

HOW TO RECORD EXTERNAL TRAINING IN THEMIS FOR ELECTED HEALTH AND SAFETY REPRESENTATIVES

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

THEMIS E-Business Suite

Navigator Edit Navigator

- Oracle Learning Management Administrator
- UOM Dept Access
- UOM HR Discoverer User Run
- UOM HR e-Recruitment
- UOM HR Payroll View Only User
- UOM Manager Dept 041
- UOM PA Access
- UOM Research Self Service
- UOM Staff Self Service**
 - UOM Supervisor Self Service
 - UOM Training Administrator
 - UOM Training Catalog Administrator
 - UOM Training Super User

VIEW Only

- Employment Information
- Payslip Information
- Payment Summary
- University Property
- Visa Information
- Leave Balances
- Absence Calendar

Applications

- Leave of Absence
- Performance Development
- Timecard Entry
- Timecard Templates
- Timecard Search
- Training and Development

Environment Health & Safety Applications

- Create new incident report
- Review status of existing incident report

My Information (Update Your Details)

- Actions Saved for Later
- Bank Details
- Personal Staff Profile
- Public Staff Profile
- Personal Contact Information
- Record External Training**
- Release Information
- Security PIN
- Travel Details
- Work Patterns

Favorites

You have not self Favorites* button

- Financial Operati
- Financial Operati
- Financial Policy a
- Help Using Therr
- Human Resourc
- Human Resourc
- ICMS
- Pay Periods
- Reset Password
- Training Enrolme
- University Email I
- University Phone
- Web Menu
- Themis Researc

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

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External Training

To enter a new external class, click Add.

Add

Select	Title	Provider	Training Type	Duration	Duration Unit	Status	Completion Date
No results found.							

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3. Create External Training

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Create External Training
Please enter the details of any completed or future training undertaken external to the University. The Duration Unit should be recorded as Hour(s) of training. [Cancel](#) [Save for Later](#) [Apply](#)

* Indicates required field

* Title * Provider
 * Completion Date Location
(example: 19-Feb-2007)
 Equivalent Course * Training Type
 Duration Status
 Award Score

[Cancel](#) [Save for Later](#) [Apply](#)

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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

- Title** Initial 5-Day OHS Representatives Course
Duration 35 hours
- Title** 2-Day OHS Managers/Supervisors Course
Duration 12 hours
- 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.

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Confirmation
Your attendance in the external class has been successfully recorded.

External Training
To enter a new external class, click Add. [Add](#)

Select External Training: [Update](#) [Delete](#)

Select	Title	Provider	Training Type	Duration	Duration Unit	Status	Completion Date
<input type="radio"/>	Initial 5-Day OHS Representatives Course	VTHC OHS Training Centre	Instructor-Led	35	Hour(s)	Attended	13-Mar-2007

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