

Learning Calendar - Skills

Manage Worksite

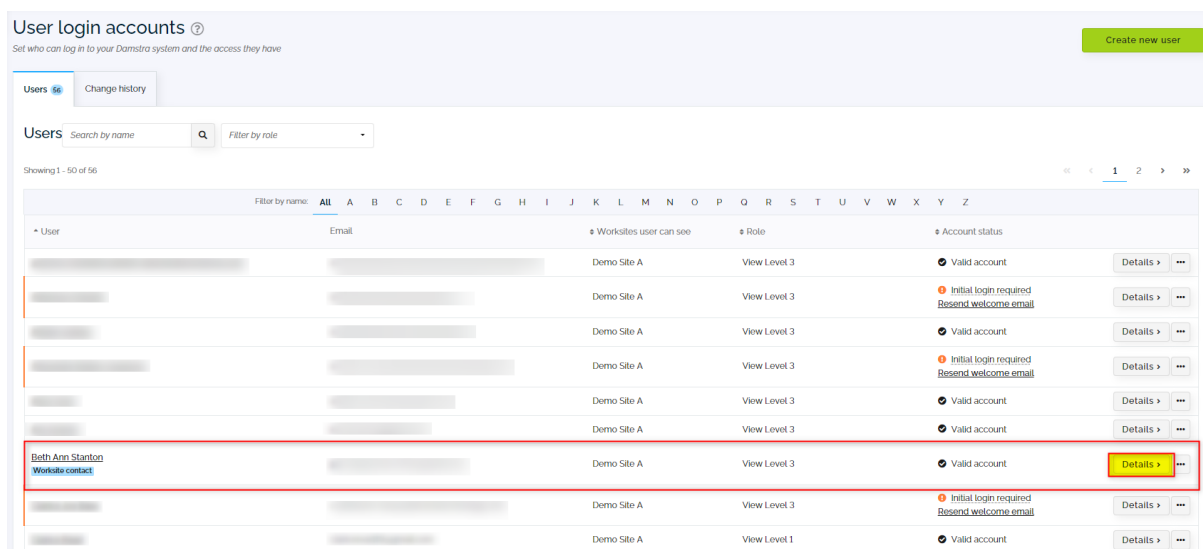
Author: J-Pee De Guzman

Product: EPP WFM

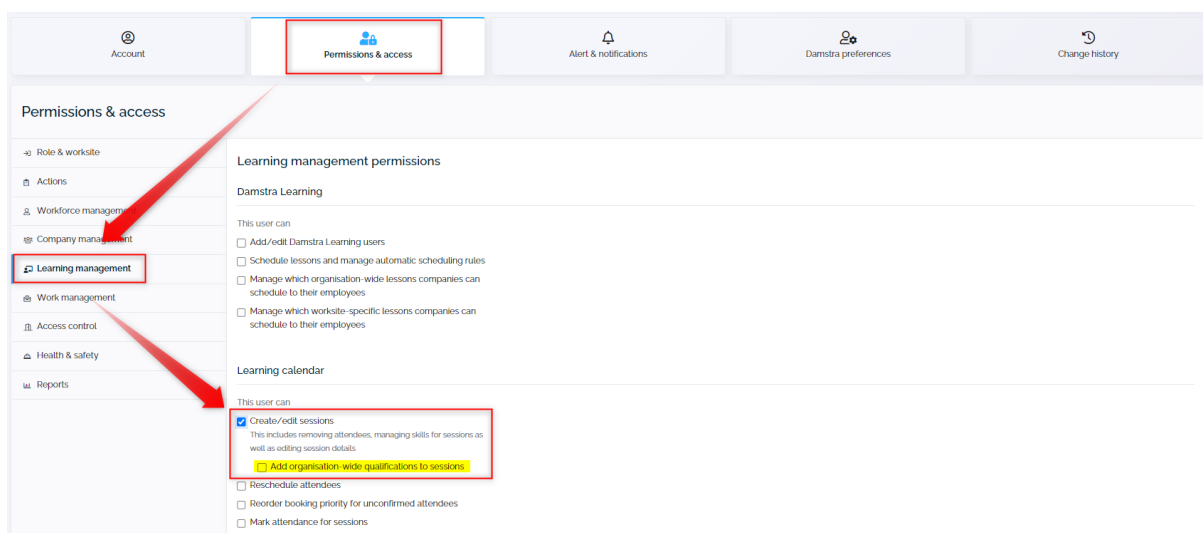
Learning Calendar is used to manage face-to-face induction training that is a requirement for mobilisation. An enhancement has been made to the Learning Calendar where you can now attach documents to the attendance learning calendar which allows worksite users to add skills and attachments to learning sessions removing the need to manually supply the attendance register to Damstra. This will make the attendance tracking self-manageable to the worksite and eliminate unnecessary admin tasks.

This feature allows custom permission and can be configured from the user details page:

1. Login to EPP and click **System Settings** → **User Login Accounts**.
2. Click the **User Login Details** tab of the user you want to grant access to.



3. Click **Permissions & Access** Tab then **Learning management** from the left side menu.
4. Under Learning calendar, tick the **Create/edit sessions**.

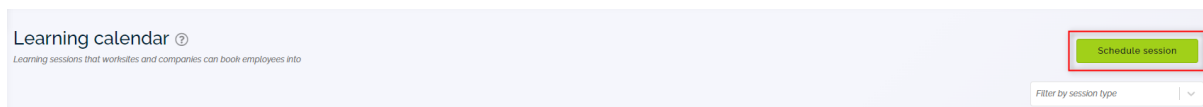


- Additional permission to **Add organization-wide qualifications to the sessions** is available if required for the user to do so.

- Worksite contacts/users who have the custom permission **will be able to turn this on for others equal or lower to their level.**

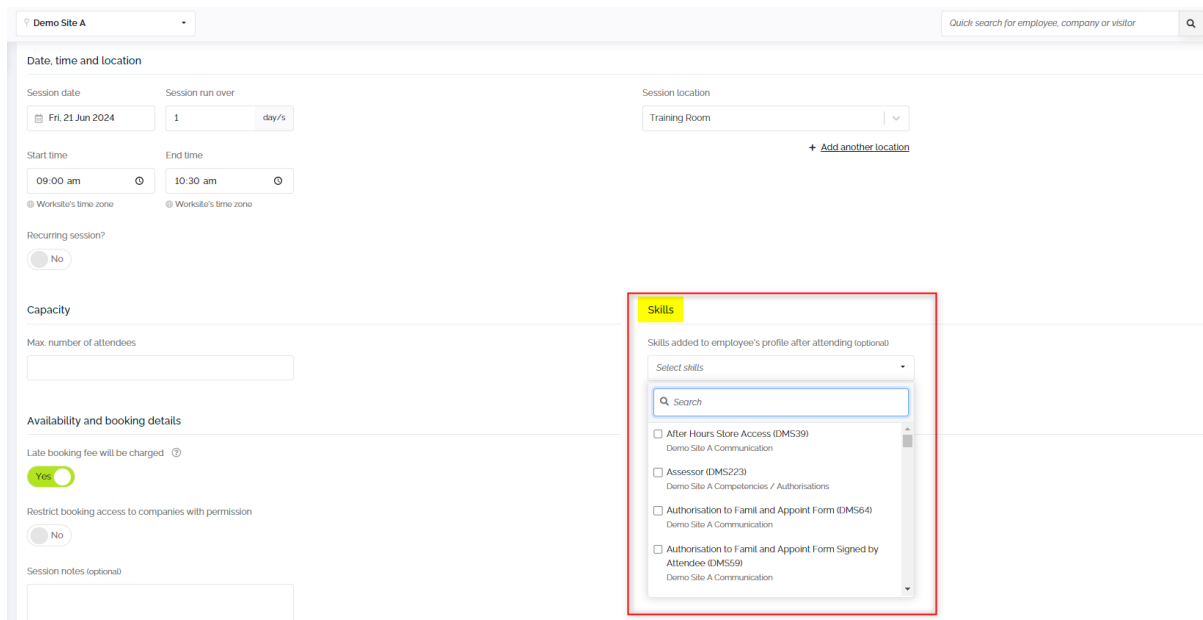
Scheduling a session in the Learning Calendar

When creating a new **Schedule session** in the learning calendar, worksite users will now have the option to add a skill to the session so that when employees are marked as attended, the skill will automatically be added to their profiles.



The below skill type will be selectable from the list except if linked to Damstra Learning lessons, restricted, parent, and payment skills:

- ▶ Worksite Skills
- ▶ Communications Skills
- ▶ Organisation-wide qualifications



To learn more about how to create a new session, please click [here](#).

Editing a session in the Learning Calendar

When editing a session in the learning calendar, worksite users will now have the option to add skill and attachment to the session so that when employees are marked as attended, the skill and attachment will automatically be added to their profiles.

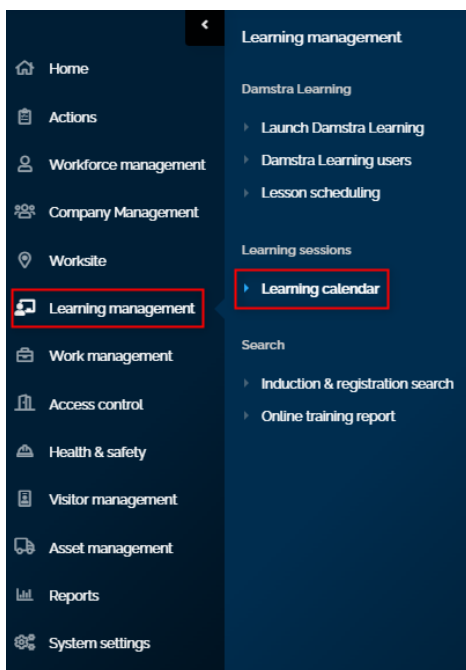
The below skill type will be selectable from the list except if linked to Damstra Learning lessons, restricted, parent, and payment skills.

- ▶ Worksite Skills
- ▶ Communication Skills
- ▶ Organisation-wide qualifications

Skills and attachments can no longer be edited after an employee is marked as **attended** for the session.

To add an attachment/skill to a scheduled session:

1. Go to Learning Management and select Learning Calendar.



2. Select the session and click the details tab.

Learning calendar ⓘ
Learning sessions that workites and companies can book employees into

[Schedule session](#)

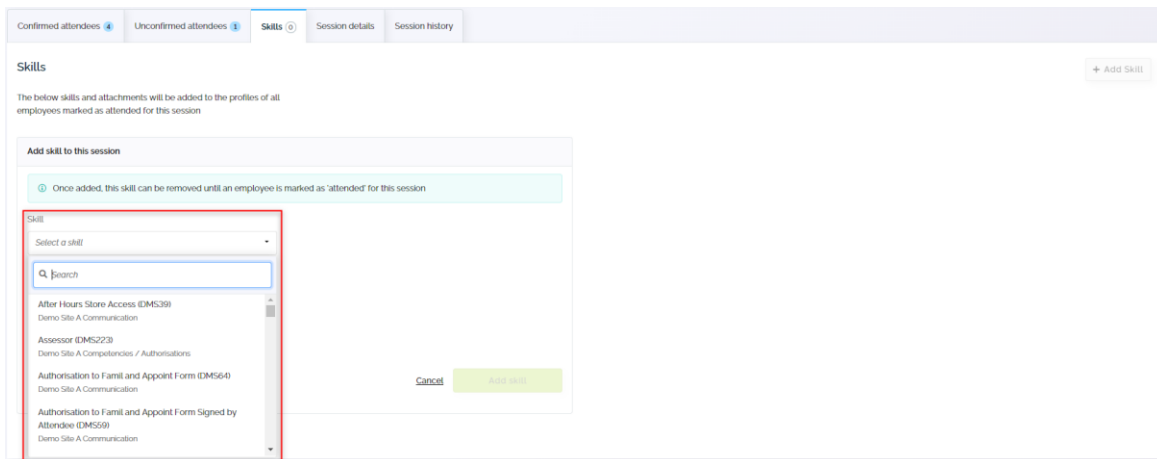
Filter by session type ▾

14 Jun, 2024 → 12 Sep, 2024 [Export](#)

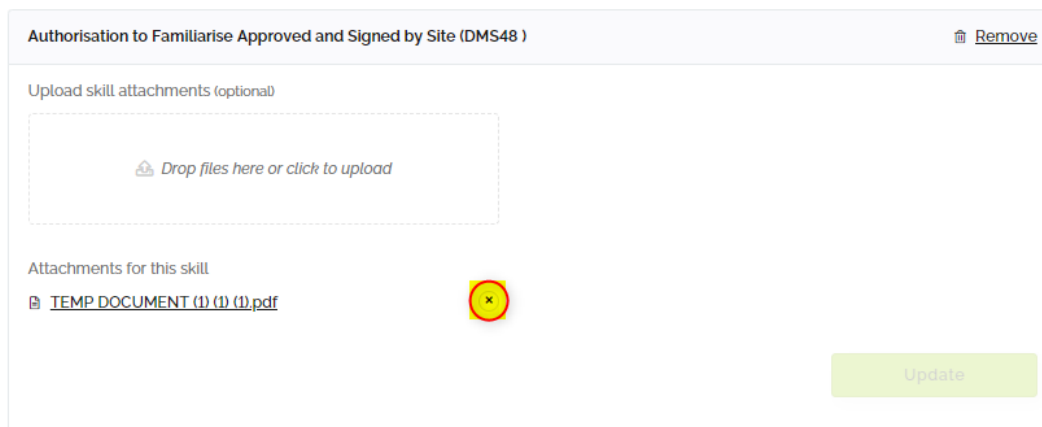
Showing 1 - 14 of 14

Date	Location	Time	Session Name	Confirmed vs. max attendees	Unconfirmed attendees	
Fri, 14 Jun 2024	Training Room	09:00am - 10:00am	Contractor Site Induction	0/10	0	Details
	Training Room	09:00am - 10:00am	Permanent Site Induction	0/20	0	Details
Wed, 19 Jun 2024	Training Room	09:00am - 10:00am	Contractor Site Induction	4/10	0	Details
Fri, 21 Jun 2024	Training Room	09:00am - 10:00am	Contractor Site Induction	0/10	0	Details
Wed, 26 Jun 2024	Training Room	09:00am - 10:00am	Contractor Site Induction	0/10	0	Details
Fri, 28 Jun 2024	Training Room	09:00am - 10:00am	Contractor Site Induction	0/10	0	Details

3. Scroll down and look for the Skills tab then click the button.
4. Select the skill name from the drop-down list.



5. Upload the attachment for the selected skill.
6. Click the button to Add the Skill to the session. Click , to cancel the process.
7. You can add more skills by repeating the process.
8. Click the button if mistakenly added the skill.
9. Click the X button if replacing or removing the attached document.



10. If multiple documents need to be attached for the skill added, drop the file or click the upload option.

Authorisation to Familiarise Approved and Signed by Site (DMS48) Remove

Upload skill attachments (optional)

Drop files here or click to upload

Attachments for this skill

TEMP DOCUMENT (1) (1) (1).pdf ×

Update

11. Click Update button once completed.

Authorisation to Familiarise Approved and Signed by Site (DMS48) Remove

Upload skill attachments (optional)

Drop files here or click to upload

Attachments for this skill

TEMP DOCUMENT (1) (1) (1).pdf ×

TEMP DOCUMENT (1).pdf ×

Update

What happens if I mark an employee as attended?

Marking the employee as attended will:

- ▶ Activate the employee's mobilisation if all requirements for this mobilisation have been completed, this employee will be able to access this worksite.
- ▶ Add any skills and attachments attached to the session to the employee's profile.
- ▶ Disabled skill editing – no skills and attachments will be able to be added or removed from the session.
- ▶ Disable session or cancellation – this will prevent accidentally cancelling the session as employees have already attended.

Attended Employees

Attended employees will have an active mobilisation and any skills and attachments used for this session will be added to their profiles. Skill records automatically added to the Learning Calendar attendance will have an icon as an indicator.

Communications

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Name	Code	Worksite	Status	Level	Start date	Expiry date	
Attendance List	DMS168	Demo Site A	Valid	Competent	19 Jun 2024	n/a	
Emergency Response	WVETBT-005	Demo Site A	Valid	Learning Pathway	n/a	n/a	
Emergency Response Team	DMS233	Demo Site A	Valid	Competent	7 Nov 2023	n/a	
First Aid Attendant	DMS235	Demo Site A	Valid	Competent	7 Nov 2023	n/a	
TestSkill 00	Test123	Demo Site A	Valid	Competent	26 Feb 2024	n/a	

This record was attained when this employee attended the below session:
 19 Jun 2024 - 9:00am - 10:00am
 Demo Site A - Contractor Site
 Induction
 Training Room

Worksite skills

+ Add worksite skill

* In use

Showing 1 - 10 of 10

Name	Code	Worksite	Status	Level	Start date	Expiry date	
Admin	DMS245	Demo Site A	Valid	Competent	5 Oct 2023	n/a	
Authorisation to Familiarise Approved and Signed by Site	DMS48	Demo Site A	Valid	Competent	19 Jun 2024	n/a	
Damstra Forms (Samm) Super User	DMS210	Demo Site A	Valid	Competent	5 Oct 2023	n/a	
Damstra Forms (Samm) Template Manager	DMS224	Demo Site A	Valid	Competent	5 Oct 2023	n/a	
Dragline Excavators - VoC	VOCDE	Demo Site A	Valid	Competent	28 Mar 2024	28 Mar 2025	
First Aid Theory	FAO23.2	Demo Site A	Valid	Competent	15 Dec 2023	15 Dec 2024	
Hazardous Chemical Officer	HCO23	Demo Site A	Valid	Competent	6 Nov 2023	n/a	
Safety Officer	n/a	Demo Site A	Valid	Learning Pathway	n/a	n/a	
Stanwell Training	n/a	Demo Site A	Valid	Learning Pathway	n/a	n/a	
Trainee	DMS249	Demo Site A	Valid	Competent	5 Oct 2023	n/a	

This record was attained when this employee attended the below session:
 19 Jun 2024 - 9:00am - 10:00am
 Demo Site A - Contractor Site
 Induction
 Training Room