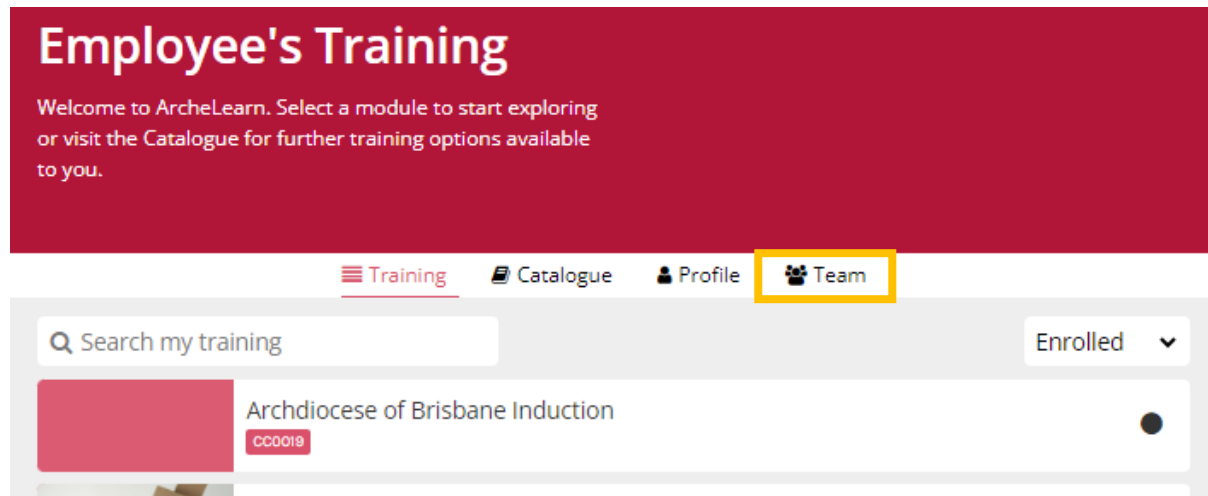


Guidelines for Leaders

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



Employee's Training

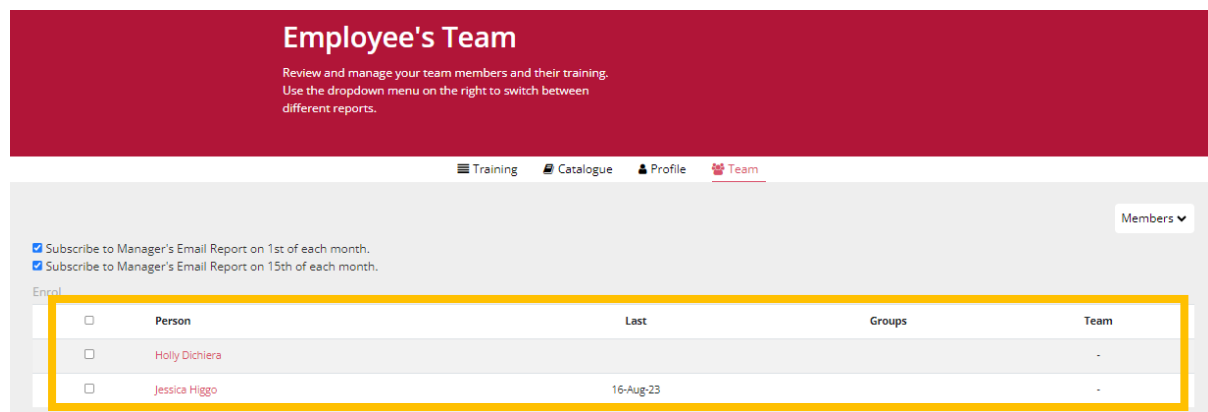
Welcome to ArcheLearn. Select a module to start exploring or visit the Catalogue for further training options available to you.

Training Catalogue Profile **Team**

Search my training Enrolled

Archdiocese of Brisbane Induction
CC0019

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.



Employee's Team

Review and manage your team members and their training. Use the dropdown menu on the right to switch between different reports.

Training Catalogue Profile **Team**

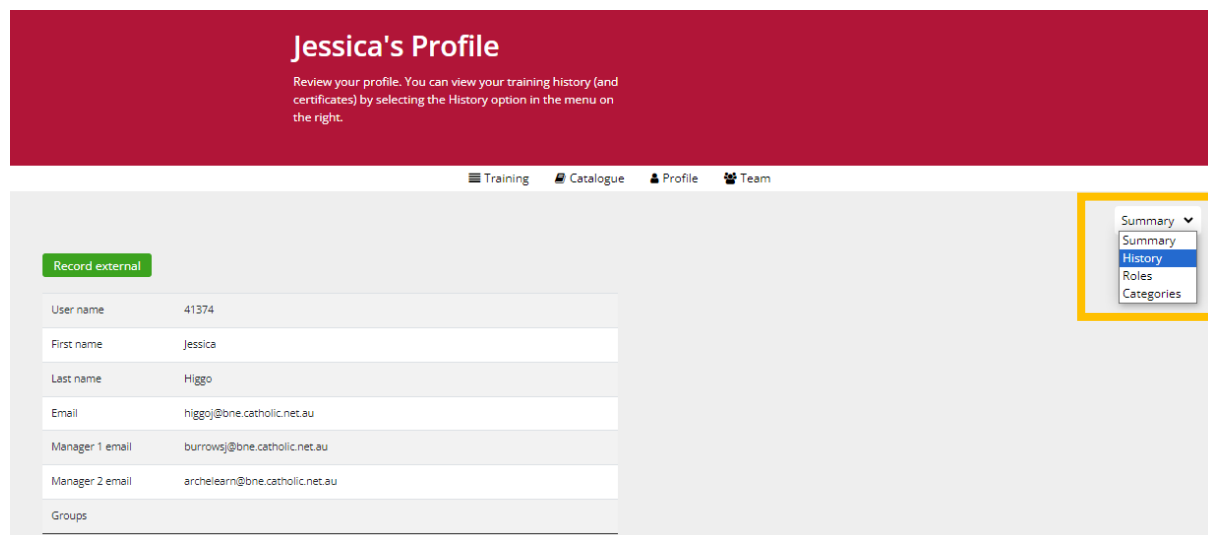
Members

Subscribe to Manager's Email Report on 1st of each month.
 Subscribe to Manager's Email Report on 15th of each month.

Enrol

Person	Last	Groups	Team
<input type="checkbox"/> Holly Dichiera			-
<input type="checkbox"/> Jessica Higgs	16-Aug-23		-

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



Jessica's Profile

Review your profile. You can view your training history (and certificates) by selecting the History option in the menu on the right.

Training Catalogue Profile **Team**

Record external

User name 41374
First name Jessica
Last name Higgs
Email higgsj@bne.catholic.net.au
Manager 1 email burrowsj@bne.catholic.net.au
Manager 2 email archelearn@bne.catholic.net.au
Groups

Summary
Summary
History
Roles
Categories

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.

Jessica's Profile

Review your profile. You can view your training history (and certificates) by selecting the History option in the menu on the right.

History ▾

Filter knowledge by enrolled or completed dates (and then download a CSV extract as needed).

Search knowledge All Knowledge ▾ All Progress ▾ Current Status ▾ All Certified ▾

Download

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.

Filter knowledge by enrolled or completed dates (and then download a CSV extract as needed).

Search knowledge All Knowledge ▾ All Progress ▾ Current Status ▾ All Certified ▾

Download

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



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*).

- Subscribe to Manager's Email Report on 1st of each month.
- Subscribe to Manager's Email Report on 15th of each month.

Training report for Employee Test's team



Archdiocese of Brisbane <archelearn@tribalhabits.com>
To Arch learn

Reply Reply All Forward

Tue 15/08/2023 8:00 PM

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

CAUTION: This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Employee,

Here's your latest training report for your team in Archdiocese of Brisbane's online learning portal. [You can log in to your learning portal](#) to access your Team page to review team members, their training history, overdue training and user profiles. You can also manage your subscription to these Training Reports on that Team page.

Overdue

Congratulations! There are no overdue topics, articles or pathways for any members of your team.

Members

Here are the current members of your team.

Person	Last
Holly Dichiera	
Jessica Higgs	August 15, 2023

If you have any questions about your team, please contact Archdiocese of Brisbane (archelearn@bne.catholic.net.au)

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.

Record external

User name	41374
First name	Jessica
Last name	Higgs
Email	higgsj@bne.catholic.net.au
Manager 1 email	burrowsj@bne.catholic.net.au
Manager 2 email	archelearn@bne.catholic.net.au
Groups	

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