

Learning Zone Guide: How to Run Management Reports (MHA Managers)

This guide provides instructions on how to run management reports within the Learning Zone system for all MHA managers and other operational colleagues who take on the responsibility of booking training for their colleagues.

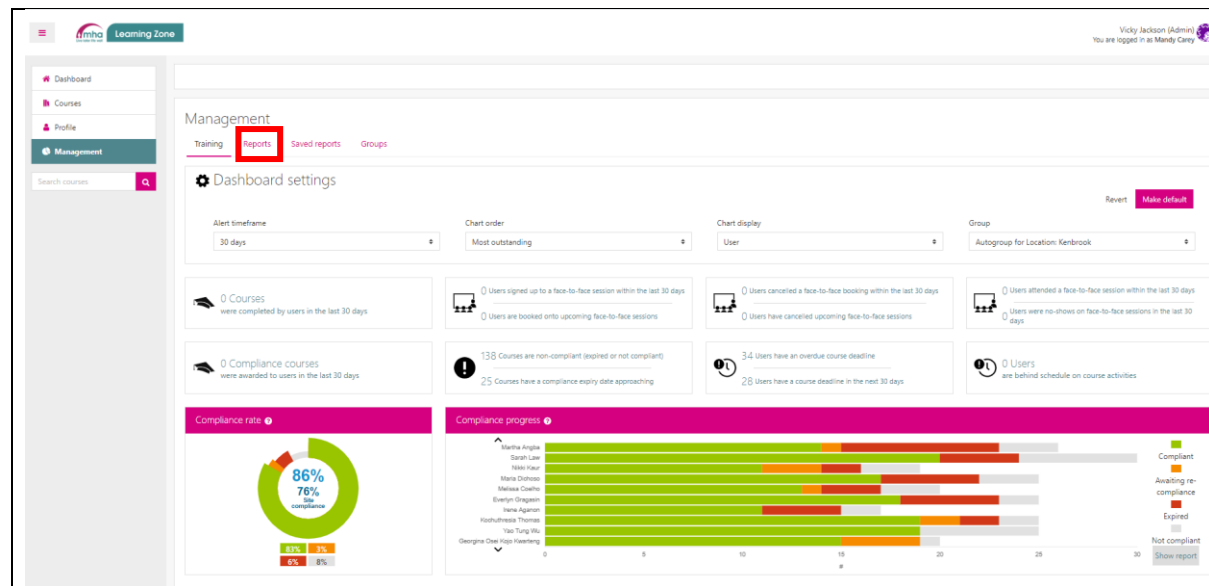
Please Note the Saved Reports option is not currently in use.

This guide will cover the following areas;

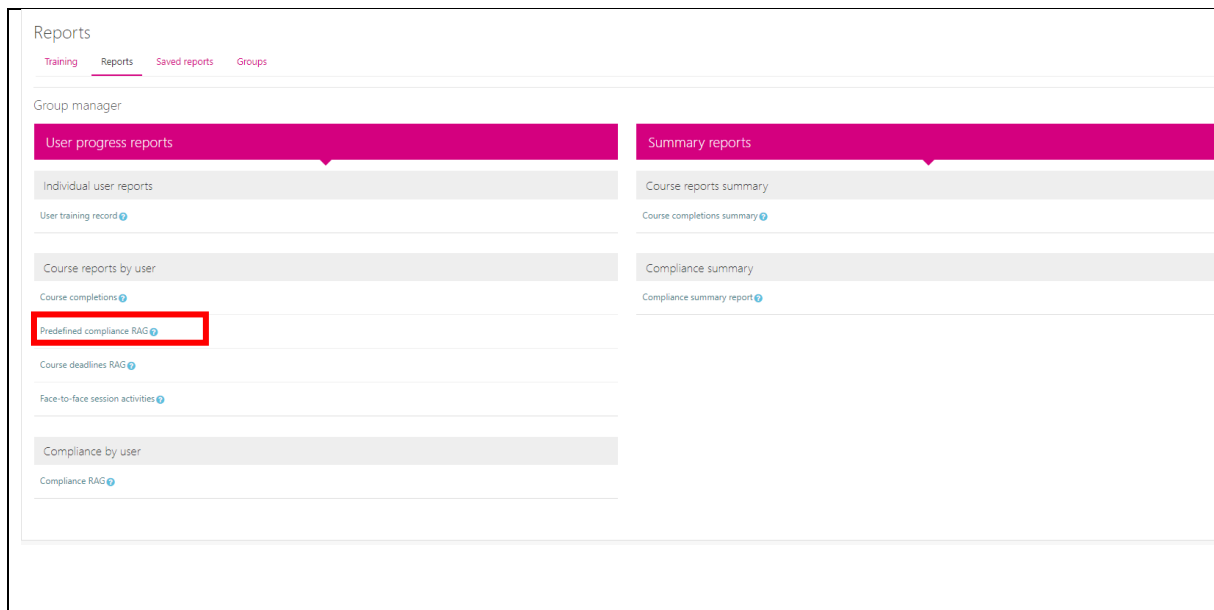
1. How to run compliance training reports
2. How to run other reports
3. Using the Groups screen

1. How to run compliance reports

1. People Development have worked closely with the Learning Zone system provider to create a bespoke compliance report that is like that which many of you used to use within the old MHA Training matrix system. We recognised that this report has been missed by many of our management colleagues.
2. This report is called the **Predefined compliance RAG** report and we feel that this will be the report that you are likely to gain the most benefit from in monitoring compliance training levels



1. Once you have clicked on the Learning Zone link and logged into your account, as a manager you will be presented with the **Managers Dashboard** screen
2. From the tabs at the top of the Dashboard information click **Reports**



3. The **Reports** screen will be displayed
4. The reports are split into sections and these other reports will be covered later in this document
5. This section is going to focus on the **Predefined Compliance RAG** report which can be found under **User Progress Reports – Course Reports by User**
6. Click on the **Predefined compliance RAG** report

| | |
|---|---|
| <p>Predefined compliance RAG</p> <p>Training Reports Saved reports Groups</p> <div> <div>Group</div> <div>Autogroup for Location: Kenbrook</div> </div> <div> <div>Courses</div> <div> A Guide to Safe Food Handling (Regulatory) Adult Support and Protection - Scotland (Regulatory) Adults with Incapacity - Scotland (Regulatory) Anti-Bribery (MHA Mandatory) Appropriate Use of Bedrails (MHA Mandatory) ARCO (Associated Retirement Community Operators) Programme (MHA Mandatory) Asbestos for Managers and Maintenance (Statutory) Autism Awareness (Regulatory) Boots: Care of Medicines Advanced (Regulatory) Boots: Care of Medicines Foundation (Regulatory) Boots: Patient Pack Dispensing - including Safe Handling of Medicines (Regulatory) Central Support Induction (MHA Mandatory) Confidentiality and Information Handling - Volunteers (Statutory) Confidentiality and Information Handling (Statutory) Cyber Security Awareness (MHA Mandatory) De-escalation Management and Intervention (Regulatory) Dementia Friends - Volunteers (MHA Mandatory) Dementia: An Introduction (MHA Mandatory) Deprivation of Liberty Safeguards (DOLS) (Statutory) Documenting in a Care Environment (MHA Mandatory) Duty of Candour - Scotland (Regulatory) Dysphagia: Awareness and Support of Swallowing Difficulties (MHA Mandatory) Equality & Diversity (Statutory) Falls: Balancing Risk (MHA Mandatory) Falls: Minimising the Risk (MHA Mandatory) Final Lap (MHA Mandatory) Fire Awareness (Statutory) Fire Evacuation Drill - Site Specific (MHA Mandatory) Fire Evacuation Safety (Statutory) Fire Safety and Emergency Response (Statutory) Fire Safety: A Practical Approach - Volunteers (Statutory) Fire Safety: A Practical Approach (Statutory) First Aid and Basic Life Support (Statutory) First Aid: Awareness and the Basic Principles - Volunteers (Statutory) Food Safety & Hygiene (Level 2) (Statutory) </div> </div> | <p>7. In this next screen you will see at the top a Group drop down</p> <p>8. This drop down will contain various options for you to select for who you want to run this report for.</p> <p>9. What is contained in this drop down is driven by your job role</p> <p>10. For example;</p> <ul style="list-style-type: none"> • An Area Manager will have the option to run the report on their entire area or any individual home or scheme within that area • An Admin Manager will have the option to run the report for all their direct reports or for their entire location (this would then include the Deputy and Home Manager) |
|---|---|

| | |
|---|---|
| | <p>11. All the courses listed on the screen are all the current compliance courses provided at MHA and these are predefined by the system and cannot be changed</p> |
| <p>▼ Advanced settings</p> <p>Initial course deadline date <input type="checkbox"/> Display initial course deadline date for new users if not accredited</p> <p>Ignore new users <input type="checkbox"/> Ignore new users in non-compliance data if the user is still inside the initial course deadline period</p> <p>Live data <input type="checkbox"/> Run the report on live data ?</p> <p>User status <input type="text" value="Active users"/></p> <p>Parental/adoption leave <input checked="" type="checkbox"/> Exclude parental/adoption leave users on reports</p> <p>Sick Leave <input checked="" type="checkbox"/> Exclude sick leave users on reports</p> <p>Temporary Staff <input checked="" type="checkbox"/> Exclude temporary staff on reports</p> <p>Download to Excel</p> | <p>12. At the bottom of the screen there is an option called Advanced Settings</p> <p>13. Click on this to open up the options shown here</p> <p>14. Below is an overview of each of these options</p> |
| <ul style="list-style-type: none"> • Initial course deadline data for new users if not accredited – if ticked this option will provide the deadline dates that courses need to be completed by for any new starters displayed on the report, if not you will see the courses new starters need to do but the completion required date will be missing – it is recommended that this is ticked • NOTE* DO NOT CLICK THIS OPTION (Once the initial enrolment period for all imported data has passed we will communicate when this option is available to use) - Ignore new users in non-compliance data if the user is still inside the initial course deadline period – if ticked the report will not include any new starters who have not reached their initial completion deadline date for a course in the overall compliance percentages on the report | |

- **Run the report on live data** – Leaving this box unticked will assist reports in running more quickly as they are based on the previous days data. If you want up to the minute live data tick this box.
- **User Status** – this drop down allows you to select whether you want to see data in your report for Active users, Suspended users or Active and suspended users
- **Exclude parental /adoption leave users on reports** – tick this box to exclude any users who are recorded on iTrent as being on parental / adoption leave, unticking the box will then display these users
- **Exclude sick leavers on reports** - tick this box to exclude any users who are recorded on iTrent as being on long term sick leave, unticking the box will then display these users
- **Exclude temporary staff on reports** - tick this box to exclude any users who are recorded on iTrent as being bank staff, unticking the box will then display these users

▼ Advanced settings

- Initial course deadline date ☒ Display initial course deadline date for new users if not accredited
- Ignore new users ☒ Ignore new users in non-compliance data if the user is still inside the initial course deadline period
- Live data ☐ Run the report on live data ⓘ
- User status

Active users
- Parental/adoption leave ☒ Exclude parental/adoption leave users on reports
- Sick Leave ☒ Exclude sick leave users on reports
- Temporary Staff ☒ Exclude temporary staff on reports

Download to Excel

15. To run the report click **Download to Excel**

RAG_report_2023-....xlsx

16. Your downloaded report will be displayed at the bottom left-hand side of the screen

17. Click on it to open the report

18. The report will then open in Excel

19. Click on the Enabling Editing option at the top of the screen in the yellow bar.

FileHomeInsertPage LayoutFormulasDataReviewViewAutomateHelp

PROTECTED VIEW

Be careful - files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.

Enable Editing

BC08

16/12/2022

Group: Autogroup for Location: 4b

Colour key

Users: 53

Compliant:

Total number of users fully compli Non-compliant:

Total percentage compliance for all users across all enrolled courses: 89%

Display initial course deadline date for new users if not accredited: Yes

Ignore new users in non-compliance data if the user is still inside the initial course deadline period: Yes

Parental/adoption leave: Not included

Sick leave: Not included

Temporary staff: Not included

Courses:

Compliance period:

Initial deadline for new staff:


Legend



Future date


Not started

A Guide to Safe Food Hand 1095 day(s) period + 30 day Enrolment based: 12 week

| Username | Firstname | Lastname | Email | L4 Function | L5 Directorate | L6 Region department | L7 Area team | Job title | Manager fullname | L8 Volunteer | Location | Completion |
|----------|-----------|----------|------------------------------|-------------|----------------|----------------------|------------------------|------------------------|------------------|--------------|----------|------------|
| 302240 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Home Manager | Test Manager | Test Home | 66% | |
| 315616 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Deputy Home Manager | Test Manager | Test Home | 52% | |
| 317731 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Administration Manager | Test Manager | Test Home | 83% | |
| 324536 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Senior Care Assistant | Test Manager | Test Home | 73% | |
| 11140 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Domestic Assistant | Test Manager | Test Home | 54% | |
| 36980 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Senior Care Assistant | Test Manager | Test Home | 83% | |
| 301947 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | Test Home | 71% | |
| 303096 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Laundry Assistant | Test Manager | Test Home | 69% | |
| 304245 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | Test Home | 90% | |
| 307296 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | Test Home | 85% | |
| 310278 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Maintenance Worker | Test Manager | Test Home | 63% | |
| 313779 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | Test Home | 75% | |
| 317056 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Kitchen Assistant | Test Manager | Test Home | 94% | |
| 317125 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | Test Home | 85% | |
| 317569 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | Test Home | 0% | |
| 318244 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Maintenance Worker | Test Manager | Test Home | 0% | |
| 320808 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | Test Home | 77% | |
| 320898 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | Test Home | 75% | |
| 321544 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | Test Home | 75% | |
| 321666 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | Test Home | 85% | |
| 322357 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Senior Care Assistant | Test Manager | Test Home | 77% | |
| 324127 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | Test Home | 90% | |
| 326544 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | Test Home | 85% | |
| 327224 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | Test Home | 80% | |

Group: Autogroup for Location:  Colour key

Users: 53 Compliant:   Future data Future date

Total number of users fully compli Non-compliant:  Not started

Total percentage compliance for all users across all enrolled courses: 89%

Display initial course deadline date for new users if not accredited: Yes

Ignore new users in non-compliance data if the user is still inside the initial course deadline period: Yes

Parental/adoption leave: Not included

Sick leave: Not included

Temporary staff: Not included

Courses:

Compliance period:

Initial deadline for new staff:

A Guide to Safe Food Hand
1095 day(s) period + 30 day
Enrolment based: 12 week

| Username | Firstname | Lastname | Email | L4 Function | L5 Directorate | L6 Region department | L7 Area team | Job title | Manager full name | L8 Volunteer | Location | Completion |
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| 302240 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Home Manager | Test Manager | Test Home | 66% | |
| 335616 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Deputy Home Manager | Test Manager | Test Home | 52% | |
| 317731 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Administration Manager | Test Manager | Test Home | 83% | |
| 324536 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Senior Care Assistant | Test Manager | Test Home | 73% | |
| 11140 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Domestic Assistant | Test Manager | Test Home | 54% | |
| 16980 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Senior Care Assistant | Test Manager | Test Home | 85% | |
| 303947 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | Test Home | 71% | |
| 303096 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Laundry Assistant | Test Manager | Test Home | 69% | |
| 304245 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | Test Home | 90% | |
| 307296 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | Test Home | 85% | |
| 310276 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Maintenance Worker | Test Manager | Test Home | 65% | |
| 313779 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | Test Home | 75% | |
| 317056 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Kitchen Assistant | Test Manager | Test Home | 94% | |
| 317125 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | Test Home | 85% | |
| 317569 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | Test Home | 0% | |
| 318244 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Maintenance Worker | Test Manager | Test Home | 0% | |
| 320808 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | Test Home | 77% | |
| 320898 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | Test Home | 75% | |
| 321544 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | Test Home | 75% | |
| 321666 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | Test Home | 85% | |
| 322357 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Senior Care Assistant | Test Manager | Test Home | 77% | |
| 324127 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | Test Home | 90% | |
| 326544 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | Test Home | 85% | |
| 327224 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | Test Home | 80% | |

20. You may find that the data all feels quite close together and you will need to extend the width of your columns to see the data more clearly

21. **NOTE:** People Development are running some sessions to help support the development of excel skills for this report, they are called Manual Manipulation of the RAG report, please book on one for support in this.

22. At the top of the report, you will see key information about what the report is showing you to include;

- The location the report is based on
- The number of users included in the report
- Total number of users that are showing as fully compliant in the report
- Total percentage compliance for all users across all enrolled courses – enrolled courses are the courses that the Learning Zone has automatically enrolled colleague son based on their job role(s)
- Whether you have chosen to display the initial course deadline date for new users if not accredited

- Whether you have chosen to ignore new users in non-compliance data if the user is still inside the initial course deadline period
- Whether you have chosen to include parental/adoption leave, sick leave or temporary staff

23. There is then a **Colour Key**

- **Please Note:** any cells that are shown in the report with no colour added against a user's name is a course that has not been allocated to them by the system and therefore is not a course they are required to complete
- For colleagues that are compliant there are 3 possible colour options;
 - i. Green – these fields are courses that the user is required to complete based on their job role(s) and will contain a future date when the course is required to be completed by for courses that refresh. For courses completed that are a one off it will display the word **Completed** followed by the date the course was completed
 - ii. Orange – this shows that the user is in the 30-day refresh window and will provide the date that the course will become overdue if not completed before
 - iii. Grey – this shows for users that are new and are still within the initial completion time period for that course
- For colleagues that are non-compliant there are 2 possible colour options
 - i. Red – these fields are courses that are expired and now overdue and will contain the words **Deadline overdue** followed by the date it became overdue
 - ii. Grey – These are courses that have been assigned to users but have never been completed and therefore need to be completed as soon as possible

Courses:

Compliance period:

Initial deadline for new staff:

| Username | Firstname | Lastname | Email | L4 Function | L5 Directorate | L6 Region department | L7 Area team | Job title | Manager fullname | L8 Volunteering | Location | Completion |
|----------|-----------|----------|------------------------------|-------------|----------------|----------------------|------------------------|------------------------|------------------|-----------------|-----------|------------|
| 302240 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Home Manager | Test Manager | | Test Home | 66% |
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| 310278 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Maintenance Worker | Test Manager | | Test Home | 65% |
| 313779 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | | Test Home | 75% |
| 317056 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Kitchen Assistant | Test Manager | | Test Home | 94% |
| 317125 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | | Test Home | 85% |
| 317569 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | | Test Home | 0% |
| 318244 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Maintenance Worker | Test Manager | | Test Home | 0% |
| 320808 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | | Test Home | 77% |
| 320898 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | | Test Home | 75% |
| 321544 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | | Test Home | 75% |
| 321666 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | | Test Home | 85% |
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| 324127 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | | Test Home | 90% |
| 326544 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | | Test Home | 85% |
| 327224 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | | Test Home | 80% |
| 327433 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Chaplain | Test Manager | | Test Home | 90% |
| 327798 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | | Test Home | 0% |
| 328575 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Laundry Assistant | Test Manager | | Test Home | 82% |
| 328969 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Senior Care Assistant | Test Manager | | Test Home | 58% |
| 329103 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | | Test Home | 90% |
| 329846 | Test | User | notexist@mhalearningzone.org | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Domestic Assistant | Test Manager | | Test Home | 93% |

24. In the actual report data you will see the following data displayed

- **Username** – this will be the payroll number of any MHA staff and the email address of any volunteers
- **Firstname / Lastname** – as recorded in iTrent
- **Email** – this will be the email address that is stored for this person in iTrent and if it needs to be changed you will need to contact peoplesupport@mha.org.uk
- **L4 Function** – this will advise whether they work in Operations or Central Support

- **L5 Directorate** – this will provide the directorate that they work in i.e. Care Homes, Retirement Living etc....
- **L6 Region Department** – this will provide the Region or department that they work in i.e. Care Home Region 2, People Services etc..
- **L7 Area team** – this is then the team that the user works in i.e. Care Homes Area – West Midlands etc...
- **Job title** – this will be the primary job title that they hold as recorded in iTrent
- **Managers full name**
- **L8 volunteering** – this will contain the word **Volunteer** if the user is a volunteer and helps managers to easily identify volunteers
- **Location** – this is the local team name for Central Support or the home / scheme for Operational colleagues
- **Completion** – this is the percentage compliance that that user is across all the courses that they have been allocated
- The remaining columns all contain the names of each compliance course provided at MHA in alphabetical order as you move across the screen from left to right. This includes volunteers courses that all contain the word Volunteers in the title to distinguish them from staff courses i.e. **Confidentiality and Information Handling - Volunteers (Statutory)**
- For each course you will be provided with the following information;
 - i. In the title you will be provided with whether the course is Statutory, Regulatory or MHA Mandatory
 - ii. Whether it is a one off course, which will be shown by the word **Permanent**
 - iii. If the course has a refresh timeframe you will be provided with the number of days between each refresh and the number of days provided in the refresh window i.e. 1095 day(s) period + 30 day(s) window

iv. The enrolment-based period which is the number of days a new starter has to complete the course when they join before they become non-compliant

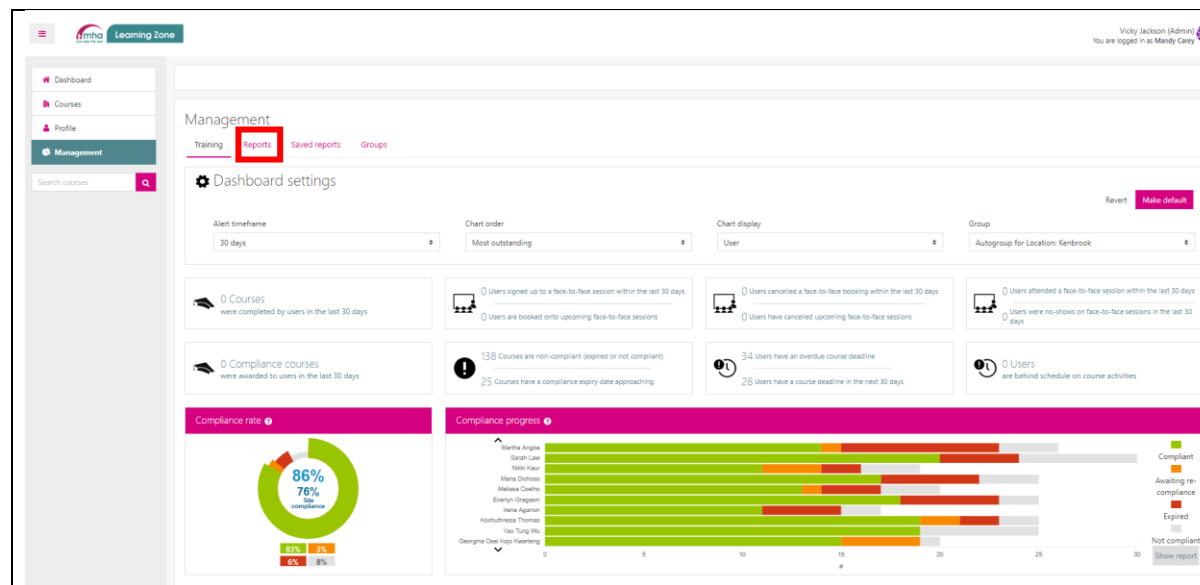
| | | | | | | | | | | | | | |
|------------|------|------|---------------------------------|------------|------------|--------------------|------------------------|-----------------------|--------------|-----------|----------------|----------------------|--------------------|
| 326544 | Test | User | notexist@mhalearningzone.o | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | | Test Home 85% | Completed 09/11/2020 | |
| 327224 | Test | User | notexist@mhalearningzone.o | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | | Test Home 80% | Completed 08/04/2021 | |
| 327433 | Test | User | notexist@mhalearningzone.o | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Chaplain | Test Manager | | Test Home 90% | Completed 30/11/2021 | |
| 327798 | Test | User | notexist@mhalearningzone.o | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | | Test Home 0% | | |
| 328575 | Test | User | notexist@mhalearningzone.o | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Laundry Assistant | Test Manager | | Test Home 82% | | |
| 328969 | Test | User | notexist@mhalearningzone.o | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Senior Care Assistant | Test Manager | | Test Home 58% | Completed 04/09/2021 | Expired 14/04/2023 |
| 329103 | Test | User | notexist@mhalearningzone.o | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | | Test Home 90% | Completed 23/03/2022 | |
| 329846 | Test | User | notexist@mhalearningzone.o | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Domestic Assistant | Test Manager | | Test Home 93% | | |
| 330116 | Test | User | notexist@mhalearningzone.o | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | | Test Home 85% | Completed 15/08/2022 | |
| 330118 | Test | User | notexist@mhalearningzone.o | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | | Test Home 95% | Completed 26/08/2022 | |
| 330388 | Test | User | notexist@mhalearningzone.o | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Cook | Test Manager | | Test Home 82% | | |
| 330645 | Test | User | notexist@mhalearningzone.o | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | | Test Home 85% | Completed 03/11/2022 | |
| 330762 | Test | User | notexist@mhalearningzone.o | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | | Test Home 80% | Completed 20/11/2022 | |
| 330788 | Test | User | notexist@mhalearningzone.o | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | | Test Home 75% | Completed 01/12/2022 | |
| 4315 | Test | User | notexist@mhalearningzone.o | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | | Test Home 85% | Completed 01/11/2020 | |
| 6334 | Test | User | notexist@mhalearningzone.o | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | | Test Home 85% | Completed 12/11/2020 | |
| 6389 | Test | User | notexist@mhalearningzone.o | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Kitchen Assistant | Test Manager | | Test Home 65% | | |
| 6422 | Test | User | notexist@mhalearningzone.o | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | | Test Home 65% | Completed 17/12/2020 | |
| 6503 | Test | User | notexist@mhalearningzone.o | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | | Test Home 90% | Completed 17/11/2020 | |
| 7234 | Test | User | notexist@mhalearningzone.o | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Chef | Test Manager | | Test Home 76% | | |
| 8348 | Test | User | notexist@mhalearningzone.o | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Domestic Assistant | Test Manager | | Test Home 85% | | |
| 9487 | Test | User | notexist@mhalearningzone.o | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Kitchen Assistant | Test Manager | | Test Home 67% | | |
| 9743 | Test | User | notexist@mhalearningzone.o | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | | Test Home 81% | Completed 12/11/2020 | 08/12/2022 |
| 331323 | Test | User | notexist@mhalearningzone.o | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | | Test Home 0% | | |
| 331810 | Test | User | notexist@mhalearningzone.o | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | | Test Home 0% | | |
| 331418 | Test | User | notexist@mhalearningzone.o | Operations | Care Homes | Care Home Region 2 | Care Homes Area - Test | Care Assistant | Test Manager | | Test Home 0% | | |
| notexist@m | Test | User | notexist@mhalearningzone.org.uk | | | | | | Test Manager | Volunteer | Test Home 100% | | |
| notexist@m | Test | User | notexist@mhalearningzone.org.uk | | | | | | Test Manager | Volunteer | Test Home 0% | | |
| notexist@m | Test | User | notexist@mhalearningzone.org.uk | | | | | | Test Manager | Volunteer | Test Home 100% | | |
| notexist@m | Test | User | notexist@mhalearningzone.org.uk | | | | | | Test Manager | Volunteer | Test Home 0% | | |
| notexist@m | Test | User | notexist@mhalearningzone.org.uk | | | | | | Test Manager | Volunteer | Test Home 100% | | |
| Totals | | | | | | | | | | | 89% | 100% | 83% |

25. By scrolling down to the bottom of the report there is a row labelled Totals

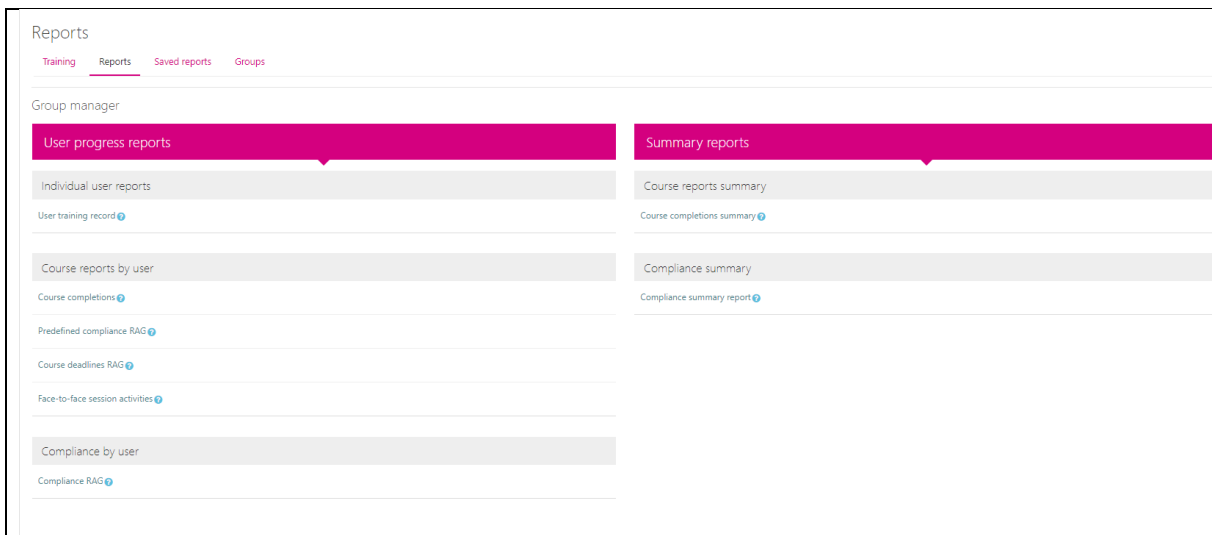
26. This row will provide you with the total percentage compliance level for the home / scheme / area (depending on what you selected the report to include

27. In addition, each column in that row will then provide a percentage compliance level for each of the compliance courses

2. How to run other reports



1. Once you have clicked on the Learning Zone link and logged into your account as a manager you will be presented with the Managers Dashboard screen
2. From the tabs at the top of the Dashboard information click **Reports**



3. The **Reports** screen will be displayed
4. The reports are split into sections as follows;
 1. User progress reports – these reports will all provide individual user data based on selections you make
 2. Summary Reports – these reports will all provide summary data based on the selections you make
5. Each report will not be covered in this document, as the principles for running each report are very similar.

User training record

Training Reports Saved reports Groups

553 Users

1 2 3 4 5 6 7 8 9 10 11 12 »

▼ New filter

User full name contains

First name contains

Surname contains

Email address contains

User profile fields any field contains

Add filter

| First name / Surname | Options |
|----------------------|--|
| Abbey Jarraz | Show report Show user details Show groups Download to Excel |
| Abdel Briki | Show report Show user details Show groups Download to Excel |
| Abi Adagunodo | Show report Show user details Show groups Download to Excel |

6. Select a report that you would like to run.
7. In this example the **User Training Record** has been selected
8. In the report screen there are various options you can select from to find a user who reports to you
9. Enter the information in the relevant field and click **Add filter**

User training record

Training Reports Saved reports Groups

1 / 553 Users

▼ New filter

User full name contains

First name contains

Surname contains

Email address contains

User profile fields any field contains

Replace filters Add filter

▼ Active filters

☐ User full name contains "Juvy Mayo"

Remove selected Remove all filters

| First name / Surname | Options |
|----------------------|--|
| Juvy Mayo | Show report Show user details Show groups Download to Excel |

10. In this example a **User Full Name** was entered

11. The user is now displayed at the bottom of the screen

Training Reports Saved reports Groups

Course completions Face to face sessions Compliance Competencies Learning plans User certificates User details User groups User historic data

Course completions

Show 50 entries Search:

| Course name | Course short name | Assignment type | Course status | Enrolment date (y-m-d) | Completion date |
|--|--|-----------------|---------------|------------------------|-----------------|
| Fire Safety: A Practical Approach (Statutory) | Fire Safety: A Practical Approach (Statutory) | Statutory | Not started | 2023-05-10 | |
| H&S: Control of Substances Hazardous to Health (COSHH) (Statutory) | H&S: Control of Substances Hazardous to Health (COSHH) (Statutory) | Statutory | Completed | 2021-03-19 | 2021-03-19 |
| H&S: Risk Management (Statutory) | H&S: Risk Management (Statutory) | Statutory | Completed | 2020-06-25 | 2020-06-25 |
| Confidentiality and Information Handling (Statutory) | Confidentiality and Information Handling (Statutory) | Statutory | Not started | 2023-05-10 | |
| Deprivation of Liberty Safeguards (DOLS) (Statutory) | Deprivation of Liberty Safeguards (DOLS) (Statutory) | Statutory | Completed | 2021-12-09 | 2021-12-09 |
| Infection Control: An Overview (Statutory) | Infection Control: An Overview (Statutory) | Statutory | Completed | 2021-03-19 | 2021-03-19 |
| The Mental Capacity Act (Statutory) | The Mental Capacity Act (Statutory) | Statutory | Completed | 2021-03-19 | 2021-03-19 |
| First Aid and Basic Life Support (Statutory) | First Aid and Basic Life Support (Statutory) | Statutory | Not started | 2011-08-16 | |
| Moving and Assisting People (Statutory) | Moving and Assisting People (Statutory) | Statutory | Completed | 2022-09-15 | 2022-09-15 |
| Protecting Children from Abuse (Regulatory) | Protecting Children from Abuse (Regulatory) | Regulatory | Not started | 2023-05-10 | |
| Safeguarding Adults at Risk (Regulatory) | Safeguarding Adults at Risk (Regulatory) | Regulatory | Not started | 2023-05-10 | |
| Falls: Balancing Risk (MHA Mandatory) | Falls: Balancing Risk (MHA Mandatory) | MHA Mandatory | Completed | 2021-03-19 | 2021-03-19 |
| Appropriate Use of Bedrails (MHA Mandatory) | Appropriate Use of Bedrails (MHA Mandatory) | MHA Mandatory | Completed | 2020-11-09 | 2020-11-09 |
| Dementia: An Introduction (MHA Mandatory) | Dementia: An Introduction (MHA Mandatory) | MHA Mandatory | Completed | 2011-11-13 | 2011-11-13 |

12. By selecting **Show Report** on the previous screen you will be provided with all that users training data held in the system including

- Course name
- Type of course ie. Statutory, Regulatory, MHA mandatory. If blank then the course is a personal development course
- Course Status
- Enrolment date
- Completion date

| | | | |
|--------------------|-----------------------|---------------|--------------|
| Training | Reports | Saved reports | Groups |
| Course completions | Face to face sessions | Compliance | Competencies |
| Learning plans | User certificates | User details | User groups |
| User historic data | | | |

| | |
|--------------------|---------------------------------|
| User details | |
| Username | 305820 |
| First name | Jovy |
| Surname | Mayo |
| Account created | 15/02/2023 |
| Email | notexist@mhalearningzone.org.uk |
| L4function | Operations |
| L5directorate | Care Homes |
| L6regiondepartment | Care Home Region 1 |
| L7areateam | Care Homes Area - Home Counties |
| Startdate | 16/08/2011 |
| Leavedate | |
| Jobtitle | Care Assistant |
| Mgrfullname | Claire Carpenter |
| Managersemail | Claire.Carpenter@mha.org.uk |
| Ismanager | 0 |
| L8volunteering | |
| Location | Elmside |

13. By selecting **Show User Details** on the previous screen you will be provided with an overview of the details held about that user in the system

14. If you notice that something is not correct here please email peoplesupport@mha.org.uk to get this changed in iTrent

| Training Reports Saved reports Groups | | | |
|---|---------------------|---|---|
| Course completions Face to face sessions Compliance Competencies Learning plans User certificates User details User groups User historic data | | | |
| User groups | | | |
| Show | 50 | entries | Search: <input type="text"/> |
| Group | Type | Managers | Courses |
| All Users | All users group | | |
| Care Home Training Group For: Care Assistant | User based profiles | | 01 Radar - Welcome to incident reporting, 02 Radar - Dashboard navigation & setting an out of office, 03 Radar - How to raise an event, 05 Radar - Overview of an event, 06 Radar - Reviewing recorded events and filtering, Appropriate Use of Bedrails (MHA Mandatory), Confidentiality and Information Handling (Statutory), Cyber Security Awareness (MHA Mandatory), Dementia: An Introduction (MHA Mandatory), Deprivation of Liberty Safeguards (DOLS) (Statutory), Documenting in a Care Environment (MHA Mandatory), Dysphagia Awareness and Support of Swallowing Difficulties (MHA Mandatory), Falls: Balancing Risk (MHA Mandatory), Final Lap (MHA Mandatory), Fire Evacuation Drill - Site Specific (MHA Mandatory), Fire Evacuation Safety (Statutory), Fire Safety: A Practical Approach (Statutory), First Aid and Basic Life Support (Statutory), H&S: Control of Substances Hazardous to Health (COSHH) (Statutory), H&S: Risk Management (Statutory), Incident Reporting - Care Homes/Retirement Living, Infection Control: An Overview (Statutory), Moving and Assisting People (Statutory), One MHA Induction (MHA Mandatory), Promoting Equality, Diversity and Inclusion - Care Homes (Statutory), Protecting Children from Abuse (Regulatory), Reducing Distressed Behaviours Level 1 (MHA Mandatory), Safeguarding Adults at Risk (Regulatory), The Mental Capacity Act (Statutory) |
| MHA Employees | User based profiles | | |
| Autogroup for Location: Elmside | User based profiles | Amanda Weir, Ann Connell, Ann-Marie Coulthard, Beverley Hickey, Claire Carpenter, Emma Lindblom, Enoch Adams, Jason Gates, Jo Rawcliffe, Kate Horton, Kate Smith, Katie Nash, Katy Mitchell, Kay Henocq, Lauren Knight, Maddy Stretton, Melanie Parker, Sheila Patel, Vilawan Hawkes, Yvonne Kiffin | |
| Care Homes - London East | User based profiles | Amanda Weir, Ann-Marie Coulthard, Beverley Hickey, Dan Ryan, Emma Lindblom, Jason Gates, Jo Rawcliffe, Karen Slater, Kate Horton, Kate Smith, Katie Nash, Katy Mitchell, Kay Henocq, Lauren Knight, Maddy Stretton, Mandy Carey, Melanie Parker, Sheila Patel, Yvonne Kiffin | |
| Autogroup for: Claire Carpenter | User based profiles | Claire Carpenter, Enoch Adams | |

15. By selecting **Show Groups** on the previous screen you will be provided with an overview of any groups in the Learning Zone that this user is a member of.

16. These groups cannot be changed and are set by the People Development team to allocate training and ensure the user appears on the correct reports

| Course name | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------|-------------|-------------------------|------------|------------|------------|-----------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 1 | Course na | Course sh | Assignme | Course st | Enrolmen | Completion date | | | | | | | | | | | | | | | | | | | | |
| 2 | Falls: Bala | Falls: Bala | MHA Man | Complete | 2021-03-1 | 2021-03-19 | | | | | | | | | | | | | | | | | | | | |
| 3 | Fire Safet | Fire Safet | Statutory | Not starte | 2023-05-10 | | | | | | | | | | | | | | | | | | | | | |
| 4 | H&S: Cont | H&S: Cont | Statutory | Complete | 2021-03-1 | 2021-03-19 | | | | | | | | | | | | | | | | | | | | |
| 5 | H&S: Risk | H&S: Risk | Statutory | Complete | 2020-06-2 | 2020-06-25 | | | | | | | | | | | | | | | | | | | | |
| 6 | Appropria | Appropria | MHA Man | Complete | 2020-11-0 | 2020-11-09 | | | | | | | | | | | | | | | | | | | | |
| 7 | Confident | Confident | Statutory | Not starte | 2023-05-10 | | | | | | | | | | | | | | | | | | | | | |
| 8 | Dementia | Dementia | MHA Man | Complete | 2011-11-1 | 2011-11-13 | | | | | | | | | | | | | | | | | | | | |
| 9 | Deprivatic | Deprivatic | Statutory | Complete | 2021-12-0 | 2021-12-09 | | | | | | | | | | | | | | | | | | | | |
| 10 | Dysphagia | Dysphagia | MHA Man | Complete | 2020-08-3 | 2020-08-31 | | | | | | | | | | | | | | | | | | | | |
| 11 | Infection | Infection | Statutory | Complete | 2021-03-1 | 2021-03-19 | | | | | | | | | | | | | | | | | | | | |
| 12 | Protecting | Protecting | Regulator | Not starte | 2023-05-10 | | | | | | | | | | | | | | | | | | | | | |
| 13 | Safeguard | Safeguard | Regulator | Not starte | 2023-05-10 | | | | | | | | | | | | | | | | | | | | | |
| 14 | The Ment | The Ment | Statutory | Complete | 2021-03-1 | 2021-03-19 | | | | | | | | | | | | | | | | | | | | |
| 15 | Care Certi | Care Certificate | Stat | Complete | 2017-04-2 | 2017-04-27 | | | | | | | | | | | | | | | | | | | | |
| 16 | End of Life | End of Life | Care: Ber | Complete | 2020-11-0 | 2020-11-09 | | | | | | | | | | | | | | | | | | | | |
| 17 | Document | Document | MHA Man | Complete | 2020-11-0 | 2020-11-09 | | | | | | | | | | | | | | | | | | | | |
| 18 | Oral Healt | Oral Health: Caring f | Complete | 2020-01-2 | 2020-01-20 | | | | | | | | | | | | | | | | | | | | | |
| 19 | Cyber Sec | Cyber Sec | MHA Man | Not starte | 2011-08-16 | | | | | | | | | | | | | | | | | | | | | |
| 20 | 01 Radar | - 01 Radar - Welcome | Complete | 2021-12-0 | 2021-12-09 | | | | | | | | | | | | | | | | | | | | | |
| 21 | 03 Radar | - 03 Radar - How to rai | Complete | 2021-12-0 | 2021-12-09 | | | | | | | | | | | | | | | | | | | | | |
| 22 | Dementia | Dementia: Respon | Complete | 2020-11-0 | 2020-11-09 | | | | | | | | | | | | | | | | | | | | | |
| 23 | Boots: Ad | Boots: Additional M | Complete | 2021-06-2 | 2021-06-22 | | | | | | | | | | | | | | | | | | | | | |
| 24 | Final Lap | (Final Lap (MHA Man | Not starte | 2011-08-16 | | | | | | | | | | | | | | | | | | | | | | |
| 25 | First Aid | a First Aid a Statutory | Not starte | 2011-08-16 | | | | | | | | | | | | | | | | | | | | | | |
| 26 | Moving ar | Moving ar Statutory | Complete | 2022-09-1 | 2022-09-15 | | | | | | | | | | | | | | | | | | | | | |
| 27 | Reducing | Reducing MHA Man | Not starte | 2011-08-16 | | | | | | | | | | | | | | | | | | | | | | |
| 28 | Incident R | Incident Reporting | - Complete | 2021-12-0 | 2021-12-09 | | | | | | | | | | | | | | | | | | | | | |
| 29 | MYMHA | MYMHA | Complete | 2020-04-1 | 2020-04-13 | | | | | | | | | | | | | | | | | | | | | |
| 30 | Level 3 Di | Level 3 Diploma in A | Complete | 2010-04-2 | 2010-04-21 | | | | | | | | | | | | | | | | | | | | | |
| 31 | One MHA | One MHA MHA Man | Complete | 2011-10-0 | 2011-10-09 | | | | | | | | | | | | | | | | | | | | | |
| 32 | Promotin | Promoting Equality, | Complete | 2020-04-1 | 2020-04-13 | | | | | | | | | | | | | | | | | | | | | |
| 33 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 34 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 35 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 36 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 37 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 38 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 39 | | | | | | | | | | | | | | | | | | | | | | | | | | |

17. Finally, by selecting **Download to Excel** you will receive an excel report that contains all the data held in the system about that user.

18. Please note the tabs in the spreadsheet

- Course completions – this provides a list of all the courses either completed or not started by this user
 - Face to face sessions – this provides information about any face to face (or webinar) sessions that the user has attended, booked and not shown up to or booked and then cancelled
 - Compliance – this provides records for this user on just compliance courses
 - Competencies - (not used in the Learning Zone yet)
 - Learning Plans (not used in the Learning Zone yet)
 - User Certificates – this provides links to any certificates the user has received for training completions
 - Use groups – this provides information on any groups that the user is part of for the purposes of the system set up
1. User historic data – this provides information on any courses completed including those that are current and those that have been archived as they have expired

3. Using the Groups screen

Groups

Training
 Reports
 Saved reports
 Groups

Show 50 entries

Search:

| Name | Type | Members | Rules | Managers | Courses | Options |
|---|---------------------|---------|-------|---|---------|---------|
| Autogroup for Location: Kenbrook | User based profiles | 64 | 1 | Amanda Weir, Ann-Marie Coulthard, Bernadette Reilly, Beverley Hickey, Emma Lindblom, Jason Gates, Jo Rawcliffe, Kate Horton, Kate Smith, Katie Nash (+ 9 more) | | |
| Autogroup for Location: Lawnfield House | User based profiles | 48 | 1 | Abi Adagunodo, Amanda Weir, Ann-Marie Coulthard, Beverley Hickey, Emma Lindblom, Heflin Jani, Jason Gates, Jo Rawcliffe, Kate Horton, Kate Smith (+ 10 more) | | |
| Autogroup for Location: Riverview Lodge | User based profiles | 59 | 1 | Amanda Weir, Anisha Raghvani, Ann-Marie Coulthard, Beverley Hickey, Constantin Ionescu, Emma Lindblom, Jason Gates, Jo Rawcliffe, Kate Horton, Kate Smith (+ 11 more) | | |
| Autogroup for Location: Willesden Court | User based profiles | 70 | 1 | Allen Yabut, Amanda Weir, Ann-Marie Coulthard, Anne Fenlon, Beverley Hickey, Emma Lindblom, Jason Gates, Jo Rawcliffe, Josephine Naylor, Kate Horton (+ 10 more) | | |
| Autogroup for: Abiodun Williams | User based profiles | 8 | 1 | Abiodun Williams, Mandy Carey | | |
| Autogroup for: Anne Fenlon | User based profiles | 1 | 1 | Anne Fenlon, Mandy Carey | | |
| Autogroup for: Lauren Sparg | User based profiles | 1 | 1 | Lauren Sparg, Mandy Carey | | |
| Autogroup for: Mandy Carey | User based profiles | 8 | 1 | Karen Slater, Mandy Carey | | |
| Autogroup for: Manjit Laute | User based profiles | 4 | 1 | Mandy Carey, Manjit Laute | | |
| Autogroup for: Sarah Law | User based profiles | 4 | 1 | Mandy Carey, Sarah Law | | |
| Autogroup for: Sirisha Kodakandla | User based profiles | 3 | 1 | Mandy Carey, Sirisha Kodakandla | | |
| Autogroup for: Solomon-Paul Ekuase | User based profiles | 6 | 1 | Mandy Carey, Solomon-Paul Ekuase | | |
| Autogroup for: Urmi John | User based profiles | 19 | 1 | Mandy Carey, Urmi John | | |
| Care Homes - London East | User based profiles | 513 | 1 | Amanda Weir, Ann-Marie Coulthard, Beverley Hickey, Dan Ryan, Emma Lindblom, Jason Gates, Jo Rawcliffe, Karen Slater, Kate Horton, Kate Smith (+ 9 more) | | |

Showing 1 to 14 of 14 entries

First
 Previous
 1
 Next
 Last

- To view any groups that you as a user are a member of in the system click on the Groups option at the top of the screen
- These groups are set up to enable you to report on the relevant teams and users within MHA and also to assign any relevant training to you as per the Core Training Framework and your job title(s)
- These groups cannot be changed by you and if you feel anything is not correct then please email peopledevelopment@mha.org.uk