

CareerPath: Learning Module

QUICK REFERENCE GUIDE

WHAT IS CAREERPATH?

CareerPath is a new personalised web portal which provides staff with career development, management and planning tools.

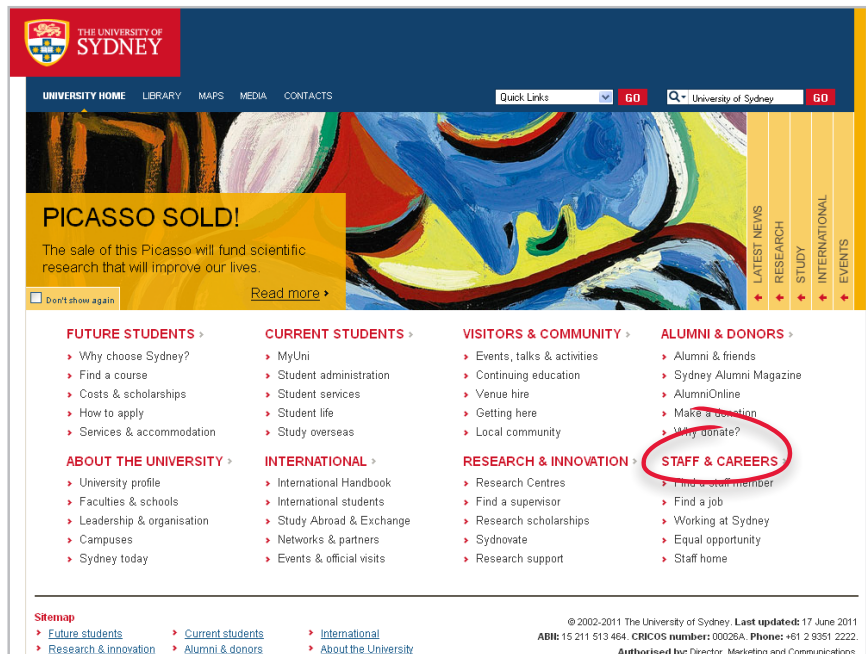
Initially, CareerPath will be used for online registration for a range of staff training and development activities.

Other features of CareerPath that will be rolled out progressively include: the ability to add all types of development activities and create an integrated performance and development plan; objective setting; online compliance training and induction.

The system is fully integrated with Talent 2 Alesco (the HR payroll and administration system).

GETTING TO THE LOGIN SCREEN

1. Go to the University of Sydney website home page.
2. Click on the **STAFF & CAREERS** heading towards the bottom right of the screen.
3. Select **CareerPath** from the list of 'Logins' on the far right of the page. Alternatively, CareerPath can be accessed via myHRonline (select the **My Development** tab) or from the departmental websites that are providing the training.



The screenshot shows the University of Sydney website home page. The navigation menu at the bottom includes links for 'FUTURE STUDENTS', 'CURRENT STUDENTS', 'VISITORS & COMMUNITY', 'ALUMNI & DONORS', 'ABOUT THE UNIVERSITY', 'INTERNATIONAL', 'RESEARCH & INNOVATION', and 'STAFF & CAREERS'. The 'STAFF & CAREERS' link is circled in red. A search bar at the top right contains the text 'University of Sydney' and a magnifying glass icon. A sidebar on the right contains links for 'LATEST NEWS', 'RESEARCH', 'STUDY', 'INTERNATIONAL', and 'EVENTS'. A banner at the top left features a Picasso painting and the text 'PICASSO SOLD!'. A footer at the bottom contains copyright information and contact details.

NEED MORE HELP?

FOR GENERAL QUESTIONS ABOUT USING THE SYSTEM:

Contact the CareerPath Administrator on +61 2 8627 1323 or by email to careerpathadmin@sydney.edu.au

FOR TECHNICAL ASSISTANCE:

Contact the ICT Helpdesk on +61 2 9351 6000 or by email to support@sydney.edu.au (e.g. for issues with your Unikey, pop-up blockers or browser difficulties).

FOR COURSE INFORMATION:

Contact the individual department which provides the training if you have a question about a specific course (e.g. pre-requisites, cancellations, course dates and content). Click on the Training & Development link under Careers & Training on the **STAFF & CAREERS** page for a list of departments that provide training and their contact details.

THE WELCOME PAGE

- **Home** – information to help you get started and messages about your training.
- **Learn** tab – find and register for training, manage your training record (Transcript).
- **Knowledge Bank** tab – locate course reference materials, handbooks, etc.
- **Contacts** tab - links to the departments that provide staff training and other useful contacts.

TIP – 3 WAYS TO SEARCH FOR TRAINING

From the Welcome page:

- Type key words in the **Search** field, top right
- In the **Browse for Training** box, view courses for each category
- Select the **Learn** tab and click on the **Events Calendar** option in the drop down menu.

THE UNIVERSITY OF SYDNEY

Home **Learn** Knowledge Bank Contacts

Welcome John to CareerPath, the personalised performance and development site for staff.

Getting Started

If this is your first visit, please take a moment to familiarise yourself with the information on the home page of CareerPath. At present, you can use CareerPath to browse and enrol for a selection of training courses that are run by the University specifically for staff. These include professional development courses run by Learning Solutions, ICT, Finance and OHS training. As part of a phased approach, we will also be introducing new features, such as an online Development Plan and other integrated Performance Development processes.

There are a number of ways to find training in CareerPath. You can use the search field in the top right hand corner of this screen or select a category in the Browse for Training on the right of this column. All courses available via CareerPath are also listed on the training Events calendar under the Learn tab on the menu above.

To find out about other training and development opportunities, visit the Staff & Careers page and select Training & Development http://sydney.edu.au/staff/careers/training_development.shtml under Careers & Training.

Browse for Training

- Leadership and Management
- New Staff
- Organisational Change
- Performance Management and Development
- Research
- Media
- Workplace Communication
- Faculty/Unit Specific Programs
- Occupational Health and Safety
- Equal Employment Opportunity
- Financial Systems and Processes

Your Inbox

- View Training Record (0 approved training selection(s)) (Registered for 0 training selection(s))

Your Up coming Sessions

No sessions scheduled

Your Assigned Training

No assigned training

USING THE EVENTS CALENDAR

1. Select the **Learn** tab.
2. Click on **Events Calendar**.
3. Once you have found a course you are interested in, hover over the text with your mouse to view a summary of the course session.
4. For more information, click on the course name to open a description window. In that window, click **View Event** to see all the sessions listed for that course.
5. Once you have chosen a session, click on **Request** to register.

THE UNIVERSITY OF SYDNEY

Home **Learn** Knowledge Bank Contacts

Events Calendar

July 2011

Day **Week** **Month** Agenda

All Events My Events

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
3	4	5 CMS for Authors 09:30 - Darlington Centre, School Building, Meeting Room 4 CMS for Approvers 12:30 - Darlington Centre, School Building, Meeting	6 CMS for Webmasters 09:30 - Darlington Centre, School Building, Meeting Room 4	7 Sharepoint for Members 10:00 - Darlington Centre, School Building, Meeting Room 4 Research Supervisor Connect (RSC)	8	9

Filters: Completed Sessions

Display Options: All Sessions, Session Instructor, Session Location, Part Name

TIP – CHOOSE A CALENDAR VIEW

View courses by day, week or month by selecting the appropriate option on the menu on the top right of the **Calendar**. Select the **Agenda** menu option to view courses listed in date order. You can choose to view all courses available or only the courses for which you are registered by selecting either the **All Events** or **My Events** radio button on the top right of the **Calendar**.

USING THE SEARCH FUNCTION

1. Type relevant course key words in the **Search** field.
2. All courses that match your key words will be listed, together with a brief description of each course.
3. Click on the course name to see full details of the course and available sessions (scroll down to see all the sessions).

The screenshot shows the University of Sydney CareerPath search interface. At the top right, there is a search bar with a magnifying glass icon. Below the search bar, there are navigation links: Home, Learn, Knowledge Bank, and Contacts. The main search area has a heading 'Search' and a sub-heading 'Set search criteria by checking and un-checking Learning Object types. To perform a single type search, click on the Learning Object type icon.' Below this, there are five icons representing different learning object types: Event, Online Course, Curriculum, Material, and Test. Each icon has a checkbox next to it. Below the icons, there are search filters: Title, Description, Provider, and Classroom Session ID Number. The 'Title' filter is set to 'Occupational Health and Safety' and the 'Provider' filter is set to 'Provider'. There is a 'Search' button. Below the search filters, there is a section for 'Sort By' with radio buttons for Title, Type, Provider, and Price. Below this, there are search results for 'Occupational Health and Safety'. The first result is 'Biosafety' and the second is 'Chief Warden'. Both results are circled in red.

TIP – DIFFERENT TYPES OF TRAINING

Refine your search by selecting the type of training you'd like to undertake. Click on the blue information icon on the top left for an explanation of the different training icons.

REGISTER FOR A COURSE

1. Find a course by using any of the search methods described in this guide.
2. On the pop-up window that provides course details look for **Session Details** for information about the session dates (scroll down to see all the sessions).
3. If you have arrived at the course details via the **Calendar**, you may need to click on the **View Event** button to see all available information and sessions.
4. When you find a session that you would like to register for, click **Request** under **Options** to the right of the **Session Details**.
5. When you click **Request** a brief questionnaire will display. Respond to the questions and click **Submit**.
6. Your registration will show on your **Transcript** (training record) – see the next page of this guide for more information on your **Transcript**.

Note: If you have Microsoft Outlook, you will be able to save the details to your calendar.

The screenshot shows a pop-up window for the 'Emergency Warden' course. The window has a title bar with 'Emergency Warden' and a close button. Below the title bar, there is a calendar icon and the course title. The course is listed as 'Event | Occupational Health and Safety | 2 hours 0 min'. Below this, there is a description of the course. The 'Details' section contains 'Objectives' and 'Training Contact' information. The 'Available' section shows 'All' sessions. Below this, there is a 'Sessions' table with columns for 'Sessions', 'Waitlist', and 'Options'. The table is empty, and a message states 'No sessions are scheduled at this time. Notify me when sessions are scheduled.' There is a 'Close' button at the bottom right of the window.

TIP – WHAT IS AN EVENT?

CareerPath uses the word 'event' to describe a training course and 'session' for an instance of the course.

BEING WAITLISTED AND COURSE PREREQUISITES

If you are unable to register for a course, you will be presented with other options:

- No sessions are scheduled. Notify me of new session dates when available.
- There are prerequisites for this course. You may submit an "exception request".
- This course is full. Add your name to the waitlist.

Your requests will be followed up by email notifications.

TIP – GETTING TO KNOW CAREERPATH

Look up the CareerPath FAQs under the Knowledge Bank tab.

YOUR TRANSCRIPT (TRAINING RECORD)

Available by selecting **View your training record** from the **Learn** tab drop-down menu, your **Transcript** lists all the courses you have created an action for and will include type, course details, due date, status and options. The courses shown can be filtered by status using the drop-down menu above the course list.

Status: Status types are 'In Progress' (usually an online course), 'Registered', 'Pending Evaluation' (you have not yet completed an online evaluation of a completed course), 'Exception Requested', 'Waitlisted', 'Waitlist Expired', 'Pending Approval' (if you have requested to attend a course for which there is a prerequisite), 'Approved' (e.g. when the course has been assigned to you, or you have sought an exception to attend), 'Completed' or 'Withdrawn'.

Options: Use these to change the status of your training. Options include 'Select Session' (if registration has been at the course level (event level) as opposed to a specific session), 'Withdraw', 'Launch' (for opening or resuming online courses) and 'Mark Complete' (for an online course that is finished). The 'Print Certificate' option will only appear if it is possible for you to print a course certificate when you have completed the course.

Print your **Transcript** by clicking on the **Print** icon on the right of the screen.

Organise your Transcript into recent courses or training history by selecting either the **Active** or **Archived** tabs. To move a course record to **Archive**, click on the title of the course and then select **Move to Archived Transcript** on the right of the screen.

Title	Type	Due Date	Status	Options
Research Supervisor Connect (RSC) (Starts 07/07/2011)	Session	None	Registered	Withdraw
eventsPro - Configuring Paid Events (Starts 24/08/2011)	Session	None	Registered	Withdraw
Sharepoint for Members (Starts 07/07/2011)	Session	None	Registered	Withdraw
Research Information Management System (RIMS) Proposal Tracking (Starts 20/07/2011)	Session	None	Registered	Withdraw
CMS for Authors (Starts 21/07/2011)	Session	None	Withdrawn	Select Session

TIP – WITHDRAWING FROM A COURSE

When you withdraw from a course via your **Transcript** you will be asked to give a reason and, if applicable, make a comment about your withdrawal. After withdrawing, **Select Session** will appear as an option for you to select another session.

HR SERVICE CENTRE

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sydney.edu.au/sydneypeople

Published July 2011. The information in this document is correct at the time of publication. Please refer to <http://sydney.edu.au/sydneypeople/documents/CareerPathQuickReferenceGuide.pdf> for the most up to date information.

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