



Sunesis: How To Record Learner Destination and Progression Information

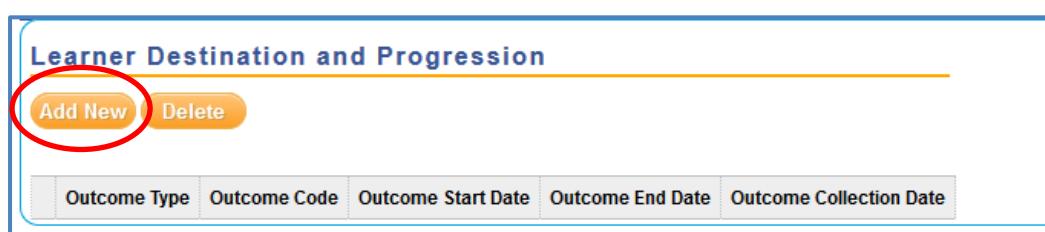
Learner destination and progression information which is detailed in the 14-15 ILR Specification can be recorded on Sunesis within a learners' Training Record. Once recorded and saved this information will be pulled through on to your batch file:

-  When in a learners Training Record click on the 'Destinations' tab



A screenshot of the Sunesis software interface. At the top, there is a green navigation bar with buttons for Close, Edit, ILRs, Training Report, ILP, De-Migrate, ILJ, Prior Learning, and Training Report (Word). Below this is a blue header bar with the text "You are here: » Home » View Training Records » View Training Record". Underneath the header is a toolbar with several tabs: Progress, Dates & Status, Review, Learner, CRM, Employer, Training Provider, Compliance, File Repository, Assessment Plans, Registers Notes, and Destinations. The 'Destinations' tab is circled in red. Below the toolbar, the text "Progress Summary" is visible.

-  Click on 'Add New'



A screenshot of the 'Learner Destination and Progression' page. At the top, there is a header with the title 'Learner Destination and Progression'. Below the header are two orange buttons: 'Add New' (which is circled in red) and 'Delete'. A horizontal line of columns follows: Outcome Type, Outcome Code, Outcome Start Date, Outcome End Date, and Outcome Collection Date.



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 Enter destination information

 Click on 'Save'

Add New Destination

Outcome Type:	EDU - Education
Outcome Code:	EDU - 2 - Apprenticeship
Outcome Start Date:	13/01/2015
Outcome End Date:	dd/mm/yyyy
Outcome Collection Date:	dd/mm/yyyy
<input type="button" value="Save"/>	

N.B. The information recorded within these fields can be viewed through to the new 'Destinations Report' within the 'Reports' menu. This report is available for 'Superuser' access level only.