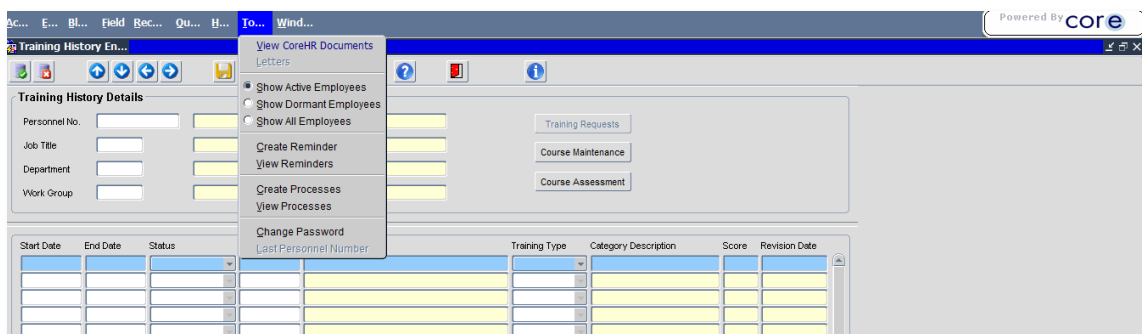


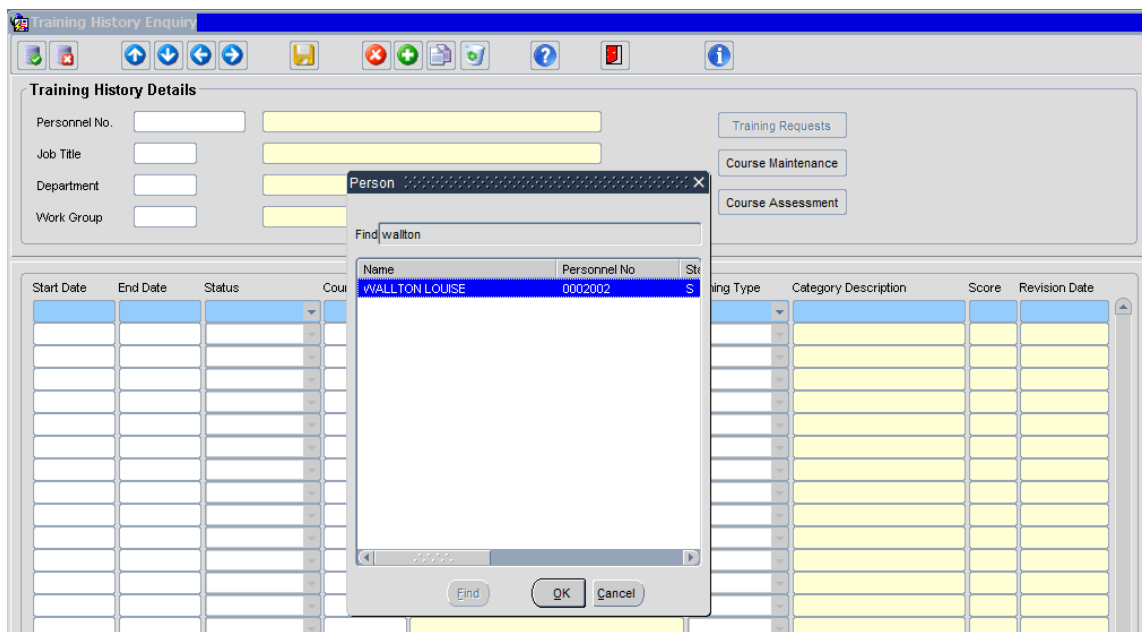
It is possible to enquire on Current, Dormant or External candidates that have attended training courses.

**Navigate to: Training > Enquiries > Training History**

1. The **Tools** menu enables the view to switch between **Showing Active Employees**, **Dormant Employees** or **All Employees** as required. **NOTE:** this does also include External candidates.



2. **Personnel No** - enter the employee's personnel number if known, or click on to search for your candidate using the wildcard facilities. (Refer to **QRG: NAV1\_Accessing & Navigating CoreHR** for further information on the wildcard options available):



3. Click on the candidate name to select and the training history will be returned into the enquiry screen. All courses attended by the candidate that have been recorded in the Training module should then appear.

# Enquiring on training history

**Training History Enquiry**

**Training History Details**


Personnel No.  LOUISE WALLTON

Job Title  ADMINISTRATIVE SUPPORT

Department  INSTITUTE OF FUTURE TECHNOLOGIES

Work Group  Core Default Work Group

Start Date	End Date	Status	Course	Training Type	Category Description	Score	Revision Date
01-AUG-2015	03-AUG-2015	Completed Su...	HRISPER1	HRIS Personnel: Staff Requests and New Starter	Scheduled	BUSINESS SYSTEMS - HR	01-AUG-2012

 **Note:** The above screen is currently awaiting a resolution to Training issue log no 81, where it does not show all training history records. Refer to Discoverer for all training history records to display.