User Guide
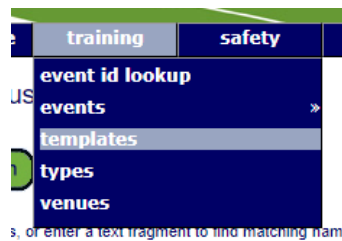
Training | Creating Training Templates

STEP ONE | Create Training Templates

Under the training tab, click templates

Click Add

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Complete the Template information. You will **not** need to include cost codes, click Save

Add Training Template for Site: Pegasus Demonstration

Name:	Demonstration Induction
Provider:	Site: Pegasus Demonstration
Delivery:	Classroom ▼ *Cannot change setting because there is no option*
Type:	Inductions [Site: Pegasus Demonstration] ▼
Location:	Pegasus Demonstration ▼
Description:	
List In Portal:	☐ *Requires training provider to have a portal*
Bill To Site:	☐
Con Sales Code:	
Con Item Code:	
Contractor Currency:	AUD ▼
Con Attendee Cost: $	0.00
Con Attendee GST: $	0.00
Emp Sales Code:	
Emp Item Code:	
Employee Currency:	AUD ▼
Emp Attendee Cost: $	0.00
Emp Attendee GST: $	0.00
Auto Distribute Costs:	☐
Course Email:	
Requirements:	
Extra Conditions:	
Attendee Notes:	
Req Co Approval:	☐
Req Site Contact:	☐

cancel   save

Add the competency/ies that are delivered by the training by clicking 'add competency' at the bottom of the template.

COMPETENCIES

None

[add competency]

Search for the competency and select the one that is required

Add Deliverable Competency to 'Demonstration Induction' Training Template

[Induction] [search]   ☑ Include competencies from [- - All Realms - - ▼]   [cancel]
                       ☐ Group by location

Found 52 matches.

Verified	Competency Name	Owner	Site Location	Assignment Steps					Duration
				PT	TR	AS	AU	AP	
	Administration.Appointed.Induction MGT Assessor (Admin)	Realm: Pegasus					AU		Non-specified

Repeat the above step to add more competencies

COMPETENCIES

Verified	Competency Name	Owner	Assignment At	Assignment Steps					Duration	Percentage Contribution	Remove
				PT	TR	AS	AU	AP			
	Administration.Appointed.Induction MGT Assessor (Admin)	Realm: Pegasus	Site				AU		non-specified	100.0	Remove

[add competency]

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