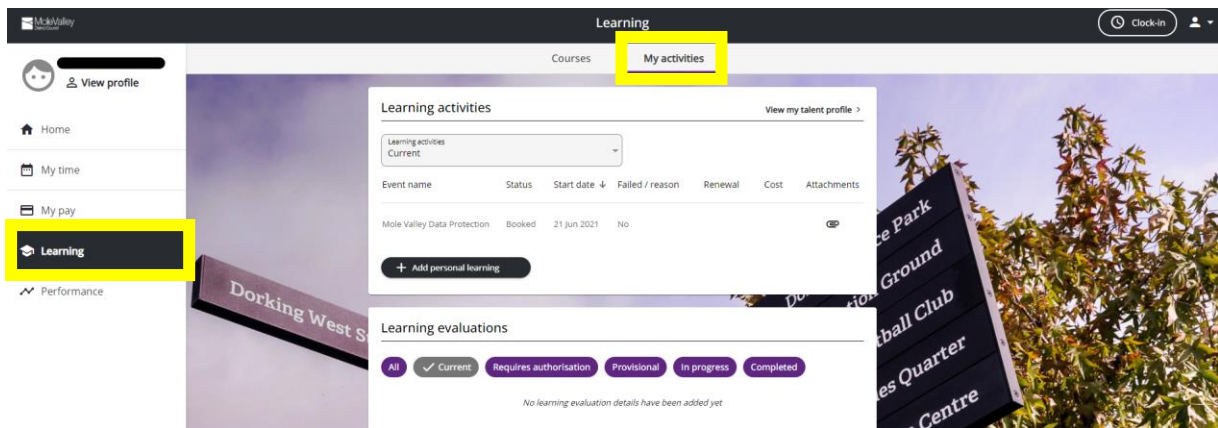


## Inputting Mandatory Learning

Select **Learning** on the left hand menu and then **My Activities**




Then select add personal learning:


**+ Add personal learning**

Personal learning event details

\* Event title (required)

Internal

\* Start date (dd/mm/yyyy) (required)  
 

End date (dd/mm/yyyy)  
 


Duration

Learning hours

Learning activity name

Learning activity type

Learning event code

Renewal date (dd/mm/yyyy)  
 

Completed

Score

Failed

Event title: New Starter Mandatory  
Freedom of Information

Internal: Please tick

Enter start and end date (this will be the  
same date)

Search the drop down for the course – they  
are all New Starter Mandatory

Activity Type is Induction

Completed: Please tick

SAVE

You can view your activity by selecting **All** from the drop down list:

## Learning activities

[View my talent profile >](#)

Learning activities  
All

Event name	Status	Start date ↓	Failed / reason	Renewal	Cost	Attachments
Mole Valley Data Protection	Booked	21 Jun 2021	No			
[REDACTED]	Completed	11 Mar 2021	No			
[REDACTED]	Completed	27 May 2020	No			
[REDACTED]	Completed	26 Feb 2020	No			
[REDACTED]	Completed	10 Feb 2020	No			
[REDACTED]	Completed	29 Jan 2020	No			
[REDACTED]	Completed	27 Nov 2019	No			
Mental Health Awareness for Managers	Completed	21 Nov 2019	No			

[+ Add personal learning](#)

## Learning evaluations

- [✓ All](#)
- [Current](#)
- [Requires authorisation](#)
- [Provisional](#)
- [In progress](#)
- [Completed](#)

*No learning evaluation details have been added yet*