

iLearn Staff User Guide

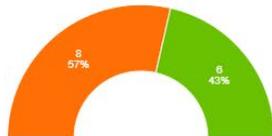
Dashboard / v14 Home 2021 v2

Hello welcome to iLearn.

My Essential Training Compliance



My Team Compliance



Introduction

iLearn is Kent & Medway NHS Trust's learning management system.

iLearn allows colleagues to manage their own training i.e. checking their compliance, booking, cancelling and amending booked dates, complete their e-learning and access useful resources such as the Leadership Learning Zone and resource pages for those completing, or supporting those who are Student AHP or Student Nurses.

iLearn is also the place to record and store your / your staff's important supervision and appraisal documents.

iLearn allows us and Trust managers to run regular essential training compliance through the use of certifications.

Learning and Development are on hand to assist you with any queries you may have and can guide you through the process – you can call 01622 722193 or email us kmpt.training@nhs.net

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Contents Page

- [Logging into iLearn](#)
- [iLearn Homepage \(New Starters\)](#)
- [iLearn Homepage](#)
- [Your Essential Training Compliance](#)
- [Managing Your Training](#)
- [Finding Courses](#)
- [Training Course Pages](#)
- [Booking Courses](#)
- [Cancelling Courses](#)
- [Completing e-Learning on iLearn](#)
- [Finding Your Bookings on iLearn](#)
- [Viewing Your Certificates on iLearn](#)
- [Reports Available on iLearn](#)
- [Messages on iLearn](#)
- [Supervisions on iLearn](#)
- [Appraisals on iLearn](#)
- [Leadership Learning Zone](#)
- [Internet Conferencing](#)

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Logging in

To access **iLearn** you need to go to <https://ilearn.kmpt.org>.

There is a link available on i-connect as well as a shortcut on your KMPT desktop

Alternatively you can download the Totara app (see attached instructions):



If you are a permanent KMPT member of staff your login will be:

Username: You will find this in your **New Starter Guide** attached to your welcome email

Password: This will be sent to you in a separate email before your start date

****If you have issues with logging in please email us (kmpt.training@nhs.net) and we will get back to you as soon as possible ****

****New Staff will be contacted via our IT Department prior to your Induction with your KMPT login details****

Welcome to iLearn

Log in

Username

Password

Remember username

[Forgot username or password?](#)

🔴 Cookies must be enabled in your browser

Enter your username here

Enter your password here

If you have forgotten your password click here to request a new one or email the training inbox

NHS
Kent and Medway
NHS and Social Care Partnership Trust

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iLearn Homepage (New Starters)

If you are a new or returning colleague, your iLearn homepage will look different. For example your essential training area will only be populated when your record comes across from the workforce information system ESR. This can take around 3 weeks after your start / return date. If this doesn't update after 3 weeks please email us kmpt.training@nhs.net.



Dashboard / v14 Home 2021 - non ESR Assigned

Contact Information

Have you updated your contact details yet? If not please do so on the below link:



'My Induction Page' contains all you needed for your induction period. This includes your induction, to be completed with your manager / supervisor

You can check you booked induction training by clicking 'My Learning' then 'My Bookings'

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iLearn Homepage

iLearn



If you manage staff you will see the 'Team' option ([more information on page 19](#))

- My Bookings
- My Certificates
- My Enrolled Learning
- My Essential Training
- My Training Record

Access reports on iLearn ([more on page 22](#))

Search for a course by clicking the magnifying glass, which gives you to show a space typing in the course name (you do not have to type the full course name)

Home returns you to the homepage

By clicking on 'My Learning' you will get a dropdown menu where you can access:

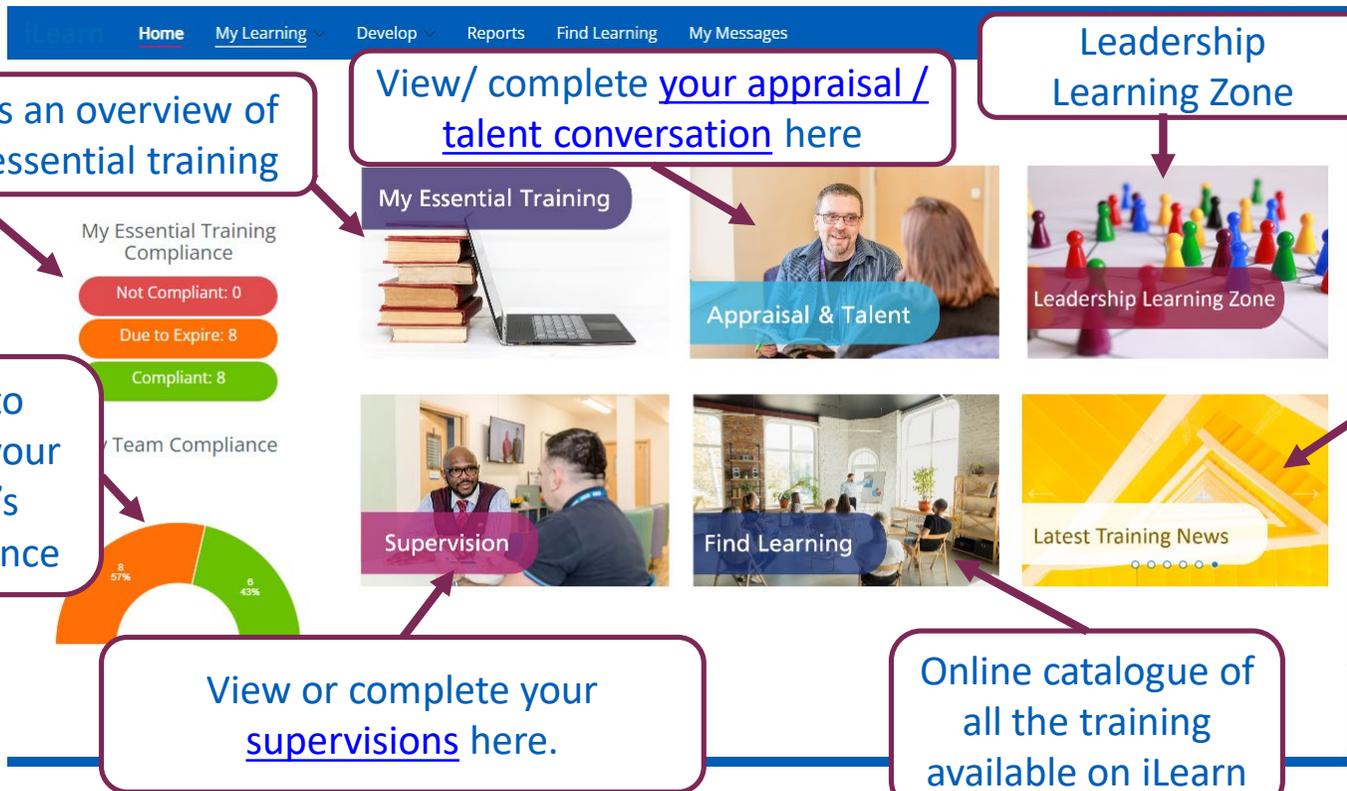
- Your current and past bookings
- Certificates for courses which have been completed
- A printable record of all the training you have completed

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iLearn Homepage

You can quickly access a variety of pages from the iLearn homepage.



Selection of the following options by clicking on the arrows in the box:

- Library Services
- External Training & CPD
- My Induction Page
- My Bookings
- Update Your Contacts
- Latest Training News (iConnect)

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Essential Training Compliance

My Essential Training Compliance

Not Compliant: 0

Due to Expire: 8

Compliant: 8

The traffic light system in **iLearn** allows you to see at a glance your current Essential Training Compliance, also known in this system as a **Certification**. When you click on this you will be diverted to the below report:

The **red** section shows the course(s) your out of date courses.

The **amber** section shows what you are due in the next 90 days.

The **green** section will show you an overview of your Essential Training which is compliant.

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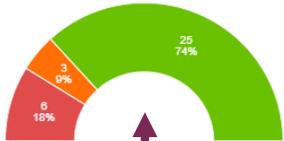
My Essential Training			
Essential Training Not Compliant:			
Essential Training Due to Expire:			
Learning Topic	Status	Due Date ▲	Go to Course
 Equality and Diversity - 3 Yearly	Certified	4 Mar 2024 at 17:41	Launch Certification
Essential Training Compliant:			
Learning Topic	Status	Due Date ▲	Go to Course
 Conflict Management - 2 Yearly	In Progress	22 Apr 2024 at 10:00	Launch Certification

Did you know you can book your essential training early? Our dates are often confirmed in December for the following financial year. Booking sooner for the month you are due means you are more likely to get a convenient day / date at your preferred venue.

Do not complete your e-learning until this appears in the 'Essential Training Due to Expire' section.

Essential Training Compliance

My Team Compliance



If you manage staff you will see 'My Teams Compliance'. If you click on this you will see the report to the right.

5. Dashboard: Essential Training Compliance Grid

4 records shown

Report Details

An essential training compliance grid for you, your team and wider team (if you manage other staff)
All areas of essential training are displayed even if staff are not required to complete them

▼ Saved searches

View a saved search

Choose...

Set as your default view

Manage your saved searches

▼ Search by

User Status

any value

User's Fullname

contains

Search

Clear

Show/Hide Columns

User's Fullname	ESR Organisation	User's Position Name(s)	(DO NOT USE IN REPORTING) DS External Users	(DO NOT USE IN REPORTING) Healthcare Worker Care Certificate	(DO NOT USE IN REPORTING) Moving and Handling Link Worker Update - Yearly	(DO NOT USE IN REPORTING) Positive Behavioural Support - 3 Yearly	(DO NOT USE IN REPORTING) Practice Assessors 2 Yearly	Conflict Management - 2 Yearly	Corporate Induction - Once Only	Data Security (Information Governance) - Yearly	Drug Prescription and Administration Chart - Once Only	Dual Diagnosis - Drug and Alcohol Awareness - Yearly	Duty of Candour - Once Only	Equality and Diversity - 3 Yearly	Fire Training - 2 Yearly
380 0620 Training Management	G2A Officer							22/04/2024		07/09/2024				04/03/2024	24/01/2025
380 0620 Training Management	G2A Clerical Worker							16/08/2024		20/12/2024				04/04/2026	26/04/2024
380 0620 Training Management	G2A Clerical Worker							09/01/2025	09/01/2123	08/01/2025				09/01/2026	10/01/2025
380 0620 Training Management	G2A Clerical Worker							01/03/2025	20/02/2123	01/03/2024				24/09/2025	21/02/2025

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Finding Courses on iLearn

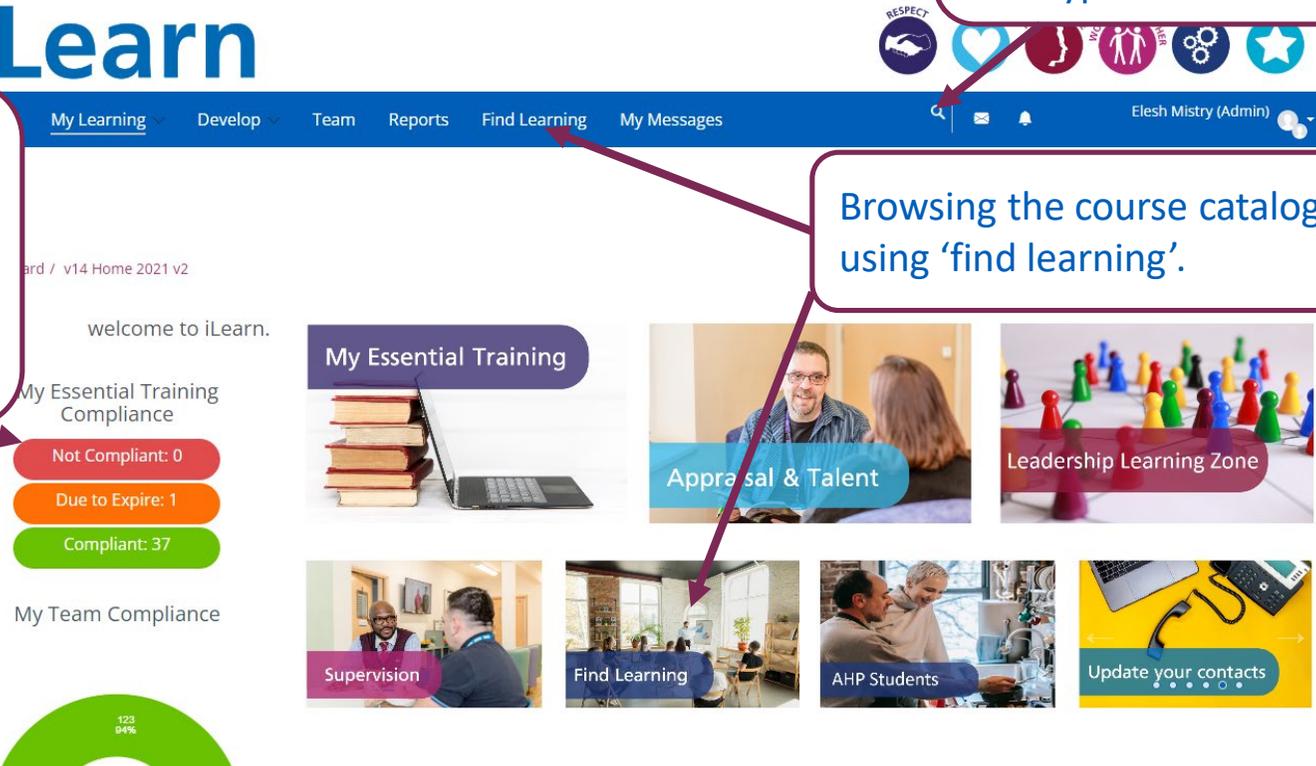
There are multiple ways you can search for training on iLearn.

Search for a course by clicking the magnifying glass, then typing in the course name (you do not have to type the full course name)

You can use the compliance traffic lights for finding essential training to book, or complete.

Browsing the course catalogue by using 'find learning'.

iLearn



Please note: Some courses are restricted to the Target Audience (those who are required to complete). Other courses may need to have a level of authorisation before the booking is confirmed by Learning and Development.

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Finding Courses on iLearn (Search Bar)

Click on the magnifying glass and type in part of the course name and enter to search.

iLearn

Home My Learning Develop

Dashboard / Courses / Search / Moving

Search results: 6

E-Learning: Moving and Handling Object Handling

The main aim of this programme is to provide information which will highlight the need for you to STOP, THINK and QUESTION hazardous. Essential training for some staff groups to refresh every three years.

To learn more please click to download the course outline:

- [Moving and Handling Object \(1\).pdf \(283.2KB\)](#)

E-Learning: Moving and Handling Theory (for Clinical Colleagues)

The main aim of this programme is to provide information which will highlight the need for you to STOP, THINK and QUESTION hazardous. Essential training for some clinical staff groups to update every two years.

To learn more please click to download the [course outline](#)

Moving and Handling Client Foundation

A list of courses will appear, if you are not sure which course you want, please read the brief description.

Click on the purple text to access the course page

In the course description there will be a course outline you can download to find more information on the course

Finding Courses on iLearn (Find Learning)

If you have chosen 'find learning' the following screen will load:

Find learning

Category All ▾

Search

Here you can filter down by category or tags

FILTERS

Up to 3000 items

Share

Sort by Alphabetical ▾

TAGS (DEFAULT COLLECTION)

Administration

Clinical

Computer based training

Conference / Event

CPR

E-learning

Engagement

Essential

External training

First Aid

Functional Skills

Health and Safety

Healthcare Worker Certificate

ICT training

Induction

Information Technology

Leadership

Leadership Learning Zone

Learning at Work Week

Management

Manager Development

CLINICAL TRAINING

48 Hour Training

Articles

Tags: Clinical, Health and Safety

CLINICAL TRAINING

ACE-III Next Steps Workshop (Part 2)

Clinical Training

Tags:

CLINICAL TRAINING

AHP Resources: Adaptive Equipment

AHP Resources

Tags: Clinical, Professional De

Search for the course via name, or Sort by 'Latest' which will show the courses added on more recently.

To learn more you can click on the tile.

You will be able to view more details, and download a course outline.

If this is the right course, you can click 'Go to course'

ACE-III Next Steps Workshop (Part 2)

You can enrol in this course

Go to course

This is an interactive workshop, designed to build on part 1a ACE-III.

Editing Trainer: Rosanne Shocolinsky-D...

This workshop will be a space to discuss common administration and scoring errors for both the ACE-III; reflect on the limitations of the tool and how to work around these; orientate cognitive assessments within the wider assessment process; consider capacity/risk and generally consider working with complexity.

2 - ACE3 Next Steps Course Outline.docx (1.1MB)

CLINICAL TRAINING

CLINICAL TRAINING

CLINICAL TRAINING

CLINICAL TRAINING

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If you have not visited the course before you may be asked to click on 'Enrol' or 'Enrol Me'



Finding Courses on iLearn (Essential Training)

Click on the essential training compliance traffic light:

My Essential Training Compliance

Not Compliant: 5

Due to Expire: 0

Compliant: 14

Freedom to Speak Up: Listen Up - Training for all Managers - 3 Yearly

You are required to complete this certification under the following criteria:

- Member of audience '2023 Freedom to Speak Up: Listen Up (Managers)'.

Recertification window open. Your certification will expire on 16 August 2024, 10:58 AM

Date assigned: 21 October 2022

Due date: 16 August 2024, 10:58 AM

Progress:

Recertification path

Complete the below eLearning to successfully achieve compliance.

Any one course in this set must be completed.

Allow at least 1 day(s) to complete this set.

Course name	Actions	Status
 E-Learning: Freedom To Speak Up: Listen Up Training For All Managers	Launch course	<input type="text" value="0%"/>

My Essential Training

Essential Training Not Compliant:

Learning Topic	Status	Due Date ▲	Go to Course
 Freedom to Speak Up: Listen Up - Training for all Managers - 3 Yearly	Not Certified		Launch Certification
 The Oliver McGowan Mandatory Training on Learning Disability and Autism - 3 Yearly	Not Certified		Launch Certification
 Preventing Radicalisation - 3 Yearly			Launch Certification
 Conflict Management - 2 Yearly			Launch Certification

Click launch certification to see the ways you can complete each training course

You can then click to launch the course.

Finding Booked Courses on iLearn



The 'My Bookings' can be accessed on the homepage. Alternatively you can click 'My Learning' and 'My Bookings'



You can choose to see your current bookings or previous bookings.

You can click on the on the purple text in the rows to sort the training by start date (a small triangle will show when they have been sorted)

My Future Bookings: 13 records

Show/Hide Columns

Course Name	Booking Status	Session Start Date	Session Start Time	Session Finish Time	Room Name
Corporate Induction	Booked	22 January 2024	9:30 AM	12:30 PM	KMPT Induction Room
Warden Induction - New Starters Only	Booked	23 January 2024	10:00 AM	12:00 PM	iLearn Internet Conference
An Introduction to Safeguarding Adults and Children (Induction Staff Only)	Booked	23 January 2024	1:15 PM	4:15 PM	iLearn Internet Conference
RIO Community for Registered Clinical Staff	Booked	25 January 2024	10:00 AM	2:00 PM	Lifsize Video Conferencing (RIO Rosie Room)
Personal Safety Breakaway Induction	Booked	29 January 2024	9:30 AM	12:00 PM	iLearn Internet Conference
Safeguarding Adults Level Three	Booked	31 January 2024	9:30 AM	4:30 PM	iLearn Internet Conference
Safeguarding Children Level Three	Booked	1 February 2024	9:30 AM	4:30 PM	iLearn Internet Conference

Click on the purple text on the left to quickly access the course page.

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Training Course Pages

Basic Life Support Practical (inc AED)

You've been enrolled successfully

Your progress

About This Course

This course is the practical 30 minute Basic Life Support session.

In order to meet your essential training requirements you will need to complete both E-Learning: Resuscitation Level 1 & 2 (Basic Life Support Theory) and attend the practical session. **It is strongly advised that you complete your online learning in the 2 weeks prior to your practical course.**

PLEASE NOTE TO ALLOW EXTRA TIME PARKING AT PRIORITY HOUSE FROM MARCH-SEPT 2023

Pre Course Reading

Please ensure you read the presentation below prior to attending.

Training on Ligature Cutting

Course Dates

Basic Life Support Practical (inc AED) - 2024

View all events

Basic Life Support Practical (inc AED) - 2025

View all events

Additional Immediate Life Support (ILS) Resources

For those staff who have been identified as requiring ILS training, please view the videos below on You Tube.

A, B, C, D, E Assessment

Cardiac Arrest Demo

Evaluation

Basic Life Support Course Evaluation - 2024

Not available unless: The activity Basic Life Support Practical (inc AED) - 2024 is marked complete

Basic Life Support Course Evaluation - 2025

Not available unless: The activity Basic Life Support Practical (inc AED) - 2025 is marked complete

Certificate

Resuscitation Certificate

Not available unless any of:

- The activity Basic Life Support Practical (inc AED) 2023 is marked complete
- The activity Basic Life Support Practical (inc AED) - 2024 is marked complete

Archive is not available

Most courses pages are laid out the same.

We start with 'About This Course' which will provide a short description of the course and the intended audience.

Some courses may have additional reading or activities to be completed prior to the attending the training.

The upcoming dates will be here for the current year and next year to enable you to book (more on the next page)

Addition information and downloads will be listed below.

For facilitator based training there will be an evaluation form to complete, which then allows you to download your certificate.



Booking Courses on iLearn

1. Go to the course page and scroll down to course dates. Click on the link with the year you would like to book.

2. The upcoming dates will be displayed showing available spaces, where and when they will take place.



3. When you have found a convenient date click 'Go to Event'

4. You will be prompted with the sign up box where you can add in any special requirements

5. Click 'Sign-up to confirm the booking' or 'request booking'

6. You will also get a calendar invite for this training

7. If you can not sign up – but can 'request booking' this will come to us to approve.

Basic Life Support Practical (inc AED) -2024

Booking: All Room: All

Event	Status	Seats available	Session times	Rooms	Facilitators	Session status	Actions
Upcoming	Booking full	0	19 January 2024, 1:30 PM - 2:00 PM	Room 300 and 301, Priority House, Maidstone	Lena Panchal	Upcoming	Go to event
Upcoming	Booking full	0	19 January 2024, 2:30 PM - 3:00 PM	Room 300 and 301, Priority House, Maidstone	Lena Panchal	Upcoming	Go to event
No	Not set	0	22 January 2024, 9:30 AM - 10:00 AM	Room 300 and 301, Priority House, Maidstone	Lena Panchal	Upcoming	Go to event
No	Not set	0	22 January 2024, 10:30 AM - 11:00 AM	Room 300 and 301, Priority House, Maidstone	Lena Panchal	Upcoming	Go to event
Upcoming	Booking full	0	22 January 2024, 11:30 AM - 12:00 PM	Room 300 and 301, Priority House, Maidstone	Lena Panchal	Upcoming	Go to event
Upcoming	Booking full	0	22 January 2024, 1:30 PM - 2:00 PM	Room 300 and 301, Priority House, Maidstone	Lena Panchal	Upcoming	Go to event

There are required fields in this form marked *

Sign-up

Special Requirements / Booking Notes

Receive confirmation by*

Email with iCalendar appointment

[Sign-up](#)

Your request was accepted.

You will receive a booking confirmation email shortly.

Once booked you will see this message and you can check you inbox for a confirmation letter



Cancelling Courses on iLearn

Click on “My Learning” and then “My Bookings” and it will provide you with a list of your current bookings:



Click on the name of the course you wish to cancel. This will take you to the course page.

My Future Bookings: 13 records shown

Show/Hide Columns

Course Name	Booking Status	Session Start Date	Session Start Time	Session Finish Time	Room Name
Corporate Induction	Booked	22 January 2024	9:30 AM	12:30 PM	KMPT Induction Room
Fire Warden Induction - New Starters Only	Booked	23 January 2024	10:00 AM	12:00 PM	iLearn Internet Conference
An Introduction to Safeguarding Adults and Children (Induction Staff Only)	Booked	23 January 2024	1:15 PM	4:15 PM	iLearn Internet Conference
RIO Community for Registered Clinical Staff	Booked	25 January 2024			
Personal Safety Breakaway Induction	Booked	29 January 2024			
Safeguarding Adults Level Three	Booked	31 January 2024			
Safeguarding Children Level Three	Booked	1 February 2024			

Find the date you are booked. The date you are on has booked in brackets.

Course Dates

Editing and Proofreading 2024

Event status	Seats available	Session times	Actions
Upcoming Booking open (Booked)	2	13 February 2024, 10:00 AM - 11:30 AM	Go to event
Upcoming Booking open	2	26 March 2024, 10:00 AM - 11:30 AM	Go to event

Choose 'Go to event'

[View all events](#)

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Cancelling Courses on iLearn

The screenshot shows the iLearn interface for 'Editing and Proofreading 2024'. A callout box points to the 'Cancel booking' button. Another callout box points to the 'Cancellation Reason*' dropdown menu, which lists options: Annual Leave, Booked onto another Course, Maternity Leave, Sickness, Staff Shortages, Travel issues, and Work Commitments.

Select a reason for cancellation in the and confirm your cancellation by clicking “yes”
You will receive an email confirming your cancellation which is copied to your manager.

If the course you are cancelling is within 7-days you will not be able to cancel yourself.
Please email: kmpt.training@nhs.net

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Completing E-learning On iLearn

e-Learning can be completed at any time and does not need to be booked. You can find the course, as per instructions on pages 10-12.

Home My Learning Develop Team Reports Find Learning My Messages

Dashboard / My courses / E-Learning: Fire Safety Awareness Update

Fire Safety Awareness Update E-Learning

E-LEARNING: FIRE SAFETY AWARENESS UPDATE

- Participants
- Badges
- About This Course
- E-Learning Course

About This Course

This course aims to act as a fire training refresher for all staff who have previously attended fire training in a classroom. Staff are expected to complete a fire training face-to-face in alternate update periods. For example if your refresher period you can complete this e-learning in year 2 to update your essential training. In year 3 you will need to attend a classroom. Please note this does not cover fire warden however if your update period is 2 yearly (and fire warden is 3 yearly) you will need to attend a classroom the following year.

For more information click to download the [Course Outline](#)

E-learning Course

Please click on the e-learning link below.

- E-Learning: Fire Safety Awareness Update

Certificate

Fire Safety Awareness - certificate

Not available unless: The activity **E-Learning: Fire Safety Awareness Update** is marked complete

Useful Links

- [Fire Safety Policy](#)
- [Fire Warden Dates](#)

Description of the course with a downloadable course outline

Click the link to access the course (next page)

Once the training has been fully completed you will be able to download a certificate ([more information on page 24](#))

Completed e-learning will have a tick here.

Additional information on the course can be found at the bottom of the page which can include useful links and downloadable resources

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Completing E-learning on iLearn

Please read the instructions here – if offers tips on how to complete the course.

Click enter to access the E-learning course (this will open in a new window)

-Learning: Fire Safety Awareness Update / E-learning Course / E-Learning: Fire Safety Awareness Update

E-Learning: Fire Safety Awareness Update

The course will open in a new window/tab.

When you have completed the course please close the new window/tab, allowing I-Learn to refresh your completion details before logging out.

If you are partially completed you will be able to click on the e-learning link and 'resume completion' to return to your place in the course.

Number of attempts allowed: Unlimited

Number of attempts you have made: 0

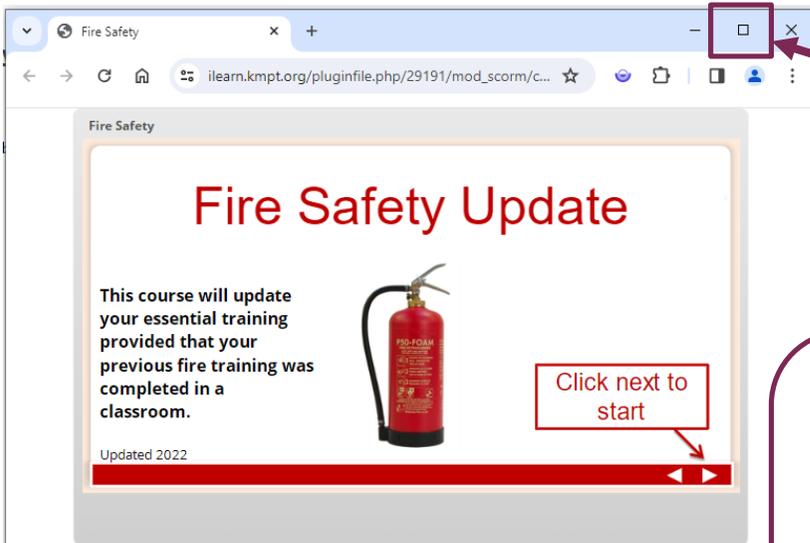
Grading method: Last completed attempt

Grade reported: None

Enter

The e-learning should automatically resize, however you may want to maximise the screen.

If you zoom in, you may need to scroll to access the next button.



Please note – if you leave an e-learning course inactive for more than 10 minutes, the connection between iLearn and the e-learning courses is cut. This is an industry standard and not controlled by Learning & Development.

If you get called away, close the e-learning first to allow it to 'bookmark' your progress. When done you can simply enter the course again.

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Teams (Managers Only)

iLearn

Home My Learning ▾ Develop ▾ Team Reports Find Learning

If you manage staff you can click on 'team' to see all of the staff you manage

Name ▲	Last Login	Courses Started	Courses Completed	Competencies Achieved	Extensions
 Profile Bookings Records Appraisal & Supervision Forms Objectives Required Competency profile Evidence	8 Dec 2023	6	5	0	0
 Profile Bookings Records Appraisal & Supervision Forms Objectives Required Competency profile Evidence	2 Nov 2023	28	25	0	0
 Profile Bookings Records Appraisal & Supervision Forms Objectives Required Competency profile Evidence	29 Dec 2023	17	16	0	0
 Profile Bookings Records Appraisal & Supervision Forms Objectives Required Competency profile Evidence		4	0		
			9		

Under each name you can check their bookings, Record of training completed, Appraisals & supervisions.

You can quickly see when staff have last logged in and a quick view if they are fully compliant

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Leadership Learning Zone

Developing our workforce and especially our leadership capabilities is high on the priority list at KMPT. We consider leadership to be more of a state of mind than part of a job title so this space is open to everyone looking to develop their skills. There is plenty of support already available to you at KMPT but we recognise it's not always easy to find it unless you know what you are looking for so we have created the Leadership Learning Zone (LLZ) here on iLearn as a way of bringing everything together in one place.



Click on the Leadership Learning Zone on the Homepage



My Development
Start here



Internal Development



External Development



Self Directed Learning



Coaching and Mentoring



Leadership Forum



Resources



Organisational Development

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Viewing Your Certificates on iLearn

You can download all of your certificates for courses you have completed in the last three years.



Click on 'My Learning' then select 'My Certificates' from the dropdown list.

Download your certificate by clicking 'Save'

Dashboard / Certificate Download Dashboard V1

Training Certificates

This page allows you to download most of your certificates up to three years after attending or completing internal training that is stored on iLearn. Please note - if you receive an error message when downloading this is because there is not a certificate available on the course page. Some courses maybe accredited externally so will not be available through iLearn, you will have been sent these directly.

ALL CERTIFICATES (INCLUDING ESSENTIAL TRAINING COMPLETED LESS THAN 90 DAYS AGO)

User's Fullname	Course Name ▲	The completion date	Certificate
Elesh Mistry	E-Learning: Fraud Awareness Training (TIAA)	30 Sep 2022	Save
Elesh Mistry	E-Learning: Trauma Informed Care Including Veterans	27 Oct 2022	Save

ESSENTIAL TRAINING CERTIFICATES (COMPLETED OVER 90 DAYS AGO)

User's Fullname	Course Name ▲	Date Completed	Certificate
Elesh Mistry	E-Learning: Conflict Management	27 Jan 2022	Save
Elesh Mistry	E-Learning: Data Security Awareness Level 1 (Information Governance) - KMPT	27 Jan 2022	Save
Elesh Mistry	E-Learning: Data Security Awareness Level 1 (Information Governance) - KMPT	20 Jan 2022	Save

Clicking the purple text will take you to the course page

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Reports Available on iLearn

iLearn



Home My Learning Develop Reports Find Lea

Click 'Reports' to access this page

Report 3 to see the training you have completed in the past 5 years

Report 7 to see the status of all the classroom courses you have attended, cancelled or DNA

Report 8 to see all of your completed training

Reports



After accessing the report you can download this by scrolling to the bottom of the page

Select PDF landscape from the list then 'Export' to download.



If you are an administrator who books training for your whole team, you can access your teams bookings and compliancy report. Just email kmpt.trainingcompliance@nhs.net with your department name, copying in your manager, to request access.

Messages on iLearn

If you cannot find a confirmation email for a training, these can be retrieved via 'my messages' on iLearn.

iLearn

Home My Learning Develop Reports Find Learning **My Messages**

Click 'My Messages' to access this page

▼ Search by

User's Fullname (Recipient User)

Date Sent is after 1 November 2022 is before 19 January 2024 is between start of today and [] days before today (date of report generation) is between start of today and [] days after today (date of report generation) Show from previous [] days Show after next [] days

Message Type
 Competency Course Evidence Seminar Objective Resource Program

Message Content

User's Email (ignoring user display setting) (Recipient User)

Username (User)

User's Fullname (User)	Fullname (Recipient User)	Subject	Message Type	Sent	Select	Message Content	User's Manager Name(s)	Message ID	Dismiss Message
Elesh Mistry	Elesh Mistry	Confirmation of Lifesize Internet Conference Booking		2022-11-23	<input type="checkbox"/>	Dear Elesh Mistry Further to your request, we are pleased to confirm you have been booked to join the following video conference taking part virtually on LifeSize: Course: Healthcare Worker Care Certificate Day 2 Seminar: Online Healthcare Worker Care Certificate Day 2 2022 Date(s) and location(s): 9 December 2022 - 9 December 2022 Time: 9:30 AM - 1:30 PM Duration: 4 hours Room: Lifesize Room, see details below. Joining Details: You are invited to call Healthcare Worker Care Certificate Room 1 on Lifesize.	-	816534	<input type="checkbox"/>

You can use the filters to find a certain message to save time searching through the list

All of the messages will be displayed further down the page

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Supervisions on iLearn

For new starters, or those who return from retirement or maternity leave, your supervision will not become available until the next supervision window opens. This occurs every 6 weeks. New colleagues are expected to complete their probation and local induction paperwork with their manager / workplace buddy.

Supervision

Click on the supervision button (on the homepage)

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Home My Learning Develop Reports Find Learning My Messages

A more detailed guide, including a blank word document for your supervision, can be found on this page.

Dashboard / v14 Supervision for All

Useful information

- 2023 to 2025 Supervision Window Dates
- Supervision Form (word document)
- Trust Vision, Values and Strategic Objectives
- Supervision Policy
- Appraisal and Supervision Training for Managers (dates)
- Career Development Workbook
- Supervision on iLearn - Manager's User Guide
- Supervision on iLearn - Staff User Guides
- Introduction to Conversations about Potential - A Guide For Staff
- Having a Conversation about Potential - A Guide For Managers
- Having Conversations about Potential - FAQs



6 Week Supervision Window

Start date	End Date	To be completed on iLearn
09 November 2023	21 December 2023	28 December 2023
22 December 2023	02 February 2024	09 February 2024

Click on 'My Supervision'. If you manage colleagues you will also have 'Team Supervision'

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Dashboard / My Appraisal & Supervision

All Appraisal & Supervision Forms

Appraisal	Start date	End date	Status
KMPT Supervision Form (22-Dec-23 to 02-Feb-24)	12 Dec 2023	2 Feb 2024	Active
KMPT Talent Conversation 2023	5 Jun 2023	31 Oct 2023	Active
KMPT Supervision Form (09-Nov-23 to 21-Dec-23)	6 Nov 2023	21 Dec 2023	Closed
KMPT Supervision Form (27-Sep-23 to 08-Nov-23)	26 Sep 2023	8 Nov 2023	Completed
KMPT Supervision Form (15-Aug-23 to 26-Sep-23)	14 Aug 2023	26 Sep 2023	Completed
KMPT Supervision Form (03-Jul-23 to 14-Aug-23)	29 Jun 2023	14 Aug 2023	Completed
KMPT Performance and Development Appraisal 2023	5 Jun 2023	31 Oct 2023	Completed
KMPT Supervision Form (21-May-23 to 02-Jul-23)	22 May 2023	2 Jul 2023	Completed
KMPT Supervision Form (08-Apr-23 to 20-May-23)	5 Apr 2023	20 May 2023	Completed
KMPT Supervision Form (24-Feb-23 to 07-Apr-23)	21 Feb 2023	7 Apr 2023	Completed
KMPT Supervision Form (12-Jan-23 to 23-Feb-23)	12 Jan 2023	23 Feb 2023	Completed
KMPT Supervision Form (30-Nov-22 to 11-Jan-23)	28 Nov 2022	11 Jan 2023	Completed
KMPT Supervision Form (18-Oct-22 to 28-Nov-22)	17 Oct 2022	29 Nov 2022	Completed
	17 Oct 2022	17 Oct 2022	Completed
	4 Sep 2022	4 Sep 2022	Completed
	29 Jul 2022	29 Jul 2022	Completed

To access the supervision form just click on the purple link.

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Internet Conferencing

Training can be completed online through the means of video (internet) conferencing. All instructions, including internet conferencing etiquette, is available here:

<https://ilearn.kmpt.org/mod/resource/view.php?id=10704>



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