

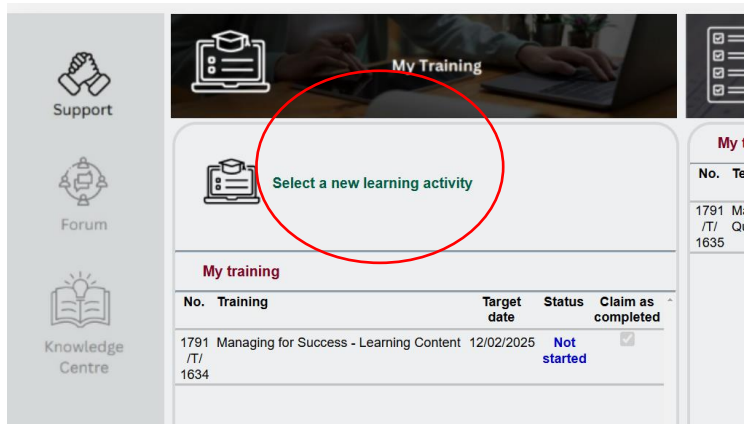
VIPSLI – Process Document – Learner requesting additional learning activities

Process summary -

- Learner clicks on [Select a new learning activity](#)
- Learner identifies the appropriate activity and clicks in the [Request](#) box
- Learner clicks on [Save](#)
- Supervisor sees there is an item under [Learning activity requests to approve](#), and clicks on [Confirm or Reject](#)
- Administrator sees a new item under [Learning Activity Requests to assign](#)
- Administrator selects items to assign, checking start and end dates, and assigns default units if appropriate.
- Supervisor sees a new item in [Learner with new learning activities](#) and clicks to view
- Supervisor identifies the appropriate item, and clicks on View/edit units
- Supervisor selects the required units, and clicks [Save](#)
- Learner sees new item under [My training](#)

Screen views -

Learner clicks on [Select a new learning activity](#)

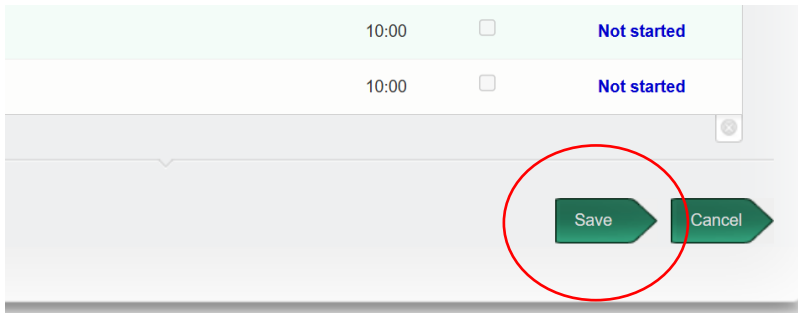


Learner identifies the appropriate activity and clicks in the [Request](#) box

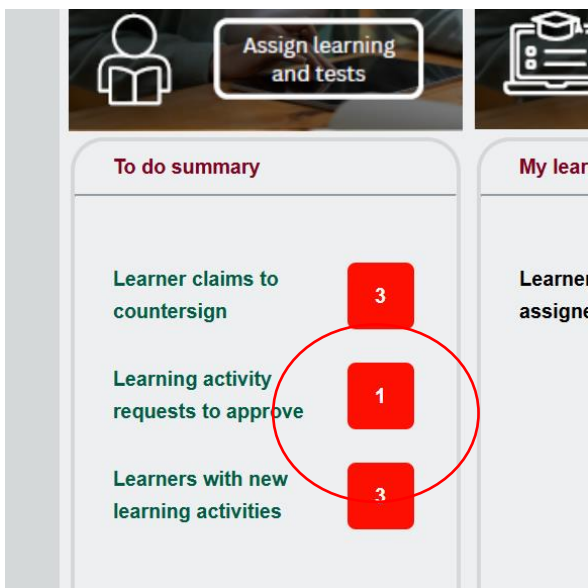
The screenshot shows a table titled 'Learning activities available'. The table has columns: Learning activity, Hours, Request, and Status. The first row is circled in red, highlighting the 'Request' checkbox which is checked.

Learning activity	Hours	Request	Status
▶ Addressing a Toxic Work Environment {BVI}	20:00	<input checked="" type="checkbox"/>	
▶ Advanced Computer Training {BVI}	30:00	<input type="checkbox"/>	
▶ Advanced Public Speaking {BVI}	30:00	<input type="checkbox"/>	
▶ Advanced Speech Writing {BVI}	20:00	<input type="checkbox"/>	
▶ AI Tools at Work - Practical Workshop {BVI}	10:00	<input type="checkbox"/>	

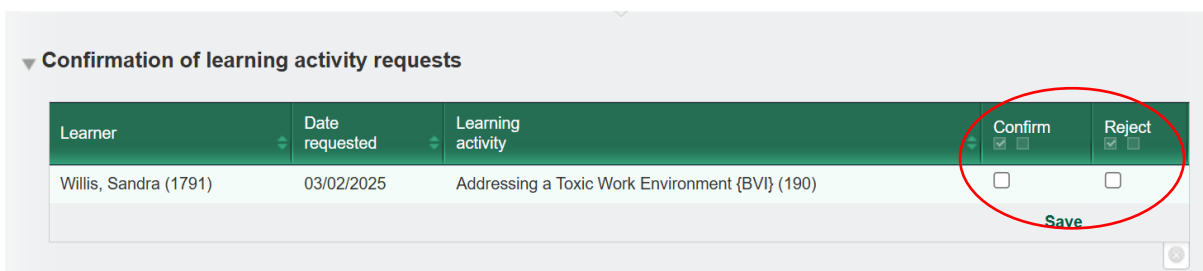
Learner clicks on [Save](#)



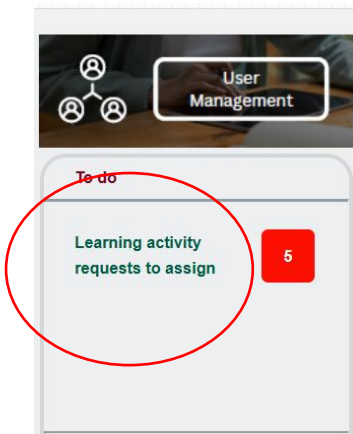
Supervisor sees there is an item under Learning activity requests to approve, and clicks to view it



Supervisor identifies the appropriate item and clicks on either [Confirm](#) or [Reject](#).



Administrator sees a new item under [Learning Activity Requests to assign](#)



Administrator selects items to assign, checking start and end dates, and assigning default units if appropriate.

Learning activities to assign

! In this table, the end date defaults to 3 months from the start date, but both dates can be altered as needed.

Learner	Learning activity	Assign learning activity	Start date	End date	Assign default units
Arteta, Mikel (1844)	Home Affairs (ICPS) (158)	<input type="checkbox"/>	03/02/2025	04/05/2025	<input type="checkbox"/>
Granado, Jose (1845)	Public Service 101 (BVI) (160)	<input checked="" type="checkbox"/>	03/02/2025	04/05/2025	<input checked="" type="checkbox"/>
Granado, Jose (1845)	Learning content and MCQs (DEMO) (141)	<input type="checkbox"/>	03/02/2025	04/05/2025	<input type="checkbox"/>
Granado, Jose (1845)	Managing for Success in the Public Service (ICPS) (154)	<input type="checkbox"/>	03/02/2025	04/05/2025	<input checked="" type="checkbox"/>
Granado, Jose (1845)	Home Affairs (ICPS) (158)	<input type="checkbox"/>	03/02/2025	04/05/2025	<input type="checkbox"/>

Administrator clicks on Save

Supervisor sees a new item in [Learner with new learning activities](#) and clicks to view

Assign learning and tests

To do summary

- Learner claims to countersign 3
- Learning activity requests to approve 1
- Learners with new learning activities 3

Supervisor sees [New learning activity assignments](#).

Supervisor selects appropriate item and clicks [View/edit units](#)

▼ New learning activity assignments

Learner	Learning activity	Date assigned	Remove	
Stevenson, Charles (1839)	Managing for Success in the Public Service {ICPS}	24/09/2024	<input checked="" type="checkbox"/>	View/edit units
Stevenson, Charles (1839)	Home Affairs {ICPS}	08/10/2024	<input type="checkbox"/>	View/edit units
Stevenson, Charles (1839)	Housing Policy {ICPS}	08/10/2024	<input type="checkbox"/>	View/edit units

Supervisor selects the required units, and clicks [Save](#)

Unit assignments

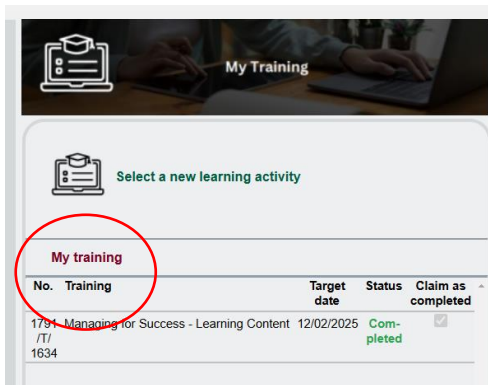
Hide criteria for unassessed evidence

▼ Managing for Success in the Public Service {ICPS} (154)

Unit number	Unit title	Mandatory?	Select all / Deselect all
1	Managing for Success - Learning Content (2664)	Yes	<input checked="" type="checkbox"/>
2	Managing for Success - Questions (2665)	Yes	<input checked="" type="checkbox"/>

[Save](#) [Cancel](#)

Learner sees new item under [My training](#)



The screenshot shows a user interface for 'My Training'. At the top, there is a header with a graduation cap icon and the text 'My Training'. Below this is a button with a document icon and the text 'Select a new learning activity'. Underneath is a section titled 'My training' which is circled in red. This section contains a table with the following data:

No.	Training	Target date	Status	Claim as completed
1791 /T/ 1634	Managing for Success - Learning Content	12/02/2025	Completed	<input checked="" type="checkbox"/>