


Before you can schedule training courses in the system, you first need to set up the course details in the system and then allocate this to a training provider. Within the course set-up screen you will enter details such as the course code, title, objectives and description. You are also able to add details on pre-requisites, exemptions and multi-day events (called 'elements' within Core).

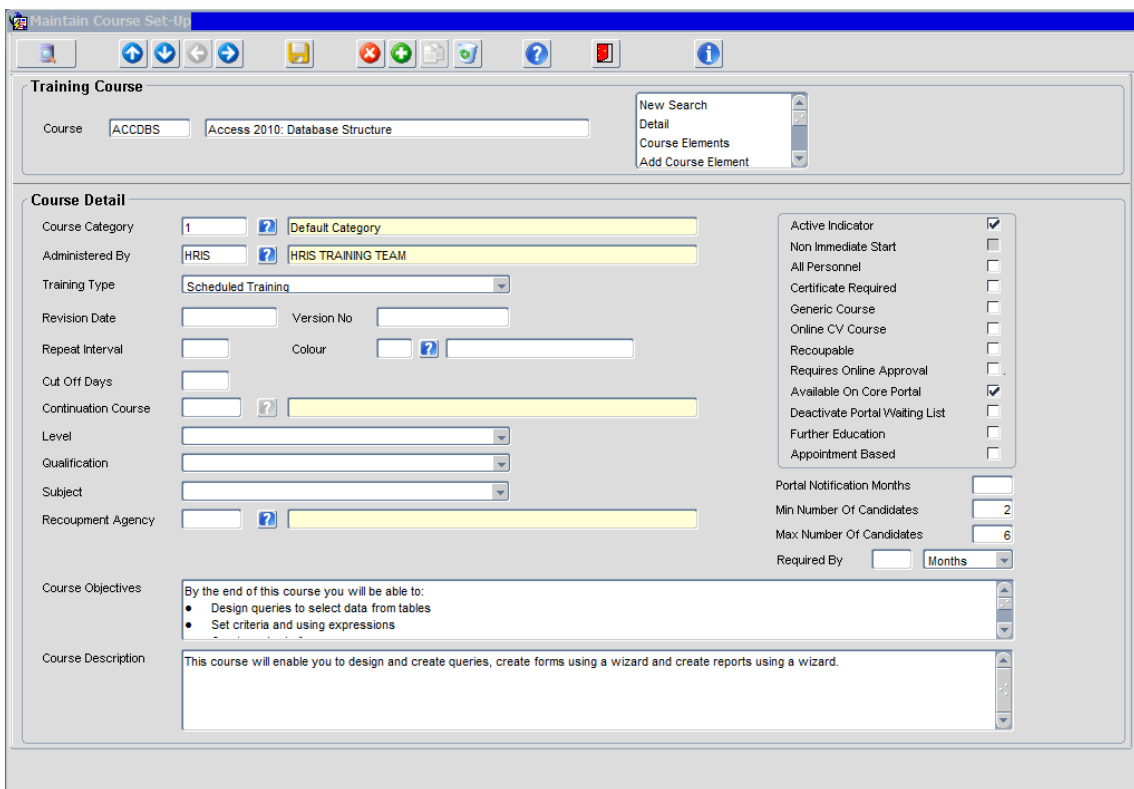
What's changed?
Removed reference to the 'All Personnel' indicator as this should not be used.
Aug17

This guide covers the following process steps:

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Navigate to: Personnel > Training > Maintenance > Course Set Up

1. Click  to display the *Maintain Course Set-up* screen.




2. In the **Course** field enter a new **Course Code** and tab to enter in the **Course Title**.




Note: The **course reference code** can be no more than 8 characters. You cannot use the following characters: + & , = - < >
The **course name** must be no more than 60 characters in length.



Note: The **course reference code** is used when creating reports in Discoverer so each provider needs to consider how they would like to group courses for reporting. E.g. All IT courses could be prefixed with IT and then within a report you can select all courses starting with IT to view all IT training courses.

3. Enter the **Course Category** code, or click the  button to select from a list.

4. Enter your **Administered By** code, or click the  button to select from a list.



Note: This is a compulsory field and must be filled in so that the course can be identified and selected by training provider.

5. Click in the **Course Objectives** field and enter in the course objectives.



Note: The *Course Objective* cannot exceed 4000 characters. To copy and paste text, first copy into an MS Word document and check the number of characters before pasting into CoreHR. The text will not paste if the count is more than 4000 characters. You can add bullets in MS Word and this will copy across to CoreHR.

6. Click in the **Course Description** field and enter in the course description.



Note: The *Course Description* cannot exceed 4000 characters. To copy and paste text, first copy into an MS Word document and check the number of characters before pasting into CoreHR. The text will not paste if the count is more than 4000 characters.

7. In **Course Detail** (highlighted below) only the following indicators are currently used:


Active Indicator – to show that this course is currently active.

Generic Course – if you want this course to have a generic course title and specify the actual title when you set-up the scheduled course event.

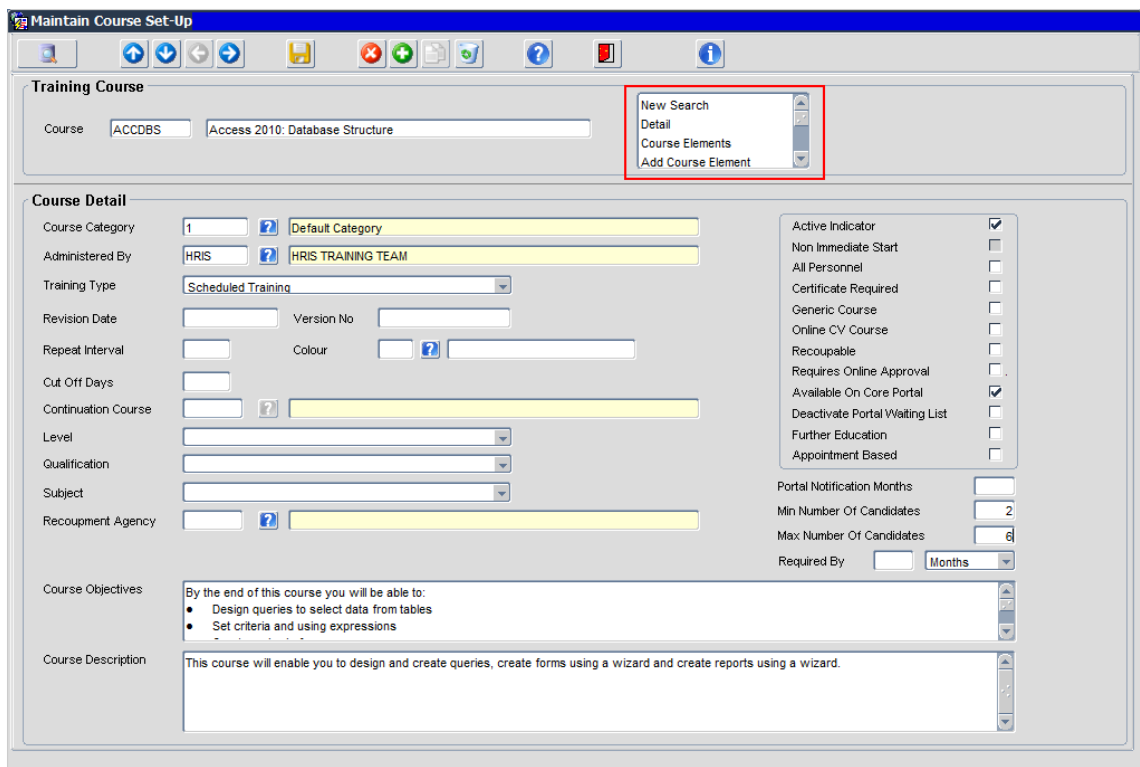
Available on Core Portal – if you want this course to be displayed on the Portal for people to book on to.

Min Number of Candidates – set the minimum number of candidates for the course.

Max Number of Candidates - set the maximum number of candidates for the course.

8. Save the information: either click  or press **F10** button.

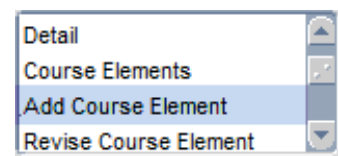
9. In the **Select Detail** list (highlighted below), you can add further information about the course.



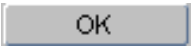
1. Add Elements for a Multi-Part Course

If your course runs over several days/sessions and the participants are required to attend all sessions in order to complete the course, then you enter this information in Course Elements. For example, the Springboard programme consists of 4 workshops spread over one term. The participants on the course are all the same for each workshop.

1. Go to the **Select Detail** box, and select **'Add Course Element'**.






2. In the *Add Course Element* window, add the **Element Code**, **Element name**, **Revision Date**, **Duration** and **Duration Type**.

3. Element Code should be numeric i.e. 1 then 2 then 3 and so on.
4. Save the information: click on .
5. The *Course Elements* summary screen is displayed, which contains your new course element.

Element	Active	Version No	Revision Date	Element Description	Pass/Fail	Competency Level	Pass Level	Results Required	Duration / Type
DAY1	<input checked="" type="checkbox"/>	1	25-AUG-2015	Introduction and Basics in Access 2010	<input type="checkbox"/>			<input type="checkbox"/>	1.00 Days
DAY2	<input checked="" type="checkbox"/>	1	25-AUG-2015	Multiple Table Design and Relationships	<input type="checkbox"/>			<input type="checkbox"/>	1.00 Days

6. Repeat this process to add more course elements.

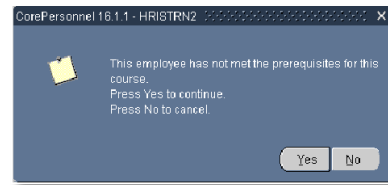
 **Note:** To change the course element, select it from the list then in the **Select Detail** box choose **Revised Course Element**. Make sure you add the **Revision Date** otherwise you will not be able to save the changes. The revision date **must** be the date from when the elements will pull through onto any scheduled courses created after this date.

 **Note:** If an element is no longer used you can deselect the Active tick next to the element and then save using either  or the F10 key.

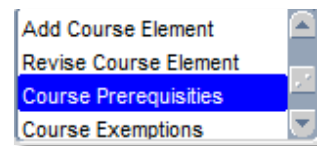
2. Add Course Pre-Requisites

If a participant must attend another course(s) before attending the course you are creating, you can add pre-requisite course(s).


This can be set so that either a warning message is displayed or the candidate is prevented from booking on a course.



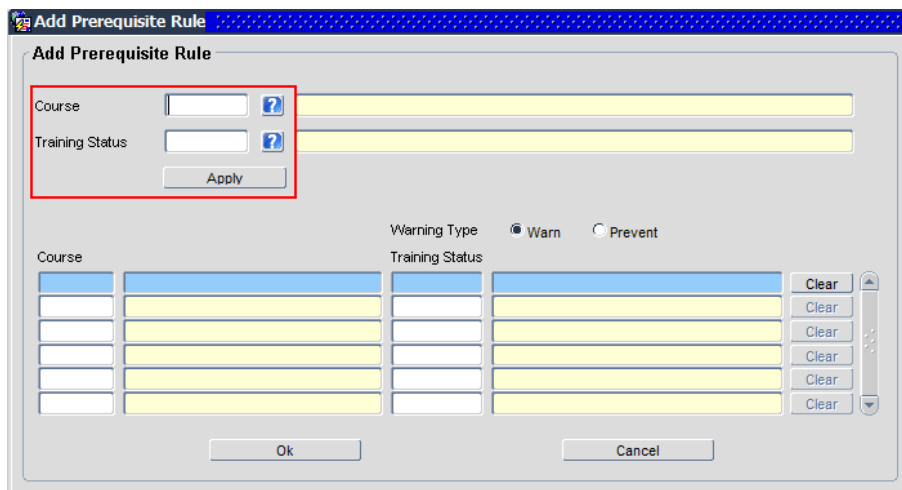
1. Go to the **Select Detail** box, and select **Course Prerequisites**.



2. In the *Course Prerequisite* window, click on .

3. In the *Prerequisite Rule* window, enter the **Course** code and **Training Status** (or click the  button to select from a list).

4. Click on  to add the rule to the list below.



5. By default, the warning type is set to **Warn**. Think carefully about whether you want to change this to 'Prevent'.

6. Save the information: click on .

7. The *Course Prerequisite* summary screen is displayed, which contains your new pre-requisite.

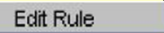

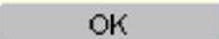


The screenshot shows a window titled "Course Prerequisite" with a table containing the following data:

Rule	Course	Training Status	Warning Type
1	ACCINT10	MS Office Access Introduction	CO Completed Successfully Warn

Buttons: Add Rule, Edit Rule

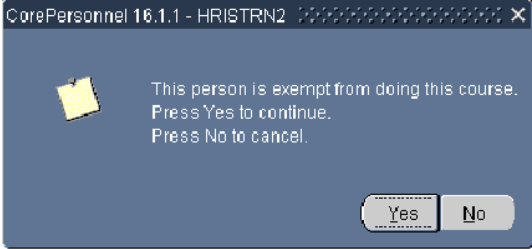
8. Repeat this process to add more course pre-requisites.

Note: To edit a pre-requisite, select it from the list then click on . To delete the pre-requisite, in the *Edit Rule* box click on  to remove the rule. Once you have made your changes, click on  to save them.

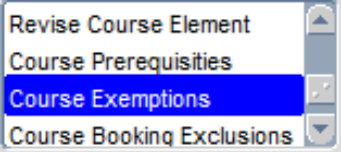
3. Add Course Exemptions

A participant can be exempt from attending a course if they have previously completed a similar course or have attained specific qualifications

A warning message will display to alert the user of exemptions when generating a training request or scheduling a participant on a course.



1. Go to the **Select Detail** box, and select **Course Exemptions**.

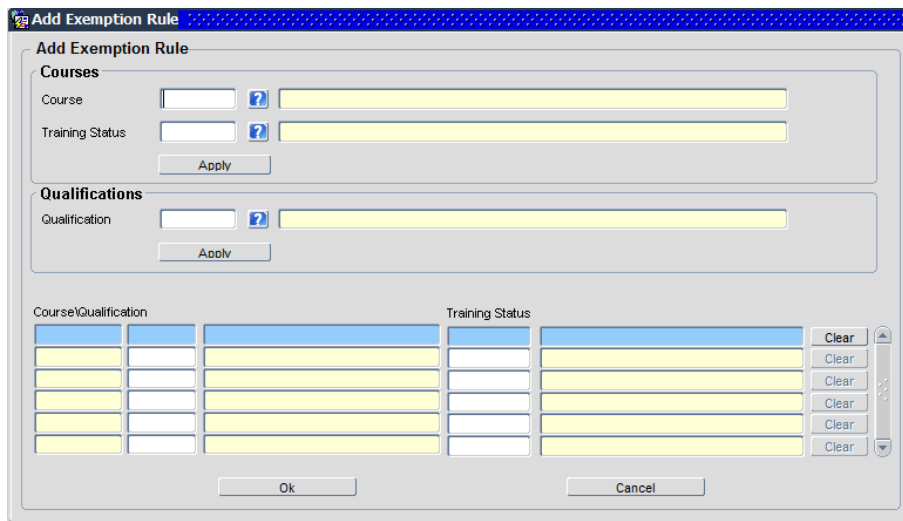


2. In the *Course Exemptions* window, click on .

3. In the *Add Exemption Rule* window, perform either of the following steps.

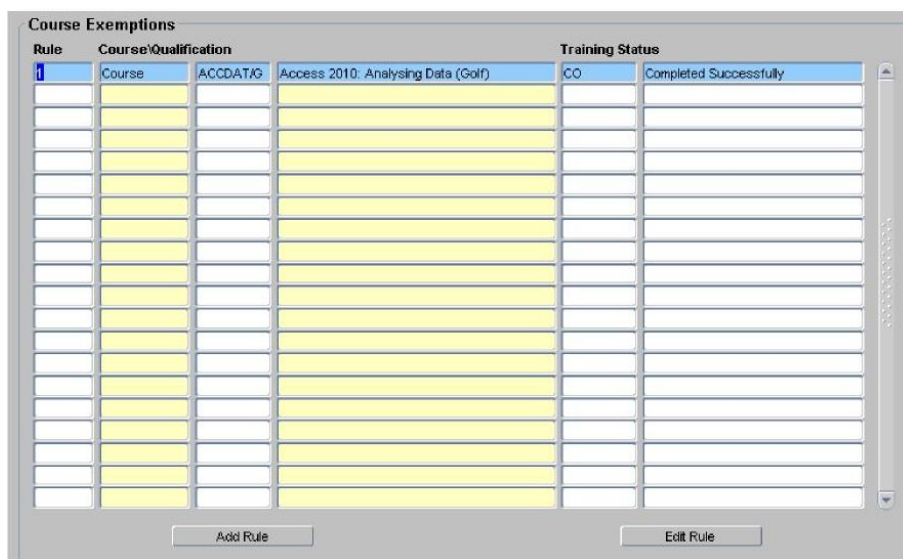
- Enter the **Course** code and **Training Status**, or click the ? button to select from a list.
- For **Qualification**, click the ? button to select from a list.

4. Click on  to add the rule to the list below.




5. Save the information: click on .

6. The Course Exemptions summary screen is displayed, which contains your new exemption.



Rule	Course\Qualification	Training Status
1	Course ACCDATG Access 2010: Analysing Data (Golf)	CO Completed Successfully

- Repeat this process to add more course exemption rules.


 **Note:** To edit an exemption, select it from the list then click on . To delete an exemption, in the *Edit Rule* box click on to remove the rule. Once you have made your changes, click on to save them.

4. Allocate the Course to the Provider

Once a course blueprint has been created it must be linked to the training provider who owns the event or course. If you do not complete this step, you will not be able to create a scheduled course.


Navigate to: Personnel > Training > Maintenance > Course Providers

- In the *Maintain Course Providers* screen, double click to select your provider details.
- In *Edit Course provider > Course* tab, select a new row in the course code column.


 **Note:** If there isn't a blank row at the end of your list scroll to the bottom of the list and then press the down arrow on your keyboard to add a new line.

- In the **Course Code** field, either enter the course code you want to add or use the button or **F9** to select from a list.
- You can use the **Comments** field to add useful information about this course, such as which trainer delivers this course.

Course Code	Internal Cost	External Cost	Grant Value	Course Duration	Comments
CODEJH					Description JH
ACCDBS/C					Access 2010: Database Structure

5. Save the information: either click  or press **F10** button.



Note: To remove a course from a provider select it from the list and click on , then save to complete the deletion.

5. Add a New Trainer to a Provider

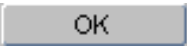
If are using a new trainer, you need to add their details to your provider list before you schedule any courses.

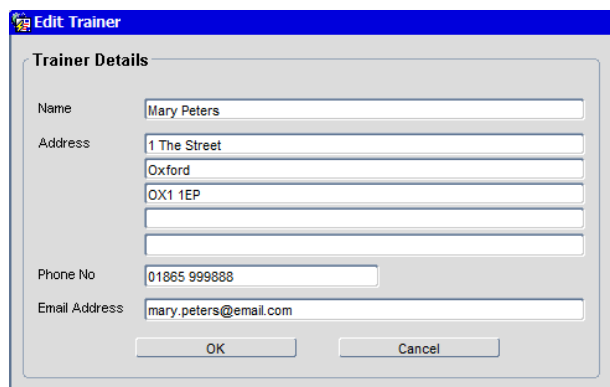
Navigate to: Personnel > Training > Maintenance > Course Providers

1. In the *Maintain Course Providers* screen, double click your provider details.

2. Click on the trainer tab.

3. In the *Trainer Details* screen, click on .

4. In the Add new Trainer screen, enter the trainer's details, and then click on .



The screenshot shows a dialog box titled "Edit Trainer" with a "Trainer Details" section. The form contains the following fields:

Name	Mary Peters
Address	1 The Street
	Oxford
	OX1 1EP
Phone No	01865 999888
Email Address	mary.peters@email.com

At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

5. The information is added to the *Trainer Detail* list.

Note: To change a trainer’s details click on the **Edit** button on the right hand side at the end of their row.

Note: To remove a trainer from a provider select it from the list and click on then save to complete the deletion.

6. Deactivate a Course

If you do not plan to run any more instances of a course, you can mark it as inactive.

Navigate to: Personnel > Training > Maintenance > Course Set Up

1. Search for the course, and double click to open up the *Course Detail*.
2. Uncheck the **Active Indicator**.

3. Save the information: either click or press **F10** button.