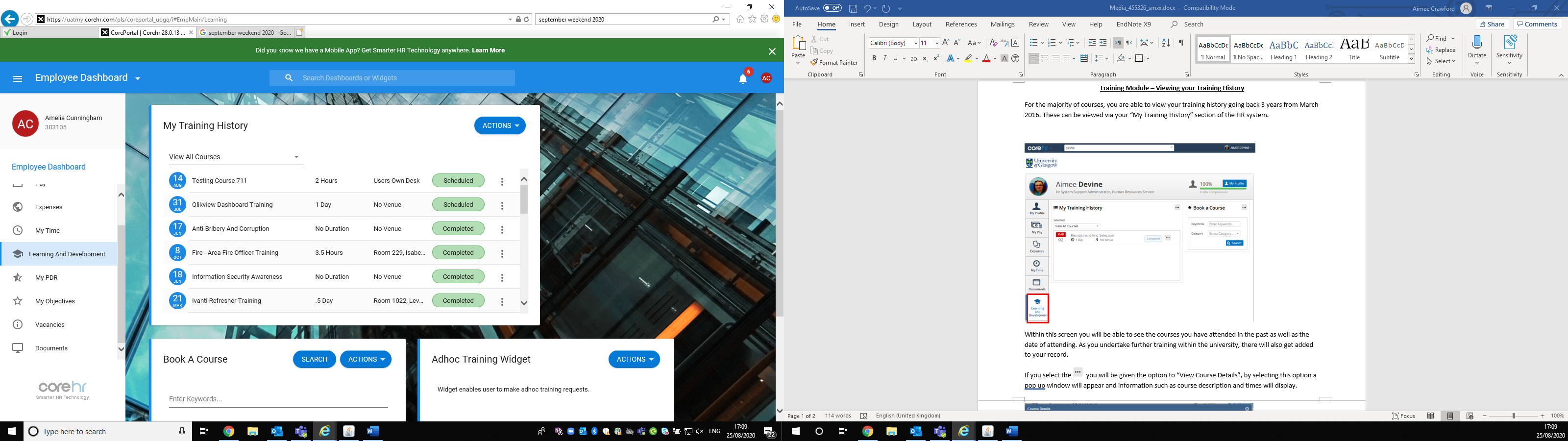
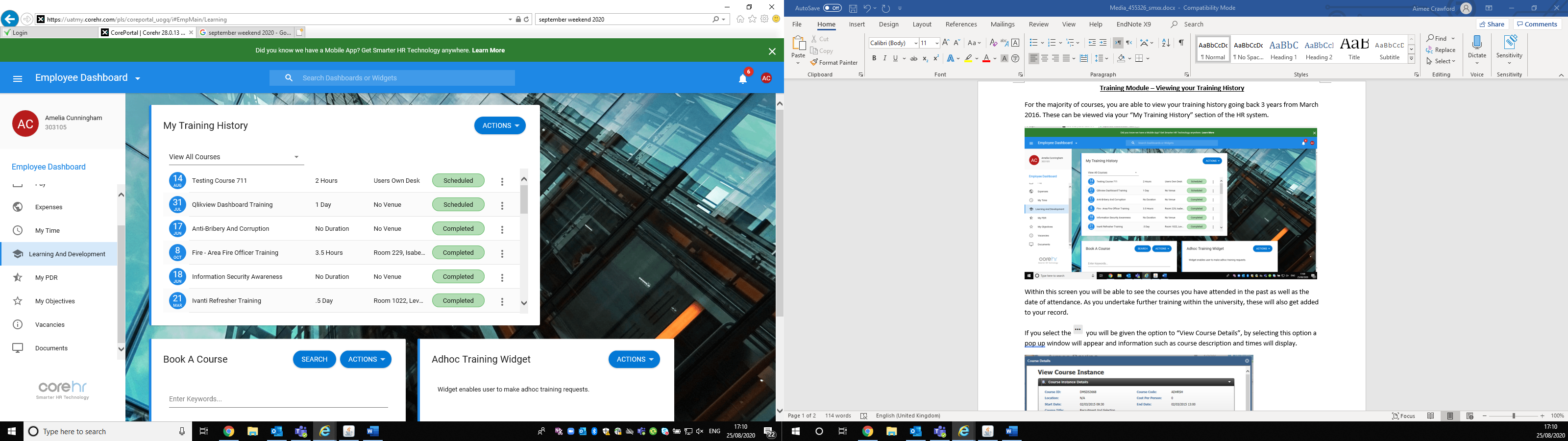
**Training Module – Viewing your Training History**

For the majority of courses, you are able to view your training history going back 3 years from March 2016. These can be viewed via your “My Training History” section of the HR system.



Within this screen you will be able to see the courses you have attended in the past as well as the date of attendance. As you undertake further training within the university, these will also get added to your record.

If you select the  you will be given the option to “View Course Details”, by selecting this option a pop up window will appear and information such as course description and times will display.

