Great Western Hospitals NHS

NHS Foundation Trust

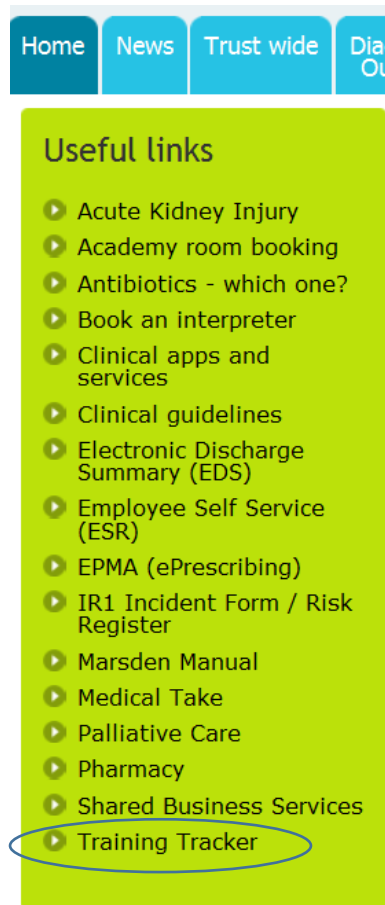# Training Tracker

Easy Guide

General Information

How do I access the e-learning system?

Training Tracker is a web based system and can therefore be accessed from any PC, tablet or mobile with an internet connection. The address is:

http://smnhst.trainingtracker.co.uk

You can also access **Training Tracker** through the GWH Intranet:

How can I get a username and password for the e-learning system?

New starters are automatically set up an account and emailed their log in details prior to Trust Induction. Existing staff who require a username and password should email academy.training@gwh.nhs.uk with their name and job title.

Completing your first module

When you log into **Training Tracker** you will see various groups of modules:

Each of these groups expands when clicked to show the modules within that group available to complete:

Choose a module to complete and click on the title. Once the module is open, read through the information- clicking the 'Next' button to go to the next page.

At the end of the module you will have the option to review the information or take the test. When you are ready choose 'Take the test' and answer the multiple choice questions.

Once you have answered the questions you will be told whether you have passed the module- if you have achieved the pass mark you will be given the option to print a certificate.

PLEASE NOTE- If you are unable to print a certificate when you complete the module you can view and print your certificates at any time through the 'View Scores' button on the home page.

SCORM modules

There are now SCORM modules on Training Tracker- these are presented in a different format to the other Training Tracker modules.

Completing a SCORM module

Follow the same process as above to select your module. Once within the module click the module title on the left hand side of the screen to start the module.

Click 'Next' on each slide and read through the information. Once you have read the information you will be automatically taken to the test. The test will not allow you to move onto the next question until you have answered the correct question correctly.

Once you have successfully completed the test you will see a results slide where you print your certificate:
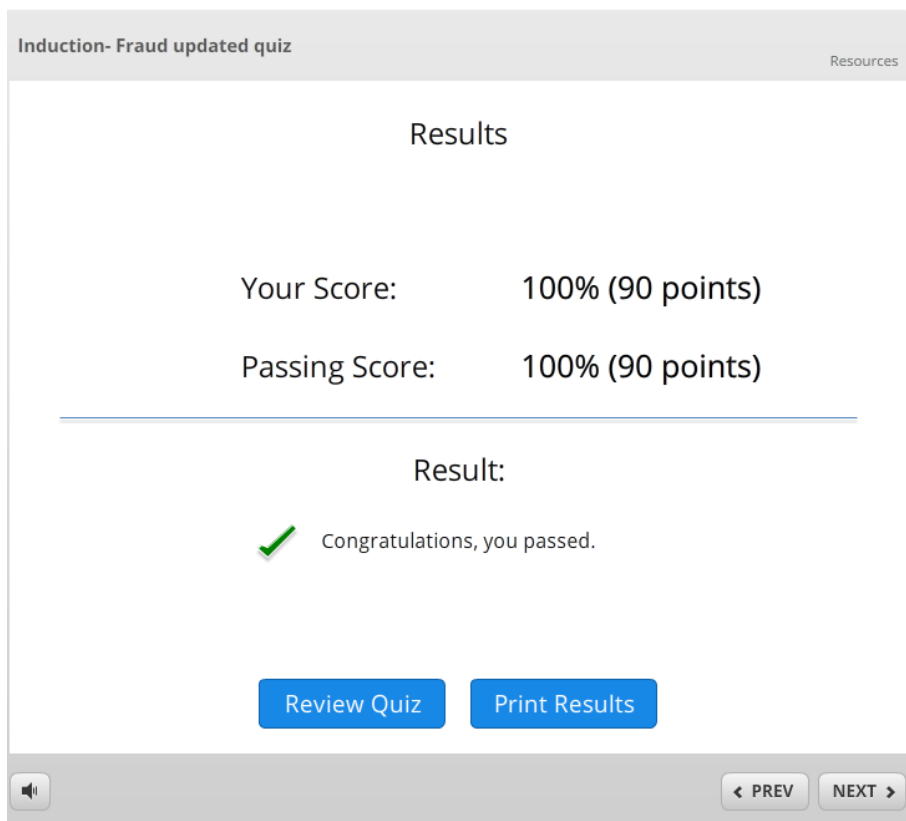
On this slide it is important to click 'Next' which will take you to another slide with a 'Submit' button. Failure to do this will result in your training not recording as completed on Training Tracker and ESR and you will show non-compliant on the monthly compliance reports.

How do I know which modules to complete?

Although **Training Tracker** provides a way to complete some of your Mandatory Training, it is NOT a record of what training you have completed or what training is outstanding/out of date. In order to determine which modules you are required to complete please refer to one of the following:

1- *Electronic Staff Record (ESR) Self Service 'Compliance Matrix'*- a comprehensive record of Mandatory Training completed via both e-learning and classroom sessions, and training which is not yet completed/out of date but required for your individual role. Details of how to gain access to this system can be found here:

2- *Electronic Staff Record (ESR) monthly compliance reports*- managers receive a monthly report of their teams Mandatory training compliance which is pulled from ESR- you can request a copy of your training record from your manager

There is also guidance regarding which modules are appropriate for your role in the 'Easy Guide to Mandatory Training' which can be found on the intranet.**PLEASE NOTE- not all modules are mandatory- just because you can access a module on Training Tracker does not mean you have to complete it.**

What do the symbols on Training Tracker mean?

- A green tick indicates that you have completed the module and it is in date

- A grey tick indicates that a module has expired

- A red cross indicates that the module was not successfully completed

- An orange tick indicates that the module is due to expire in the next 30 days. If you hold the cursor over the tick you will see how many days there is until the module expires.

- A blue circle indicates that a module has been completed but not finished

PLEASE NOTE- although these ticks are a helpful indication of which modules are complete/which modules are due to expire they are not a comprehensive way of determining which Mandatory training is due. The best way to determine this is to use the ESR Employee Self Service or the ESR monthly compliance reports.

How long does it take my completed Training Tracker modules to be recorded on ESR?

Training Tracker completion is not automatically transferred to ESR- a manual process transfers the information and is performed twice a week. If any training is not yet showing compliant on ESR 2 weeks after being successfully completed on Training Tracker please email MTreport.Queries@gwh.nhs.uk so the error can be investigated.

Common Training Tracker issues

…I am having technical trouble with the system on my PC

- Please contact the Academy on 01793 605329/604661 (not the IM&T department)

…I don't have the right skills to use a PC

- For general IT skills please contact the IM&T department on 01793 605858 to discuss your general IT training needs.
- For training in use of Training Tracker contact the Academy on 01793 605329/604661

…I have no or very limited access to a PC at work…

- Training Tracker is a web based system so can be accessed at home (time back in lieu/time off for this will need to be discussed with your manager prior to completing the training)

- You can also access PC's in the library at, The Academy, Lower Ground floor, Great Western Hospital; Bookends, Lower Ground floor, Great Western Hospital and Warminster community hospital training office.