How to Manually Add a Training Record to a Staff Member

Training · https://cclearninghub.co.uk/docs/how-to-manually-add-a-training-record-to-a-staff-member/

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Kieran Worth

This guide explains how to manually add a completed training record to an individual staff member’s profile within the Training Area of Care Control’s HR app. This is useful when a course has been completed outside of the system and needs to be logged retroactively to keep training records accurate and up to date. This step-by-step guide walks you through selecting the relevant course, confirming the completion date, and saving the record to the staff member’s profile.

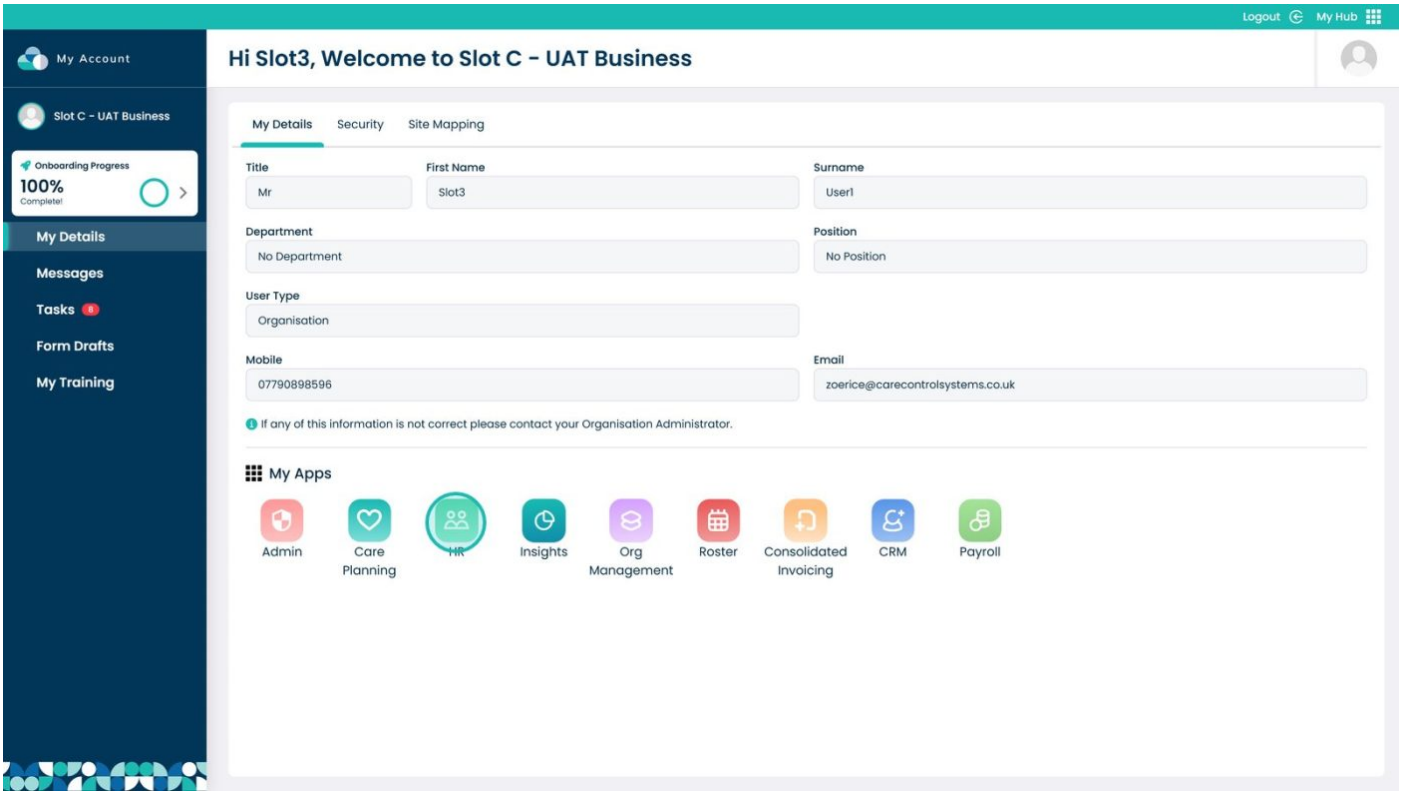
Interactive Guide

Embedded media:

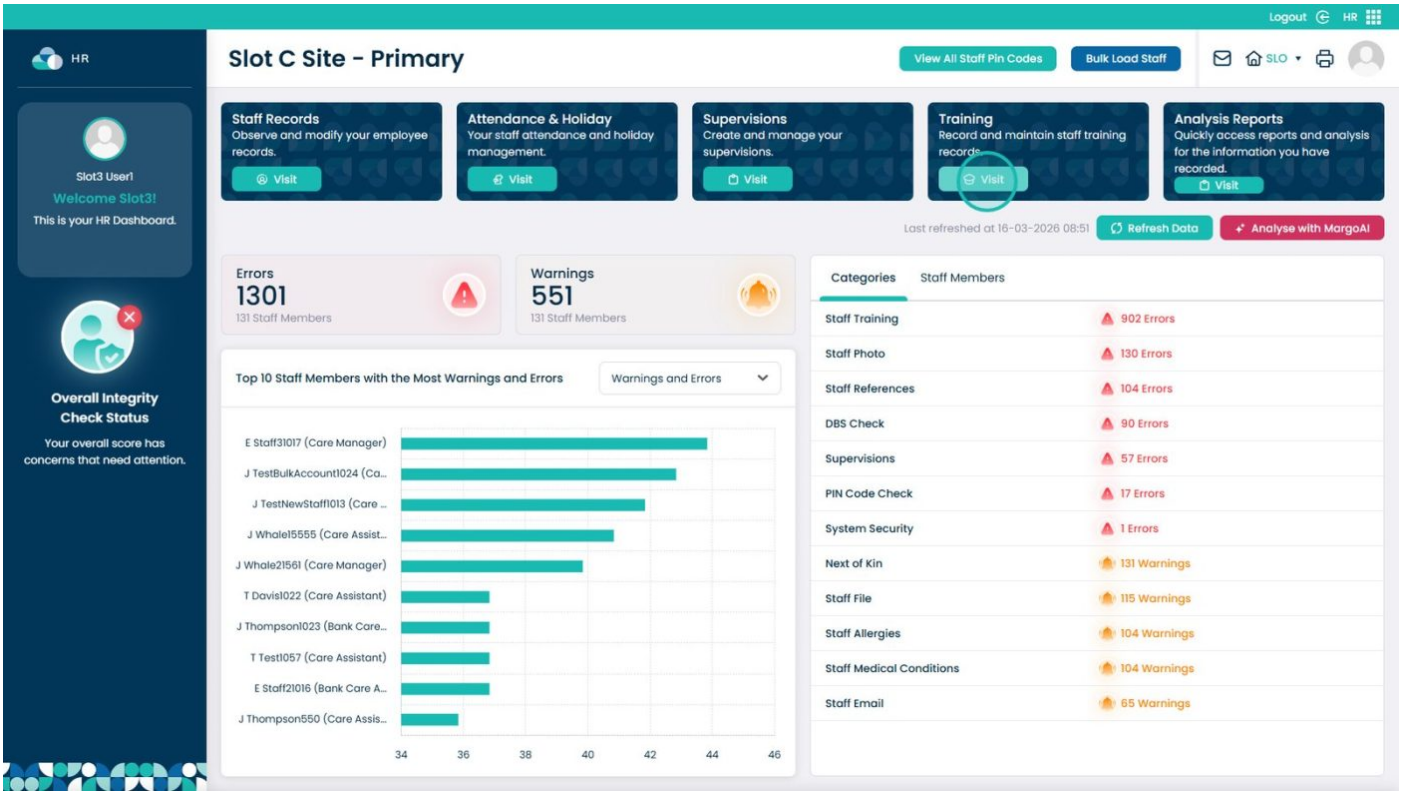
https://demo.arcade.software/uo5XS5yNTnpQ2AvQoPEu?embed&embed_mobile=tab&embed_desktop=inline&show_copy_l

Text based guide

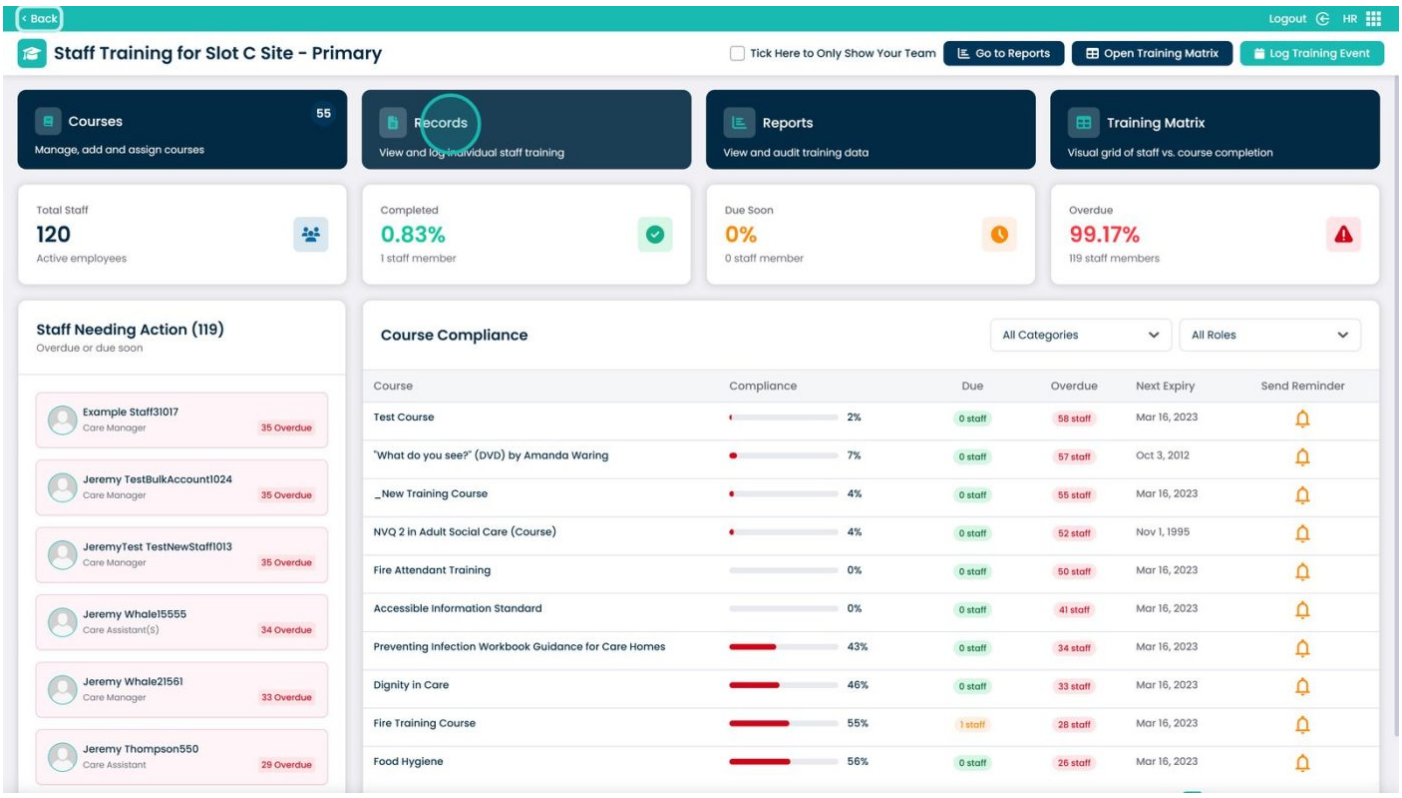
Enter the HR App



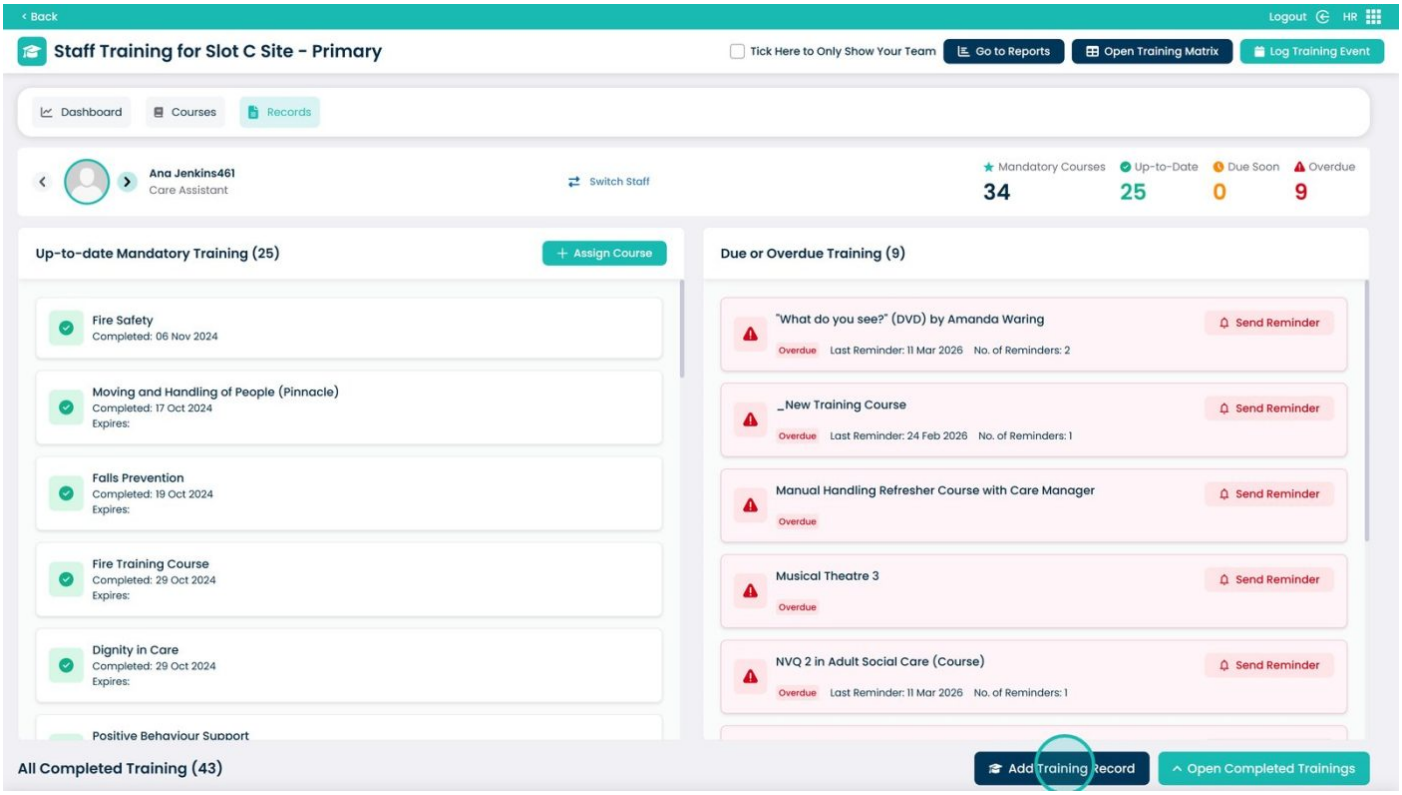
Click Visit on the Training Area



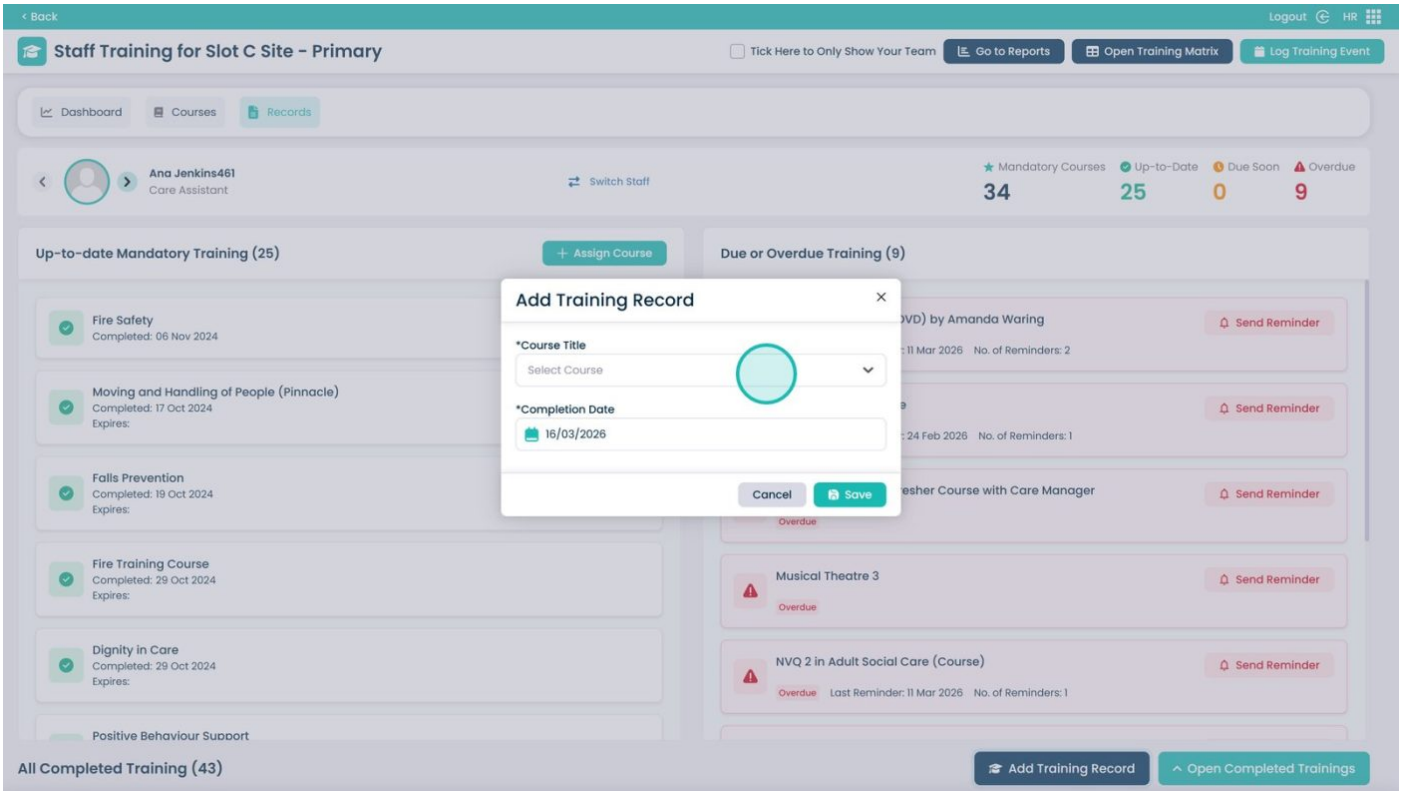
Select the Records box



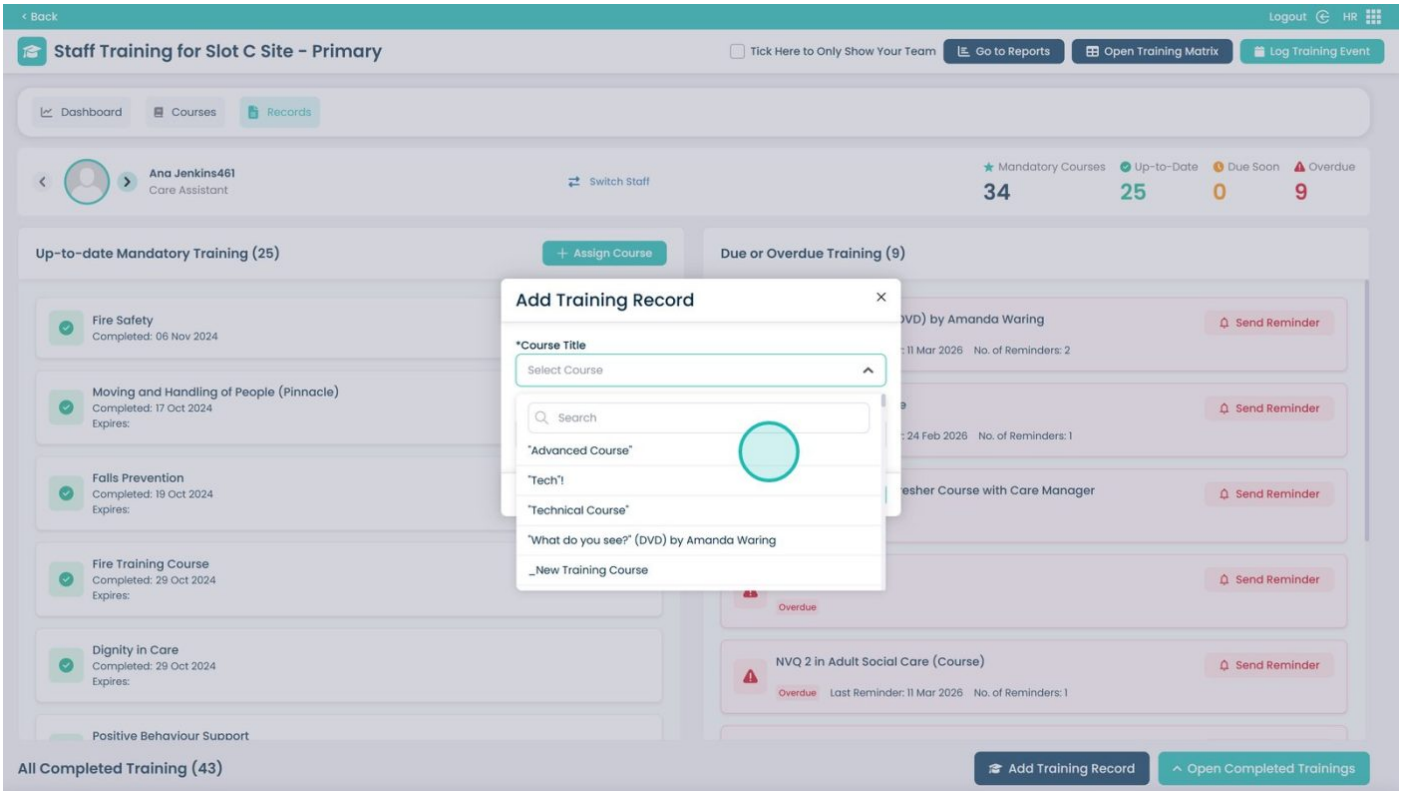
Click Add Training Record



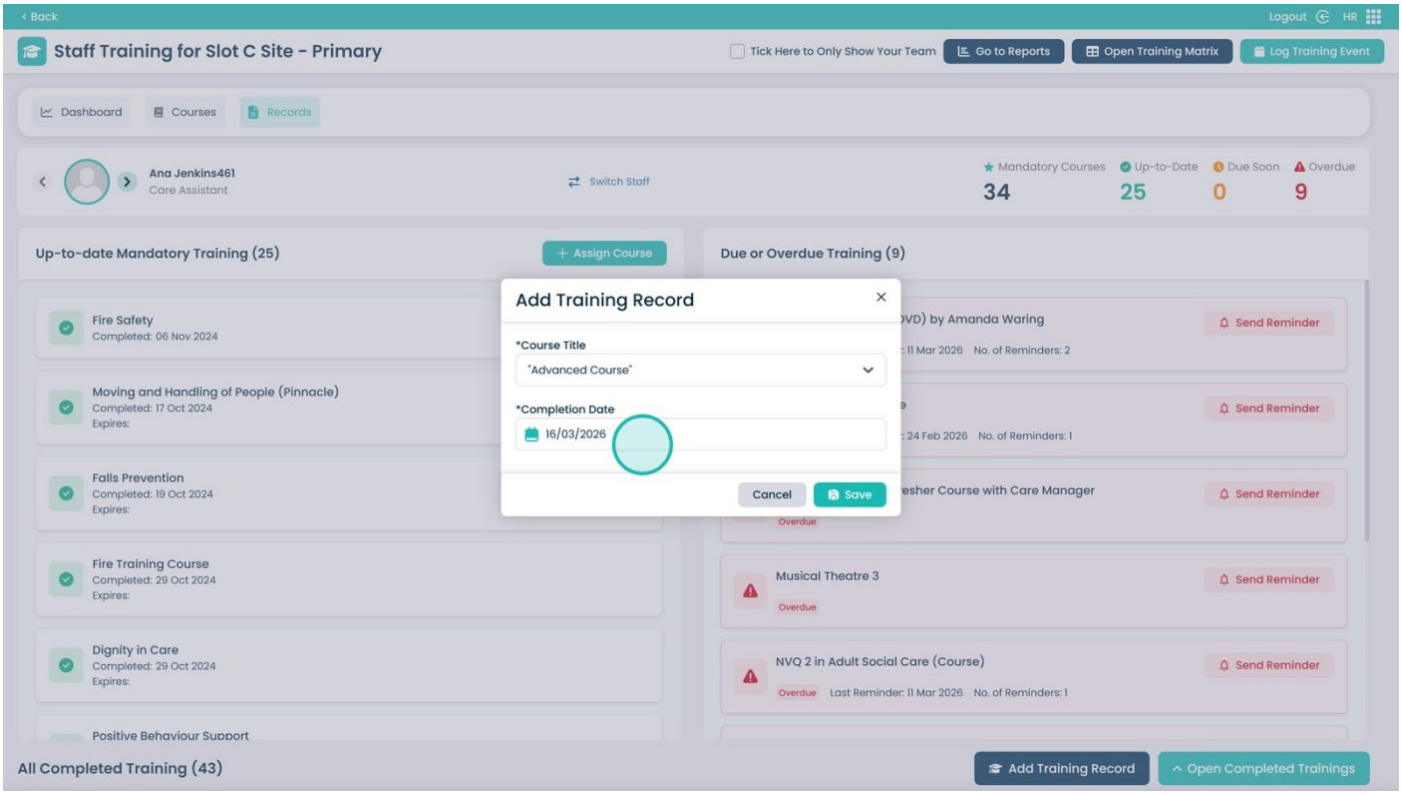
Open the Course dropdown



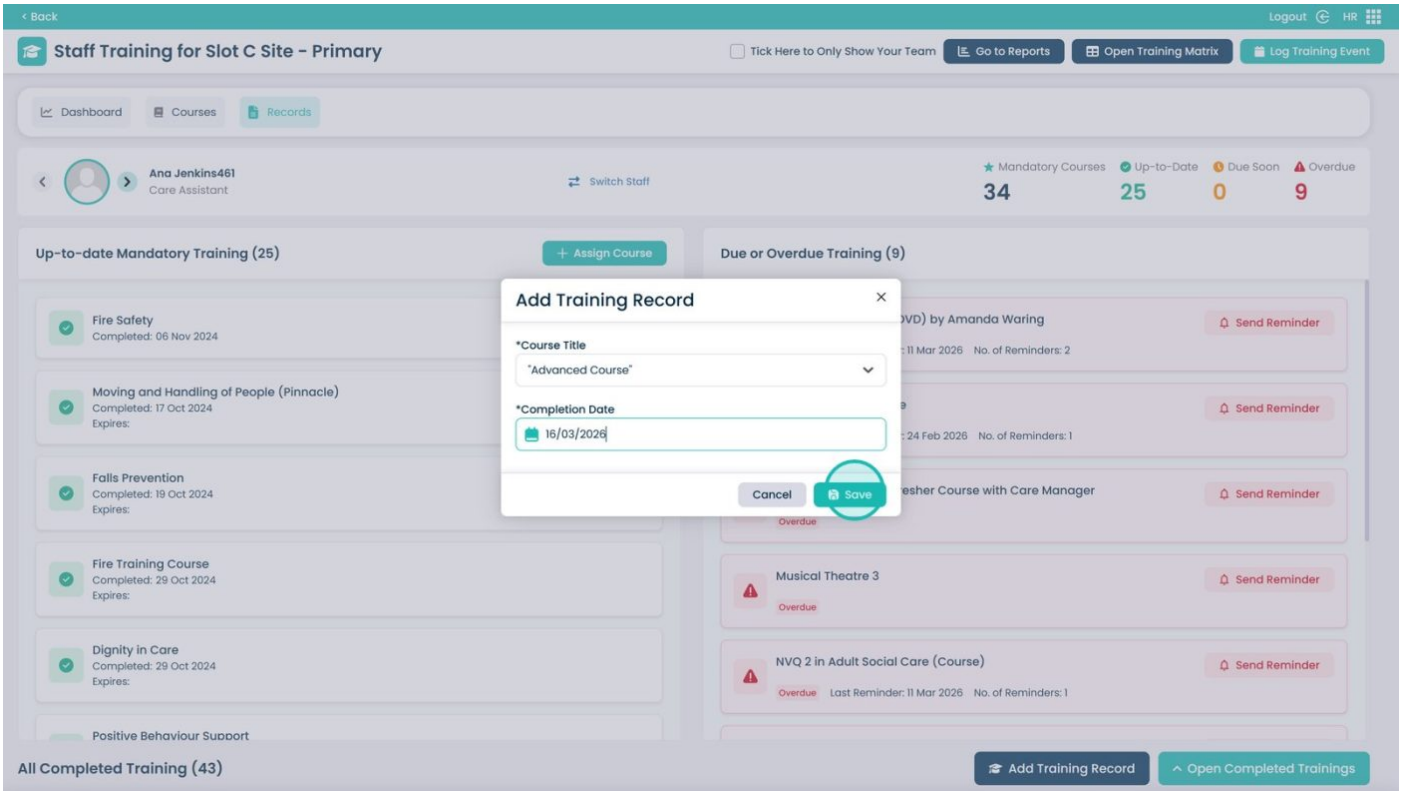
Select the course they have completed



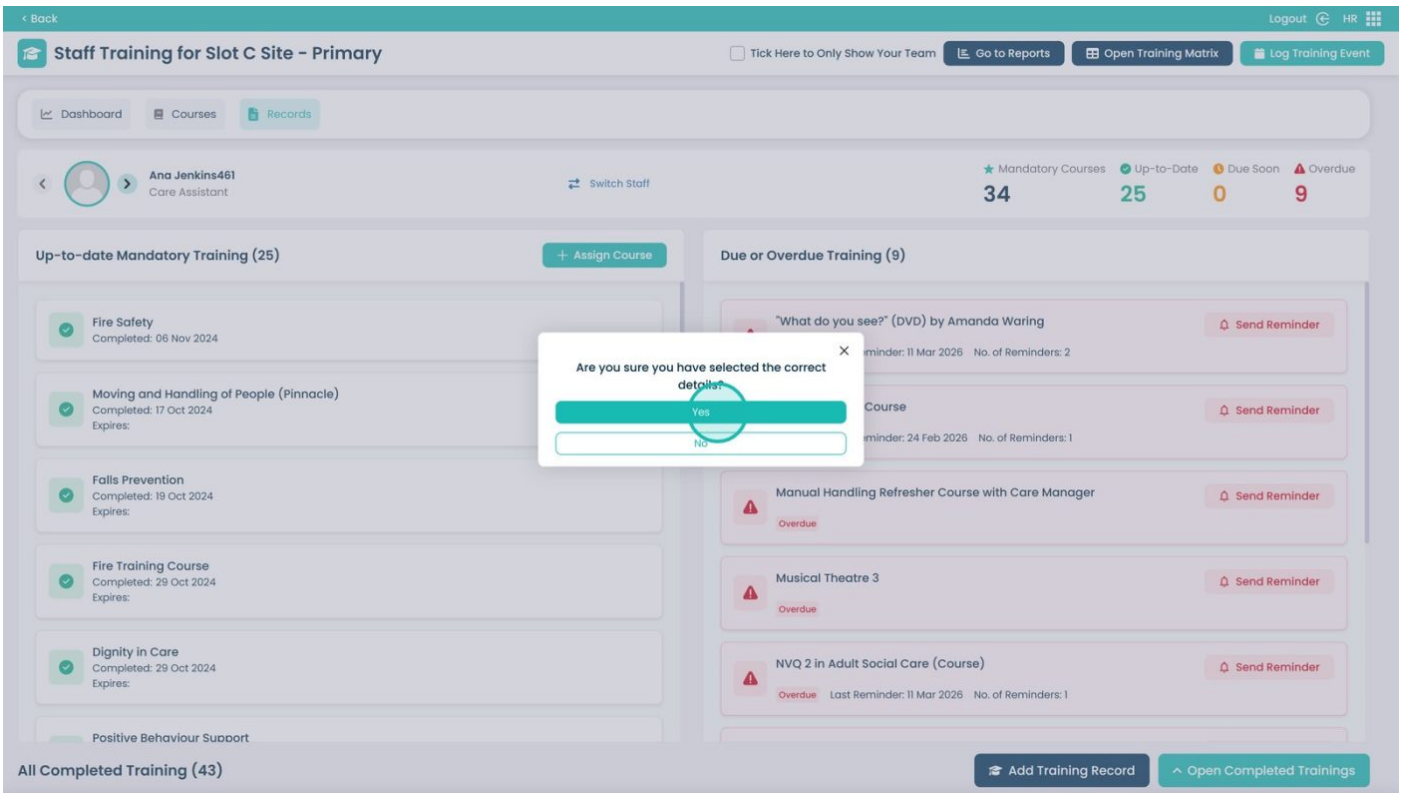
Enter the date in this box — it will be automatically populated with today's date



Click Save



Confirm the selection



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