



## **HUMAN RESOURCES**

# ADD EMPLOYEE COMPETENCE RECORDS (TRAINING COURSES)

The Competence Management process is used to track and manage the competence requirements of your organisation and help identify any gaps or qualifications that need to be updated. These competence requirements will fulfil the skills or <u>crafts</u> that may be necessary for employees to fulfil their role within the company.

This module will also enable you to keep track of qualification status and expiry.

**Ribbon Access:** Finance and HR > Employees

	Ŧ				BPO	Version 2.1.0.29 - Example C	ompany				11	
9	Equipment and	Locations	Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities
Financial	Debit Order	Employees	Grafts									
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The *Employees* listing screen will be displayed.

#### SELECT EMPLOYEE

- Use the *row selector* to highlight the employee you wish to add *qualification* or training course details to.
- Click on the *Competence Management* tile.



#### Add Employee Competence Management

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	-	1 007001	Susan Du Toit	susan@email.coza	CO3 Administrator
	년	2 944001	Belinda Sharman		Susan Du Toit
Overtime and		3 HAR001	Chris Haynes Attendee		Susan Du Toit
Holdays		4 BAL001	Susan Cooper	susan@noemail.com	Belinda Sharman
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Competence		6 RED001	George James Reddy Jef		Chris Haynes Attendee
Management		7 EMP123	Carolina Suzzetta Lourens		Susan Du Toit
		8 TWA001	Jonothan-Mark Twain-Sut	jona@noemail.co.za	Beinda Sharman
10.00		9 STE001	Markus Arilius Stevenson	Judith.mudzengi@co3.c0.za	Jonothan Mark Twain-Sutton-under-Whiteston
Payrol Data		10 30H001	Michael-Stark Johnson St	mike @noemail.co.za	Markus Anlius Stevenson Rodenhizer Tomijenov
		13 CO3	CO3 Administrator	judith.mudzengi@co3.co.za	
		15 TAD009	Theo Peterson	ted@noemail.co.za	Belinda Sharman
Barking Details		17 MUD001	Mark Mudderveld		Susan Du Toit
		19 TIM	Joseph Timber		
		20 BEN	Ben Johnson		
Custon Details		21 E147282	Jade Rivers		
		22 E987654	Jeff Rivers		Jade Rivers
		23 306001	Joel James	joel@noemail.com	Susan Du Toit
1000		24 MIL001	Sarah Mider		
Organisation Chart					
	10				

#### **SELECT TRAINING COURSE**

The *Employee Training Courses for : []* screen will open.



• Click on Add.

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The Add a new Training course screen will open



Home       Equipment and Locations         I       Image: College and the second	Contract 7 •	France and HR	Inventory	Maintenance and Projects	Merufecturing	Procurement	Sales	Service	Reporting	Usites	8
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• Click on the *drop-down arrow* in the *Training Course* field.

A Training Course *Type* menu will be displayed.



- Click on the *name* of the training course you wish to add to this employee.
- In this image *Health and Safety* has been selected.

Note: If a course you wish to add is not displayed in this list, then it can be <u>added</u> to this list in the *Configurator*.



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#### **ADD TRAINING COURSE DETAILS**

Fill in the remaining details of the training course:



- **College Attended**: Type in the institution attended to complete this course.
- Start Date: Either type in or click on the drop-down arrow and use the calendar function to select the course start date.
- End Date: Either type in or click on the drop-down arrow and use the calendar function to select the course end date.
- Course Duration: Either type in or use the directional arrows to select the course duration.
- **Purpose of Training**: Type in the reason for the employee attending this training course.
- Qualification: Type in the type of qualification that will be awarded when the course has been successfully completed.
- Qualification Expiry: Either type in or click on the drop-down arrow and use the calendar function to select the course qualification expiry date.
- Cost of Training: Type in the amount of the training course.
- Date Training Completed: Either type in or click on the drop-down arrow and use the calendar function to select the date that the training was completed.
- Result: Type in the result of the employee (e.g. Distinction, Merit, Pass).
- Status: Type in the status of the course (e.g. A-Active, I-Inactive) depending on whether, for example, the course content needs to be reviewed on an annual basis.



• **Other Notes**: Type in any other relevant notes, as required.

### SAVE TRAINING COURSE DETAILS

• Click on *Save*.



				Add a n	ew training	course - BPO: Version 2.1.0	29 - Example Co	ompany				21	U.	
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- A message box will pop up, advising the following:
  - Training Course has been saved.
- Click on *Ok*.



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#### **VIEW ADDED TRAINING COURSE**

- You will return to the *Employee Training Courses for: []* screen.
- Here you can now *view* the newly added training course for that employee.
- *Close* the screen when you are done.



#### Add Employee Competence Management

A '			Employee	Training Course	is for : Bianca Du Toit (DU	(001) - BPO: Version	2.1.0.20 - Example (	Company		7	o x
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• You will return to the *Employees* listing screen.

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