

My Health Learning (MHL) – External Learning Function

Step 1: Log into MHL and click on the My Learning drop down tab and select My External Learning

The screenshot shows the MHL dashboard. At the top, there is a navigation bar with 'Home', 'Catalogue', 'My Learning', 'Reporting', and 'Manager'. The 'My Learning' dropdown menu is open, showing options: 'My Current Learning', 'My Learning History', 'My Learning Pathways', 'My Learning Requests', and 'My External Learning'. The 'My External Learning' option is circled in red. Below the menu, there is a search bar for 'Course Name' and a 'Sort by: Course Name' dropdown. A list of learning activities is visible, including 'Emotional Intelligence' (Status: Incomplete) and 'Emotional Intelligence in Practice - Campbelltown' (Date: Thu, 07 May, 08:30am - 04:30pm (GMT+10) AEST, Provider: Macarthur Clinical School, Status: Approval Pending).

This will bring up your external learning activities.

The screenshot shows the 'My External Learning' page. At the top, there is a navigation bar with 'Home', 'Catalogue', 'My Learning', 'Reporting', and 'Manager'. The 'My External Learning' dropdown menu is open, showing an 'Add Activity' button circled in red. Below the menu, there is a search bar for 'Activity Name' and dropdowns for 'Status' (set to 'Completed') and 'Request Status' (set to 'All'). A list of learning activities is visible, including '2019 Learning & Development Leadership Summit' (Activity Type: Conference, Date: Tue, 19 Feb 2019 - Wed, 20 Feb 2019, Provider: HR Leadership Network, Status: Completed, Completed Date: 06-Feb-19), 'ASQA Training Provider Briefing' (Activity Type: Seminar, Date: Thu, 28 Jun 2018, Provider: Australian Skills Quality Authority, Status: Completed, Completed Date: 28-Jun-18), '"Why Coaches Learn About The Brain"' (Activity Type: Webinar, Date: Fri, 24 Nov 2017, Provider: NeuroLeadership Institute, Status: Completed, Completed Date: 08-Jan-18), '26th National VET Research Conference: Skilling for tomorrow' (Activity Type: Conference, Date: Wed, 05 Jul 2017 - Fri, 07 Jul 2017, Provider: National Centre for Vocational Education Research, Status: Completed, Completed Date: 07-Jul-17), and 'Linking Task to Strategy' (Activity Type: Webinar, Date: Thu, 06 Apr 2017, Provider: Australian Institute of Management (AIM), Status: Completed, Completed Date: 06-Apr-17).

Step 2: Adding an activity Add Activity button (see above circled in red).

The following screen (see below) will appear for you to enter the details of the External Learning Activity.

The screenshot shows the 'MY HEALTH LEARNING' interface for adding an external learning activity. The form includes the following fields and callouts:

- Professional Development Hours:** A text input field with a callout: "How long is the activity? 1 day = 7hrs".
- *How do you plan to attend this training?:** A dropdown menu with "Please Select" as the option.
- Select from the type of leave if Own timeLeave is selected:** A dropdown menu with "Please Select" as the option.
- *What is your role in this training?:** A dropdown menu with "Please Select" as the option.
- *Activity Name:** A text input field.
- *Activity Type:** A dropdown menu with "Please Select" as the option.
- *Provider:** A dropdown menu with "Please Select" as the option. Callout: "Select from options provided. NB: Select 'Other' from the Provider options and enter the name of the organisation delivering the training".
- *Start Date:** A date picker.
- *End Date:** A date picker.
- *Hours:** A text input field. Callout: "Hours = how long is the course".
- *Points:** A text input field. Callout: "Points = how many CPD/MEU points".
- *Course Cost:** A text input field and a currency dropdown menu. Callout: "Add course costs; if free add 0 for cost, and select currency from drop down options".
- Supporting Documentation:** A section with the text "Please upload relevant files here" and an "Upload" button. Callout: "Supporting Documentation can be used to upload course outlines, conference programs and any other documentation in relation to the event including personal reflections. This action can be added after the event.".
- External Learning Files:** A section with "Upload" and "Refresh" buttons.
- *I will provide a copy of the course outline and details to management.** A checkbox.
- Mandatory fields:** A section with a "Save" button. Callout: "Don't forget to save!".

Step 3: Once you have saved the activity your manager will receive notification to approve this activity.