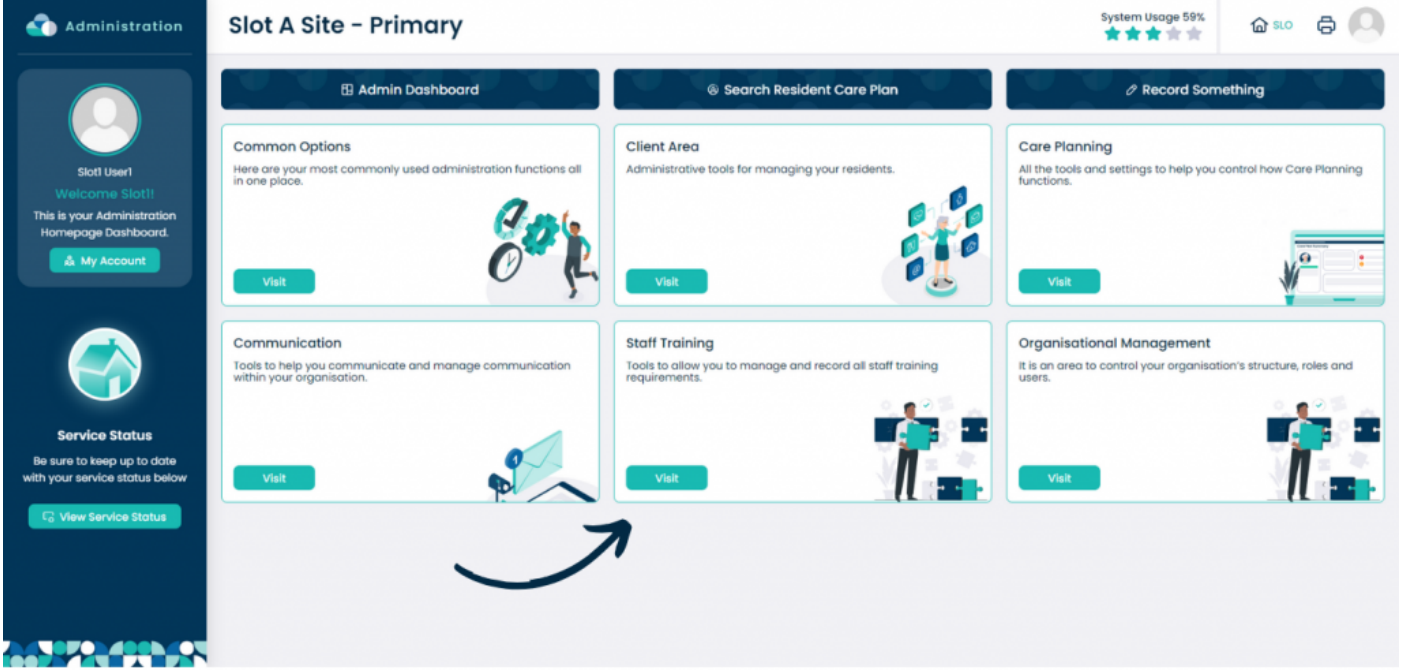
Recording Staff Training

Training · https://cclearninghub.co.uk/docs/recording-staff-training/

Recording Staff Training

This guide will cover how to record staff training via the Training Records tool on Care Control Cloud.

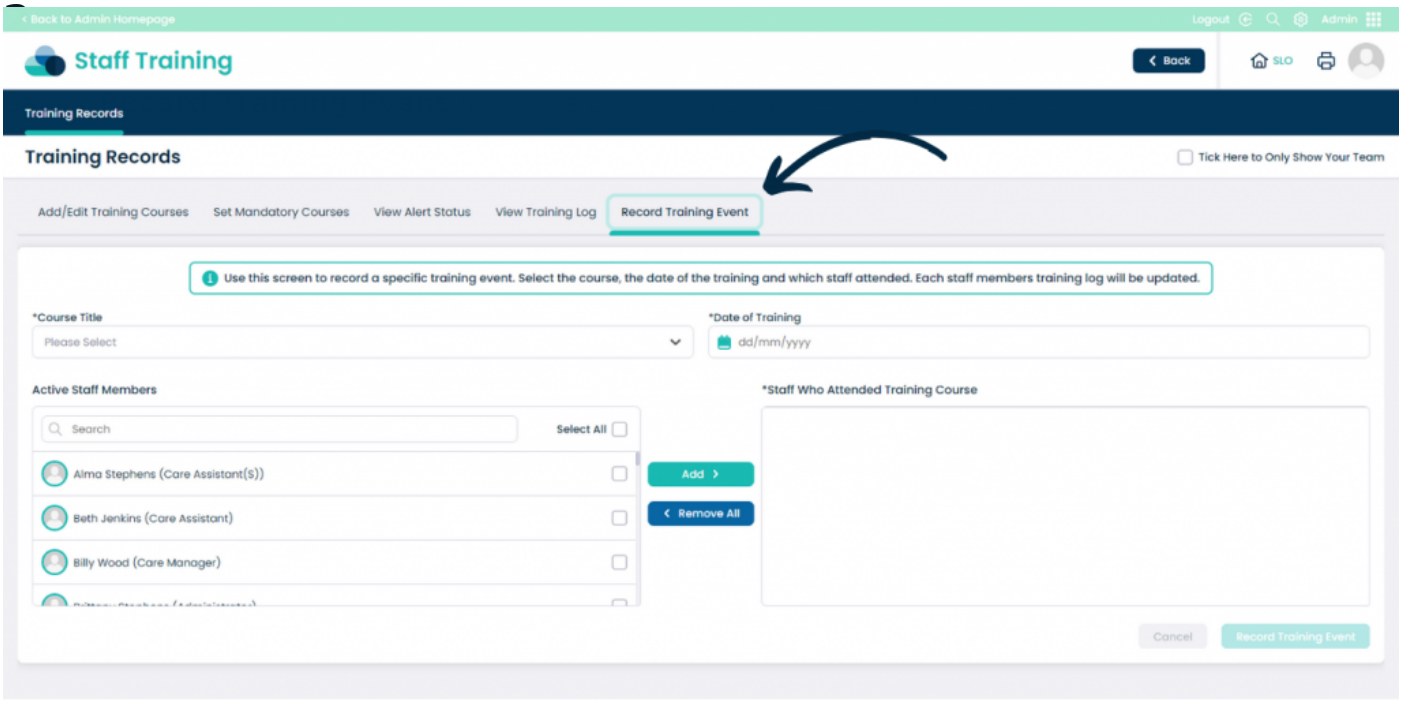


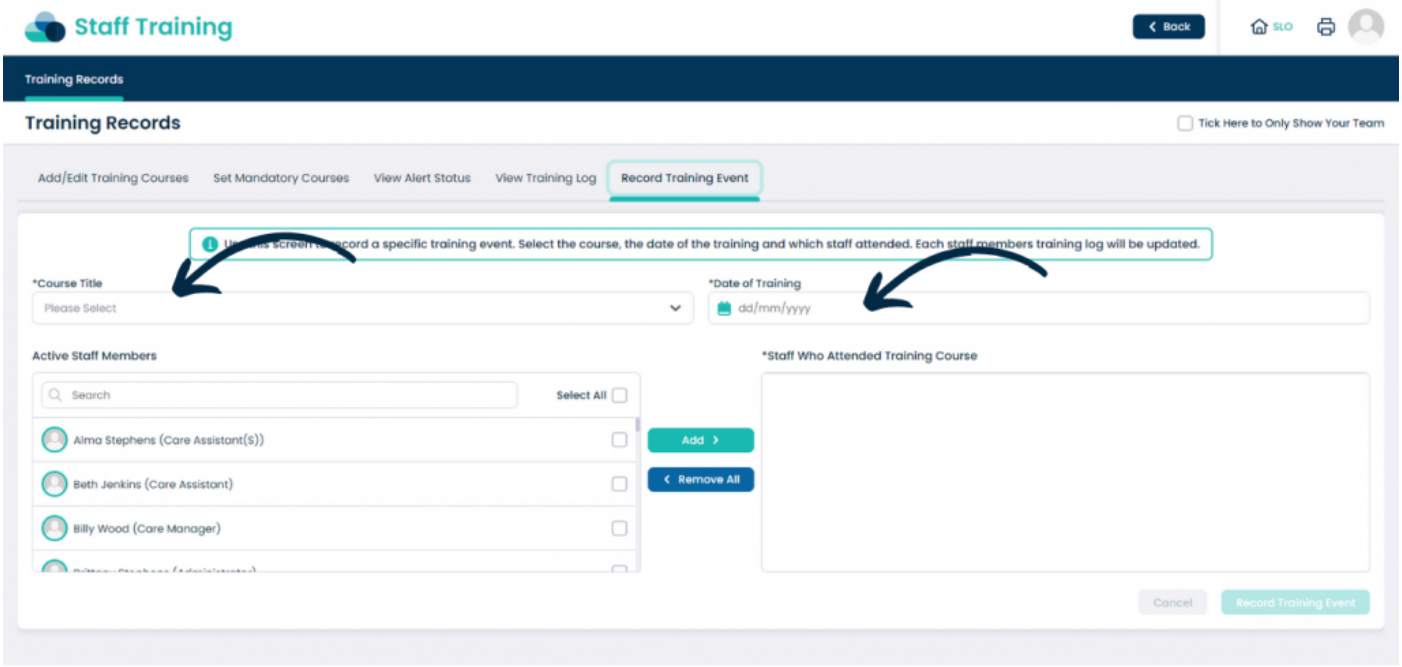


1

From within the Admin application on Care Control Cloud, navigate to the **Staff Training** area.

Please note: the Staff Training tool will be moving to our new HR application soon. For now, it is accessible in the Admin application.





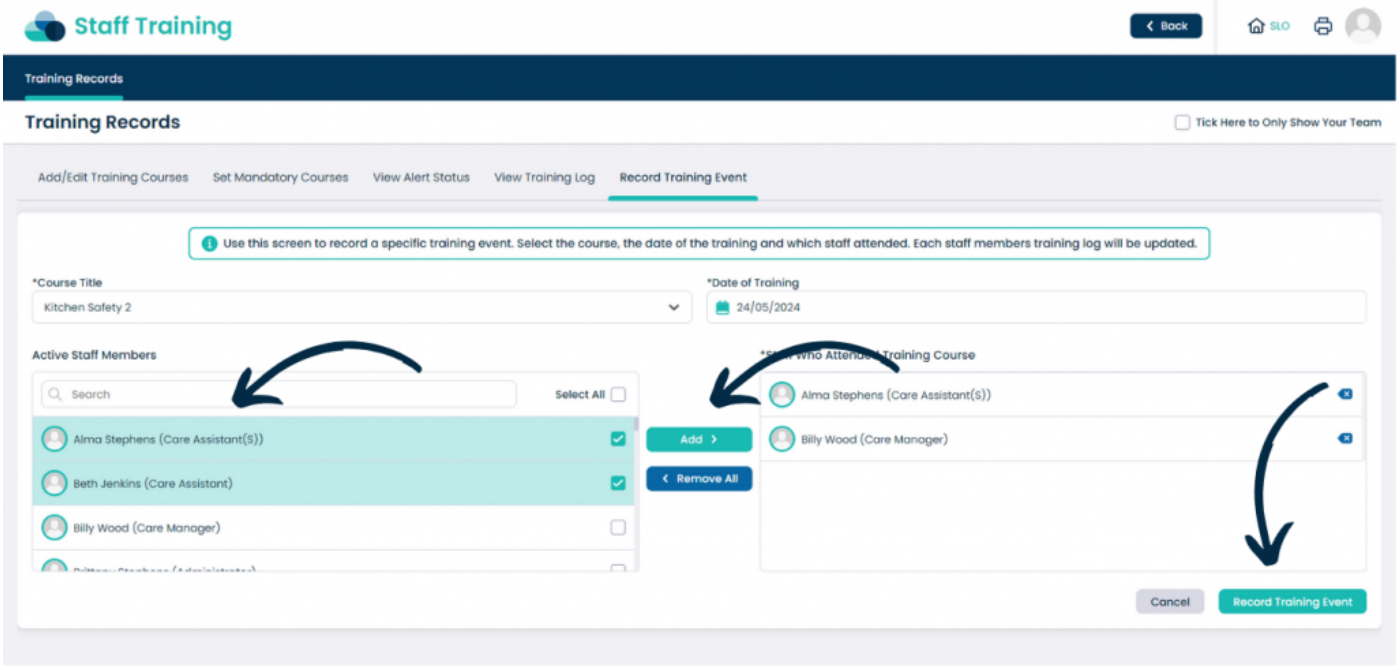
3

Begin by selecting a **Course** from the **Course Title** drop-down list, then, enter the **Date of Training**.

4

Next, select the staff members who attended from the list on the left hand side, then, press **Add** to move them to the right hand list.

After completing the form, press **Record Training Event** to save the record.


Staff Training
Back
SLO
Training Records
Training Records
Tick Here to Only Show Your Team
Add/Edit Training Courses
Set Mandatory Courses
View Alert Status
View Training Log
Record Training Event
Use this screen to record a specific training event. Select the course, the date of the training and which staff attended. Each staff members training log will be updated.
*Course Title
Kitchen Safety 2
*Date of Training
24/05/2024
Active Staff Members
Search
Select All
Alma Stephens (Care Assistant(S))
Beth Jenkins (Care Assistant)
Billy Wood (Care Manager)
Add
Remove All
Alma Stephens (Care Assistant(S))
Billy Wood (Care Manager)
Cancel
Record Training Event