

HOW TO RECORD EXTERNAL FIRST AID TRAINING IN THEMIS

1. Select UOM Staff Self Service > Record External Training

The screenshot shows the THEMIS Learning Management system interface. On the left, the 'Navigator' menu is expanded to show 'UOM Staff Self Service'. On the right, under the 'VIEW Only' section, 'Record External Training' is highlighted. Other sections include 'Applications', 'Environment Health & Safety Applications', and 'My Information (Update Your Details)'.

2. Select the **Add** button. All previously recorded external training will be listed in this screen.

The screenshot shows the 'External Training' screen. At the top, there is a header with 'THEMIS Learning Management' and 'Home Logout' links. Below the header, there is a section titled 'External Training' with the instruction 'To enter a new external class, click Add.' A yellow 'Add' button is highlighted. Below this is a table with the following columns: 'Select Title', 'Provider', 'Training Type', 'Duration', 'Duration Unit', 'Status', and 'Completion Date'. The table currently displays 'No results found.'

3. Enter all required fields > Click **Apply** button when completed

The screenshot shows the 'Create External Training' form. The form contains several fields: 'Title', 'Completion Date', 'Equivalent Course', 'Duration', 'Award', 'Provider', 'Location', 'Training Type', 'Status', and 'Score'. Red arrows point to the 'Title', 'Duration', 'Provider', and 'Training Type' fields, which are highlighted with blue boxes containing instructions. The 'Apply' button is highlighted in yellow. The form also includes a 'Cancel' button, a 'Save for Later' button, and a 'Privacy' link.

Title Please select and enter the appropriate title from the following:

- * Cardio Pulmonary Resuscitation (CPR)
- * Basic First Aid (Level 1)
- * Senior First Aid (Level 2)

The Duration must be entered in hours (1 day = 7 hours)

Provider should be entered exactly (same wording and case): St John Ambulance Australia

For Training Type select Instructor Led

Enter all required fields. For courses attended that are not provided by St John Ambulance Australia, please enter the specified title and provider name to ensure record consistency.