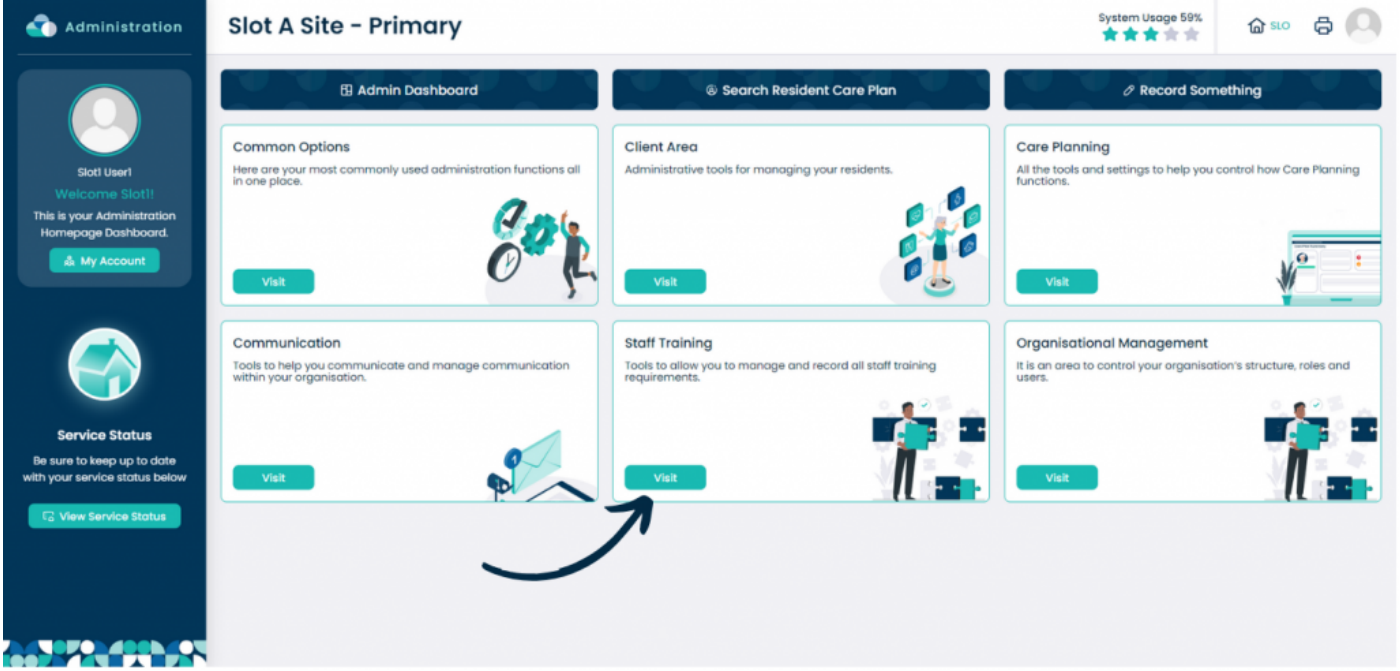
Viewing a Staff Training Log

Training · https://cclearninghub.co.uk/docs/viewing-a-staff-training-log/

Viewing a Staff Training Log

This guide will cover how to view a staff members training log, including their completed courses, via the Training Records tool on Care Control Cloud.

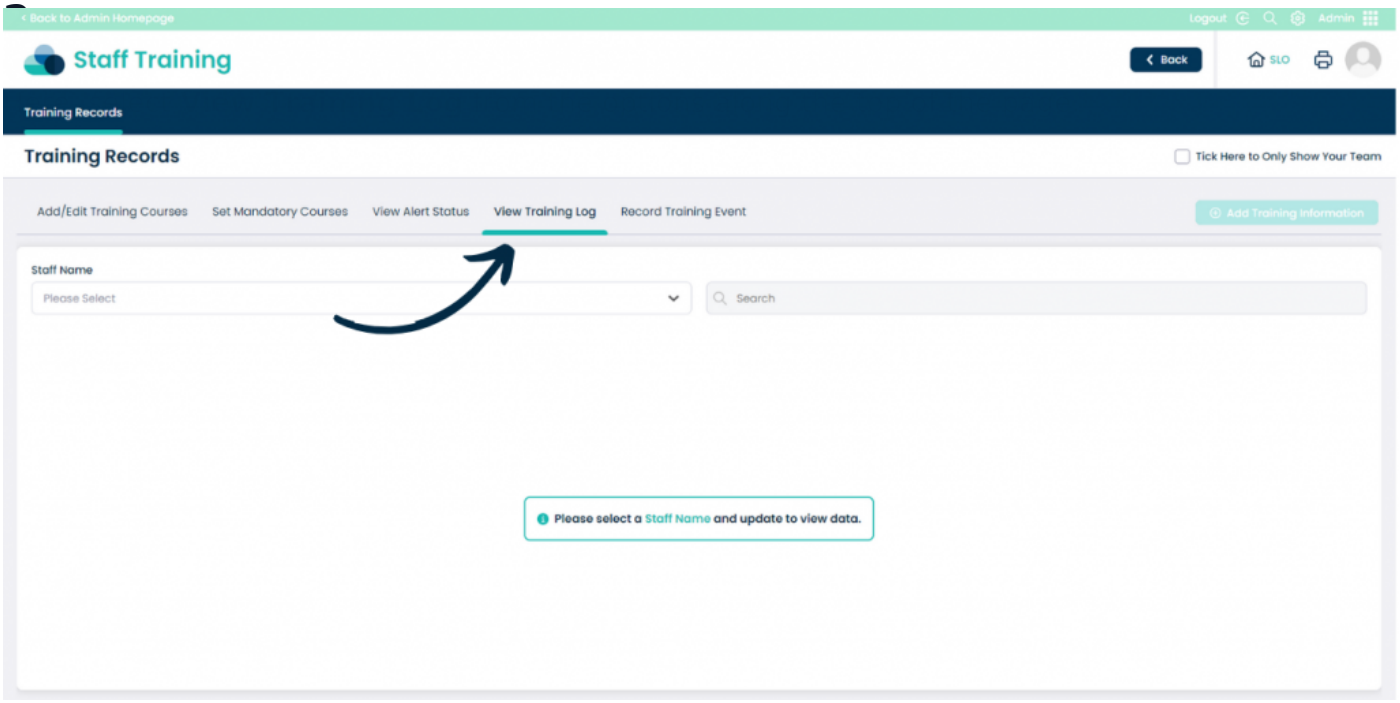


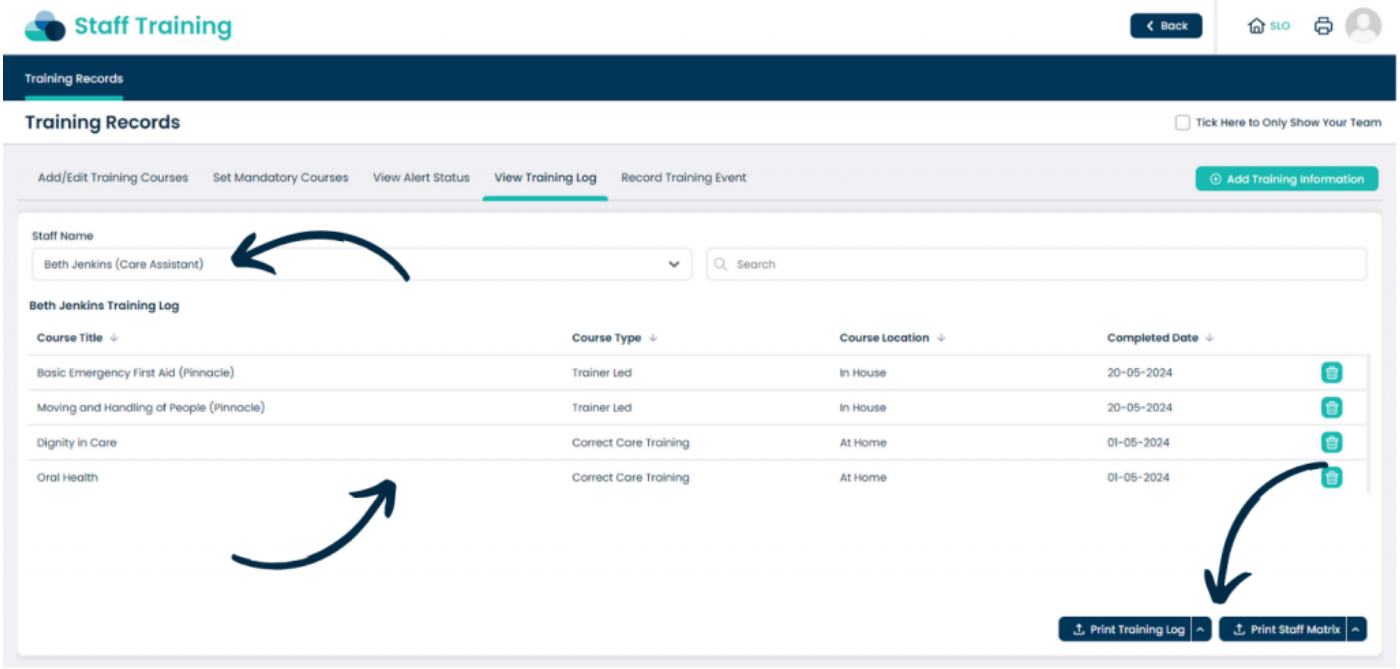


1

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 can be accessed in the Admin application.

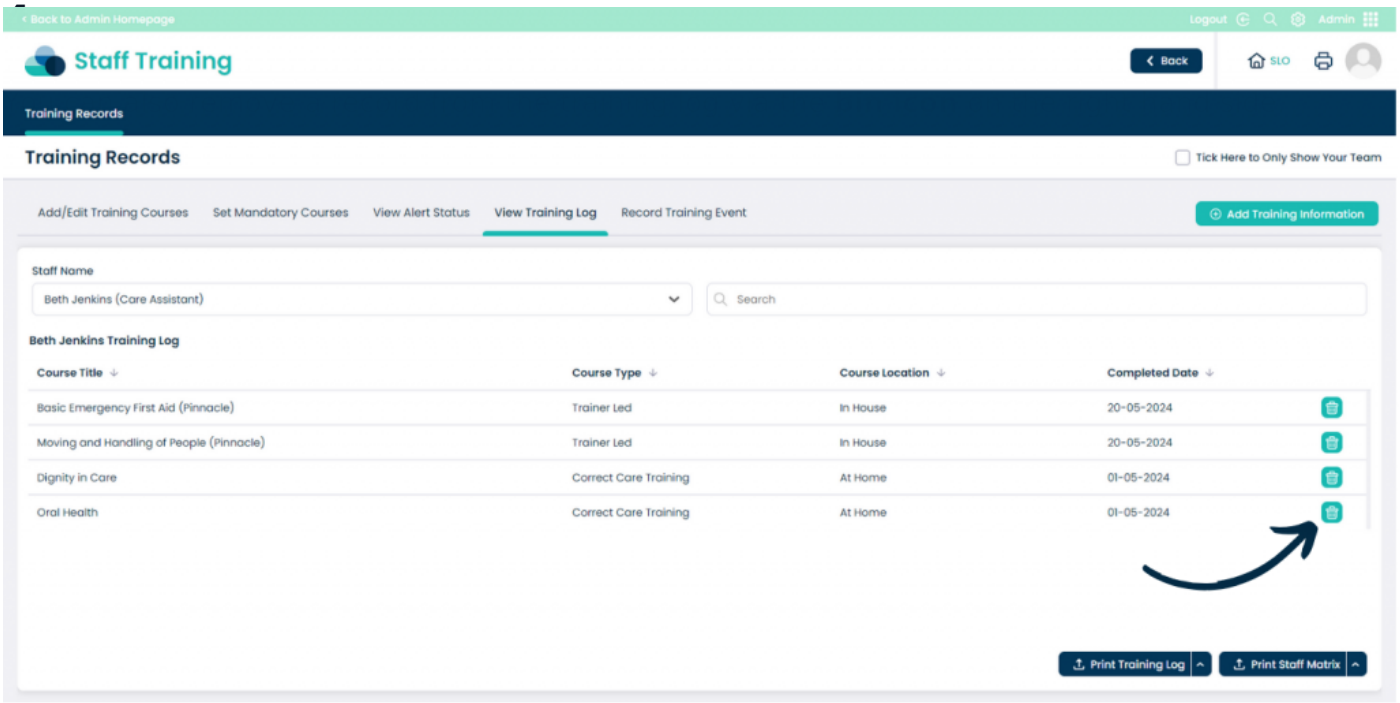


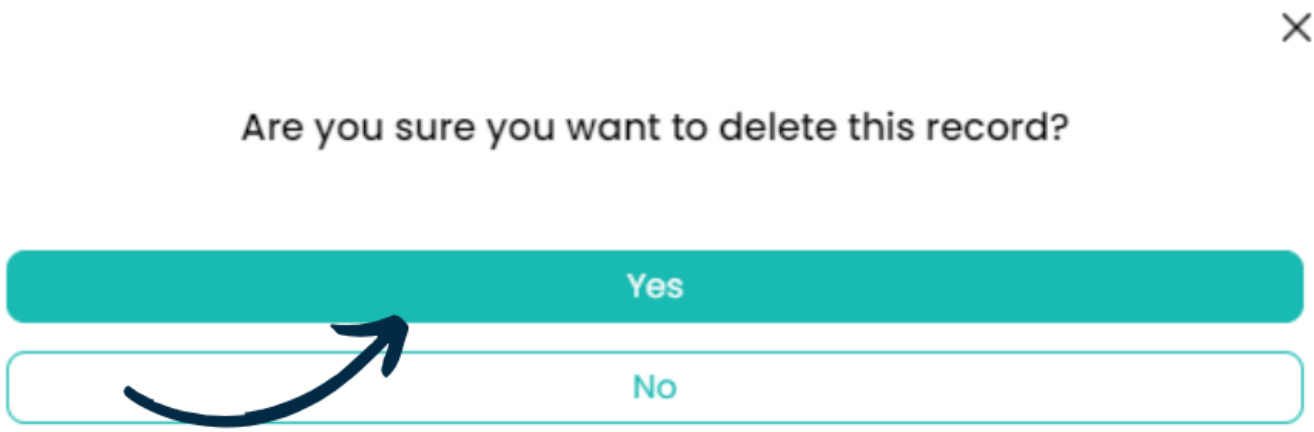


3

Select a **Staff Member** from the drop down list to see their training log.

A list of courses they have completed will be displayed. You can print the **Training Log** and **Staff Matrix** via the options in the bottom right corner.





5

Press **Yes** to confirm the removal of the record.