Training Request – Employee Guide
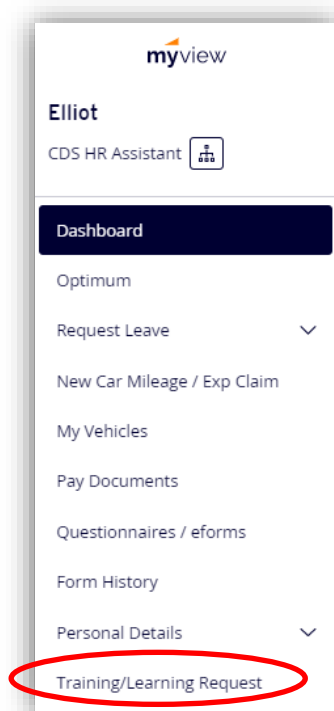
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Access to Training / Learning Requests

- Log into MyView Dashboard, click **Training / Learning Request.**

- The MyView training module will open and show an audit trail of all your training requests.


Courses Requested: training requests you have submitted, are pending confirmation from the relevant training administration teams, or are booked up and coming training events.

Courses Completed: Courses you have attended and are marked as completed by the relevant training administration teams.

Form History: Quick access to your training requests submitted via MyView so you can cancel the training request if required.
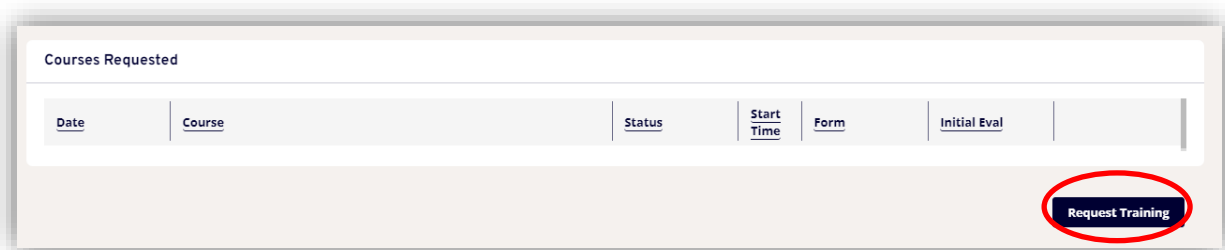
Courses Cancelled: this will only appear within your MyView training module if you cancel a request for training.

- A blue line on the calendar will also appear on the training calendar to highlight any training you have requested as shown below.
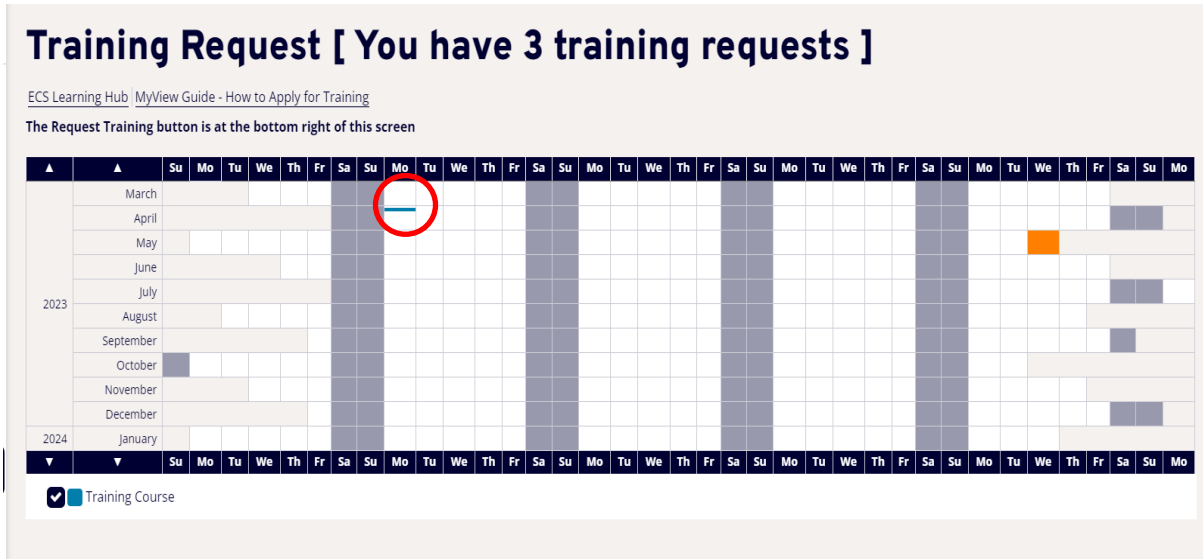
How to Request Training

- Click **Request Training** at the bottom of the training module as shown below.

- The **Training Course Selection** page will appear, click into either:-
  - **Keywords** and type a word or part of a word (e.g. Child) or
  - **Type** and select a course group using the drop-down arrow or
  - **Start Date** and/or **End Date**, then **Search.**

- The **Region** and **Sub Type** options are not currently in use – so please ignore these areas

- Click on the relevant link under **Description.**

- To book a course, click on the start date and this will show all the course details. Click on **Submit** to book your place.

How to Cancel Training

- Go to **Form History** section as displayed within the MyView training module and select the relevant form number shown against the course you wish to cancel.
- Click on **Cancel Course Booking** at the bottom of the form.

Form History

Date	Course	Status	Form	Initial Eval	Follow Up Eval
03/04/2023	ECS Developing Numeracy skills	Authorised	0000016963		
20/08/2019	WRITING EFFECTIVE RECRUITMENT ADS	Authorised	0000009115		
20/08/2019	WRITING EFFECTIVE RECRUITMENT ADS	Authorised	0000009116		
21/05/2019	PKC BIODIVERSITY AMBASSADORS	Authorised	0000007873		
21/05/2019	PKC BIODIVERSITY AMBASSADORS	Authorised	0000007885		

If you have any queries regarding booking training on MyView, please email MyView@pkc.gov.uk or telephone 01738 4(75555) and select Option 5.