



D A M S T R A



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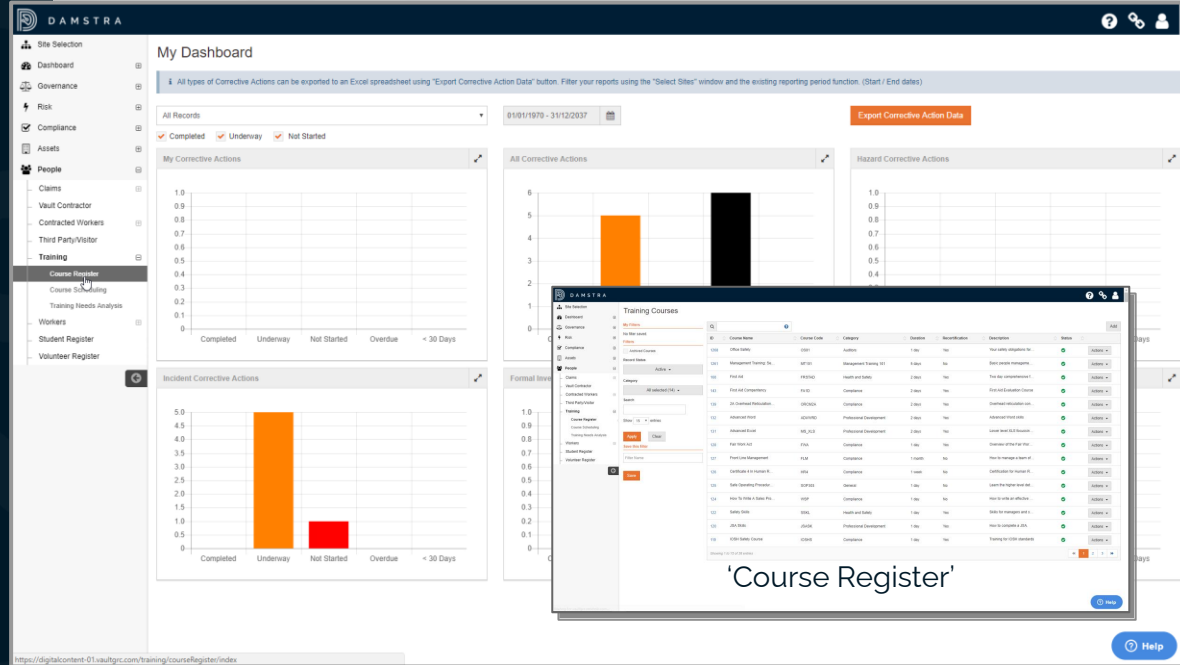
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Add Training Course Course Register

In Damstra Safety, 'Training Courses' and their details are recorded in the 'Course Register'.

This is found under 'People' in the 'Menu bar'.



Add Training Course

Add Training Course

To add a new Training Course to the Course Register, **click 'Add'** to load the 'Short Form'.

The screenshot displays the DAMSTRA Training Courses management interface. On the left is a sidebar with navigation links: Site Selection, Dashboard, Governance, Risk, Compliance, Assets, People, Claims, Vault Contractor, Contracted Workers, Third Party/Visitor, Training (highlighted), Course Register, Course Scheduling, Training Needs Analysis, Workers, Student Register, and Volunteer Register. The main area is titled 'Training Courses' and features a search bar, filter options (My Filters, Archived Courses, Record Status, Category), and a table of existing courses. An 'Add' button is in the top right corner. An 'Add Course' modal form is open in the foreground, showing fields for Course Name, Course Code, Category, Duration, Recertification, and Description, along with a 'Save' button. The text 'Short Form' is overlaid on the modal.

ID	Course Name	Course Code	Category	Duration	Recertification	Description	Status	Actions
1268	Office Safety	OS01	Auditors	1 day	Yes	Your safety obligations for ...	✓	Actions
1261	Management Training: Se...	MT101	Management Training 101	5 days	No	Basic people manage...	✓	Actions
168	First Aid	FRSTAD	Health and Safety	2 days	Yes	Two day comprehensive f...	✓	Actions
143	First Aid Competency	FA1D	Compliance	2 days	Yes	First Aid Evaluation Course	✓	Actions
139	2A Overhead Reticulation...	ORCM2A	Compliance	2 days	Yes	Overhead reticulation con...	✓	Actions
132	Advanced Word	ADVWRD	Professional Development	2 days	Yes	Advanced Word skills	✓	Actions
131	Advanced Excel	MSI_XLS						
128	Fair Work Act	FWA						
127	Front Line Management	FLM						
126	Certificate 4 in Human R...	HR4						
125	Safe Operating Procedure...	SOP103						
124	How To Write A Sales Pro...	WSP						
122	Safety Skills	SSKL						
120	JSA Skills	JASAK						
119	IOSH Safety Course	IOSHS						

Add Training Course

The Short Form

The 'Short Form' collects the minimum information required to add a Training Course to the Course Register

Note: fields marked with an asterisk (*) are mandatory.

The screenshot shows a web application interface for adding a training course. The header bar is dark blue with icons for help, settings, and user profile. The breadcrumb trail reads 'Training Courses / Add Course'. The form fields are as follows:

- Course Name ***: A text input field with a cursor at the end.
- Course Code**: A text input field.
- Course Active**: A checkbox that is checked.
- Course Visibility**: A text input field containing 'ABC Group'.
- Category ***: A dropdown menu showing 'Auditors'.
- Course Duration**: A text input field.
- Course Length**: A text input field with a 'Hours' button next to it.
- Recertification Required**: A checkbox that is unchecked.
- Months Before Recertification**: A dropdown menu showing '0' and a 'Month(s)' button.
- Course Description**: A large text area.
- Attendance Only**: A radio button that is selected.
- Pass/Fail**: A radio button that is unselected.
- Pass Mark**: A text input field.

At the bottom of the form, there is a 'Save' button on the left and a 'Cancel' button on the right.

Add Training Course

The Short Form continued

Populate the 'Short Form', completing all mandatory and relevant fields as you go

Enter the 'Course Name' and 'Course Code', if your Organisation uses one. If this is an Online Course, **enter** the Course ID from your LMS system

Tick the 'Course Active' check-box to ensure that the Course is available for selection from the Course Register. If the Course is not made Active, it cannot be selected for scheduled training or be loaded to an individual training record.

The screenshot shows the 'Add Course' form in the 'Training Courses' system. The form is titled 'Training Courses / Add Course' and includes the following fields and options:

- Course Name ***: Risk Management
- Course Code**: RM01
- Course Active**: ☒ (The checkbox is highlighted with a red box and a mouse cursor.)
- Course Visibility**: ABC Group
- Category ***: Auditors
- Course Duration**: (Empty field)
- Course Length**: (Empty field) with a 'Hours' label.
- Recertification Required**: ☐ (unchecked)
- Months Before Recertification**: 9 (dropdown menu) with a 'Month(s)' label.
- Course Description**: (Empty text area)
- Attendance Only**: ☐ (unchecked)
- Pass/Fail**: ☐ (unchecked)
- Pass Mark**: (Empty field)

At the bottom of the form, there are 'Save' and 'Cancel' buttons. A 'Help' button is located in the bottom right corner of the page.

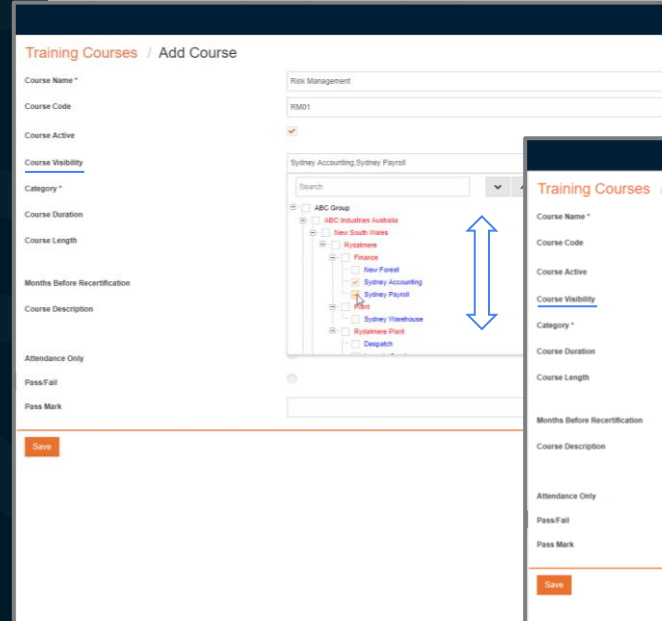
Add Training Course

The Short Form continued

Select which sites should have access to this Training Course via the 'Course Visibility' field.

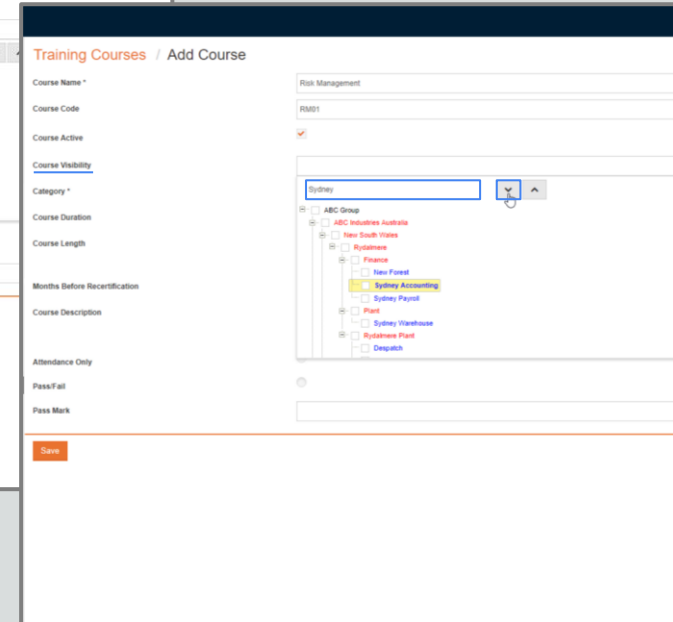
Select your Organisation at the Global level if the Course should be visible to all sites.

Otherwise, **select** the correct site or sites either by scrolling the Organisation Chart, or by searching via the Site name.



The screenshot shows the 'Add Course' form with the 'Course Visibility' field selected. The field contains a search bar with the text 'Sydney Accounting, Sydney Payroll' and a dropdown arrow. Below the search bar is a tree view of organisations. A blue double-headed vertical arrow is positioned next to the tree view, indicating that it can be scrolled. The tree view shows the following structure:

- ABC Group
 - ABC Industries Australia
 - New South Wales
 - Rydalmere
 - Finance
 - New Forest
 - Sydney Accounting (selected)
 - Sydney Payroll (selected)
 - Rydalmere Plant
 - Sydney Warehouse
 - Rydalmere Plant
 - Dispatch



The screenshot shows the 'Add Course' form with the 'Course Visibility' field selected. The field contains a search bar with the text 'Sydney' and a dropdown arrow. Below the search bar is a tree view of organisations. The tree view shows the following structure:

- ABC Group
 - ABC Industries Australia
 - New South Wales
 - Rydalmere
 - Finance
 - New Forest
 - Sydney Accounting (selected)
 - Sydney Payroll (selected)
 - Rydalmere Plant
 - Sydney Warehouse
 - Rydalmere Plant
 - Dispatch

Add Training Course

The Short Form continued

Select the Training Course 'Category' from the drop-down list.

Note: The categories displayed here depend on the settings your Organisation has chosen.

Enter the 'Course Duration', including the unit of time. For example, '2 days' or '1 week'

Enter the 'Course Length' in hours.

The screenshot shows a web application interface for adding a new training course. The breadcrumb trail at the top reads "Training Courses / Add Course". The form contains the following fields and options:

- Course Name ***: Text input with "Risk Management" entered.
- Course Code**: Text input with "RM01" entered.
- Course Active**: A checked checkbox.
- Course Visibility**: Text input with "Sydney Accounting" entered.
- Category ***: A dropdown menu with "Health and Safety" selected.
- Course Duration**: Text input with "2 Days" entered.
- Course Length**: A text input with "12" and a unit selector dropdown set to "Hours".
- Recertification Required**: An unchecked checkbox.
- Months Before Recertification**: A dropdown menu set to "0" with the label "Month(s)".
- Course Description**: A large text area.
- Attendance Only**: A radio button.
- Pass/Fail**: A radio button.
- Pass Mark**: A text input.

At the bottom of the form, there are "Save" and "Cancel" buttons.

Add Training Course

The Short Form continued

If recertification in this Training Course is required after a set period, **tick** the 'Recertification Required' check-box and **specify** the period in the 'Months Before Recertification' field.

Optionally, **enter** a 'Course Description' in the free-text field.

The screenshot shows a web form titled 'Training Courses / Add Course'. The form contains the following fields and options:

- Course Name ***: Text input with 'Risk Management' entered.
- Course Code**: Text input with 'RM01' entered.
- Course Active**: Checkmark icon, indicating it is active.
- Course Visibility**: Text input with 'Sydney Accounting' entered.
- Category ***: Dropdown menu with 'Health and Safety' selected.
- Course Duration**: Text input with '2 Days' entered.
- Course Length**: Text input with '12' entered, and a 'Hours' button next to it.
- Recertification Required**: Checkmark icon, indicating it is required.
- Months Before Recertification**: Dropdown menu with '12' selected and 'Month(s)' as the unit.
- Course Description**: Text area with the description 'Managing risks to health and safety in the work environment' entered.
- Attendance Only**: Radio button, currently unselected.
- Pass/Fail**: Radio button, currently unselected.
- Pass Mark**: Text input field.

At the bottom of the form, there are 'Save' and 'Cancel' buttons.

Add Training Course

The Short Form continued

Indicate whether the Course has a pass/fail element, by choosing between 'Attendance Only' or 'Pass/Fail'.

If the course has a 'pass/fail' hurdle, **enter** the 'Pass Mark'.

Once all information has been added, **click** 'Save'.

The screenshot shows a web application interface for adding a new training course. The breadcrumb trail at the top reads 'Training Courses / Add Course'. The form contains the following fields and controls:

- Course Name ***: Text input with 'Risk Management' entered.
- Course Code**: Text input with 'RM01' entered.
- Course Active**: A checked checkbox.
- Course Visibility**: Text input with 'Sydney Accounting' entered.
- Category ***: A dropdown menu showing 'Health and Safety'.
- Course Duration**: Text input with '2 Days' entered.
- Course Length**: A numeric input with '12' and a unit dropdown set to 'Hours'.
- Recertification Required**: A checked checkbox.
- Months Before Recertification**: A dropdown menu set to '12' with a unit dropdown set to 'Month(s)'.
- Course Description**: A text area containing 'Managing risks to health and safety in the work environment'.
- Attendance Only**: A radio button that is currently unselected.
- Pass/Fail**: A radio button that is currently selected.
- Pass Mark**: A text input with '90%' entered.

At the bottom of the form, there is an orange 'Save' button and a grey 'Cancel' button.

Add Training Course

Additional Fields and Tabs

The Training Course has now been saved, exposing additional fields of information across a number of new tabs

Many of these tabs record detail about the course that we may wish to add at a later stage

In this guide, we'll go through adding key information about the Course in the 'Description' tab.

Training Courses / Edit Course - 1274

Success
Record saved successfully!

Description Course Material Assessors and Trainers Schedule Positions

Basic

Creation Date 02/27/18 07:30

Course Name Risk Management

Course Code RM01

Course Active ☒

Course Visibility Sydney Accounting

Category Health and Safety

Online LMS No Provider

Course Duration 2 Days

Course Length 12 Hours

☒ Recertification Required

Months Before Recertification 12 Month(s)

Course Description Managing risks to health and safety in the work environment

☐ Attendance Only

☒ Pass/Fail

Pass Mark 90%

Refresher Course Details

Refresher courses are courses that need to be recertified but the recertification is a different course from the initial eg. Before your First Aid Course is about to expire you do a First Aid Refresher and not the Original First Aid

Add Training Course

Basic Section

The 'Basic' section is where the fundamental details of the Course are captured. Many of the fields are carried over from the 'short form', but an additional 'Online LMS' field is presented

If the Training Course is delivered as online learning, select the 'LMS (Learning Management System) Provider' from the drop-down list. Otherwise, leave the field set to 'No Provider'.

Note: The options available here will depend on your Organisation's agreements with external LMS providers.

The screenshot shows the 'Edit Course - 1274' form in the 'Training Courses' section. The 'Basic' tab is active. The form contains the following fields:

- Creation Date:** 02/27/18 07:30
- Course Name:** Risk Management
- Course Code:** RM01
- Course Active:** ☒
- Course Visibility:** Sydney Accounting
- Category:** Health and Safety
- Online LMS:** No Provider (highlighted with a blue border)
- Course Duration:** 2 Days
- Course Length:** 12 Hours
- Recertification Required:** ☒
- Months Before Recertification:** 12 Month(s)
- Course Description:** Managing risks to health and safety in the work environment
- Attendance Only:** ☐
- Pass/Fail:** ☒
- Pass Mark:** 90%

Below the form, there is a section for 'Refresher Course Details' with a note: 'Refresher courses are courses that need to be recertified but the recertification is a different course from the initial eg. Before your First Aid Course is about to expire you do a First Aid Refresher and not the Original First Aid'.

Add Training Course

Refresher Course Details Section

The 'Refresher Course Details' section captures details of any additional course that is required for recertification

Load the details of the Refresher Course here to ensure that Vault can accurately keep track of Course recertification. To do this:

Tick the 'Refresher Course Exist' checkbox.

Enter the 'Name' and 'Code' of the Refresher course.

Indicate the 'Course Length' in hours.

The screenshot shows a web form for adding a training course. At the top, there's a section for 'Recertification Required' with a dropdown for 'Months Before Recertification' set to 12. Below this is a 'Course Description' field containing 'Managing risks to health and safety in the work environment'. The 'Attendance Only' section has a radio button, and the 'Pass/Fail' section has a radio button. The 'Pass Mark' is set to 90%. The 'Refresher Course Details' section is highlighted with a red dot. It contains a checkbox for 'Refresher Course Exist' which is checked. Below this are three input fields: 'Refresher Name' (containing 'Risk Management Refresher'), 'Refresher Code' (containing 'RM02'), and 'Course Length' (containing '4'). The 'Course Length' field has a unit dropdown set to 'Hours'. Below these fields are three sections: 'Course Type' with checkboxes for 'External', 'Self-Paced', 'Internal', and 'Computer-Based'; 'Competency / Standards' with a checkbox for 'Accredited Course'; and a 'Credit Name' section with a search bar and a table showing 'No data available in table'. At the bottom, there's a pagination bar showing 'Showing 0 to 0 of 0 entries'.

Recertification Required

Months Before Recertification: 12 Month(s)

Course Description: Managing risks to health and safety in the work environment

Attendance Only: ☐

Pass/Fail: ☐

Pass Mark: 90%

Refresher Course Details

Refresher courses are courses that need to be recertified but the recertification is a different course from the initial eg. Before your First Aid Course is about to expire you do a First Aid Refresher and not the Original First Aid

Refresher Course Exist: ☒

Refresher Name: Risk Management Refresher

Refresher Code: RM02

Course Length: 4 Hours

Course Type

☐ External ☐ Internal

☐ Self-Paced ☐ Computer-Based

Competency / Standards

☐ Accredited Course

Search:

Add

Credit Name

No data available in table

Show: 10 entries Showing 0 to 0 of 0 entries

Add Training Course

Course Type Section

The 'Course Type' section allows us to **specify** whether the Training Course is one or more of the following types:

External: the Training Course is delivered by an external party.

Internal: the Training Course is delivered by in-house resources.

Self-paced: the Training Material is followed without an instructor and completed at a time and pace that suits the learner.

Computer-Based: the Training Material is delivered electronically, with or without an instructor.

The screenshot shows a web form for adding a training course. The 'Recertification Required' checkbox is checked. The 'Months Before Recertification' is set to 12. The 'Course Description' is 'Managing risks to health and safety in the work environment'. The 'Attendance Only' radio button is selected. The 'Pass/Fail' radio button is selected. The 'Pass Mark' is 90%. The 'Refresher Course Details' section is expanded, showing 'Refresher Course Exist' checked, 'Refresher Name' as 'Risk Management Refresher', 'Refresher Code' as 'RM02', and 'Course Length' as 8 hours. The 'Course Type' section has 'Internal' checked, 'External' and 'Self-Paced' unchecked, and 'Computer-Based' also unchecked. The 'Competency / Standards' section has 'Accredited Course' unchecked. At the bottom, there is a search bar, a table for 'Credit Name' with 'No data available in table', and pagination showing 'Showing 0 to 0 of 0 entries'.

Recertification Required

Months Before Recertification: 12 Month(s)

Course Description: Managing risks to health and safety in the work environment

Attendance Only: ☒

Pass/Fail: ☒

Pass Mark: 90%

Refresher Course Details

Refresher courses are courses that need to be recertified but the recertification is a different course from the initial eg. Before your First Aid Course is about to expire you do a First Aid Refresher and not the Original First Aid

Refresher Course Exist: ☒

Refresher Name: Risk Management Refresher

Refresher Code: RM02

Course Length: 8 Hours

Course Type

☐ External ☒ Internal ☐ Self-Paced ☐ Computer-Based

Competency / Standards

☐ Accredited Course

Search: Add

Credit Name

No data available in table

Show: 10 entries Showing 0 to 0 of 0 entries

Add Training Course

Competency/Standards Section

The 'Competency/Standards' section captures any formal accreditations or credits that apply to successful completion of the course

If the course is Accredited, **click** the 'Accredited Course' check-box.

To add details of the accreditation, **click** 'Add', then **enter** the 'Credit Name'. Repeat this procedure if any additional accreditations apply

Once all details have been entered, **click** 'Save'.

The screenshot shows a web form titled 'Add Training Course' with a section for 'Competency/Standards'. The form is divided into several sections:

- Attendance Only:** A radio button is selected.
- Pass/Fail:** A radio button is selected.
- Pass Mark:** A text field containing '90%'.
- Refresher Course Details:** A section with a blue header bar containing the text: 'Refresher courses are courses that need to be recertified but the recertification is a different course from the initial eg. Before your First Aid Course is about to expire you do a First Aid Refresher and not the Original First Aid'.
- Refresher Course Exist:** A checked checkbox.
- Refresher Name:** A text field containing 'Risk Management Refresher'.
- Refresher Code:** A text field containing 'RMD2'.
- Course Length:** A text field containing '8' and a unit dropdown menu set to 'Hours'.
- Course Type:** A section with four checkboxes: 'External' (unchecked), 'Internal' (checked), 'Self-Paced' (unchecked), and 'Computer-Based' (unchecked).
- Competency / Standards:** A section with a checked checkbox for 'Accredited Course'.
- Credit Name:** A text field containing 'NZQA 044521'.
- Actions:** A dropdown menu.
- Show:** A dropdown menu set to '10' and a text 'entries'.
- Showing:** A text 'Showing 1 to 1 of 1 entries'.
- Buttons:** 'Save' (orange), 'Cancel' (grey), and 'Help' (blue with a question mark icon).

Add Training Course

Course Saved

The Training Course is now saved to the 'Course Register'.

Success
Record saved successfully!

Training Courses

My Filters

No filter saved.

Filters

☐ Archived Courses

Record Status

Active ▾

Category

All selected (14) ▾

Search

Show 15 ▾ entries

Apply

Clear

Save this filter

Filter Name

Save

Q

| ID | Course Name | Course Code | Category | Duration | Recertification | Description | Status | Actions |
|------|-----------------------------|-------------|--------------------------|----------|-----------------|--------------------------------|--------|-----------|
| 1274 | Risk Management | RM01 | Health and Safety | 2 Days | Yes | Managing risks to health ... | ✓ | Actions ▾ |
| 1268 | Office Safety | OS01 | Auditors | 1 day | Yes | Your safety obligations for... | ✓ | Actions ▾ |
| 1261 | Management Training: Se... | MT101 | Management Training 101 | 5 days | No | Basic people manage... | ✓ | Actions ▾ |
| 168 | First Aid | FRSTAD | Health and Safety | 2 days | Yes | Two day comprehensive f... | ✓ | Actions ▾ |
| 143 | First Aid Competency | FA1D | Compliance | 2 days | Yes | First Aid Evaluation Course | ✓ | Actions ▾ |
| 139 | 2A Overhead Reticulation... | ORM2A | Compliance | 2 days | Yes | Overhead reticulation con... | ✓ | Actions ▾ |
| 132 | Advanced Word | ADVWRD | Professional Development | 2 days | Yes | Advanced Word skills | ✓ | Actions ▾ |
| 131 | Advanced Excel | MS_XLS | Professional Development | 2 days | Yes | Lower level XLS focussin... | ✓ | Actions ▾ |
| 128 | Fair Work Act | FWIA | Compliance | 1 day | Yes | Overview of the Fair Wor... | ✓ | Actions ▾ |
| 127 | Front Line Management | FLM | Compliance | 1 month | No | How to manage a team of... | ✓ | Actions ▾ |
| 126 | Certificate 4 in Human R... | HR4 | Compliance | 1 week | No | Certification for Human R... | ✓ | Actions ▾ |
| 125 | Safe Operating Procedur... | SOP303 | General | 1 day | No | Learn the higher level det... | ✓ | Actions ▾ |
| 124 | How To Write A Sales Pro... | WSP | Compliance | 1 day | No | How to write an effective ... | ✓ | Actions ▾ |
| 122 | Safety Skills | SSKL | Health and Safety | 1 day | Yes | Skills for managers and s... | ✓ | Actions ▾ |
| 120 | JSA Skills | JSASK | Professional Development | 1 day | Yes | How to complete a JSA. | ✓ | Actions ▾ |

Showing 1 to 15 of 39 entries

1

2

3

