

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 prerequisites, 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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6.	Deactivate a Course

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

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

Course ACCDBS	Access 2010: Database Structure Detail Course Elements Add Course Element	
Course Detail		
Course Category	1 Default Category	Active Indicator
Administered By	HRIS RAINING TEAM	Non Immediate Start
Training Type	Scheduled Training	All Personnel
		Generic Course
Revision Date	Version No	Online CV Course
Repeat Interval	Colour 🛛 🕜	Recoupable
Cut Off Days		Requires Online Approval
Continuation Course		Available On Core Portal
Level		Further Education
Qualification		Appointment Based
		Portal Notification Months
Subject	v	Min Number Of Candidates 2
Recoupment Agency		Max Number Of Candidates 6
		Required By
Course Objectives	By the end of this course you will be able to: • Design queries to select data from tables	<u>_</u>
	Set criteria and using expressions	*
Course Description		
Course Description	This course will enable you to design and create queries, create forms using a wizard and create reports	using a wizard.



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 **2** 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:

<u>Active Indicator</u> – to show that this course is currently active.

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

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



<u>Min Number of Candidates</u> – set the minimum number of candidates for the course.

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

Training Course	Access 2010: Database Structure Detail Course Elements Add Course Element	
Course Detail Course Category Administered By Training Type Revision Date Repeat Interval Cut Off Days Continuation Course Level Qualification	Image: Colour	Active Indicator Image: Constraint of the second of th
Subject Recoupment Agency		Portal Notification Months Min Number Of Candidates 2 Max Number Of Candidates 6 Required By Months V
Course Objectives	By the end of this course you will be able to: Design queries to select data from tables Set criteria and using expressions 	
Course Description	This course will enable you to design and create queries, create forms using a wizard and create reports u	sing a wizard.

- **8.** Save the information: either click **I** or press **F10** button.
- **9.** In the **Select Detail** list (highlighted below), you can add further information about the course.



ining Course	New Search	
ourse ACCDBS	Access 2010: Database Structure Detail Course Elements Add Course Elements	
ırse Detail		
ourse Category	1 Default Category	Active Indicator
ministered By	HRIS RAINING TEAM	Non Immediate Start
		All Personnel
aining Type	Scheduled Training	Certificate Required
vision Date	Version No	Generic Course
peat Interval	Colour	Recoupable
		Requires Online Approval
tt Off Days		Available On Core Portal
intinuation Course		Deactivate Portal Waiting List
vel	V	Further Education
alification		Appointment Based
ıbject	· · · · · · · · · · · · · · · · · · ·	Portal Notification Months
		Min Number Of Candidates 2
coupment Agency		Max Number Of Candidates
		Required By Months
ourse Objectives	By the end of this course you will be able to: • Design queries to select data from tables • Set criteria and using expressions	
ourse Description	This course will enable you to design and create queries, create forms using a wizard and create repu	orts using a wizard.

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'.

Detail	
Course Elements	12
Add Course Element	
Revise Course Element	

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



🦉 Add Course Elem	ent 0000000000000				
Add Course Ele	ement				
Course Code	ACCDBS	Course Name	Access 2010: Data	base Structure	
Element Code	DAY1	Element Name	Introduction and Ba	sics in Access 2010	
Revision Date	25-AUG-2015	Provisional Date		Version No	1
Pass / Fail		Competency Level			
Pass Level		Result Required		Active	
Duration	1	Duration Type	Days		
Qualification			*		
Subject			-		
Reference Detail					
Training N/A					
	0	K]	Cancel		
			Cancer		

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

🙀 Maintain Co	urse Set-	Up									
	00			20 🗅 🕤	2	0					
Training Co	urse										1
						Detail					
Course	ACCDBS	Acc	ess 2010: Databa	ise Structure		Course Elements					
						Add Course Element Revise Course Element	-				
						Chorise searce Element					
Course Eler	nents										
		Version	Revision				Competency	Pass	Results		
Element	Active	No	Date	Element Description		Pass/Fail	Level	Level	Required	Duration / Type	
DAY1		1	25-AUG-2015	Introduction and Basics in Acc	ess 2010					1.00 Days	
DAY2		1	25-AUG-2015	Multiple Table Design and Relat	tionships					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 \bigcirc or the F10 key.



Yes No

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.
- Add Course Element Revise Course Element Course Prerequisities Course Exemptions
- 2. In the Course Prerequisite window, click on Add Rule
- **3.** In the *Prerequisite Rule* window, enter the **Course** code and **Training Status** (or click the **1** button to select from a list).
- **4.** Click on Apply to add the rule to the list below.

Course 2 Fraining Status 2 Apply		
Course	Warning Type 🔎 Warn C Prevent Training Status	
		Clear Clear
		Clear Clear

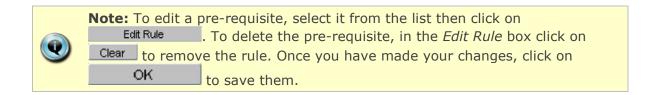
- **5.** By default, the warning type is set to **Warn**. Think carefully about whether you want to change this to 'Prevent'.
- 6. Save the information: click on
- **7.** The *Course Prerequisite* summary screen is displayed, which contains your new pre-requisite.

OK.



Rule	Course		Training	Status	Warning Type	
	ACCINT10	MS Office Access Introduction	со	Completed Successfully	Warn	1
	_					
		3				
	_					4
	_					4
	_					-
	_					-
	-		_		_	-
	_					-
						-
	-					-
	_					-
-						-
_	-					4
						-
	-		_			-
	-					4
						-
	-		-			
			1	7		
		Add Rule		Edit Rule		

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



3. Add Course Exemptions

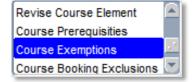
A participant can be exempt from attending a course if they have previously completed a similar course or have attained specific qualifications

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



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



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



- **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 **2** button to select from a list.
- **4.** Click on Apply to add the rule to the list below.

Add Exemption Ru	ıle					
Courses						
Course	2					
Training Status						
	Apply	J				
Qualifications						
_						
Qualification						
Qualification						
Qualification	Apply					
Qualification						
Qualification			Training Status			
			Training Status		Clear	
			Training Status		Clear Clear]
			Training Status			
			Training Status		Clear	
			Training Status		Clear Clear	

5. Save the information: click on

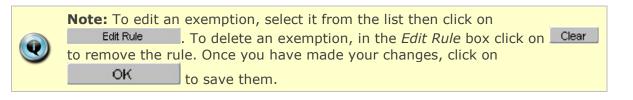
OK

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

ıle	Course\Qu	alification		Training	Status	
	Course	ACCDAT/G	Access 2010: Analysing Data (Golf)	co	Completed Successfully	6
		_		_		
		_				_
	_					
						_
	-					
		-				-
	-					
	-	-		_		-
						_
						_
			1			
		Add Rule			Edit Rule	



7. Repeat this process to add more course exemption rules.



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

- **1.** In the *Maintain Course Providers* screen, double click to select your provider details.
- **2.** 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.

- **3.** 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.
- **4.** You can use the **Comments** field to add useful information about this course, such as which trainer delivers this course.

		J 🕜				
dit Course Pr	ovider					
Provider Code	JH Julie Training	Personn	el No	2		
Address Line1	Address Test	Phone N	p.			
Address Line2		Fax No.				
Address Line3						
Address Line4		Email				
Address Line5		Ed	it Address]		
Post Code						
urse Trainer ourse Detail - Course		Internal	External	Grant Value	Course	
Code		Cost	Cost	Value	Duration	Comments
CODEJH	Description JH		_	_		·
	Access 2010: Database Structure					
ACCDBS/C	Access 2010. Database Structure	_				



5. Save the information: either click **b** 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 Add New Trainer
- In the Add new Trainer screen, enter the trainer's details, and then click on OK

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

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



	 Image: Image: Image:	2				
dit Course Provider						
Provider Code JH Juli	lie Training	Personnel No				
Address Line1 Ad	Idress Test	Phone No.				
Address Line2		Fax No.				
Address Line3		· · · · · · · · · · · · · · · · · · ·				
Address Line4		Email				
Address Line5		Edit Address				
Post Code						
ainer Detail						
ainer Detail	Address		Email Address	Phone No	543	16
ime Jlie Trainer					Edit	10
me	Address		Email Address	Phone No 01865 999888	Edit	
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Note: To change a trainer's details click on the **_____** 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.

Active Indicator	
Non Immediate Start	

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