

iLearn

How to run EPT Competency Reports

How to run EPT Competency Reports

Once a permission has been given to a user, the user can then run reports on Essential Practices Training (EPT) dates for staff from iLearn for the Service Centre(s) in their region.

For	Disability Services
Last Updated	July 2015 (Version 1.0)
Menu	Menu – My Tools- Reports
Department	DCCSDS

1

2

1 From the menu button '☰' select 'My Tools'.

2 Select 'Reports' from the left menu.

3 Click the 'Select Report' button under the 'User Competency Reports – EPT' option

3

TIPS

This report option is specifically designed to generate user reports for the following EPT competencies:

- EPT – Challenging Behaviour and Protective Actions
- EPT – CPR
- EPT – Fire Safety Training
- EPT – First Aid
- EPT – Manual Tasks

◀ Back to Reports

User Competency Reports - EPT

Competencies

- EPT - Challenging Behaviour and Protective Actions
- EPT - CPR
- EPT - Fire Safety Training
- EPT - First Aid
- EPT - Manual Tasks

Criteria

Status

Latest Dates

Current

Expired

Latest Dates

All

Display Options

- User
- Position
- Organisation
- Org Unit
- Work Unit (All)
- Work Unit (Lowest)
- Competency
- Received
- Expires
- Rating
- Notes

Work Unit(s)

- [DCCSDS] 01.6.1.7_Inala Child Safety Service Centre
- [DCCSDS] 01.6.1.8_Mt Gravatt Child Safety Service Centre
- [DCCSDS] 01.6.1.9_Office of the Regional Director - CS BNE
- [DCCSDS] 01.6.1.10_Placement and Service Support - BNE
- [DCCSDS] 01.6.1.10.1_Placement Services Unit - BNE
- [DCCSDS] 01.6.1.10.2_Regional Intake Service - BNE
- [DCCSDS] 01.6.1.11_Stones Corner Child Safety Service Cer
- [DCCSDS] 01.6.2_Disability and Community Services - BNE
- [DCCSDS] 01.6.2.1_Accommodation Support and Respite S
- [DCCSDS] 01.6.2.1.1_Mt Gravatt AS&RS Service Centre

Run Report

4

Select one or more work units / AS&RS Service Centre(s) to report on.

TIPS

Hold down the CTRL key to choose more than one work unit.

5

Select the Report 'Status' type.

TIPS

- Current** - Report on all current EPT competencies only
- Expired** - Report on all expired EPT competencies only
- Latest Dates** - Report on all Five EPT competencies and return the latest date for each
- All** - Report on all EPT competencies received regardless of currency

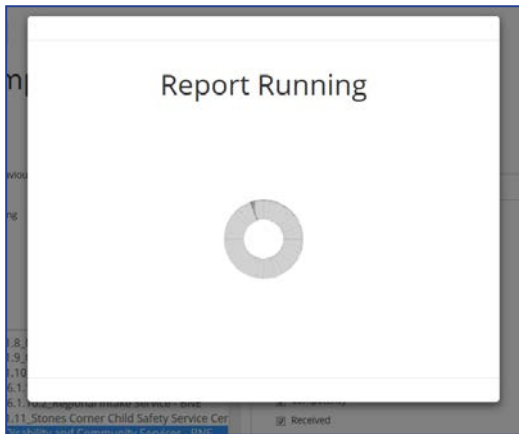
The report type 'Latest Dates' should prove the most useful as this report will return results for all users across the five EPT competencies and return the latest date for each, or a blank field where no record exists.

6

Select the 'Display Options' to include in the report.

7

Click 'Run Report'.



TIPS

When the report has finished running, the results will display on screen.

To export the results to Microsoft Excel, scroll down to locate the Microsoft Excel Version button.

EPT - First Aid
EPT - Manual Tasks

Work Unit(s)

- [DCCSDS] 01.6.2.1.1_Mt Gravatt AS&RS Service Centre
- [DCCSDS] 01.6.2.1.2_Nundah AS&RS Service Centre
- [DCCSDS] 01.6.2.1.3_Oxley A AS&RS Service Centre
- [DCCSDS] 01.6.2.1.4_Oxley B AS&RS Service Centre
- [DCCSDS] 01.6.2.1.5_Wacol AS&RS and SRS Direct Suppo
- [DCCSDS] 01.6.2.4_Disability and Community Services - DC
- [DCCSDS] 01.6.2.4.1_Community Services and Child Safe
- [DCCSDS] 01.6.2.4.2_Disability and Community Care Con
- [DCCSDS] 01.6.2.4.9_Statewide Contract Management
- [DCCSDS] 01.6.2.4.3_Disability and Community Care Spe

Run Report

8

Microsoft Excel Version

755 records found
5 sec execution time

Work Unit (Lowest) Competency

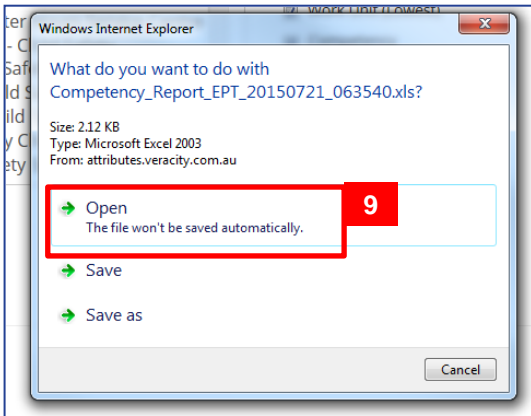
Scroll down to see more

8

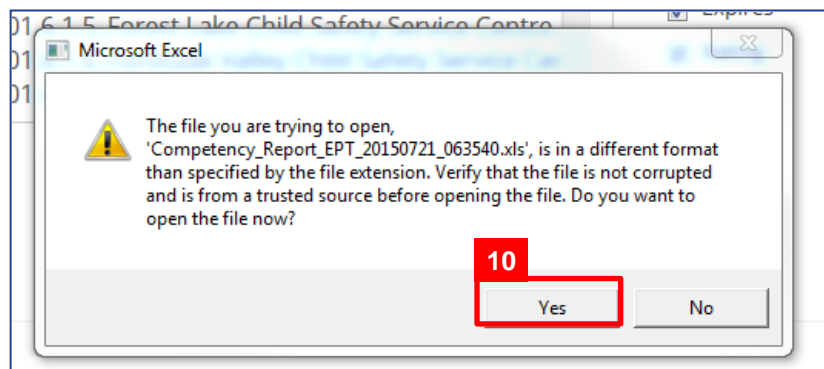
Click 'Microsoft Excel Version'.

TIPS

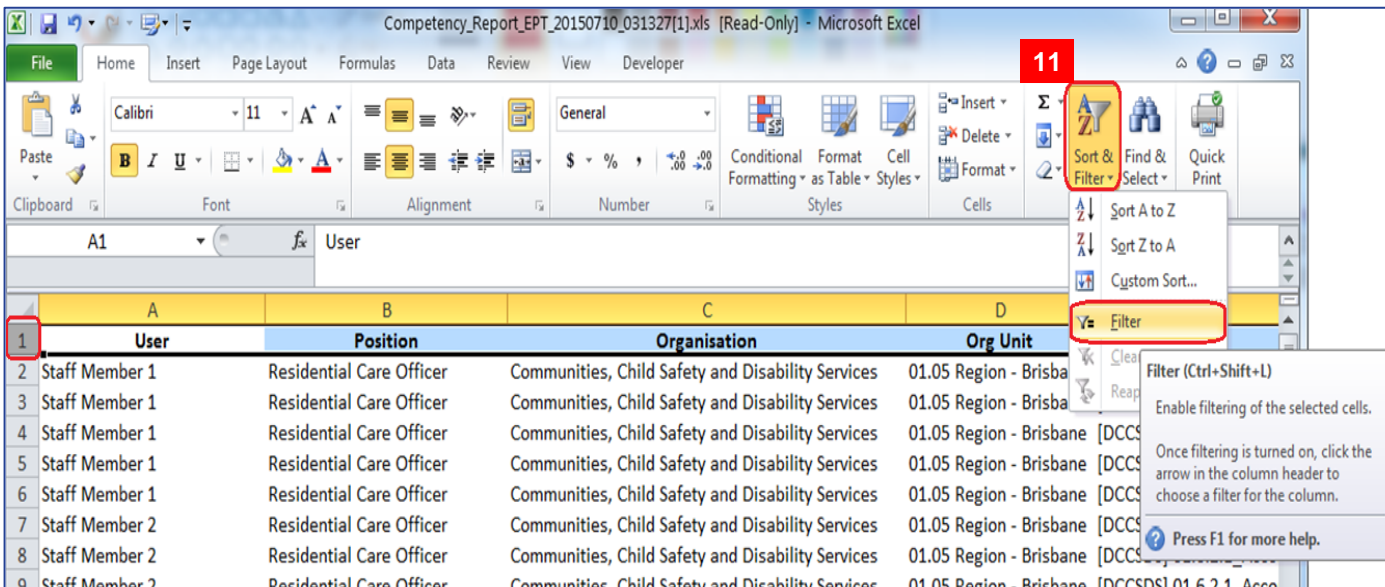
If nothing appears after clicking the Excel button, you may have Excel open already. Navigate to your open Excel application and you should see an on screen message waiting for you to continue.



9
Click 'Open' to open the file.



10
If you get a warning screen advising that the file is in a different format, just click 'Yes' to continue and open the file.



11
The Report should now appear in Microsoft Excel. You can apply a simple **Auto filter** to the header row by selecting Row 1 and clicking **Sort & Filter > Filter**.

12

1	User	Position	Org Unit	Work Unit (Lowest)	Competency	Received	Expires
7	Staff Member 2	Residential Care Officer	01.05 Region - Brisbane	Mt Gravatt AS&RS Service Centre	EPT - CPR	11/02/2015	11/02/2016
8	Staff Member 2	Residential Care Officer	01.05 Region - Brisbane	Mt Gravatt AS&RS Service Centre	EPT - Challenging Behaviour and Protective Actions	11/02/2015	11/02/2017
9	Staff Member 2	Residential Care Officer	01.05 Region - Brisbane	Mt Gravatt AS&RS Service Centre	EPT - Fire Safety Training	5/03/2014	5/03/2016
10	Staff Member 2	Residential Care Officer	01.05 Region - Brisbane	Mt Gravatt AS&RS Service Centre	EPT - First Aid	4/12/2013	4/12/2016
11	Staff Member 2	Residential Care Officer	01.05 Region - Brisbane	Mt Gravatt AS&RS Service Centre	EPT - Manual Tasks	11/02/2015	11/02/2017

12
Then you can select individual staff members via the filter and view their EPT competencies.

 Save report as required.