Review your training record in Themis

The Training and Development function in Themis Staff Self Service enables you to view any upcoming training in which your enrolment has been confirmed as well as any training for which you have submitted an application and are yet to be confirmed (awaiting supervisor approval or confirmation by training provider, etc).

To view current training
Log on to Themis via UOM Staff Self Service and select Performance and Development > Training and Development. The Current Learning screen will default (if you need to return to this screen, click on the Current Learning link in the menu bar). This screen displays a record of upcoming training events in which you have a confirmed enrolment.

![Current Learning Screen](image)

- Click on the Unenroll icon to cancel your enrolment in an upcoming training event.

Note: although course enrolments may be cancelled at any time, you should check the cancellation policy of the training provider as a cancellation fee may apply.

To view planned/requested training
Click on the Requested Learning link to view any training requests that are awaiting approval from your supervisor or training unit as well as any courses for which you have been waitlisted.

![Requested Learning Screen](image)

To access further course details
Click on the Course Name link to view further details regarding the selected course, e.g.: description, objectives, session details, instructors, etc.

Click on the Details icon to view further details regarding the enrolment, e.g.: training provider (Training Centre), duration, cost, reasons for applying, etc.

To view completed training
Click on the Learning History tab to view a record of your completed, cancelled and expired training.

![Learning History Screen](image)

- Click on External Learning to view any external training recorded in Themis and/or University training completed prior to the introduction of Themis.