Delt Employee Mini Guide

My Profile – Learning and Development

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Author: Carmen Garcia

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Overview

In the My Profile section, employees can add and update details about their own development. There are six areas that can be added under the Learning and Development tab:

- Continuous Development
- Professional Bodies
- Qualifications
- Teaching Qualification
- Languages
- Training details

These will be covered in this document.

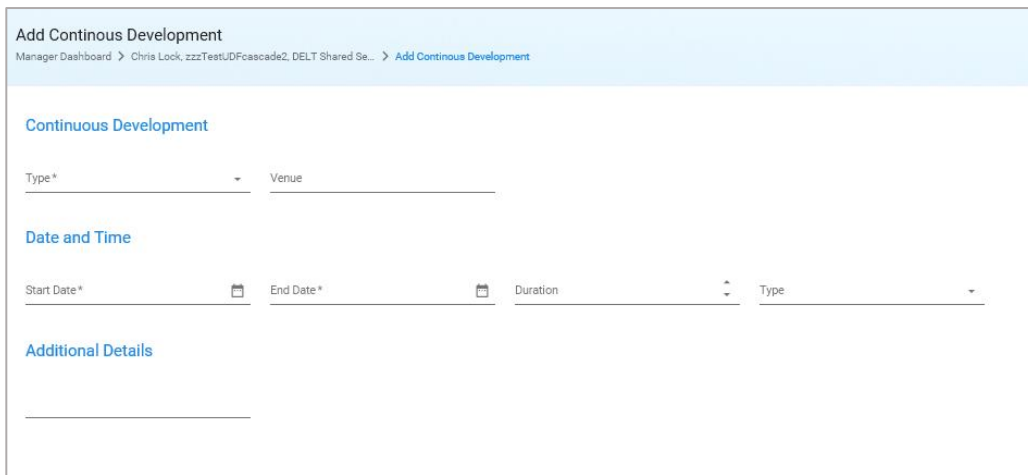# My Profile – Learning and Development

Continuous Development

In this section you can add, amend or delete any conferences or further education you may have undertaken as part of your development.
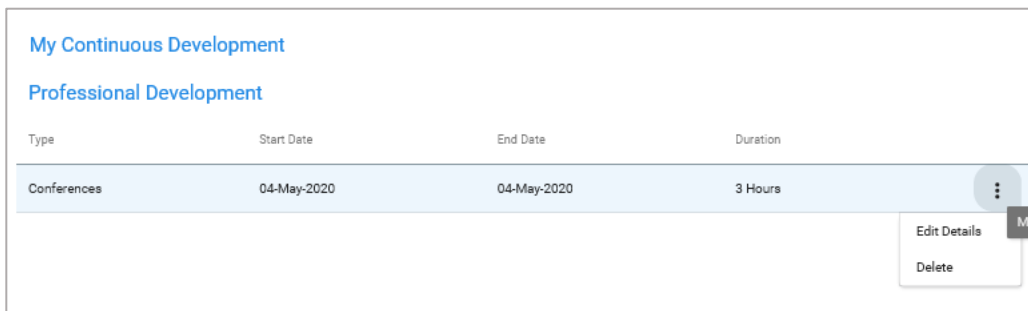
Click the ADD button to add a new event.

Enter the required details – The type of education and the start and end dates.

Optionally, you can add the venue and duration as well as some additional comments.

Click Save and the entry will be added to the table.

To edit or delete the entry, click the ellipsis icon at the end of the row you wish to change and select 'Edit Details' or 'Delete'.
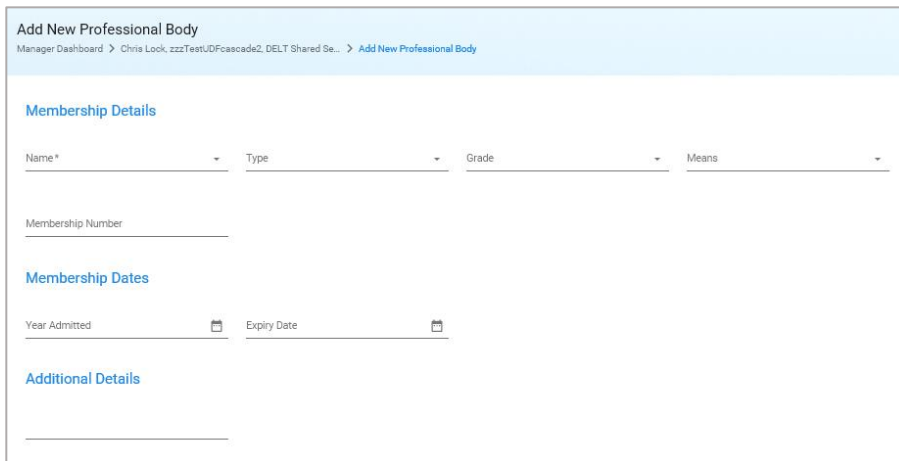

Professional Bodies

The Professional Bodies section allows you to add, edit or delete any memberships you have to a professional body.
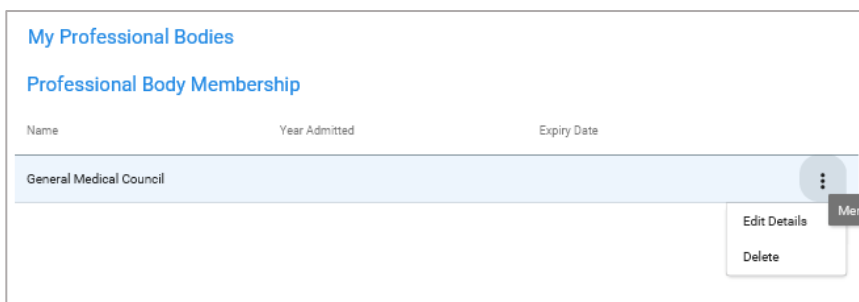
Click the Add button to add a new membership.

Enter the name of the professional body along with the optional extra details -Type of membership, Grade (or level), Means (of sign up), Membership Number.

Add the membership dates, the date you signed up and the expiry date if applicable. Any other information can be added in the Additional Details field.

Click Save and the entry will be added to your list of Professional Bodies.

To edit or delete the entry, click the ellipsis icon at the end of the row you wish to change and select 'Edit Details' or 'Delete'.
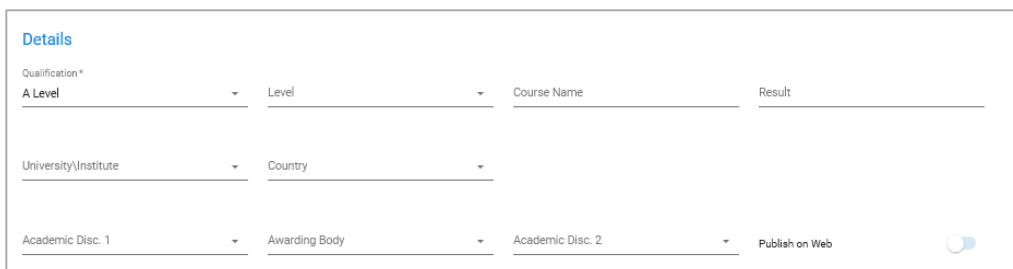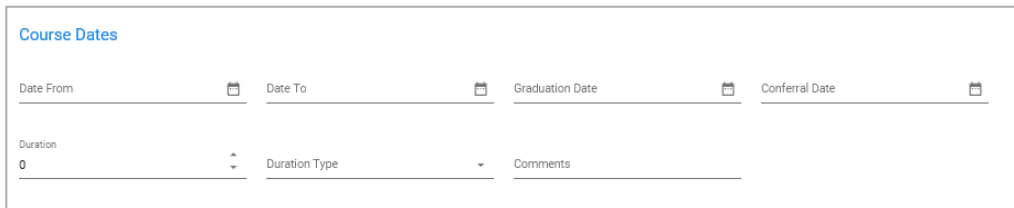

Qualifications

The Qualifications section is where you can add to, edit or delete your qualification history.

Click the Add button to add a new qualification.

In the details section add as much detail about the course/qualification as possible including the type of qualification (e.g. A Level, Diploma etc.), name of the course and place of study.
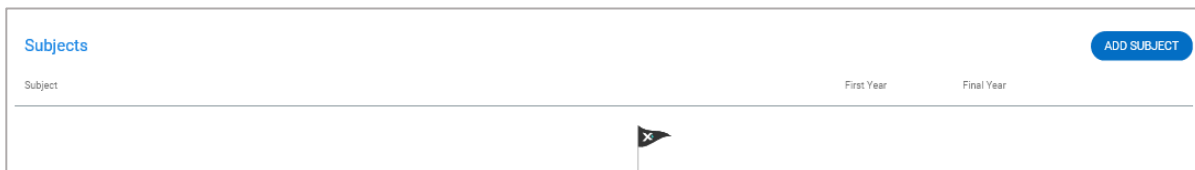
The Course Dates section is where you can add start/end dates, graduation date, conferral date, duration of course and any additional comments.

Course Dates

Date From		Date To		Graduation Date		Conferral Date	

| Duration | | | | | | | |
| 0 | | Duration Type | | Comments | | | |

The Subject section allows you to add the subjects that were studied as part of the course. Click the ADD SUBJECT button to add a new subject.

Subjects   ADD SUBJECT

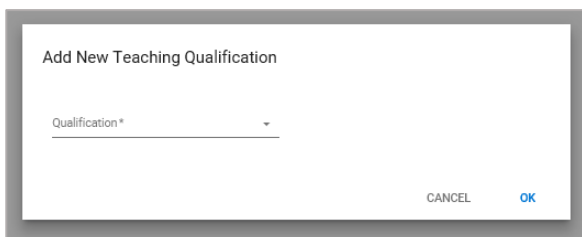| Subject	First Year	Final Year

Click Save and the entry will be added to your list of Qualifications.

To edit or delete the entry, click the ellipsis icon at the end of the row you wish to change and select 'Edit Details' or 'Delete'.

Teaching Qualification

You can add any teaching qualifications you may have in this section.

Click the Add button and in the dialog box that appears, type the name of the qualification and click OK. The entry will be added to your list of Training Qualifications.
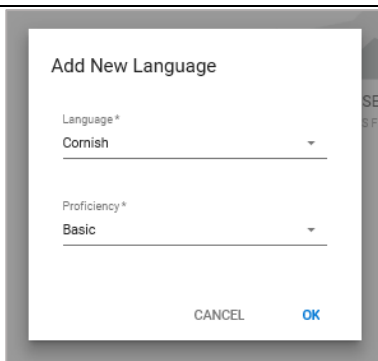
Add New Teaching Qualification

Qualification *

CANCEL   **OK**

To edit or delete the entry, click the ellipsis icon at the end of the row you wish to change and select 'Edit' or 'Delete'.
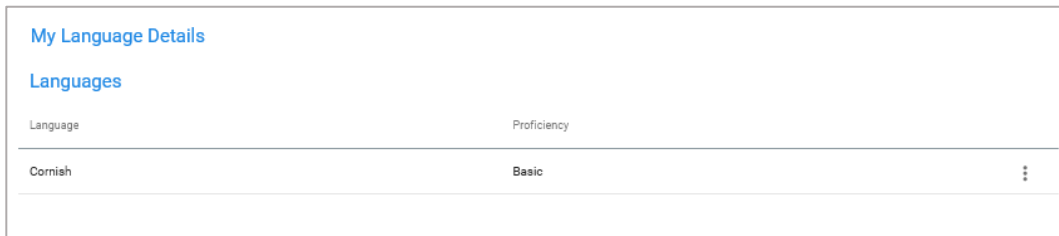

Languages

The Languages section lets you provide details of any languages you have learned along with your proficiency (Basic, Moderate, Fluent).

Click the Add button and in the dialog box that appears, choose the language and then select your level of proficiency.

Click OK to save the language to your profile.

To edit or delete the entry, click the ellipsis icon at the end of the row you wish to change and select 'Edit' or 'Delete'.

Training Details
The Training Details section is where you can view your full training history within the organisation.