

## Training Request – Employee Guide

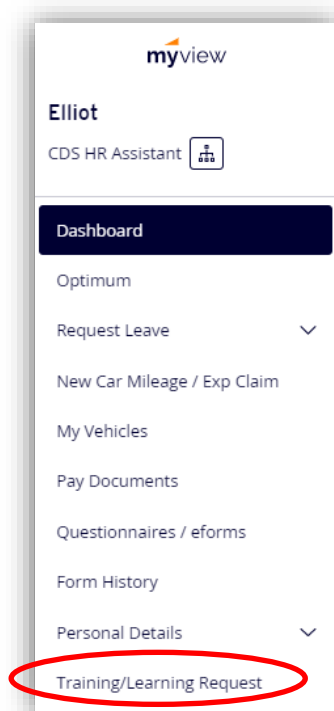
### [Access to Training / Learning Requests](#)

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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						
Date	Course	Status	Start Time	Form	Initial Eval	
03/04/2023	ECS Developing Numeracy skills	Requested	15:45			
Non-Scheduled	ONE NOTE WEBINAR	On Waiting List	12:30			
Non-Scheduled	PKC BIODIVERSITY AMBASSADORS	On Waiting List	12:30			

Courses Completed						
Date	Course	Status	Start Time	Form	Initial Eval	Follow Up Eval
10/03/2020	LIG Fire Safety Awareness	Passed	07:00			
21/05/2019	PKC BIODIVERSITY AMBASSADORS	Attended	12:30			

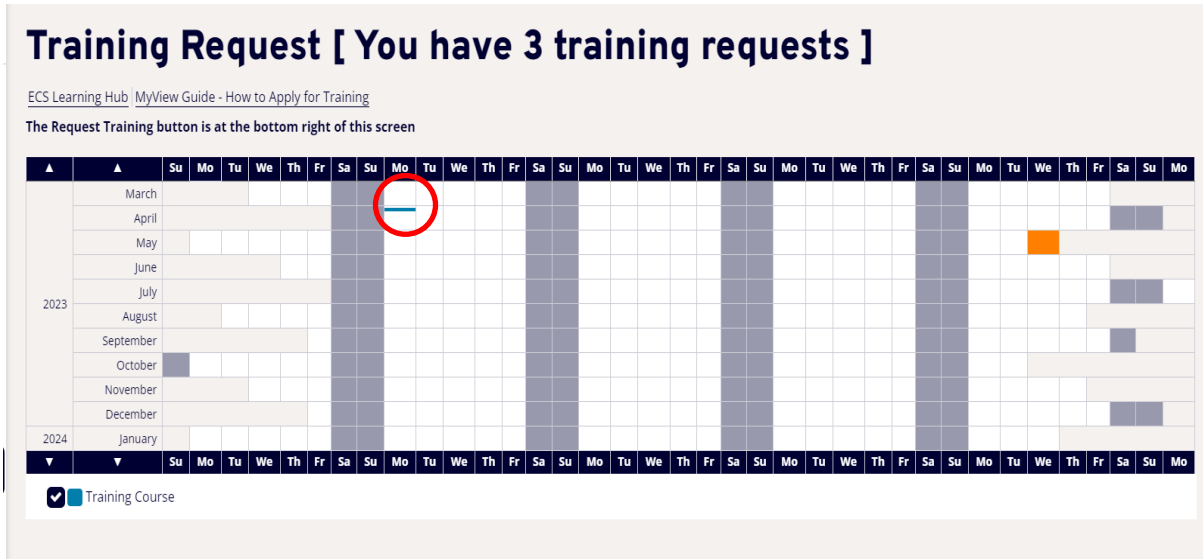
**Courses Requested:** training requests you have submitted, are pending confirmation from the relevant training administration teams, or are booked up and coming training events.

**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.

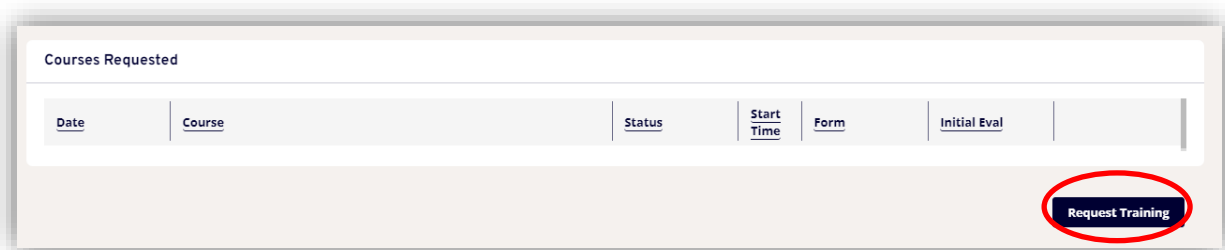
**Courses Cancelled:** this will only appear within your MyView training module if you cancel a request for training.

- 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**.

ECS Learning Hub | MyView Guide - How to Apply for Training

Select the appropriate course Type, click on Search, then click on the course you wish to attend

Search Criteria

Keywords

Region

Type  Sub Type

Start Date  End Date

**Search**

- The **Region** and **Sub Type** options are not currently in use – so please ignore these areas
- Click on the relevant link under **Description**.

Search Results

Description	Min Attendees	Max Attendees	Max Reserve Attendees	Standard Fee	Per Person Fee	Events
<a href="#">ECS CHAT- Supporting Children Who Stammer</a>	4	0	0	0.00	0.00	0
<a href="#">ECS Child Protection Basic Awareness</a>	6	0	0	0.00	0.00	0
<a href="#">ECS Child Protection Case Conference</a>	15	0	0	0.00	0.00	0

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

Training Request

Please review the details of your training request and add any information you feel supports your request.

Course Details

Course Simplifying Complexities of ASD & ADHD

Dates 22/01/2019 - 22/01/2019

Start Time 16:00

Venue North Inch Community Campus

Room To be confirmed

Tutor T TBC

Cost To be confirmed

Sub Type Unknown

Dates

Start Date	End Date	Start Time	End Time	Venue	Room	Tutor
22/01/2019	22/01/2019	16:00	18:00	NICC		T TBC

Reason For Request

**Submit**

## 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.

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

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