TAS - View my training record

How to view my TAS training record

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TAS holds your study records from the beginning of January 2023. For study completed prior to January 2023, please contact IT Training. On attending a course, filling a survey, or completing an assessment, Your training record will be available from your Profile page.

Prerequisites

You must have attended an IT Training course, filled a survey, or successfully completed an assessment.

You must be logged into your registered and verified TAS account. If you need help logging into TAS please review the help guide TAS - How to login

Opening your User Profile

When you have logged into TAS, your name will be displayed on the top menu bar.

Click your name to display a drop list menu.
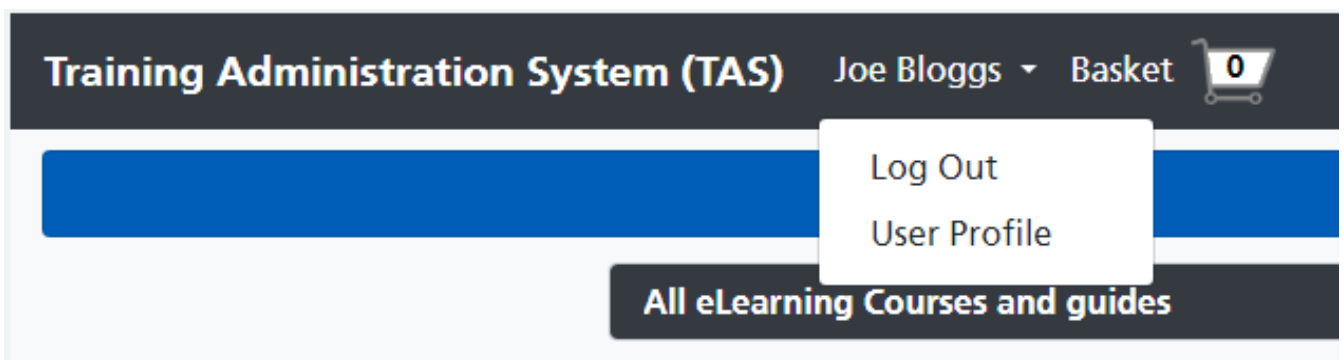
Click the **User Profile** option to open your TAS User Profile page.

TAS User Profile

Update your profile before continuing

Title	Mrs ⌄
Other title	Other title
Email address	m.brimson@nhs.net
Password	password	retype password
Full Name	Marl	Brimson
Username	brimsonmr
GMC / NMC	GMC / NMC registration Number
DoB	09/09/1996 📅

Specialty	It Training
Location	Kedhlow Building, Treliske
Job	This is my job role
Care Group	Corporate ⌄
Trust	RCHT ⌄
Contact Number	0000
Manager Full Name	Mary-sue	Booker
Manager email address	m.booker@nhs.net

Are you a Postgrad Junior Doctor? ☐ Yes

Are you KernowFlex or Agency Staff? ☐ KernowFlex ☐ Agency

Save **Close**

Booked Classroom Courses

Course Name	Location	Date	Time
Microsoft Teams (Booked)	Teams	06-06-2024	10:00

Scroll the user profile page down to your student training record.

Booked Classroom Courses

Course Name	Location	Date	Time
Microsoft Teams (Booked)	Teams	06-06-2024	10:00

My Training Record

Course Attendance (1)	Course History (2)
eLearning History (23)	Survey History (1)

By default any future courses you have booked are displayed in the 'Booked Classroom Courses' panel.

The My Training Record will contain buttons where you can access a summary of your course attendances, course history, eLearning history and your survey history.

Each button will display the number of courses in the summary.

Viewing your course attendance

Click the Course Attendance button to open your classroom attendance history.

Course Attendance (1)

All attended classroom courses including those delivered by Teams will be recorded on this page.

Marl Brimson Classroom Attendance History   Close

Course Name	Location	Date	Time
PAS Outpatient **Attendance:** Attended	B10 Knowledge Spa	21-05-2024	09:00

Click the required attendance to open the Course Booking Details page.

Course Booking Details

Course Title	eNotes Overview
Course Location	B09 Knowledge Spa
Course Date	08-03-2023 From 09:00 to 10:00
Course status	Booked
Special requirements if given	Empty
Recorded attendance	Attended

Email Certificate

Close

Viewing your course history

Click the Course History button to open your classroom course history.

Course History (2)

The Classroom Course History page contains 3 panels; Booked Classroom Courses, Course Attendance Record and Past Course History.

Marl Brimson Classroom Course History   Close

Booked Classroom Courses	1 Booked
Course Attendance Record	1 Attendances
Past Course History	1 Attendances 0 DNA 0 Cancelled 0 Awaiting result 0 Cancelled by Cits 0 Refused by CITS 0 Cancelled within 48 hours

Each panel contains a course summary.

Booked Classroom Courses

Click on the Booked Classroom Courses panel, this will open a summary of

your booked future courses.

Booked Classroom Courses	1 Booked		
Course Name	**Location**	**Date**	**Time**
Microsoft Teams (Booked)	Teams	06-06-2024	10:00

Click the required course to open the Course Booking Details to further information for your booking.

Course Booking Details

Course Title	Microsoft Teams				
Course Location	This course is held on Teams - open the Teams meeting				
Course Date	06-06-2024	From	10:00	to	11:15
Course status	Booked				
Special requirements if given	Empty				
Recorded attendance	TBC				

Cancel Booking

On this page you can opt to cancel the course.

When a course is due to be delivered over the Teams app, the Course Location will contain a link to join the course.

Booked Classroom Courses

Click on the Course Attendance Record panel, this will open a summary of your attended courses.

Course Attendance Record	1 Attendances		
Course Name	**Location**	**Date**	**Time**
PAS Outpatient **Attendance: Attended**	B10 Knowledge Spa	21-05-2024	09:00

Click the required course to open the Course Booking Details to view further information for your attendance.

Course Booking Details			
Course Title	PAS Outpatient		
Course Location	B10 Knowledge Spa		
Course Date	21-05-2024	**From** 09:00	**to** 13:00
Course status	Booked		
Special requirements if given	Empty		
Reason for booking	Test		
Vettor Decision			
Recorded attendance	Attended		

Email Certificate

On this page you can send a certificate to your email address.

course is due to be delivered over the Teams app, the Course Location will contain a link to join the course.

Past Course History

Click on the Past Course History panel, this will open a breakdown of your past booked courses.

	Past Course History	1 Attendances	0 DNA
		0 Cancelled	1 Awaiting result
		0 Cancelled by Cits	0 Refused by CITS
		0 Cancelled within 48 hours	

Course Name	Location	Date	Time
Microsoft Teams **Attendance:** Awaiting result	Teams	06-06-2024	10:00
PAS Outpatient **Attendance:** Attended	B10 Knowledge Spa	21-05-2024	09:00

The history will contain a breakdown of your;

- Attendances - courses that you have attended.
- Cancelled - Cancellations that you have made.
- Cancelled by CITs - Courses cancelled by CITs for example where the course has been cancelled.
- Cancelled within 48 hours - Cancellations you have made within 48 hours of the scheduled course appointment.
- DNA - Courses you have failed to attend.
- Awaiting Result - Courses that are waiting for the instructor to record attendance.
- Refused by CITs - Course bookings vetted by the training team as inappropriate for your job role.

Click the required course to open the Course Booking Details to view further information for your course.

Viewing your eLearning history

Click the eLearning History button to open your classroom attendance history.

eLearning History (23)

All completed assessments are recorded on the eLearning History page.

Click the eLearning assessment course title to open the eLearning Assessment Result page.

eLearning Assessment Result

Course Details

Course Title	Maxims Correspondence
Date and Time	08 March 2023 at 01:35:58 pm
Percentage pass	80%
Result	Pass
Course type	Graded
Attempts to pass course	1

Student Details

Student name	Joe Bloggs
Student Email Address	joe.bloggs@nhs.net
Specialty	It Training
Location	Kedhlow Building, Treliske
Trust	Rcht
Postgrad	No
Agency	None

Full list of attempts (1)

Email Certificate

Close

On this page you can send a certificate to your email address.

Viewing your Survey History

Click the Survey History button to open a summary of your surveys.

Survey History (1)

All completed surveys are recorded on the Survey History page.

Close

Survey Name	On	Status
Maternity PDGs	13 May 2024 at 02:55:43 pm	survey

Click the survey title to open the Survey Summary page.

Survey Summary

Close

Course Details

Course Title:	Maternity PDGs
Date and Time:	13 May 2024 at 02:55:43 pm
Status:	Completed
Result:	Survey
Study Time:	PT11M52.35S

Scroll down the page to view the survey questions and answers.

Questions and Answers posed

Question 1
Question text - 1. Inactivated Influenza Vaccine
Learner response - Confirm I have read fully - v1
Result - Survey

Question 2
Question text - 2. Enoxaparin Injection
Learner response - Confirm I have read fully - v1
Result - Survey

Question 3
Question text - 4. Pertussis Vaccine
Learner response - Confirm I have read fully - v2
Result - Survey

Question 4
Question text - 3. Misoprostol 200microgram tablets
Learner response - Confirm I have read fully - v3
Result - Survey

Scrolling to the bottom a list of all surveys you have submitted for this

survey title are displayed

Clicking each one listed will in turn further information for the selected submitted survey.

Please note that although TAS stores your study record, IT Training do not set-up accounts. Account creation is done by different teams.