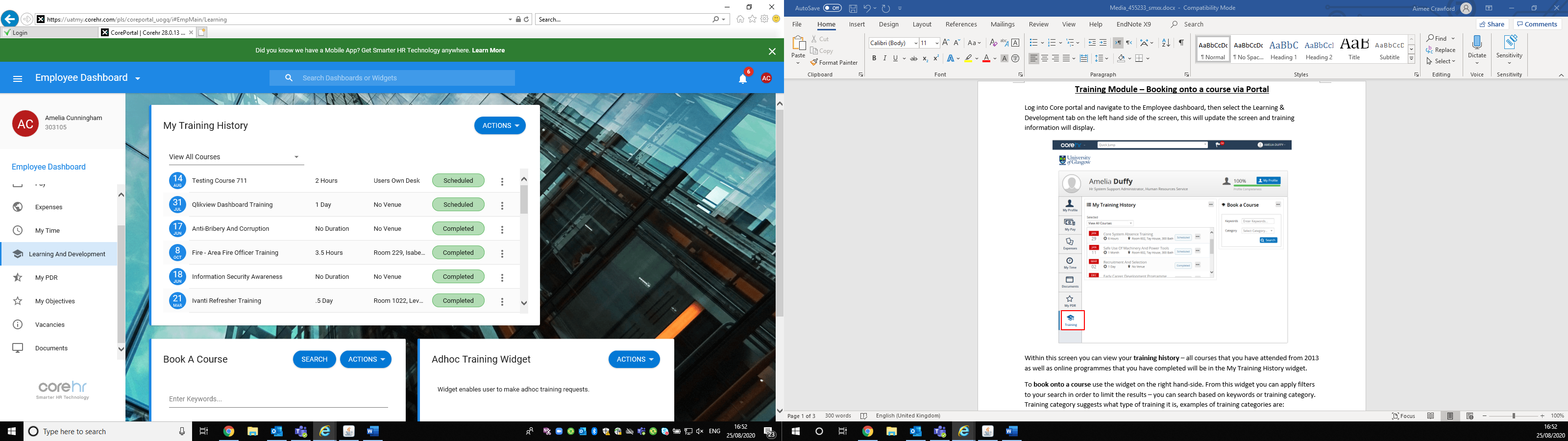
**Training Module – Booking onto a course via Portal**

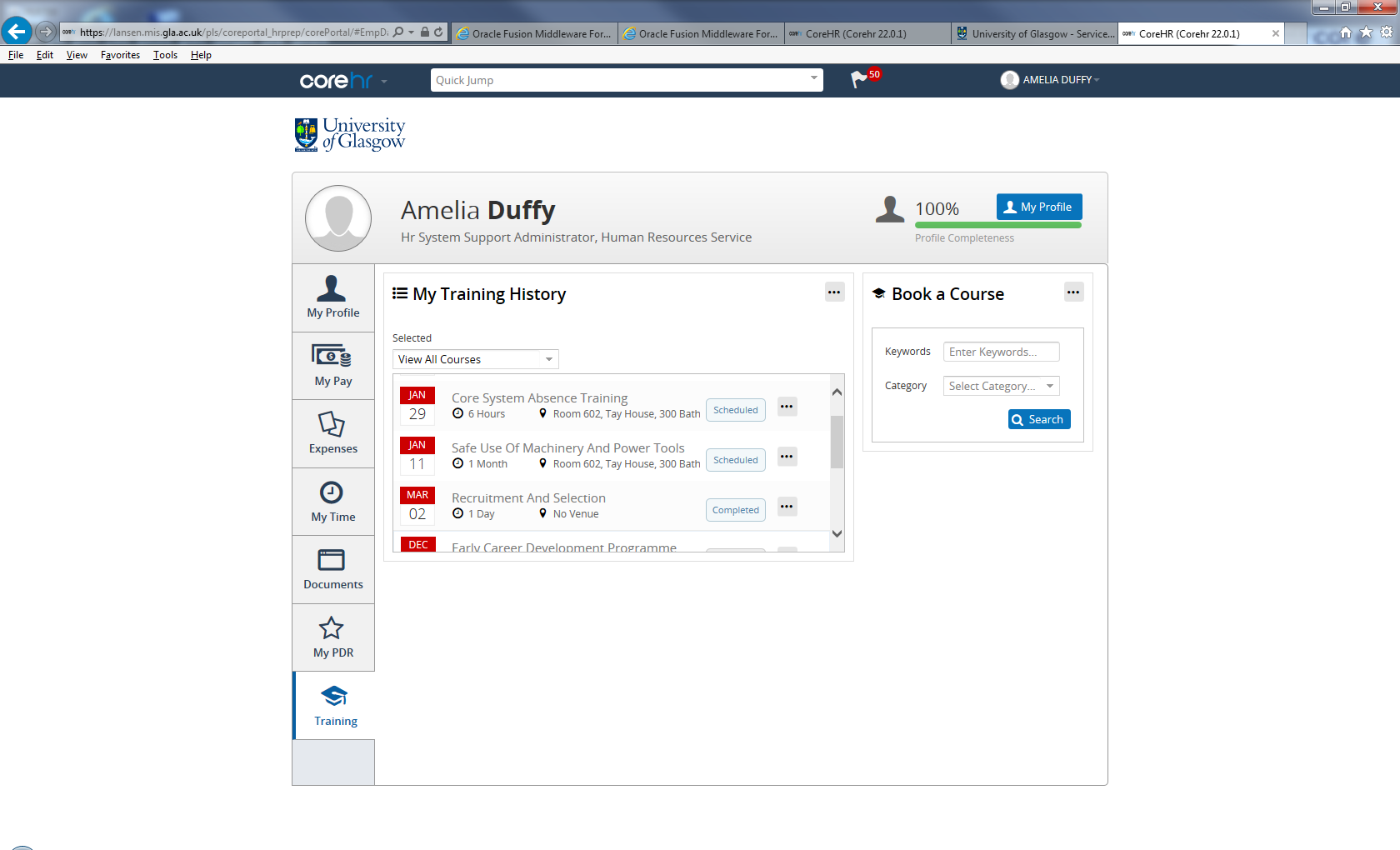
Log into Core portal and navigate to the Employee dashboard, then select the Learning & Development tab on the left hand side of the screen, this will update the screen and training information will display.

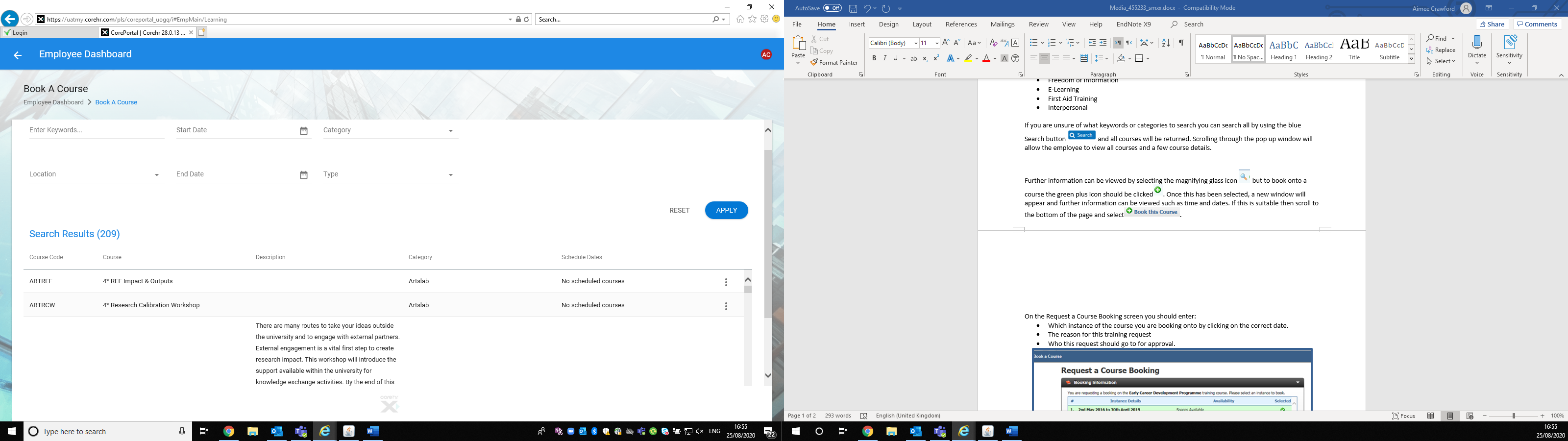


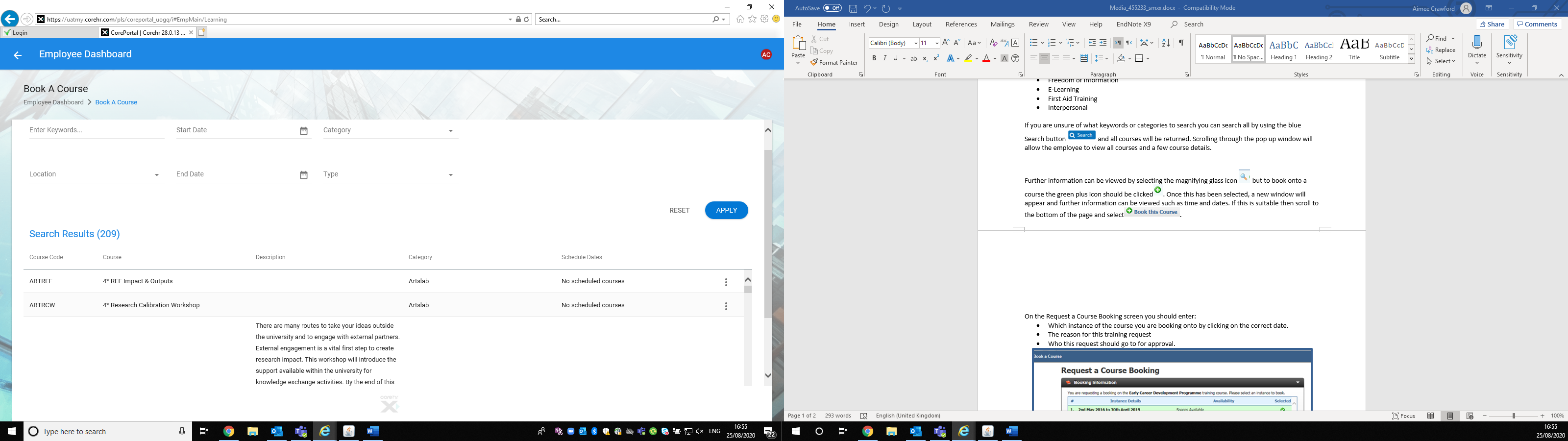
Within this screen you can view your **training history** –online programmes that you have completed will also be in the My Training History section.

To **book onto a course** use the section on the left hand-side labelled “Book A Course”. From here you can apply filters to your search in order to limit the results – you can search based on keywords or training category. Training category suggests what type of training it is, examples of training categories are:

* Biological Safety
* Freedom of Information
* E-Learning
* First Aid Training
* Interpersonal

If you are unsure of what keywords or categories to search you can search all by using the blue Search button and all courses will be returned. Scrolling through the pop up window will allow the employee to view all courses and a few course details.



Further information can be viewed by selecting the vertical ellipsis button  and selecting the “View Course Details option from the drop-down. It is also from this drop down that an employee can request to attend the course. If you are a line manager, you also have the functionality from this same space to enrol your team onto training courses.

