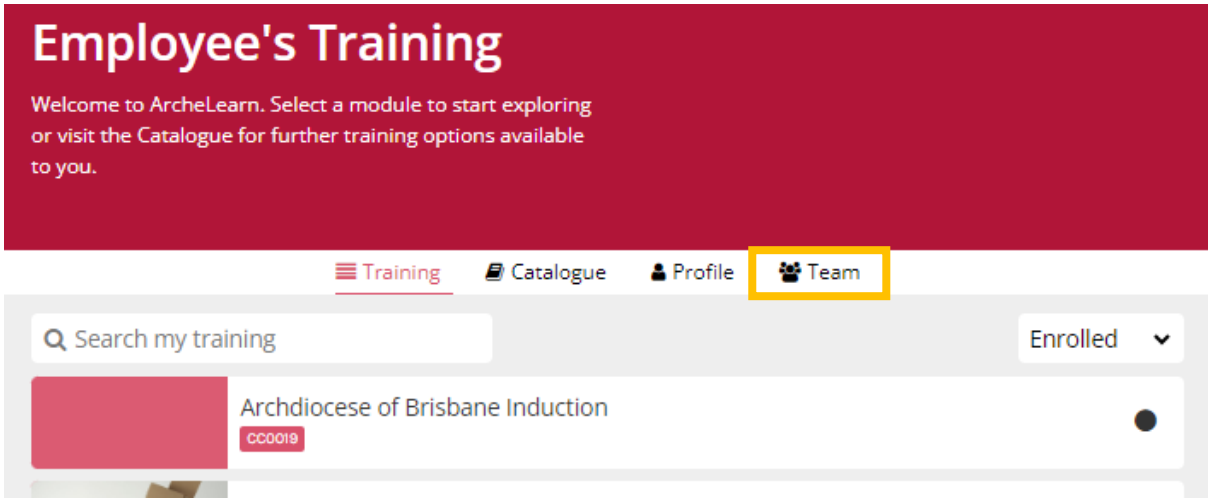
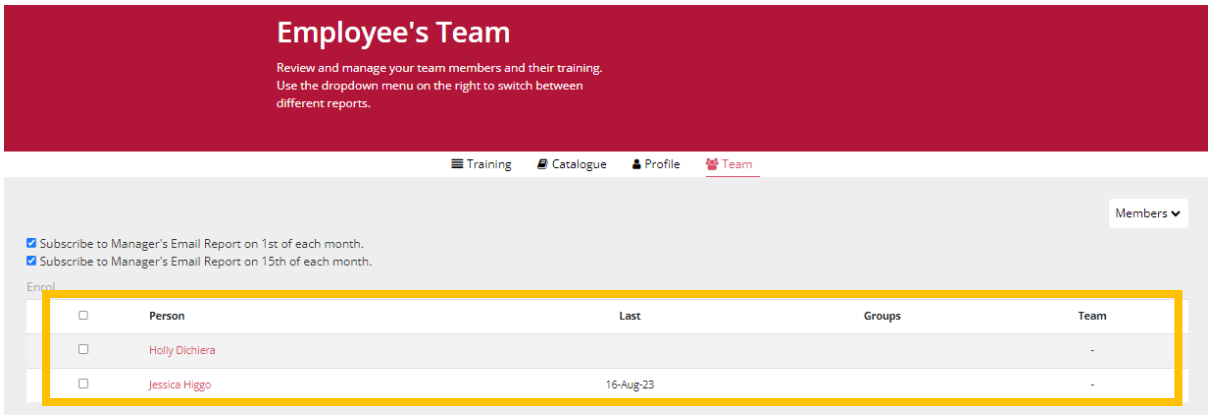
Guidelines for Leaders

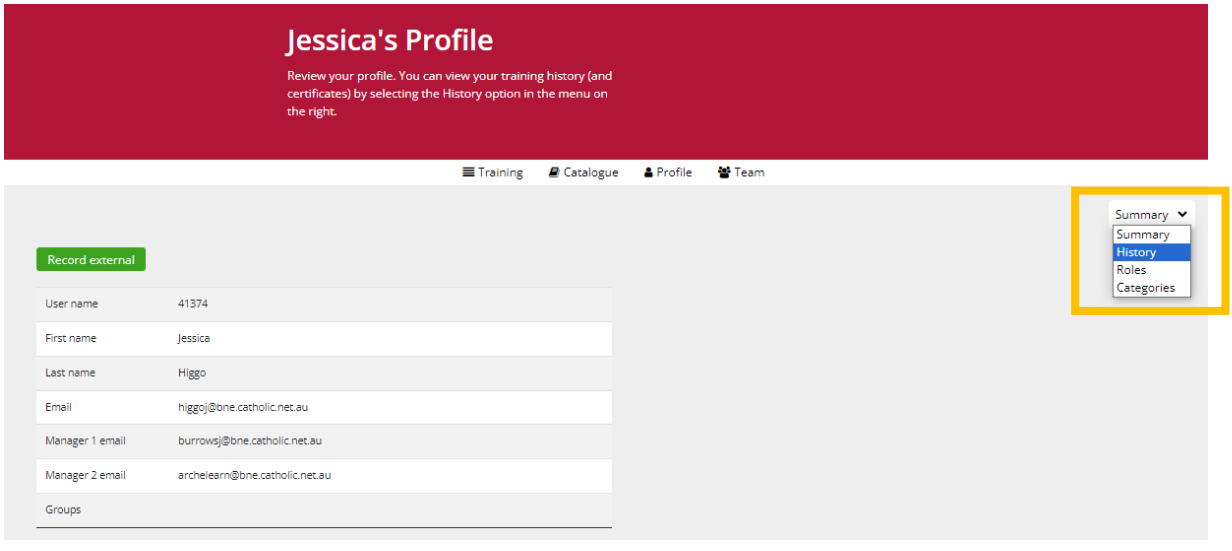
Leaders will have an additional '***Team***' tab.



Under the '***Team***' tab, Leaders will be able to see a list of employees who report to them. Employees who have left the organisation will not be listed.

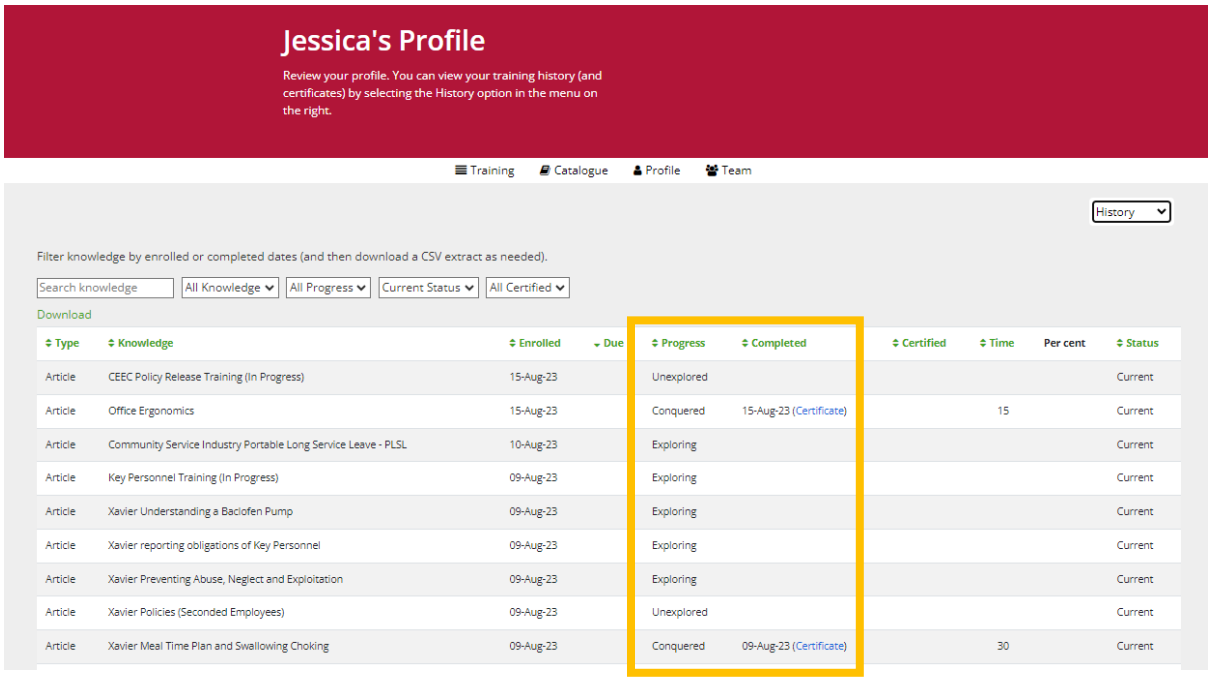


To view an employee's course history, select the employee and then select '***History***' from the drop-down list.



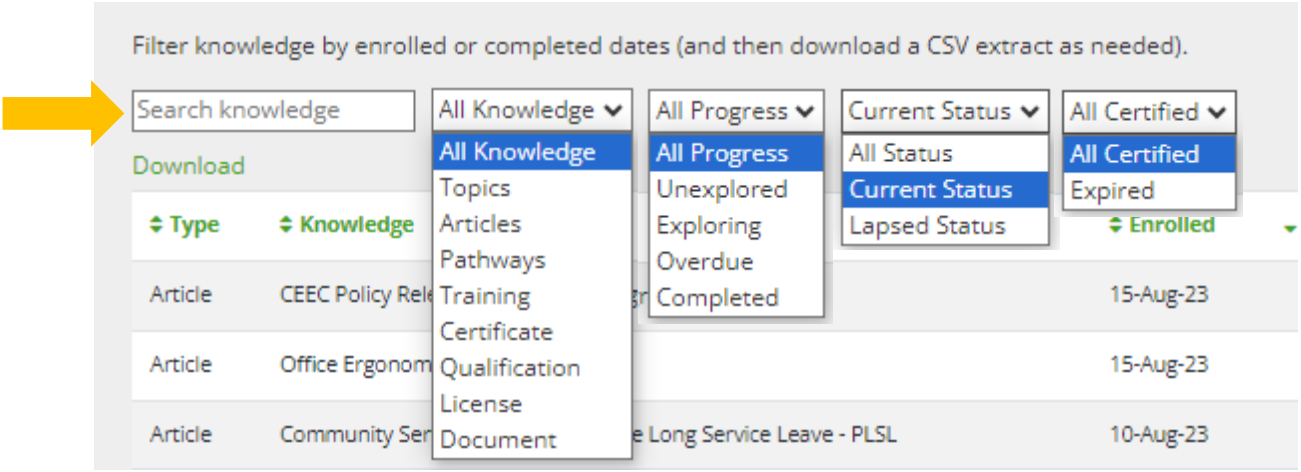
The courses assigned to the employee will be listed in the '***Knowledge***' cell. To view their course completion status, refer to the '***Progress***' cell.

- **Unexplored** – The employee has not yet completed the course assigned to them.
- **Conquered** – The employee has completed the course. Additionally, the date of completion will be visible in the '***Completed***' cell.
- **Exploring** – The employee has started the course but has not yet completed it.

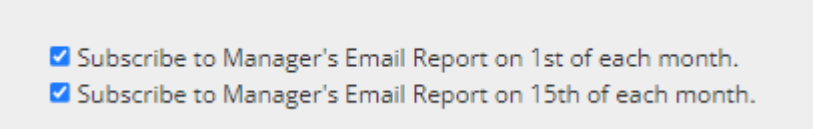


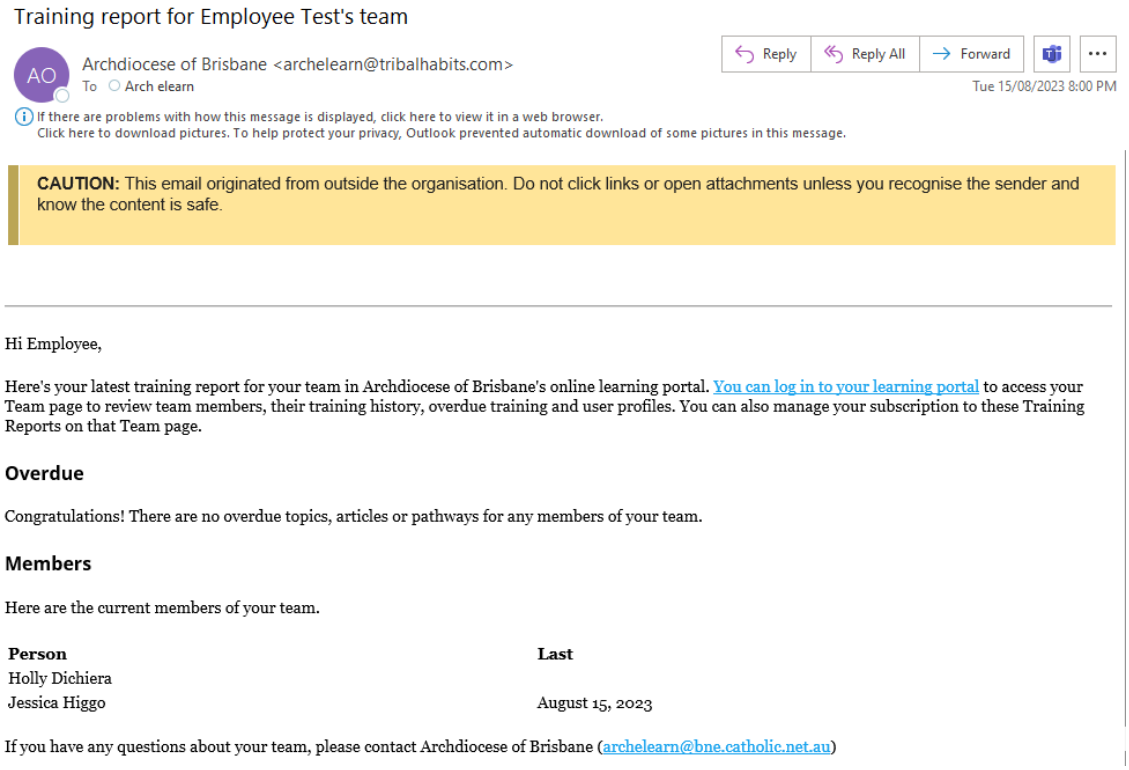
Type	Knowledge	Enrolled	Due	Progress	Completed	Certified	Time	Per cent	Status
Article	CEEC Policy Release Training (In Progress)	15-Aug-23		Unexplored					Current
Article	Office Ergonomics	15-Aug-23		Conquered	15-Aug-23 (Certificate)		15		Current
Article	Community Service Industry Portable Long Service Leave - PLSL	10-Aug-23		Exploring					Current
Article	Key Personnel Training (In Progress)	09-Aug-23		Exploring					Current
Article	Xavier Understanding a Baclofen Pump	09-Aug-23		Exploring					Current
Article	Xavier reporting obligations of Key Personnel	09-Aug-23		Exploring					Current
Article	Xavier Preventing Abuse, Neglect and Exploitation	09-Aug-23		Exploring					Current
Article	Xavier Policies (Seconded Employees)	09-Aug-23		Unexplored					Current
Article	Xavier Meal Time Plan and Swallowing Choking	09-Aug-23		Conquered	09-Aug-23 (Certificate)		30		Current

Furthermore, managers can use the filters to view a list of specific courses.



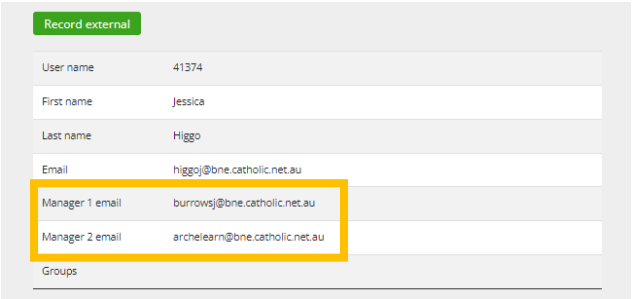
Leaders can ***Subscribe to the Manager's Email Report***. This report will be sent via email on either the 1st or 15th or both dates of each month. This email will contain details on overdue courses and include a list of their employees (*See example below*).





Additional Managers

Employees can have more than 1 manager added to their profile. This is applicable to employees who have multiple roles within the organisation, for example employees who are volunteers or an employee who works at two childcare centres. Additional managers will also be able to view the employees course history.



Learning and Development Contact Details

If you require any assistance, please do not hesitate to contact the Learning and Development team.

Email: archelearn@bne.catholic.net.au

Phone: 07 3324 3075