

# Managing External Learning Activities in My Health Learning

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**Education and Organisational Development Service**  
*November 2025*



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### What is external learning activity?

External learning activities are professional development activities completed outside South Western Sydney Local Health District (SWSLHD).

Activities automatically recorded in My Health Learning (MHL):

- Online modules completed through My Health Learning.
- Courses delivered by Education and Organisational Development Service (EODS) (entered by EODS administration).
- In-services and competency assessments completed within the ward (entered by workplace trainers and assessors).

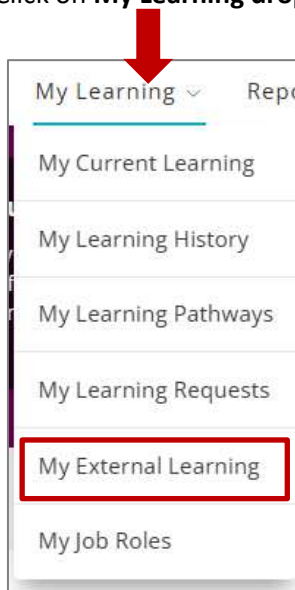
External learning activities are not automatically captured in MHL and must be recorded manually. Examples include:

- Attending webinars, workshops, or conferences
- Presenting a poster or paper
- Writing reflective journals
- Completing a qualification or postgraduate course
- Any other learning activity that supports your role and contributes to professional development

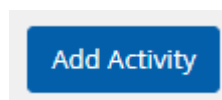
All such activities are collectively referred to as External Learning Activities.

## How to record an external learning activity in MHL?

1. **Log on** to MHL.
2. Click on **My Learning drop down menu >> My External Learning** - as shown below



3. Click on **Add Activity** button



4. The **Course Details** window opens up as shown below. Enter information in all fields.

**Course Details**

Professional Development Hours

How do you plan to attend this training? \*

Select from the type of leave if Over time/Leave is selected \*

What is your role in this training? \*

Activity Name \*

Activity Type \*

Provider \*

Start Date \*

End Date \*

Hours

Points

Cost

Currency

External Learning Files

Drag and Drop files here

Select Files

5. **Evidence:** you can **drag and drop** or click on **Select Files** button to upload evidence of activities completed.
6. **Click on Save.**

## Approval and Sign off

Your manager has to Approve and mark you off as Completed in the external activity that you have just added in MHL. This will ensure the external activity shows on your Learning Transcript.

When you click on Save, your Manager is notified via email of your submission. They have to follow the steps shown on the next few pages to Approve and Complete the activity in MHL for it to show as completed on your transcript.

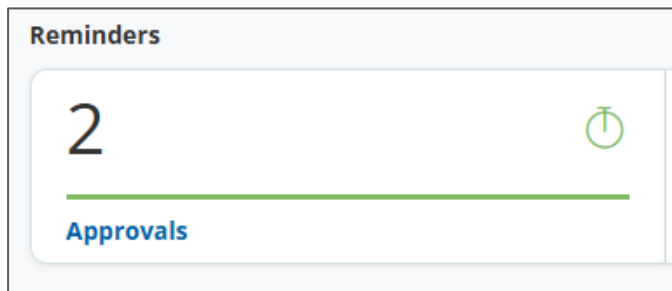
## Instructions for Managers

There are two steps involved in this process. As a manager, you are required to:


1. **Approve** the external learning activity.
2. **Complete** the external learning activity.



### Steps on how to **Approve** the Learning Activity

1. You will be notified via email of an external learning activity being submitted by your staff member that requires your approval.
2. The steps to approve the application are the same as you would do for a course application.
  - a. Log on to My Health Learning (MHL).
  - b. Click on Approval Management Link or the Approvals tab on the Manager Home page as shown below:

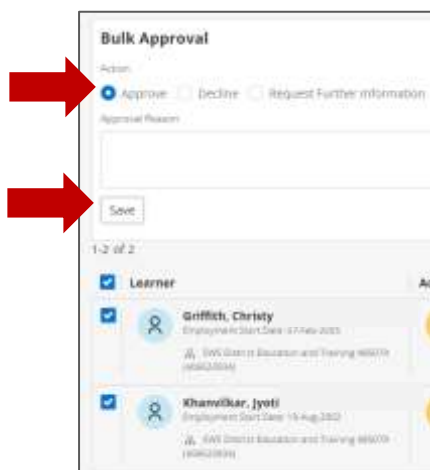


3. You will see all pending applications including external activities. External Learning Activities will be visible with a **yellow icon** as shown below:




Learner	Activity	Request
<input type="checkbox"/> Griffith, Christy Employment Start Date: 07-Feb-2025 EWS District Education and Training 485079- (406923834)	 Master of Education (Educational Leadership) Type: Online Course	External Learning Request (2230023) Assigned to: Appl, Jacqui Submitted Date: 17-Sep-2025 09:14 AEST Status Update: 08-Oct-2025 09:34 AEST
<input type="checkbox"/> Khanvilkar, Jyoti Employment Start Date: 19-Aug-2022 EWS District Education and Training 485079- (406923834)	 Webinar: ASQA Webinar: Understanding Performance Assessment Type: Other	External Learning Request (2295893) Assigned to: Appl, Jacqui Submitted Date: 26-Nov-2025 08:54 AEST Status Update: 24-Nov-2025 09:34 AEST



4. As you would do with regular course applications, you can select the records, approve the submissions and click on Save.





## Steps on how to **Complete** the Learning Activity

1. Once the external learning activity is approved, you will see a **Completions link** come up under the staff member's profile on your My Team home page. Examples shown below:

 **Christy Griffith**  
Username:   
To-do: [Completions \(2\)](#)   
● 31 Current ● 1 Due

 **Jyoti Khanvilkar**  
Username:   
To-do: [Completions \(1\)](#)   
● 32 Current

2. When you click on the Completions link, you will see the external learning activity with an **incomplete status** as shown below.

Master of Education (Educational Leadership) (Online Course) [Details](#)   
© Sun, 8 Feb 2025 - Thu, 1 Jul 2025 Provider: Other of 2  
Status: Incomplete 



3. Click on the **Details link** as shown above to open up the activity.
4. The learning activity window will open up. **Scroll right down** to the bottom of the window until you see the **Completion Status** section of the page as shown below.


**Completion Status**

Status	<input type="text" value="Incomplete"/>
Comments	<input type="text"/>

5. Change the **Status to Completed**, **Select the Date of completion** and **Click on Save**.

**Completion Status**

Status	<input type="text" value="Completed"/> 
Completed Date *	<input type="text" value="17-Sep-2025"/> 
Comments	<input type="text"/>



Once both steps are completed, the staff member will see the completed activity on their Learning Transcript.

## **CONTACT**

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