Removing Staff Training

Staff Windows · https://cclearninghub.co.uk/docs/removing-staff-training/

Removing Staff Training

This guide will cover how to remove staff training courses from Care Control. This includes deactivating courses from your system entirely as well as removing a course from being mandatory.



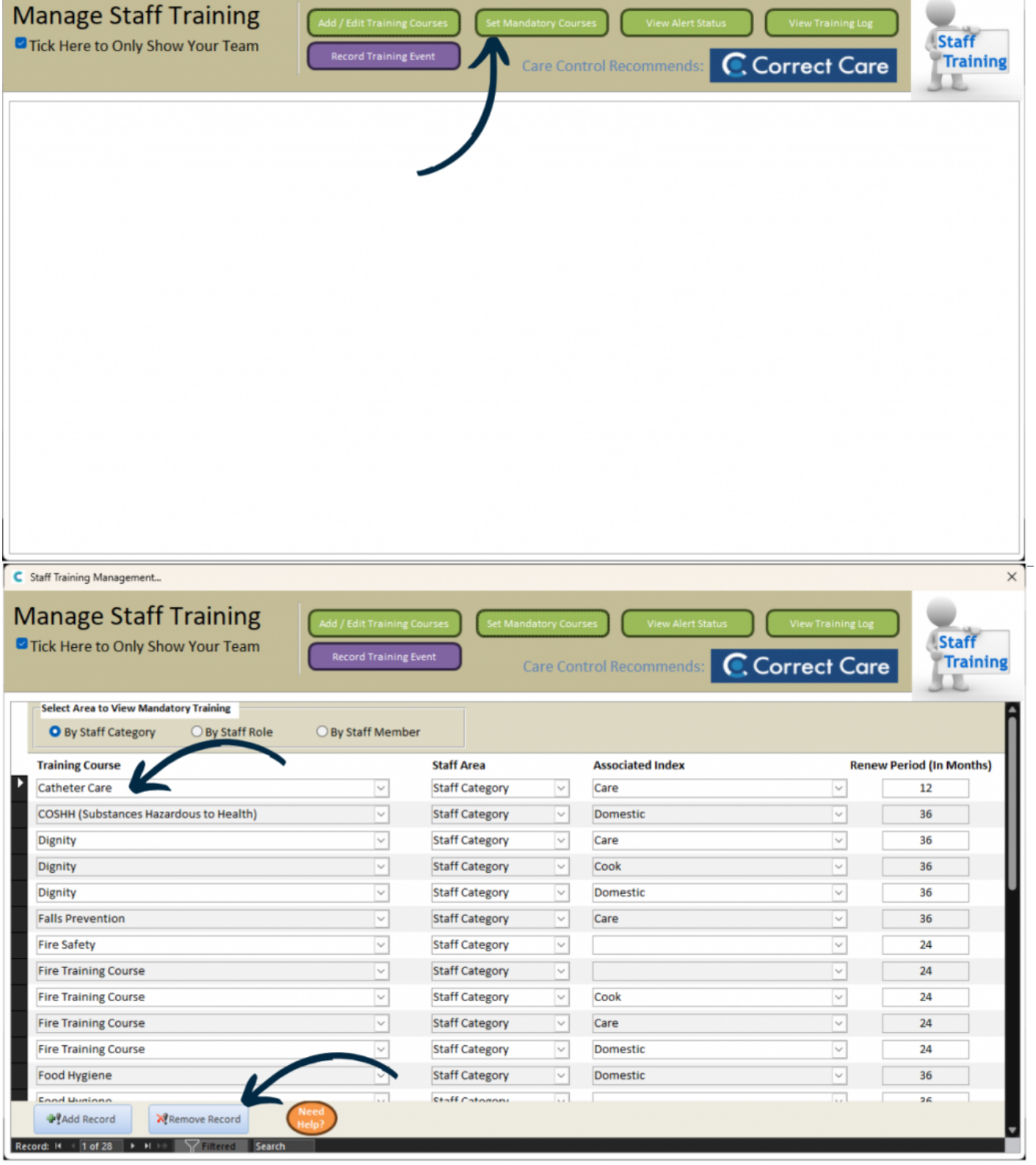


1

In the Administration of Care Control Windows, navigate to the **Training Records** tool, which can be found under the Staff Area tab.

2

A new window will open, here select **Set Mandatory Courses**.

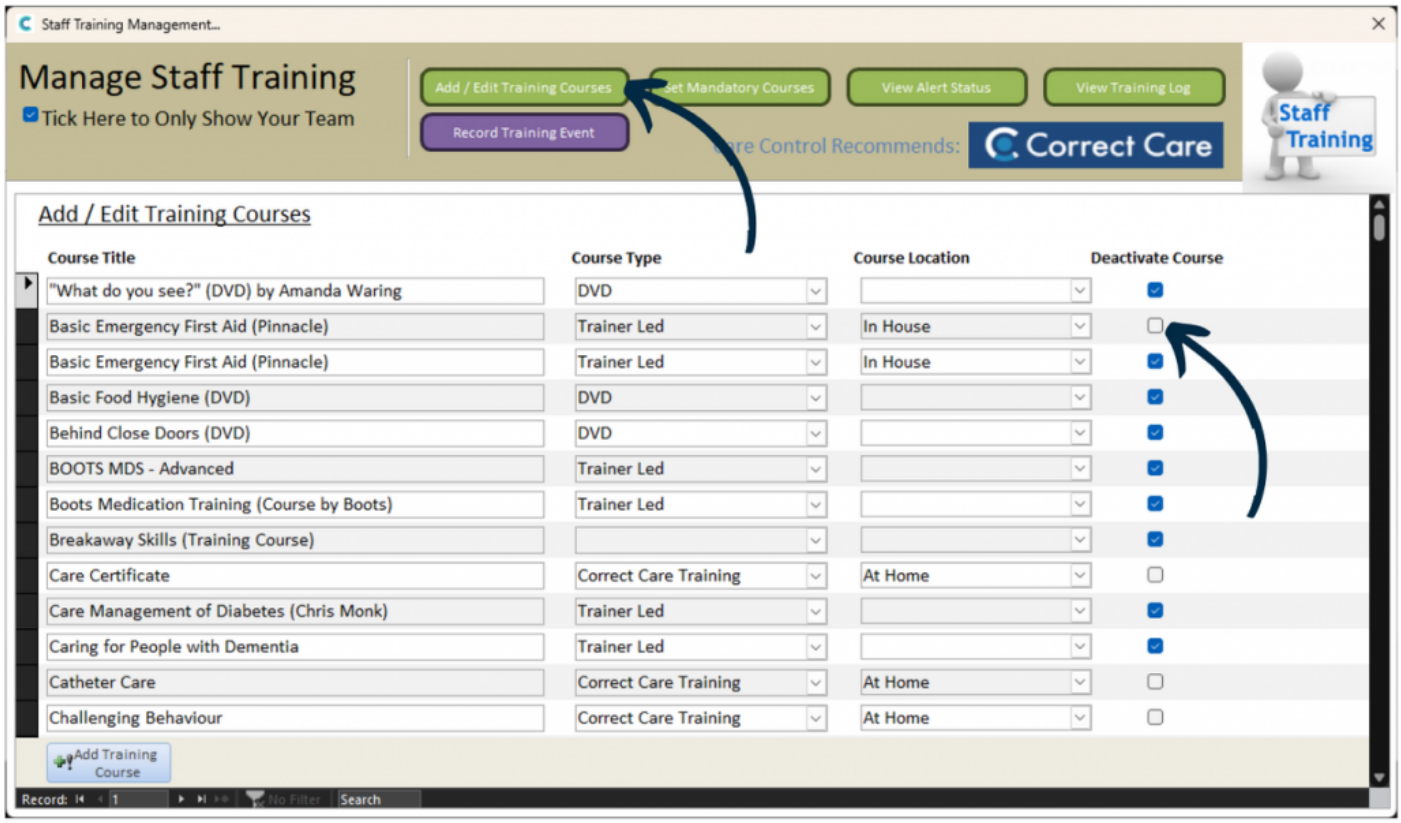


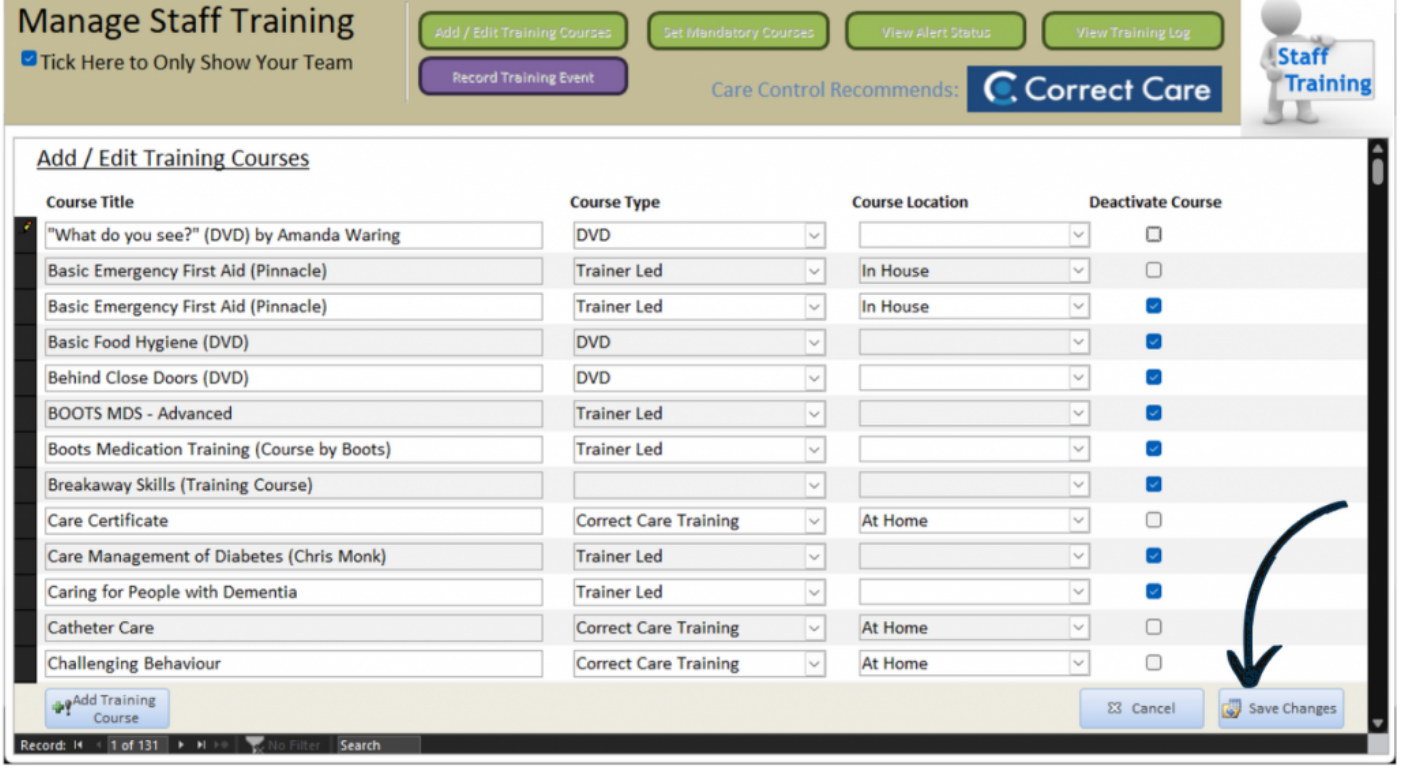
3

A list of mandatory courses will be displayed. To remove one, simply select it and press **Remove Record**. This will not remove the course from your system, but instead the course will no longer be mandatory for new or existing staff members.

4

To deactivate a course entirely, select **Add / Edit Training Courses** from the options at the top of the window.





5

Make sure to press **Save Changes** after making any amendments.