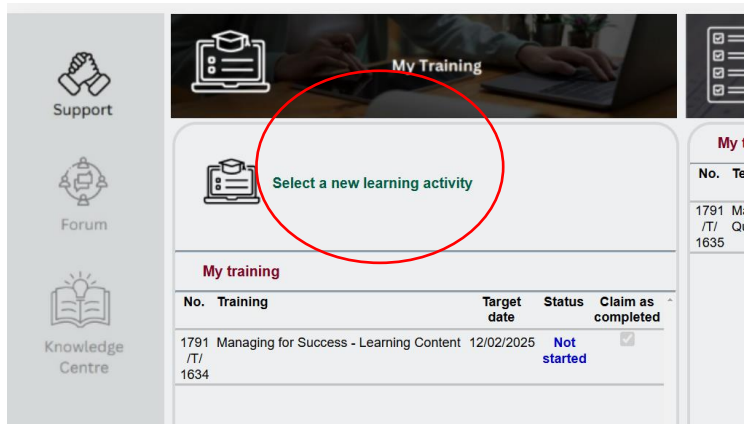# VIPSLI – Process Document – Learner requesting additional learning activities

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

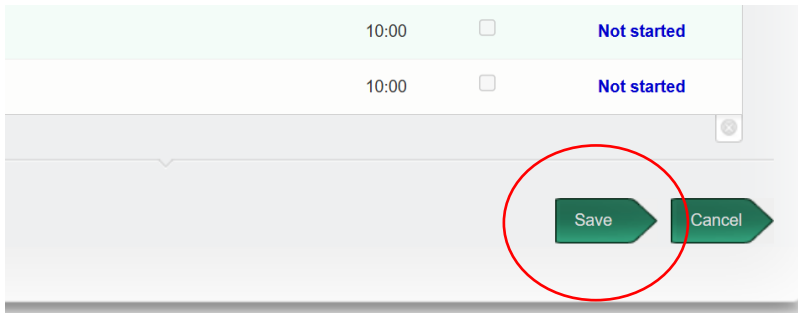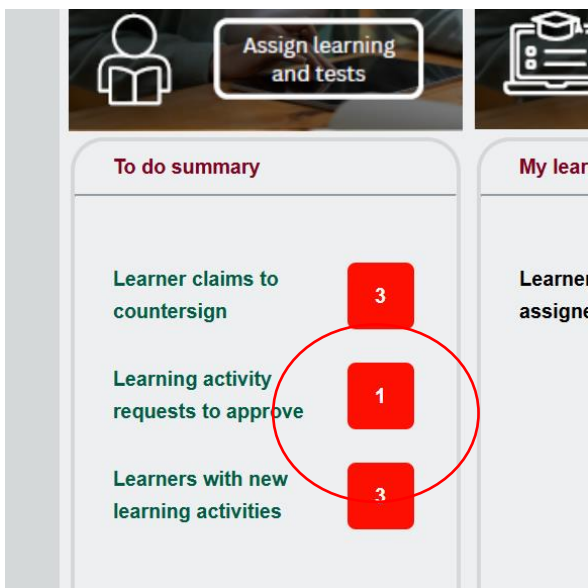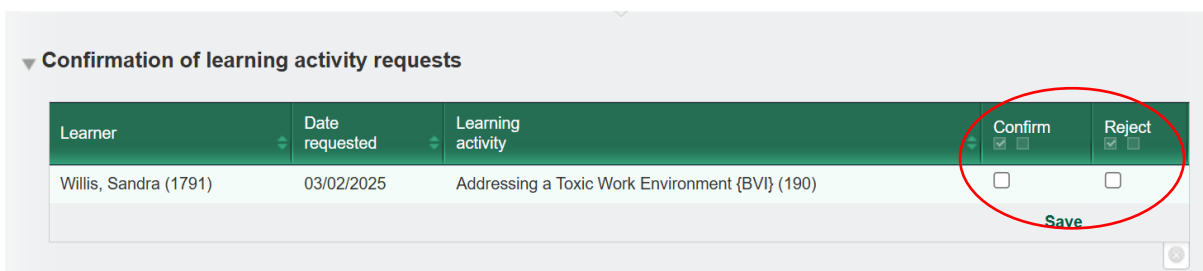Learner identifies the appropriate activity and clicks in the Request box
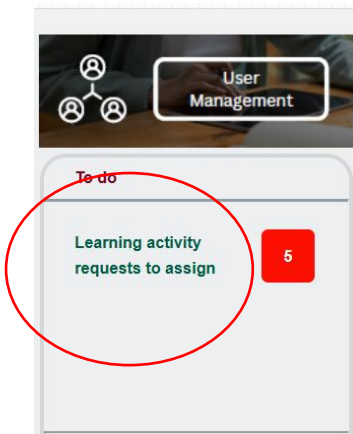
Learner clicks on Save

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)	☐	03/02/2025	04/05/2025	☐
Granado, Jose (1845)	Public Service 101 {BVI} (160)	☑	03/02/2025	04/05/2025	☑
Granado, Jose (1845)	Learning content and MCQs (DEMO) (141)	☐	03/02/2025	04/05/2025	☐
Granado, Jose (1845)	Managing for Success in the Public Service {ICPS} (154)	☐	03/02/2025	04/05/2025	☑
Granado, Jose (1845)	Home Affairs {ICPS} (158)	☐	03/02/2025	04/05/2025	☐

Administrator clicks on Save

Supervisor sees a new item in Learner with new learning activities and clicks to view

Supervisor sees New learning activity assignments.

Supervisor selects appropriate item and clicks View/edit units

Supervisor selects the required units, and clicks Save

Learner sees new item under My training