



D A M S T R A

Using the Training
Needs Analysis Matrix

Safety

[DISCLAIMER]

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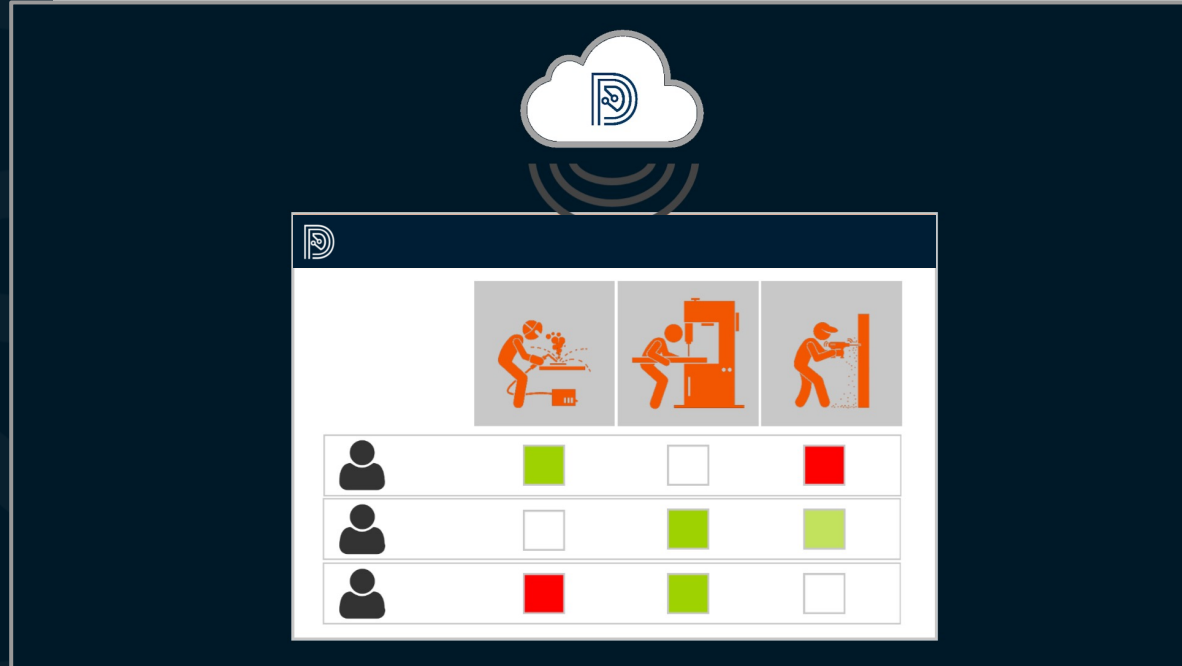
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Using TNA

Introduction

The 'Training Needs Analysis' matrix provides a graphical representation of Training requirements and certification status by Person.

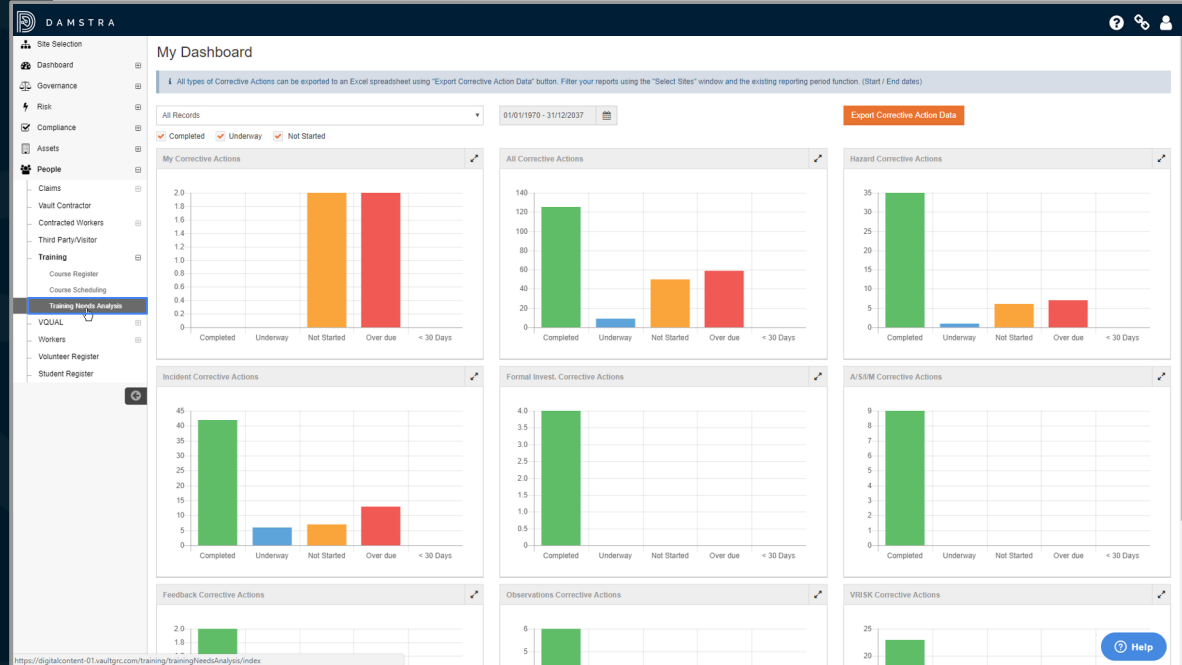
Its data is automatically populated via other modules within Damstra Safety and requires no user input, however Users can make use of the information to quickly and easily determine the current Training landscape across the Organisation.



Using TNA

Training Needs Analysis Matrix

The 'Training Needs Analysis' matrix can be found under 'People' in the 'Menu Bar'.



Using TNA

User Interface Overview

The user interface of the Training Needs Analysis Matrix is divided into the following parts:

1. Filters and display options at the top.
2. Training Courses listed in columns and grouped by Category.
3. Workers listed in rows.
4. ...and Status indicators where people and courses intersect.

The screenshot displays the DAMSTRA Training Needs Analysis (TNA) interface. The top navigation bar includes 'Training / Training Needs Analysis' and 'Workers / Contracted Workers / Volunteer'. Below this, there are filter options for 'Person/Course' (set to 'Person Alphabetical') and 'All' (set to 'All'). The main content area is a matrix table with columns grouped by category (A... Compliance, E... Health and Safety, G... Inductions, IT, M... Professional Development) and rows for individual workers (Michael Farley, Mickey Ryan, Mickey Earl, Philippa Drappin, Rebecca Conson, Rebecca Taylor, Rhonda Clitheroe, Rhonnie Atwell, Robbie Duggan, Robert Beggs). The matrix cells contain status indicators (red, green, yellow, blue) representing training requirements and completion. A legend at the bottom explains the status indicators: Current (green), No Training Required (white), In Training (orange), Expired (red), Scheduled (yellow), In Training (blue), and Training Required (red), Scheduled (blue).

Using TNA

Person Type Selection

Select between 'Workers', 'Contracted Workers' or 'Other Person Types' that your Organisation may have enabled, e.g. Students or Volunteers.

Regardless of which 'Person Type' is selected, the functionality of the 'Training Needs Analysis' matrix remains the same.

The screenshot shows the DAMSTRA web application interface. The top navigation bar includes the DAMSTRA logo and the text 'DAMSTRA'. The main content area is titled 'Training / Training Needs Analysis'. Below the title, there are three tabs: 'Workers' (selected), 'Contracted Workers', and 'Volunteer'. A blue instruction bar reads: 'Select the area of the matrix corresponding to the person and training. Select Training or No Tra...'. Below this, there are filter options: 'Filter by Person/Course', 'Category / Course', and 'Person'. The main area contains a table with columns for 'Worker Name', 'A...', 'Compliance', and several other columns with partially visible labels like 'ificulati...', 'human ...', 'itors Co...', and 'Course'.

Using TNA

Category / Course Selection

Click the 'Category / Course' button to determine which 'Training Courses' are displayed.

By default, all 'Courses' in the 'Course Register' are selected, however the User may select or deselect individual 'Courses' using the check-boxes either by **scrolling** the entire list, or by **selecting** a 'Category' in the drop-down.

Adjust the maximum number of courses that can be shown at once via *Settings > General > Options and Preferences*

Once the required 'Training Courses' are selected, **click** 'Save' to apply the selection.

The screenshot displays the DAMSTRA Training Needs Analysis (TNA) interface. A modal dialog titled 'Matrix Headings' is open, allowing for the selection of training categories and courses. The dialog features a 'Categories' dropdown menu set to 'All'. Below this, a list of training items is shown, each with a 'Select' checkbox and columns for 'Course Category' and 'Course Name'. The items listed include Auditors, Compliance, and various safety and operational courses. A 'Save' button is located at the bottom left of the dialog, and 'Check All', 'Uncheck All', and 'Close' buttons are at the bottom right. The background interface shows a sidebar with navigation options like 'Dashboard', 'Governance', and 'Risk', and a main area with a table of training needs for various workers.

Select	Course Category	Course Name
<input checked="" type="checkbox"/>	Auditors	Office Safety
<input checked="" type="checkbox"/>	Compliance	2A Overhead Reticulation Construction and Maintenance
<input checked="" type="checkbox"/>	Compliance	4X4 Safe Driving
<input checked="" type="checkbox"/>	Compliance	Certificate 4 in Human Resources
<input checked="" type="checkbox"/>	Compliance	Chainsaw Operators Course
<input checked="" type="checkbox"/>	Compliance	Confined Space Course
<input checked="" type="checkbox"/>	Compliance	Defensive Driver
<input checked="" type="checkbox"/>	Compliance	Fair Work Act
<input checked="" type="checkbox"/>	Compliance	First Aid Competency
<input checked="" type="checkbox"/>	Compliance	Fork LIR Truck Certification
<input checked="" type="checkbox"/>	Compliance	Front Line Management
<input checked="" type="checkbox"/>	Compliance	H & S Representative Training - Stage 1

Using TNA Workers per Page

Control over which People are displayed is available via the 'Filter' *by Person* drop-down list:

Person Alphabetical is the default view and displays all 'Workers' of the selected *Person Type* in A-Z order.

'Person Department' filters to only People in a particular 'Department', which may be selected in the adjacent drop-down and **applied** using the 'Apply' button.

Worker Name	Office Safety	2A Overhead Reticulati...	4X4 Safe Driving	Certificate 4 in Human ...	Chainsaw Operators Co...	Confined Space Course	Defensive Driver	Fall Work Act	First Aid Competency	Fork LIFT Truck Certifica...	Front Line Management	H & S Representative T...	How To Write A Sales P...	IOSH Safety Course	Project Management	Safe Operating Procedi...	Electrical Plant Handling	Master Electricians Co ...	Safe Operating Procedi...	Certificate 4 in HSE	Chemical Safety	Diploma HSE	Display Screen User A W...	Distillation Operator Tra...	First Aid
Alan Humphries	■				■	■				■								■			■				■
Annie Ritter	■						■												■						■
Bob Jackson											■														
Bob Jones							■																		■
Brian Doyle											■							■	■						
Bronwyn Friedman											■							■							
Bruce Wayne							■				■		■										■		■
Bruce Mitchell											■														
Carolyn Smith											■														
Cathy Ryan											■						■								

Show 10 entries | Showing 1 to 10 of 73 entries

■ Current ■ In Training ■ Scheduled
□ No Training Required ■ Expired □ In Training

Using TNA Filter by Person

Control over which People are displayed is available via the 'Filter by Person' drop-down list:

'Person Alphabetical' is the default view and displays all 'Workers' of the selected 'Person Type' in A-Z order.

'Person Department' filters to only People in a particular 'Department', which may be selected in the adjacent drop-down and **applied** using the 'Apply' button.

The screenshot shows the DAMSTRA Training Needs Analysis interface. The 'Filter by Person/Course' dropdown menu is open, showing options: 'Person Alphabetical', 'Person Department', 'Person Position', and 'Person Skills'. 'Person Alphabetical' is the selected option. The main table is partially visible, showing columns for 'Compliance', 'Health and Safety', 'Inductions', 'IT', and 'Professional Development'.

The screenshot shows the DAMSTRA Training Needs Analysis interface. The 'Filter by Person/Course' dropdown menu is open, showing options: 'All', 'Process Shed', 'Quality Control', 'Rail A', 'Rail B', 'Rail C', 'Reception', 'Representative', 'Sales', 'Salesperson', 'Security', 'Storage', 'Store', 'TestSS', 'Transport', 'Workshop', 'Whitwell', and 'Womenswear Workshop'. 'Person Department' is selected in the main dropdown, and the 'Apply' button is highlighted. The main table shows a list of workers and their training needs across various categories.

Worker Name	Office Safety	2A Overhead Electrical...	AM Safe Driving	Certificate 4 in Human ...	Chalmers Operations Co...	Confined Space Course	Defensive Driver	Fall Work Act	First Aid Competency	Fork Lift Truck Certifica...	Front Line Management	H.S. Representative Tr...	How to Write a Safe P...	KOSH Safety Course	Project Management	Safe Operating Proved...	Electrical Panel Handl...	Master Electrician Co...	Safe Operating Proved...	Certificate 4 in HSE	G...	H...	Inductions	IT	M...	Professional Development
Alan Humphries	■				■																					
Annie Ritter	■																									
Bob Jackson																										
Bob Jones																										
Brian Doyle																										

Using TNA

Filter by Person cont.

People of a particular 'Position' may be selected by **choosing** 'Person Position' and typing a 'Position name' into the adjacent field. Smart Search will help find the 'Position' as you begin to type.

People that work a particular 'Shift' may be selected in similar way, if your Organisation uses this.

The screenshot shows the DAMSTRA Training Needs Analysis interface. The 'Filter by Person/Course' section has 'Person Position' selected, with a dropdown menu showing 'Warehouse' and a search field containing 'Warehouse Manager (null)'. The 'Warehouse Manager (null)' option is highlighted in blue. The main table displays a grid of training needs for various roles, with 'Warehouse Supervisor (WHS)' highlighted in the first row.

The screenshot shows the DAMSTRA Training Needs Analysis interface. The 'Filter by Person/Course' section has 'Person Shifts' selected, with a dropdown menu showing 'All', 'All Day 8-5', and 'Evening 5-11 Nights 10-5'. The 'Evening 5-11 Nights 10-5' option is highlighted in blue. The main table displays a grid of training needs for various roles, with 'Warehouse Supervisor (WHS)' highlighted in the first row.

Using TNA

Training Requirement Status

Once the required combination of 'Training Courses' and 'People' has been set, the current Training Requirement status of each Person per 'Training Course' may be determined via the status indicator in the square where 'Person' and 'Training Course' intersect.

Training Requirement statuses are indicated with colours and, in some cases, letters.

Training / Training Needs Analysis

Workers Contracted Workers Volunteer

Select the area of the matrix corresponding to the person and training. Select Training or No Training Required from the drop down box. Training Scheduled and Training Completed status are auto populated from the Training Scheduled tab.

Filter by Person/Course Category / Course Person Alphabetical All Apply Export All Data


Worker Name	Office Safety	4x4 Safe Driving	Certificate 4 In Human...	Chainsaw Operators Co...	Confined Space Course	First Aid Competency/	First Aid Competency/	Front Line Management	H & S Representative Tr...	New to Work / Sales P...	OSHA Safety Course	Project Management	Safe Operating Procedu...	Master Electricians Co...	Safe Operating Procedu...	Chemical Safety	Diploma HSE	Display Screen User A...	Distribution Operator Tra...	First Aid (P/REC)	Lock Out Tag Out	Management Safety	Representative Training	Safety Skills	Human Resources - MBA	Sales 911	Verbal Training	Management Training...	Advanced Excel	Advanced Word	Certificate in Training a...	Conflict Management	JSA Skills	VCL/MS Training			
Michael Farley	■						■				■																										
Mickey Ryan																																					
Mickey East							■																														
Philippa Drappin	■																																				
Rebecca Conson																																					
Rebecca Taylor							■		■		■																										
Rhonda Clitheroe																																					
Rhonne Atwell																																					
Robbie Duggan	■									■																	■										
Robert Beggs											■																										

Show 10 entities | Showing 51 to 60 of 73 entries


Legend: ■ Current, ■ In Training, ■ Scheduled, ■ Training Required, □ No Training Required, □ In Training, □ In Training, □ Scheduled


Using TNA Status Colours


Colours represent the primary status and may be one of the following:

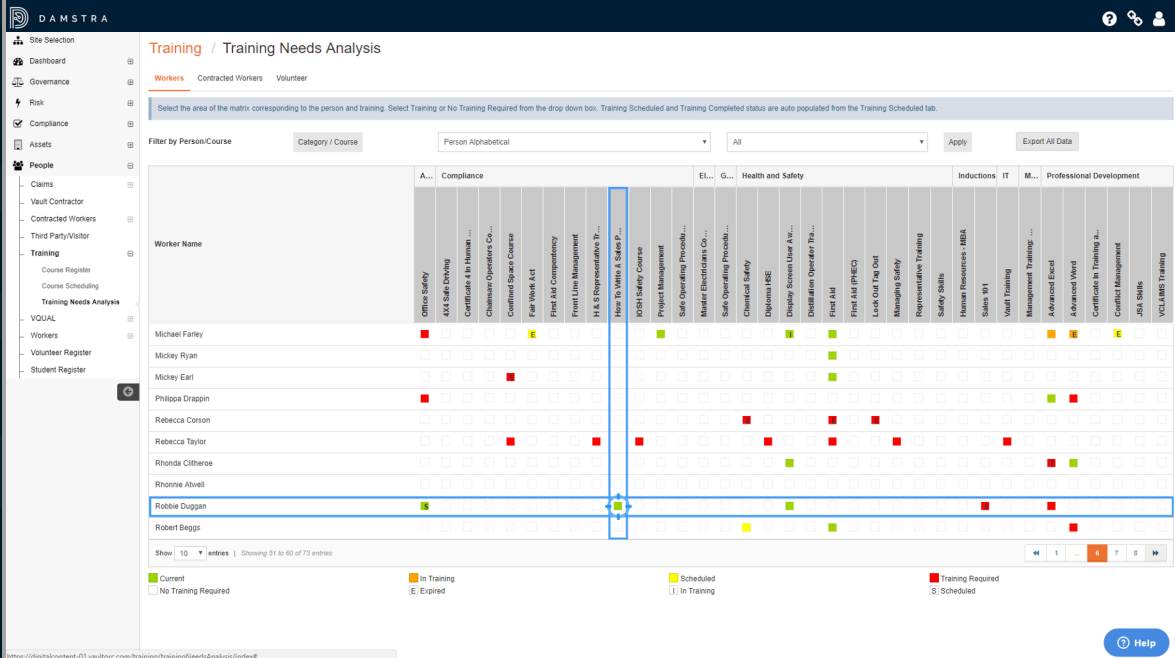
 : Training Course is not required for this Person.

 : This person has passed this Training Course and certification is current.









 : This person is scheduled for this Training Course.

 : This person is currently undertaking this Training Course.

 : This Training Course is required for this Person but is currently not scheduled or being undertaken, or this Person has undertaken this training, but a pass mark was not achieved.



The screenshot shows the DAMSTRA Training Needs Analysis interface. The main area is a grid with columns for various training courses and rows for individual workers. The grid is filtered by 'Person' and 'Course'. The legend at the bottom indicates the status of each training course for each worker:

-  Current
-  In Training
-  Scheduled
-  Training Required
-  No Training Required
-  Expired
-  In Training
-  Scheduled

The grid shows the following data for the workers listed:

Worker Name	Office Safety	4x4 Safe Driving	Certificate 4 in Human Resources	Chainsaw Operators Co...	Confined Space Course	First Aid Competency	First Aid Competency	Front Line Management	H & S Representative Tr...	How to Write a Sales P...	HSE Safety Course	Project Management	Safe Operating Procedu...	Master Electricians Co...	Safe Operating Procedu...	Chemical Safety	Diploma HSE	Display Screen User A...	Distribution Operator Tra...	First Aid (PPEQ)	Lock Out Tag Out	Management Safety	Representative Training	Safety Skills	Human Resources - MBA	Sales 911	Health Training	Management Training...	Advanced Excel	Advanced Word	Certificate in Training a...	Conflict Management	JSA Skills	VCLBMS Training			
Michael Farley	Red						Yellow				Green									Green																	
Mickey Ryan																																					
Mickey East								Red																													
Philippa Drappin	Red																																				
Rebecca Conson																																					
Rebecca Taylor								Red																													
Rhonda Clitheroe																																					
Rhonne Atwell																																					
Robbie Duggan	Green										Green																										
Robert Beggs																																					

Using TNA Status Letters: E

Letters represent secondary information that add context to a current training status where required.

For example, the letter 'E' means 'Expired' and coupled with a colour, gives a more detailed picture than the colour alone.

The letter 'E' is only used in conjunction with 'yellow', 'orange' or 'red' squares and their presence indicates that certifications are being allowed to lapse.

E = EXPIRED
USED IN CONJUNCTION WITH [Yellow] [Orange] [Red]
INDICATES CERTIFICATIONS ARE BEING ALLOWED TO LAPSE

Legend:
Green: Current
Yellow: Scheduled
Orange: In Training
Red: Training Required
E: Expired
I: In Training
S: Scheduled

Using TNA

Status Letters: I, S

I = 'In Training'
S = 'Scheduled'

These letters are only used in conjunction with a green 'Current' primary status and indicate proactive management of certification is being maintained.

Training / Training Needs Analysis

Workers Contracted Workers Volunteer

Select the area of the matrix, corresponding to the person and training. Select Training or No Training Required from the drop down box. Training Scheduled and Training Completed status are auto populated from the Training Scheduled tab.

Filter by Person/Course Category / Course Person Alphabetical All Apply Export All Data

Worker Name	Compliance	Health and Safety	Inductions	IT	Professional Development
Michael Farley					
Mickey Ryan					
Mickey Earl					
Philippa Drappin					
Rebecca Conson					
Rebecca Taylor					
Rhonda Clitheroe					
Rhonne Abwell					
Robbie Duggan					
Robert Beggs					

Show 10 entries | Showing 31 to 62 of 73 entries

Legend:
Current (Green square)
No Training Required (White square)
In Training (Orange square)
Expired (E, White square)
Scheduled (Yellow square)
In Training (I, White square)
Training Required (Red square)
Scheduled (S, White square)

Help

Using TNA

Green Square + I, S

Certificate 4 In 1	Chainsaw Oper	Confined Space	Fair Work Act	First Aid Comp	Front Line Man	H & S Represent	How To Write A	IOSH Safety Cox	Project Manager	Safe Operating	Master Electric	Safe Operating	Chemical Safety	Diploma HSE	Display Screen	Distillation Oper	First Aid	First Aid (PHEC)	Lock Out Tag Ou	Managing Safety	Representative	Safety Skills	Human Resourc	Sales 101	Vault Training	Management Tr	Advanced Excel	Advanced Word	Certificate in Tr	Conflict Manage	JSA Skills	VCLAIMS Traini			
			I						S					S																					

I : Holds current certification, but currently undertaking course again.

S : Holds current certification but scheduled to undertake course again.

Using TNA

All Statuses and Triggers

Status	Symbol	Description	Status Triggered by...
None		<u>Not Required</u>	n/a
Required		Training <u>Required</u>	Training marked as required or outcome of previous Training recorded as 'not passed'
Required	E	Previous Training Certification has <u>expired</u>	Current certification expiry date exceeded
Scheduled		Training is <u>Scheduled</u>	Added as Attendee to scheduled Training Course
Scheduled	E	Previous Training <u>expired and</u> person is <u>scheduled</u>	Current certification expiry date exceeded and Added as Attendee to refresher Training Course
In Training		<u>In Training</u>	Scheduled Training date = today's date or later and outcome has not been updated
In Training	E	Previous Training <u>expired and</u> person is <u>in training</u>	Current certification expiry date exceeded and Scheduled Refresher Training date = today's date or later and outcome has not been updated
Current		Certification is <u>Current</u>	Outcome of Training recorded as 'passed' and certification expiry not yet exceeded
Current	S	Previous certification is <u>current and</u> person is <u>scheduled</u>	Added as Attendee to scheduled refresher Training and current certification expiry not yet exceeded
Current	I	Previous certification is <u>current and</u> person is <u>in training</u>	Added as Attendee to scheduled refresher Training and current certification expiry not yet exceeded and scheduled Training date = today's date or later and outcome has not been updated



Using TNA

Further Status Details cont.

This 'orange square' indicates that a Person is currently attending this 'Training Course', however when we hover it indicates that the course started and ended in the past.

This anomaly will occur if a Person is scheduled to attend a 'Training Course', but the outcome of the course - that is, whether the Person passed or failed - is not updated.

Project Managen	Safe Operating P	Master Electricia	Safe Operating P	Chemical Safety	Diploma HSE	Display Screen L	Distillation Oper:	First Aid	First Aid (PHEC)	Lock Out Tag Ou	Managing Safety	Representative T	Safety Skills	Human Resource	Sales 101	Vault Training	Management Tra	Advanced Excel	Advanced Word	Certificate In Tra	Conflict Manager	JSA Skills	VCLAIMS Trainin
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Currently on course started: 01/05/2018
 Course finishes: 02/05/2018
 Status last updated: 02/05/2018

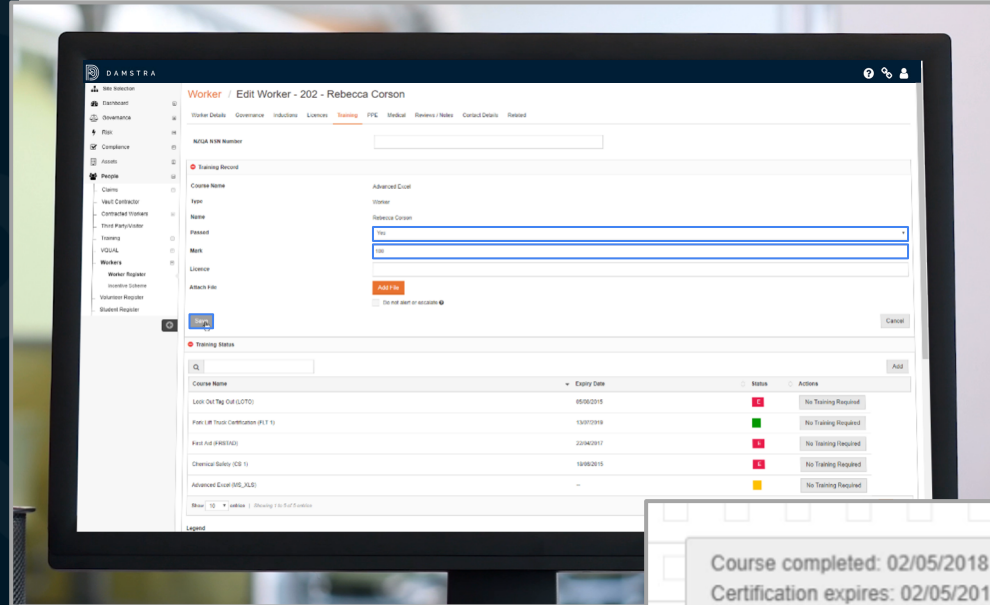
« 1 ... 6 7 8 »

Using TNA

Keeping Statuses Current

Amending the Person's Training record to indicate that the 'Course' was 'passed' will cause the square to change to green in the TNA Matrix.

Amending it to 'not passed' will change it to 'red'.



Course completed: 02/05/2018
Certification expires: 02/05/2019
Status last updated: 11/06/2018

Using TNA

Exporting Data

Data may be exported from the 'Training Needs Analysis' matrix to an 'Excel' spreadsheet, if required.

Simply **click** the 'Export All Data' button, then select whether the information for the currently selected headers or all data should be exported, and in which format.

A 'Microsoft Excel' file will be downloaded, which you can then **open** in the appropriate application.

The screenshot displays the DAMSTRA Training Needs Analysis interface. An 'Export' dialog box is open, allowing users to select the data to be exported. The dialog has four radio button options:

- Export Current Headers (Excel 2003)
- Export Current Headers (Excel 2007)
- Export All TNA Data (Excel 2003)
- Export All TNA Data (Excel 2007)

The dialog also features an 'Export' button and a 'Close' button. In the background, the 'Export All Data' button is highlighted in the interface. The main interface shows a table with columns for various training categories and rows for individual workers, with a legend at the bottom for training status indicators.

Using TNA

Marking Course (Not) Required

Where a 'Training Course' is made 'Training Required' for a Person, this will reflect in that Person's 'Training Record'.

The screenshot displays a software interface with a sidebar on the left containing navigation options: Governance, Risk, Compliance, Assets, People, Claims, Vault Contractor, Contracted Workers, Third Party/Visitor, Training, VQUAL, Workers, Worker Register, Incentive Scheme, Volunteer Register, and Student Register. The main content area is titled 'Worker Details' and includes tabs for Governance, Inductions, Licences, Training (selected), PPE, Medical, Reviews / Notes, Contact Details, and Related. A search bar for 'NZQA NSN Number' is present. Below this, the 'Training Record' section features a search bar and two filters: 'Show All Courses' (selected) and 'Show Uncompleted Courses'. A table lists training records with columns for ID, Course Name, Course Code, Start Date, End Date, Expiry Date, Licence, Passed Course, Score, and File. One record is visible: ID 9661, Course Name 'Fork Lift Truck Certification', Course Code 'FLT 1', Start Date '10/04/2017', End Date '10/04/2017', Expiry Date '10/04/2020', Licence 'Yes', and File 'No file'. Below the table, the 'Training Status' section has a search bar and a table with columns for Course Name, Expiry Date, Status, and Actions. Three entries are shown: 'Fork Lift Truck Certification (FLT 1)' with a green status icon and 'No Training Req' action; 'Electrical Plant Handling (EPH001)' with a red status icon and 'No Training Req' action; and 'Confined Space Course (CFNDSPCE)' with a red status icon and 'No Training Req' action. A legend below explains the status icons: green for 'Completed', yellow for 'In Training', orange for 'Scheduled', and red for 'Required'. It also defines 'E Expired', 'I In Training', and 'S Scheduled'. A note at the bottom states: 'The training requirements displayed are set up and edited from Settings menu > People > Job Positions.' A search bar for 'Course Name' is at the very bottom.

ID	Course Name	Course Code	Start Date	End Date	Expiry Date	Licence	Passed Course	Score	File
9661	Fork Lift Truck Certification	FLT 1	10/04/2017	10/04/2017	10/04/2020	Yes	Yes		No file

Course Name	Expiry Date	Status	Actions
Fork Lift Truck Certification (FLT 1)	10/04/2020	Completed	No Training Req
Electrical Plant Handling (EPH001)	--	Required	No Training Req
Confined Space Course (CFNDSPCE)	--	Required	No Training Req

Using TNA

Further Help

Help with scheduling 'Training Courses' and assigning attendees can be found in the 'Support Portal'.

The screenshot shows a web interface for 'People' with a red header bar. Below the header, there are four main sections: 'Contracted Workers', 'Third Party', 'Training', and 'Workers'. Each section contains a list of help topics, each with a small icon to its right. A mouse cursor is pointing at the link 'Schedule Training Course and Assign Attendees - Vault' in the 'Training' section.

People

Contracted Workers

- Find Contractor Company in Company Register - Vault
- Setup Access to Vault Apps for Contracted Worker - Vault
- Update Inductions and Licences for Contracted Worker - Vault
- Update Files for Contracted Workers - Vault
- Update PPE for Contracted Worker - Vault

See More

Third Party

- Add Third Party / Visitor - Vault
- Find Third Party / Visitor in Register - Vault
- Manage Third Party / Visitor - Vault

Training

- Add Training Course to Course Register - Vault
- Find Training Course in Course Register - Vault
- Schedule Training Course and Assign Attendees - Vault**
- Record Outcome of Scheduled Training Course - Vault
- Manage Course Material - Vault

See More

Workers

- Add a Worker to Worker Register - Vault
- Find Worker in Worker Register - Vault
- Setup Access to Vault Apps - Vault
- Update Inductions and Licences for Worker - Vault
- Update PPE for Existing Worker - Vault

See More

