Recording details of external training undertaken

Themis enables you to record any training you have undertaken that is not administered via the Themis Training Administration module or by the University. This will ensure the University has your complete training record/history.

**Note:** although approval is not required when recording external training details, the information you enter is available for viewing by your Supervisor via the UOM Supervisor Self Service responsibility.

To add training details

1. Log on to Themis via your UOM Staff Self Service responsibility and select **Performance Development > Record External Training.**
   
   The External Training screen will display.

2. Click on the **Add** button.
   
   The Create External Training screen will display.

3. Enter the details of the training you have undertaken.

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Enter the name of the course/training undertaken.</td>
<td>This field is mandatory.</td>
</tr>
<tr>
<td>Completion Date</td>
<td>Enter the date the training was completed (format DD-MM-YYYY) or click on the calendar icon to select an appropriate date.</td>
<td>This field is mandatory.</td>
</tr>
<tr>
<td>Equivalent Course</td>
<td>Click on the search icon to select the appropriate course from the list of values.</td>
<td>Use this field if your training is equivalent to a course administered in Themis.</td>
</tr>
<tr>
<td>Duration</td>
<td>Select the duration unit from the drop-down list and enter the number of units.</td>
<td><strong>Note:</strong> we recommend that, where possible, the duration be recorded in Hours.</td>
</tr>
<tr>
<td>Provider</td>
<td>Enter the name of the organisation providing the training.</td>
<td>This field is mandatory.</td>
</tr>
<tr>
<td>Training Type</td>
<td>Select the type of training from the drop-down list.</td>
<td>This field is mandatory.</td>
</tr>
<tr>
<td>Status</td>
<td>Select your training status from the drop-down list.</td>
<td></td>
</tr>
</tbody>
</table>

4. Click on the **Apply** button.

   You will receive a confirmation that the external training details have been recorded. **Note:** you will receive a notification in your Worklist advising that the external training record has been created.

   If entering multiple records, click on the **Add** button and repeat **steps 3 and 4** for each additional training course required.

   Your external training records will display in the Learning History screen under the **External Learning** section.
To update existing training details

1. Log on to Themis via your UOM Staff Self Service responsibility and select **Performance Development > Record External Training**.
   
The External Training screen will display the external training records you have entered.

2. Select the entry you want to update by clicking on the radio button next to the entry.

3. Click on the **Update** button.
   
The Update External Training screen for the selected course will display.

4. Update the details as required and click on the **Apply** button.
   
   *Note*: you will also receive a notification in your Worklist advising that the external training details have been updated.

To delete existing training details

1. Log on to Themis via your Staff Self Service responsibility and select **Performance Development > Record External Training**.
   
The External Training screen will display the external training records you have entered.

2. Select the entry you want to delete by clicking on the radio button next to the entry.

3. Click on the **Delete** button.
   
   You will receive a warning message asking for confirmation to delete the record.

4. Click on the **Yes** button to permanently delete the record.
   - Click on the **No** button to cancel this action.
   
   *Note*: you will also receive a notification in your Worklist advising that the external training record has been deleted.