



D A M S T R A

CONNECT + PROTECT YOUR WORLD



# EPP - Learning Pathways

**PRODUCT:** Damstra Workforce Management

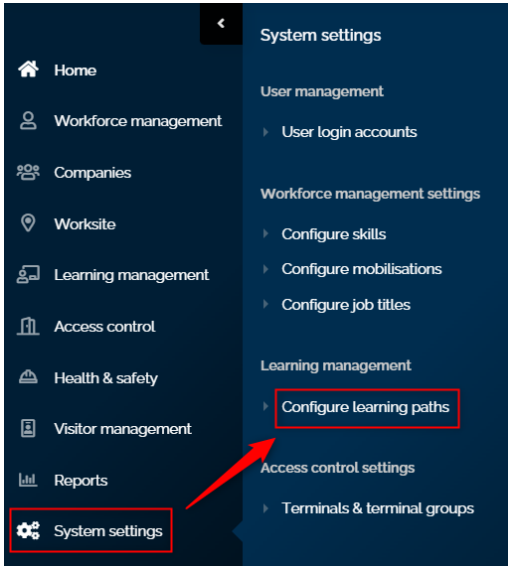
**VERSION:**

**AUTHOR:** J-pee De Guzman

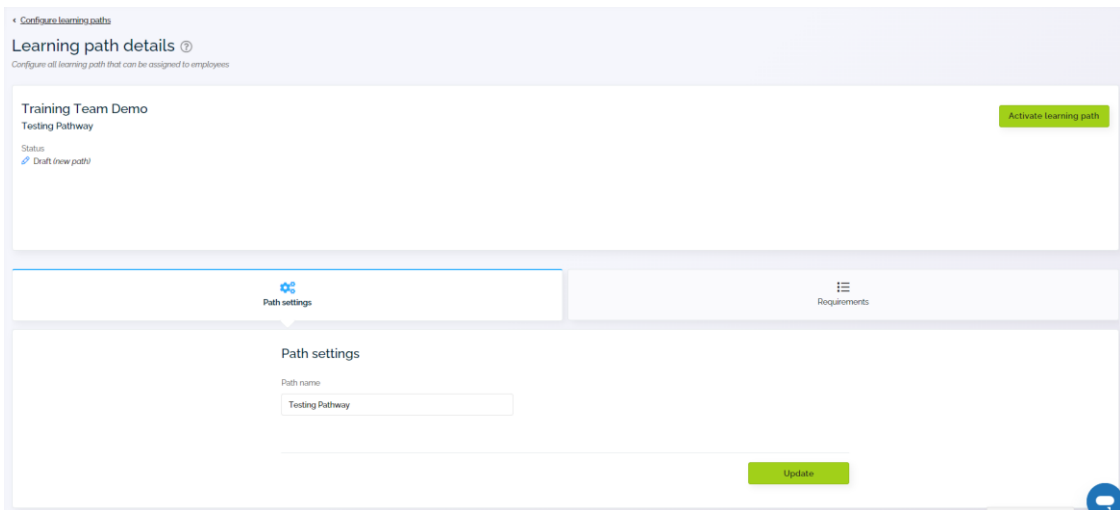
**APPROVED BY:**

## How to Create Learning Pathways

1. From the Menu, select **System settings**, then click **Configure Learning Pathways**.



2. To create new learning pathway, click **Create new path** button.
3. Type in the **Path Name** you want to create then click **Create path** button.
4. The screen will bring you to a page where you can configure the Learning Path you are creating.



5. Click **Requirements** then **+ Add Level** button. A pop-up screen will appear where you can put the **Level name** and select the **requirements/skills/medical** needed for the Learning Path you are creating.

Add level
✕

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Level

Level name

Level 1

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Requirements

Level is complete when

All requirements are complete

Any option is complete

Requirement	Evidence Required	Responsible
<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span style="font-size: 1.2em; margin-right: 5px;">☰</span> <span>Programmed Skilled Workforce Limited RTO Ravensworth Training Delivery Fee(DMS68)</span> <span style="margin-left: 5px;">▾</span> </div>	Document/s uploaded	Employee's company <span style="float: right; font-size: 0.8em;">✕</span>
<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span style="font-size: 1.2em; margin-right: 5px;">☰</span> <span>VLP:Demo Lesson(VLPC53721)</span> <span style="margin-left: 5px;">▾</span> </div>	Document/s uploaded	Training Team Demo <span style="float: right; font-size: 0.8em;">✕</span>

+ [Add another option](#)

Add level

6. Click Add level button if you are satisfied with the requirements/skills/medical you want to include in the Learning Path.
7. You can also **edit/delete** the Level by clicking the ⋮

Training Team Demo

Testing Pathway

Status

[Draft \(new path\)](#)

Activate learning path

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⚙️  
Path settings

☰  
Requirements

Requirements + Add level

Level	Evidence Required	Responsible
<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span style="font-size: 1.2em; margin-right: 5px;">▾</span> <span>Level 1</span> </div>	Requirements Completed	n/a

✎ Edit level  
✕ Delete level

8. If all requirements added are complete, you can start activating the Learning Path by clicking the Activate learning path

**Note:** Activating the learning path will allow you to assign it to the employee profile. However, once activated **the learning path you won't be able to be delete.**

9. Without activating the learning path will save it as a **Draft** wherein, you can **edit** path anytime you want.
10. Editing Active path will create a **New Draft version** where you can configure the requirements, level, and path name.