



Delt Employee Mini Guide

My Profile – Learning and Development

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Table of Contents

Overview	3
My Profile – Learning and Development	4
Continuous Development	4
Professional Bodies	4
Qualifications	5
Teaching Qualification	6
Languages	6
Training Details	7

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

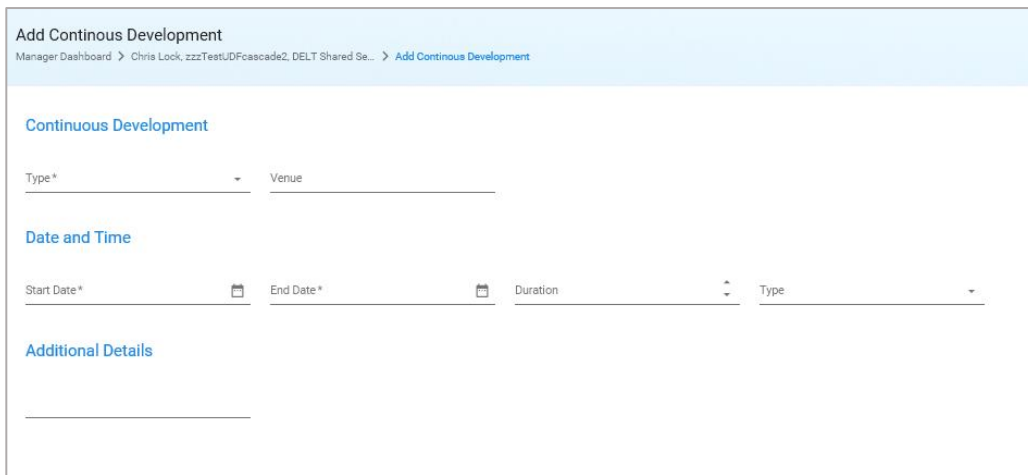
Continuous Development

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.

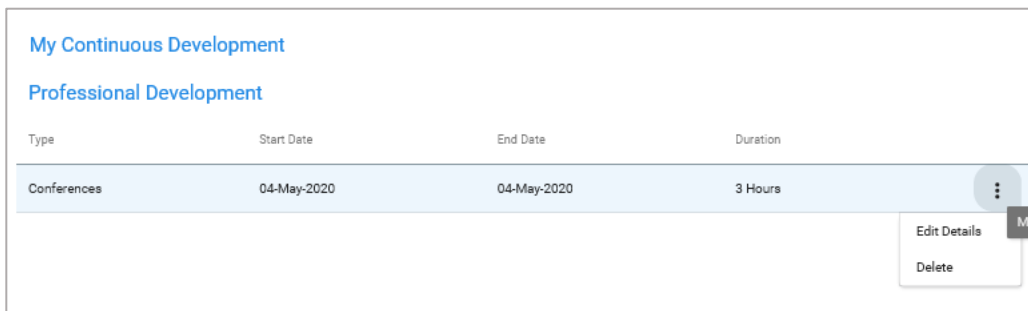
Enter the required details – The type of education and the start and end dates.

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'.



Type	Start Date	End Date	Duration
Conferences	04-May-2020	04-May-2020	3 Hours

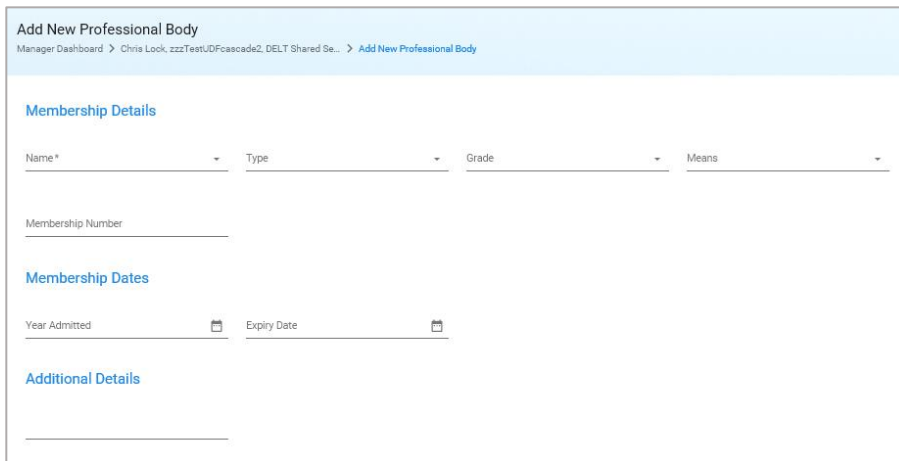
Professional Bodies

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.

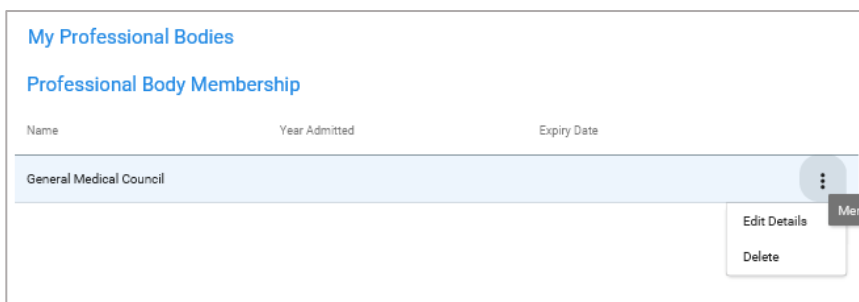
Enter the name of the professional body along with the optional extra details -Type of membership, Grade (or level), Means (of sign up), Membership Number.

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'.

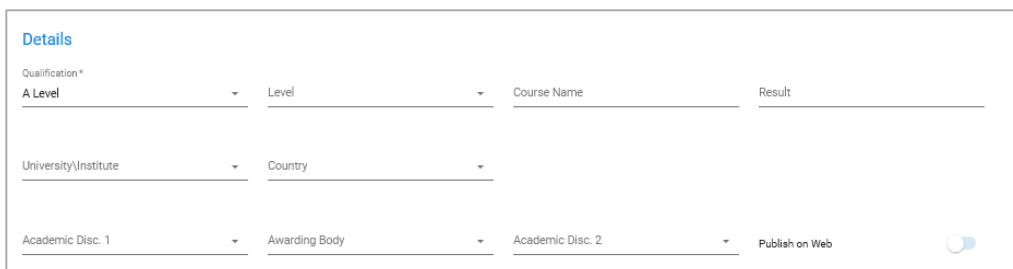


Qualifications

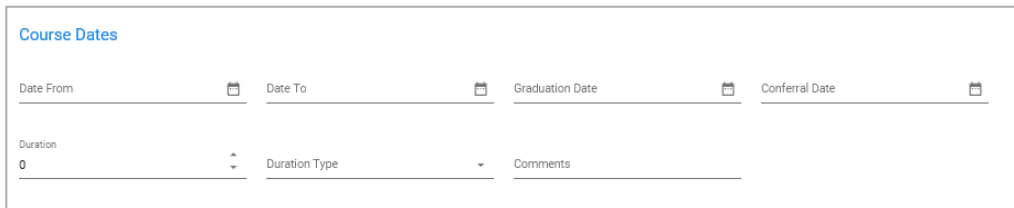
The Qualifications section is where you can add to, edit or delete your qualification history.

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.

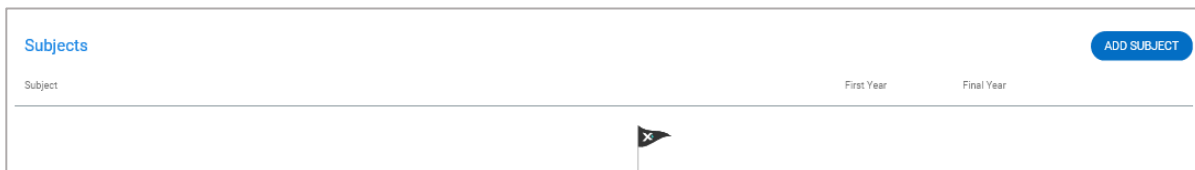


The Course Dates section is where you can add start/end dates, graduation date, conferral date, duration of course and any additional comments.



The screenshot shows a form titled "Course Dates" with the following fields: "Date From" (calendar icon), "Date To" (calendar icon), "Graduation Date" (calendar icon), "Conferral Date" (calendar icon), "Duration" (input field with "0"), "Duration Type" (dropdown menu), and "Comments" (text input field).

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.



The screenshot shows a table titled "Subjects" with columns for "Subject", "First Year", and "Final Year". An "ADD SUBJECT" button is in the top right corner. A single row is visible with an ellipsis icon at the end.

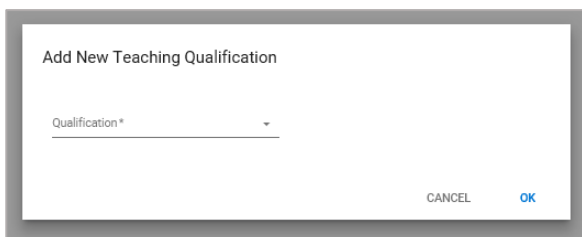
Click Save and the entry will be added to your list of Qualifications.

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.



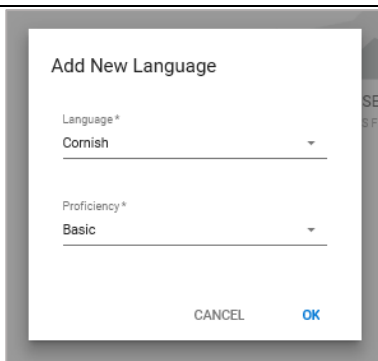
The screenshot shows a dialog box titled "Add New Teaching Qualification" with a "Qualification*" dropdown menu and "CANCEL" and "OK" buttons at the bottom.

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

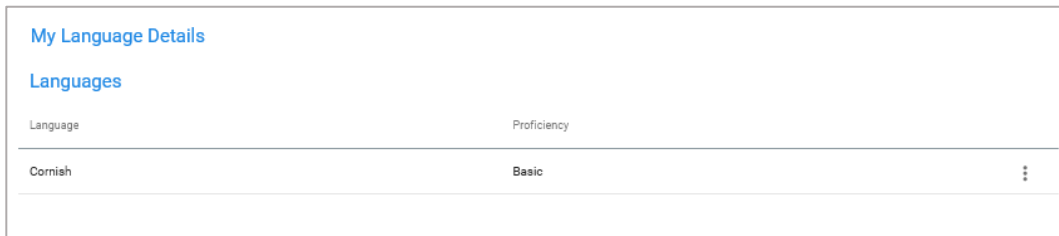
The Languages section lets you provide details of any languages you have learned along with your proficiency (Basic, Moderate, Fluent).

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

A dialog box titled 'Add New Language'. It contains two dropdown menus. The first is labeled 'Language*' and has 'Cornish' selected. The second is labeled 'Proficiency*' and has 'Basic' selected. At the bottom, there are two buttons: 'CANCEL' and 'OK'.

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'.

A table titled 'My Language Details' with a sub-header 'Languages'. It has two columns: 'Language' and 'Proficiency'. There is one row with 'Cornish' in the 'Language' column and 'Basic' in the 'Proficiency' column. An ellipsis icon is visible at the end of the row.

My Language Details	
Languages	
Language	Proficiency
Cornish	Basic

Training Details

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

