after** that date will the reflect. Select the one that you are looking for by clicking on it's title:

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

Search Criteria

Keywords:

Type:

Start Date: (calendar pop-up for October)

Region:

End Date:

[Search] [Back]

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

Search Criteria

Keywords

Type

Start Date

Region

End Date

[Search]

[Back]

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

Search Criteria

Keywords

Type

Start Date

Region

End Date

[Search]

Search Results

Description	Min Attendees	Max Attendees	Max Reserve Attendees	Standard Fee	Per Person Fee	Events
Corporate:Advanced Business Writing	10	12	10	0.00	0.00	1
Corporate:Business Induction	12	20	20	0.00	0.00	1
Corporate:Business Writing	15	15	15	0.00	0.00	1
Corporate:Financial Fitness	12	20	0	0.00	0.00	1
Corporate:Financial Management	12	15	15	0.00	0.00	1

[Back]

2.5. Blind Search

Perform a “blind” search if you just want to see all the courses that are available in the organisation. To do this, leave all search fields blank and then click [\[Search\]](#).

3. Applying for Training

Once you have found the training that you are looking for, the next step is to apply for it. To do this, click on the course title. This action will open the [Course Event Selection](#) page:

Training Course Event Selection
Please review the details of the course you have selected. If you wish to book yourself onto one of the events listed, please click on the start date. If there are no events or places available and you wish to be placed on the waiting list, please click Non-scheduled Request

Course Details

Course Corporate:HR for HR Administrators
 Type Training Course
 Attendance 2 Day Course (Not Consecutive)

Objectives
The objective of this course is to equip HR Administrators & Officers with the required knowledge and appreciation of the strategic role of the HR function in the organisation, with a view to enhancing effectiveness in their own roles. Delegates will learn about how they can contribute to the achievement of the goals of the unit, and those of the organisation as a whole.

Pre-requisites
Delegates will need to familiarise themselves with the HR Policies and Procedures to some extent before the course. To gain an understanding of areas of interest and expectations, a questionnaire may be issued before the course.

Programme
The course modules include: The strategic role of HR in an organisation; The significance of HR policies and procedures; The legislative framework applicable to HR; Understanding HR functions; HR and organisational development; Employee motivation and retention; Exit processes and interviews; and The Customer Service Role of HR. The course duration is 2 days.

Rationale
"HR must give value or give notice" - This is the view expressed by Dave Ulrich, a thought leader in HR strategies and practices for over 25 years. Development and empowerment of HR functionaries is critical for business success, and through this course, HR role players can enhance their contribution and value-add in the organisation.

Course Events

Start Date	End Date	Start Time	Venue	Region	Tutor	Booked	Maximum	Reserve Spaces
25/10/2012	26/10/2012	08:30	NRF Corporate Office	Corporate NRF	MR C Cotter	4	15	15

[Back] [Non-scheduled Request]

Review the course details to ensure that the selection meets your training needs and that you meet the minimum requirements.

Click on the date, to open the [Training Request](#) page:

Course Details									
Course	Corporate:HR for HR Administrators								
Dates	25/10/2012 - 26/10/2012								
Start Time	08:30								
Venue	NRF Corporate Office								
Room	CSIR Convention Centre								
Tutor	MR C Cotter								
Cost	To be confirmed								
Dates									
Start Date	End Date	Start Time	End Time	Venue	Room	Tutor			
25/10/2012	26/10/2012	0830	1630	CORP	CORPCSIR	MR C Cotter			
Reason For Request									
<input type="text"/>									

[Back] [Save] [Submit]

Type in the **reason** for your training request for your Manager’s consideration and then click **[Submit]**. A **Confirmation Message** then pops up, click **[Continue]**.

Please note that you will be notified via e-mail once your Manager has approved/declined your request.

4. Withdrawing a Training Request


A training request can only be Withdrawn if the request has **not yet been Authorised**.

To withdraw a training request, go to the **Training** page. Under **Requested** click on the **Form Number** of the request that you want to withdraw.

▲	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo
July																														
August																														
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June																														
▼	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo

requested						
Date	Course	Start Time	Form	Status	Initial Eval	Followup Eval
11/2012	Corporate:Advanced Business Writing	083000	0000001346	Withdrawn		
10/2012	Corporate:HR for HR Administrators	0830	0000001376	Authorised		
08/2012	Corporate:Business Writing	083000	0000001283	Withdrawn		

This action will open the **Training Request** page (see next page). Click **[Withdraw]**:



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

Course Details	
Request	000001455
Course	Corporate:HR for HR Administrators
Dates	25/10/2012 - 26/10/2012
Start Time	08:30
Venue	NRF Corporate Office
Room	CSIR Convention Centre
Tutor	MR C Cotter
Cost	To be confirmed

Dates						
Start Date	End Date	Start Time	End Time	Venue	Room	Tutor
25/10/2012	26/10/2012	0830	1630	CORP	CORPCSIR	MR C Cotter

Post Details	
Position	HR System Administrator

Reason For Request	

[Back] [Withdraw]

A **Confirmation Message** then pops up, click **[Continue]**.

5. Cancelling a Training Request

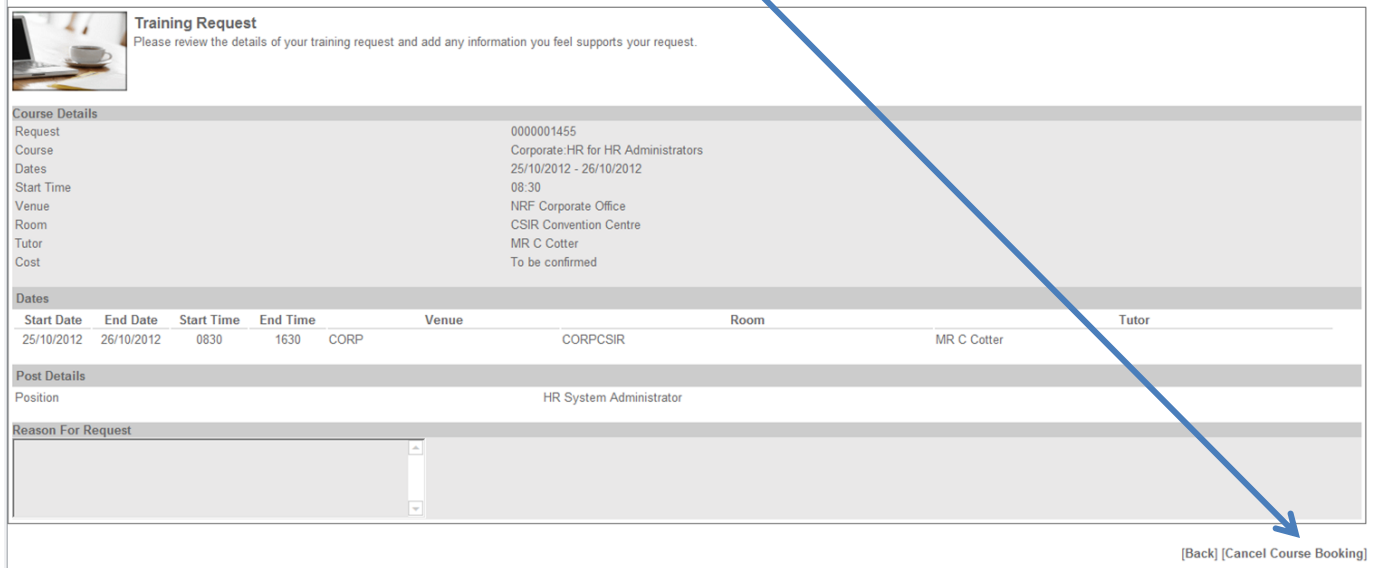
A training request can only be cancelled if the request has **already been Authorised**.

To cancel your application for a training request, go to the **Training** page. Under **Requested** click on the **Form Number** of the request that you want to cancel.

	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	
July																																						
August																																						
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December																																						
January																																						
February																																						
March																																						
April																																						
May																																						
June																																						

Requested						
Date	Course	Start Time	Form	Status	Initial Eval	Followup Eval
11/2012	Corporate:Advanced Business Writing	083000	0000001346	Withdrawn		
10/2012	Corporate:HR for HR Administrators	0830	0000001376	Authorised		
08/2012	Corporate:Business Writing	083000	0000001283	Withdrawn		

This action will open the **Training Request** page. Click **[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	000001455
Course	Corporate HR for HR Administrators
Dates	25/10/2012 - 26/10/2012
Start Time	08:30
Venue	NRF Corporate Office
Room	CSIR Convention Centre
Tutor	MR C Cotter
Cost	To be confirmed

Dates

Start Date	End Date	Start Time	End Time	Venue	Room	Tutor
25/10/2012	26/10/2012	0830	1630	CORP	CORPCSIR	MR C Cotter

Post Details

Position	HR System Administrator
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Reason For Request

[Back] [Cancel Course Booking]

A **Confirmation Message** then pops up, click **[Continue]**.

Please note that your Manager will need to approve your cancellation request in order for you to be removed from the course. Should your manager decline your cancellation, you will be required to attend the course, failing which the costs associated will be charged to your relevant cost centre.