

Organising your trainees into Training Programs

Training programs (formerly known as 'training cohorts') let you create training setups for groups of people across your organisation who have different training requirements, so that everyone's training stays up to date and relevant.

Each program is made up of a list of experiences (courses), a training frequency (how often those courses need to be completed), and its members. Any member added as a trainee of the program needs to complete all of the courses in it for their training status to be "Certified", and needs to keep that training up to date by repeating it at the set frequency (for example, every 6 months).

For example, your warehouse pickers may need to complete courses such as Hand Safety, Manual Handling and Working Around Forklifts, so you could create a dedicated "Warehouse Training" program for them. Your office staff may only need courses relevant to their job (such as Office Hazards and Slips, Trips and Falls), so you could create an "Admin" program just for them. And if you want everyone in your organisation trained in using fire extinguishers, you could create a program for that and include everyone.

Training programs are how the Platform keeps track of whose training is current, overdue or expired. Training status and expiry dates depend on them, so it is important that all of your members are set up in a program.

Setting up a training program

To view your current training programs or create a new one, select **Training Programs** in the left-hand menu. You will see a summary of all of your organisation's programs, including their experiences, training frequency, and number of managers and trainees.

NEXT WORLD

Real Safe Trainee Root

A Very Safe Company Organization >

Dashboard

Training Insights

Trainees

Training Programs

Training Schedule

Experiences

Admin

News

Training Programs

Search...

Export CSV

NAME	EXPERIENCES	FREQUENCY	MEMBERS	ID
 Warehouse Workers ssddsf		6 Months	 1  3	84
 Scissor Lift		6 Months	 1  2	67
 Onsite Workers		6 Months	 1  1	93
 Office		12 Months	 1  1	363
 Nov Program to train 50 employees on beginner		12 Months	 1  3	28



To create a new program, select the orange + button in the bottom-right corner. You will be guided through four steps:

1. Details

- **Name:** what the program is for, for example Fire Safety or Office Safety
- **Description** (optional)
- **Training Frequency:** how often trainees need to refresh their training on the courses in this program. This also controls when reminder notifications are sent to trainees and managers.



CREATE

Training Program

Assign a title and a description to describe the category or usage for the training program

DETAILS

EXPERIENCES

MEMBERS

SUMMARY

NAME

What type of training does this program describe?
Eg. Fire Safety, Office Safety etc

Warehouse Training

Required

DESCRIPTION

Any additional information needed to assist with
describing this training program

Safety courses for warehouse pickers and
forklift operators

TRAINING FREQUENCY

Training frequency controls how often trainees
should be refreshing their training on any course
within this training program, when notifications will
be sent to trainees and managers, and training
urgency status

12 Monthly



Required

Back

Next

2. Experiences

Switch on each experience your trainees will need to complete. You can search the list, or use **Select all** to include every experience.



CREATE

Which Experiences?

Select any courses that will be included with this training program

DETAILS

EXPERIENCES

MEMBERS

SUMMARY

Search...



EXPERIENCE

ENABLED

Select all



Navigating Microaggressions
Body Swaps



Road Accident With Dangerous Goods
GWPro



Underground Rock Scaling Assessment
GWPro



Komatsu's Depower and Reinitialise Battery Electric Ve...
Next World



Lockout Tagout



Back

Next

3. Members

Select **TRAIN** next to each member who will be a trainee in the program, and select **MANAGE** next to at least one person who will manage it. Only members with the Manager or Admin role can manage a program. Turn on **Show All Divisions** to include members from your subdivisions.



CREATE

Who is included?

Select any members who will be included in this training program

DETAILS EXPERIENCES MEMBERS SUMMARY



SHOW ALL DIVISIONS



Search...



MEMBER

ROLE

REQUIREMENT



Alexander Foreman
A Very Safe Company



Manager

TRAIN

MANAGE



Alex Captain
A Very Safe Company



Admin

TRAIN

MANAGE



Alex Freshman
A Very Safe Company



Trainee

TRAIN

4. Summary

Review the details you've entered, then select **Create** to finish.



CREATE

Summary

Please review the details below to create your new training program

DETAILS

EXPERIENCES

MEMBERS

SUMMARY

TITLE

Warehouse Training

DESCRIPTION

Safety courses for warehouse pickers and forklift operators

TRAINING FREQUENCY

12 Monthly

MANAGERS



Alex Captain

TRAINEES



Alex Freshman



Alex McBeard



Camila Cabello

[Back](#)

[Create](#)

Editing and removing programs

To edit a program, select it on the **Training Programs** page. You can change its details, experiences and members using the **Details**, **Experiences** and **Members** tabs, then select **Update** to save.

To delete a program, select **Remove** at the bottom of the **Details** tab.

View and update details about this training program

DETAILS

EXPERIENCES

MEMBERS

NAME

What type of training does this program describe?
Eg. Fire Safety, Office Safety etc

Engineering H&S Training

Required

DESCRIPTION

Any additional information needed to assist with
describing this training program

To train 51 engineers on 2 VR courses within
2 weeks

TRAINING FREQUENCY

Training frequency controls how often trainees
should be refreshing their training on any course
within this program, when notifications will be sent
to trainees and managers, and training urgency
status

12 Monthly

TRAINING PROGRAM ID

Used for identifying a training program when
referencing externally

195

REMOVE

Remove this training program

Remove 

Cancel

Update

Removing a training program affects the training status of every member in it.

Adding members to an existing program

You can add members to a program from the program's **Members** tab, or from the member's own profile. To do this from their profile, select the member on the **Trainees** page or under **Admin** >



View and update details about this team member

TRAINING PROGRAMS



2

Update

