1. Select **UOM Staff Self Service > Record External Training**

2. Select the **Add** button to record your training. All previously recorded External Training will be listed in this screen.
3. Create External Training

NOTE: For reporting purposes, it is essential that this external training is recorded in a consistent way. Please enter the exact details from the information below > then select Apply.

Course Details
1. **Title**: Initial 5-Day OHS Representatives Course  
   **Duration**: 35 hours
2. **Title**: 2-Day OHS Managers/Supervisors Course  
   **Duration**: 12 hours
3. **Title**: 1-Day OHS Representatives Refresher Course  
   **Duration**: 6.5 hours

**Provider**  
VTHC OHS Training Centre

**Completion Date**  
(This is a required field.)

**Training Type**  
Instructor-Led

**Status**  
Attended

External Training has now been successfully recorded.