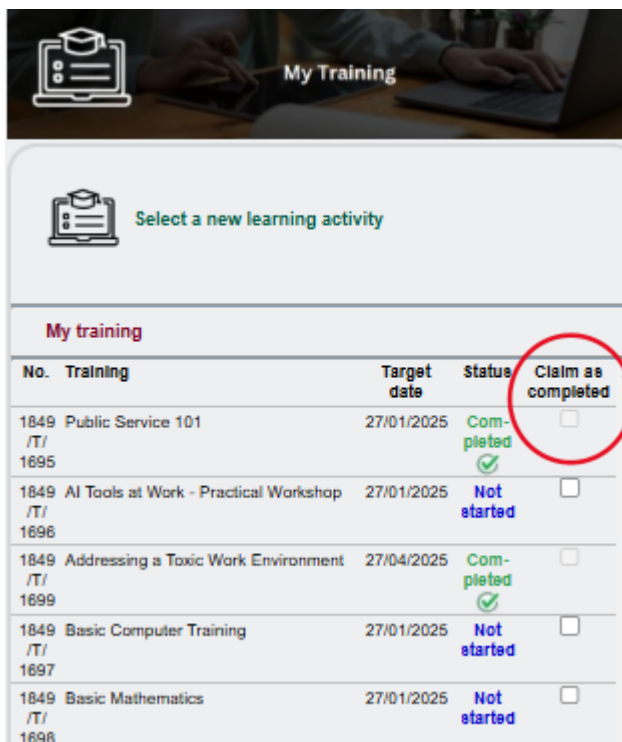# VIPSLI – Process Document – Learner claiming completion of a learning activity

Process summary -

- Learner selects the learning activity from home page and ticks the Claim as Completed box
- Supervisor sees there is an item under Learning Claims to Countersign, and clicks to view it
- Supervisor identifies the appropriate item and clicks on Review
- Supervisor reviews the claim, adds comments if they wish and click on Save and mark complete
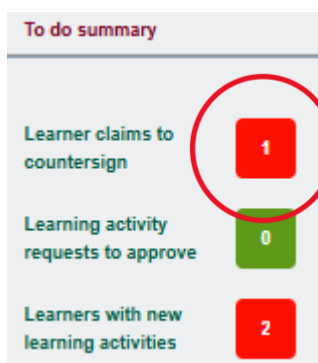
Screen views -

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