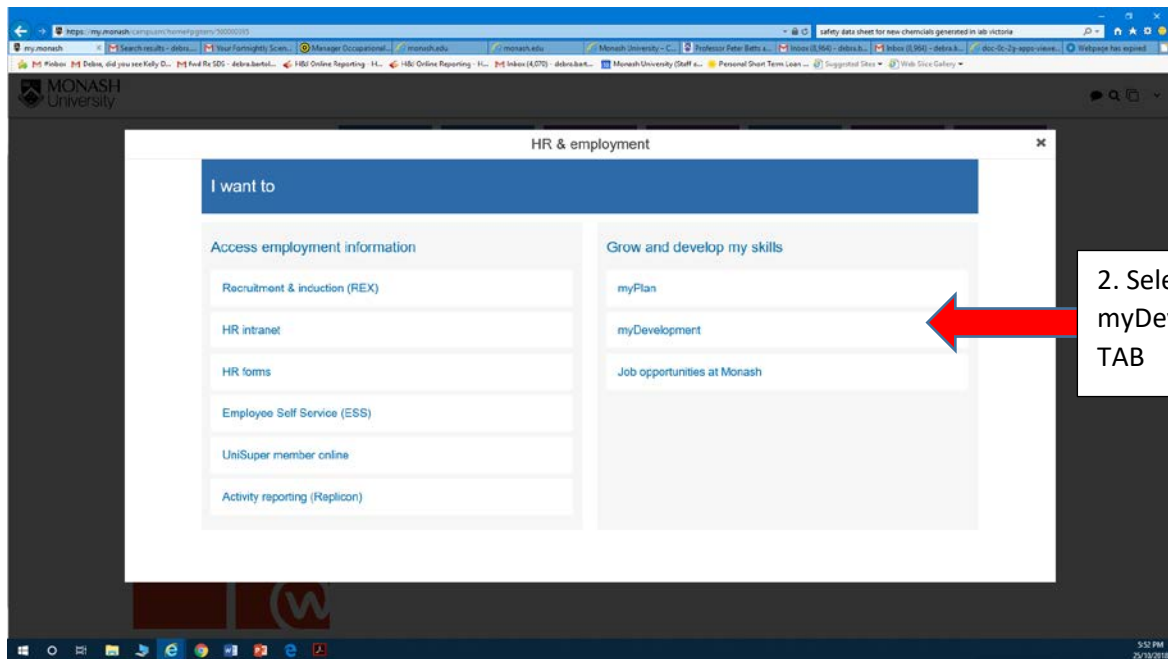
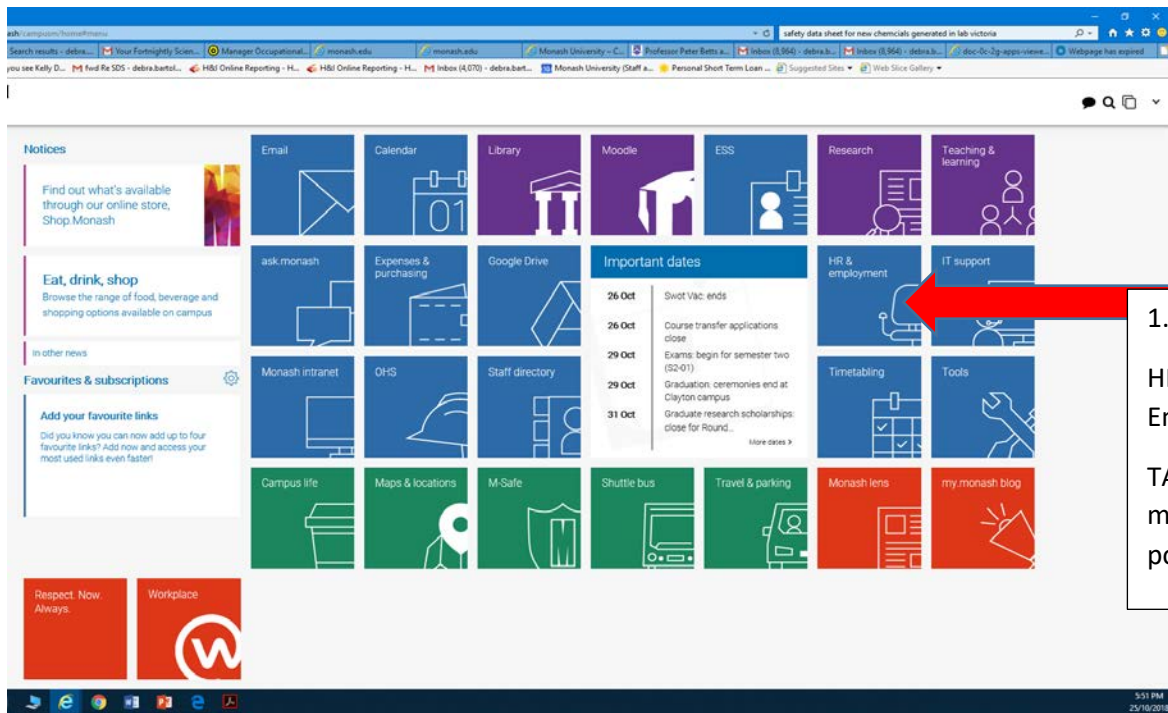


HOW TO VIEW YOUR TRAINING RECORDS IN MYDEVELOPMENT




Welcome Debra Ann

RENEWING YOUR MANDATORY COMPLIANCE TRAINING HAS CHANGED

We have listened to your feedback and have simplified how you renew your mandatory compliance training. Effective 15/4/2018 the module to be renewed will be assigned to your training record three months prior to the module's expiry date (i.e 2 or 3 years after completion). You will receive an email providing instructions at that time.

If your module has expired and/or you did not receive a renewal notification please Select the **'Browse for Learning'** widget below, and on the left hand side under the **Topic of Mandatory compliance training**, select the Module you would like to complete - select Request. You will be prompted with a message asking whether you would like to request this training again - select **yes**.



For information regarding the handling of your personal information, please refer to the Monash University 100 Privacy Collection Statement and Monash University's Privacy Procedures.

VIEW MY TRAINING	Due date	Status	Action
Learning Byte 2: Exploring Stewardship in Action	05/10/2018	Registered / overdue	Launch
Learning Byte 1: SPD Through a Stewardship Lens	30/08/2018	Registered / overdue	Launch

VIEW FEATURED LEARNING

- Building your Personal Brand
- Google Drive and Docs Advanced
- Google Mail and Calendar Advanced

MY INBOX

View Training record
(0 approved training selections)
(Registered for 5 training selections)

BROWSE FOR LEARNING

VIEW MY TRAINING

CALENDAR

MY PROFILE

3. Select the View my Training Link

Training record My Actions My Documents

Debra Ann Bartolo > Debra Ann Bartolo's Training Record

Debra Ann Bartolo's Training Record

Use the learning record to manage all active training.

Active By date added All Types

Search results (20)

Hide certified certifications

	Equal Opportunity Online Training Due: 26/09/2020 Status: Certified Expiry date: 26/10/2020	Manage
	Learning Byte 2: Exploring Stewardship in Action Due: 05/10/2018 Status: Registered / overdue	Launch

4. Uncheck the "Hide certified certifications box"

	First Aid Level 2 Due: N/A Due Date: Status: Started	Open contribution
	Ergonomics & manual handling Due: 28/05/2020 Status: Certified Expiry date: 28/05/2020	Manage
	Fire safety & extinguisher training Due: 26/10/2020 Status: Certified Expiry date: 26/10/2021	Manage
	Workplace safety inspections Due: 26/09/2019 Status: Certified Expiry date: 26/10/2019	Manage
	Risk management Due: 26/09/2019 Status: Certified Expiry date: 26/10/2019	Manage
	Hazardous substances and dangerous goods awareness Due: 26/09/2019 Status: Certified Expiry date: 26/10/2019	Manage
	Hazard & incident investigation methods (S.A.R.A.H) Due: 26/09/2019 Status: Certified Expiry date: 26/10/2019	Manage
	Essential OHS Due: 26/09/2019 Status: Certified Expiry date: 26/10/2019	Manage
	Emergency warden training Due: 26/09/2019 Status: Certified Expiry date: 26/10/2019	Manage

5. Then view your full training record.