

RECORDING PROFESSIONAL DEVELOPMENT AND LEARNING ON MYHR

1. Open MyHR login page and login using MyHR credentials



2. Once logged in, select **My Details -> Personal Development -> Personal Development History**

Alesco v13 - Production - Web × https://myhr.ces.Scql:Gqnz_13 × +
🔶 🗎 https://myhr.cathednet.wa.edu.au/alesco-prodv13/faces/app/W10000jspi?_afrLoop=28919551421401599&_afrWindowMode=0&_adf.ctrl-statesScqlGqnz_ 🖤 🖞 🔍 Search 🏫 🏠 💼 📆 👻 📣
Home SECURE LOCOUT Pending Requests - Change Password - HEL WESTERN AUSTRALIA Belief in Education MyHR
My Datalis - Wy Pay - My Lave - Timesheet & Expenses - Team Accreditation Details -
Employment > @User Preferences @PhintPhil Sort
Attraction Development > Personal Development History MyHR
PD Hattory for XREWA-Report PD Hattory for XREWA-Report PD Hattory for XREWA-Report Polstatory for TRBWA-Report TRBWA-Report TRBWA-Report TRBWA-Report TRBWA-Report TRBWA-Report TRBWA-Report School Leadership
talent 2 Copyright © Tailet2 Works Pty Lid



3. Select the link to Add new record which is highlighted in purple

Eile Edit View Higtory Bookmarks Tools Help						- D - X
https://myhr.c56079879348362 × +						
A https://myhr.cathednet.wa.edu.au/alesco-prodv13/faces/W/0000	0?_adf.ctrl-state=6uenw8h3g_13&_afrLo	op=28856079879348362	≂ C	Q Search	â ·	
				Home SE	CURE LOGOUT Pending Reque	sts - Change Password - HELP <
CATHOLIC EDUCATION Belief in Ed	ducation Myhr					
My Details 🗸 My Pay 🗸 My Leave 🗸 Timesheet & Expenses 🗸 1	Team Accreditation Details ~					
Select My View					(User Pref	erences 👸 Print 📮 Full Screen
School/Area: Catholic Education Office of WA - LEEDERVILLE						
Prof	ofessional Learning Portal Accreditation V	Vebsite Frequently Asked Que	stions - Accreditation TRBW	A Professional Learning Activitie	es Policy Professional Learning Chea	Sheet AITSL Aus Inst for
View View View Clear Query Schort to Excel	aching & School Leadership Psychology I	Board of Aus Guidelines on CP	0			
Select 🚓 Extra Cols Pe	ersonal Development Histor	У				
Ac	ctivity Type Start Date	End Date Dev.	Activity Desc.	Location	AITSL Standard AITSL Career (TRRWA) Stage	Total Cert/Doc Name (if Hours attached)
Employee Job Name Position Title Employer 01 Catholic Education Of A		(outogor)		Catholic Education	(morny ongo	6.00
				Catholic Education		6.00
				Office - Leederville Catholic Education		6.00
				Office - Leederville		6.00
				Office - Leederville		0.00
Add	Id new record					
Thi	is page was produced January 15, 2015 0	3:49 pm by program WKCEO12 (r	revision 13.51895)			
Use	ser Preferences					Top of Page
-						
۰ m +						
7						
talent Gopyright @ Talent2 Works Pty Ltd						

The page that opens will display as indicated below

<u>File Edit View History Bookmarks Tools Help</u>			_	
Alesco v13 - Production - Web × https://myhr.c20158406373733	× +			
A https://myhr.cathednet.wa.edu.au/alesco-prodv13/faces/WJ0000?_	_adf.ctrl-state=5cqlc9qnz_138c_afrLoop=28920158406373733	∀ C ⁴ Q. Search	合 合 自	€ • ∢ ≡
CATHOLIC EDUCATION Belief in Ed	<i>исатои</i> мунк	Home SECURE LOG	GOUT Pending Requests - Cha	nge Password - HELP 🗸
My Details ∽ My Pay ∽ My Leave ∽ Timesheet & Expenses ∽ Te	eam Accreditation Details ~			
Select My View			@ User Preferences	Print 📮 Full Screen
School/Area: Catholc Education Office of WA - LEEDERVILLE View ✓ ♥ Clear Query Support to Excel Image: Clear School Comparison of the Clear Sc	essional Learnins Portal Accreditation Website Frequently Asked Questions - A hine & School Leadership Psychology Board of Aus Guidelines on CPD rsonal Development History	ccreditation TRBWA Professional Learning Activities Policy	Professional Learning Cheat Sheet	AITSL Aus. Inst. for
Acti	tivity Type	-		
Employee Job Name Position Title Emplo	velopment Category	•		
Acti	tivity Description			
	cation	•		
Sta	art Date			
End	d Date			
417	CL Standard (see TDDWA decumentation)			
AU	SL Standard (see TRBVA documentation)	•		_
Con	mments (e.g. Further classification)			
Tota	tal Hours			
Тур	pe of Evidence (if required)			_
Smi Atta Max	all documents (1 or 2 pages) can be attached in the section box below lach Cert/Evidence (optional) ximum document size is 250KB	Browse No file selected.		
Adi	dd Record Return without saving changes			
This	page was produced January 16, 2015 09:37 am by program WKCEO12 (revision 13	3.51895)		
<	r Preferences			Top of Page
talent Copyright © Talent2 Works Pty Ltd (ACN 010 602 592)				



4.1 Select Activity Type

Eile Edit View Higtory Bookmarks Tools Help	
Alesco v13 - Production - Web × https://myhr.c23935141835292 × +	
A https://myhr.cathednet.wa.edu.au/alesco-prodv13/faces/WJ00007 adf.ctrl-state=15/9vv2azu 13&, afrLoop=28923935141835292	▼ 연 역 () 수 습 행 - 세 三
CATHOLIC EDUCATION Belief in Education MyHR	HOME SECURE LUGUDUT PENDING REQUESTS - Change Password - HELP V
My Details 🗸 My Pay 🗸 My Leave 🗸 Timesheet & Expenses 🗸 Team Accreditation Details 🗸	
Select My View	@User Preferences 뭥Print 및 Full Screen
School/Area: Catholic Education Office of WA - LEEDERVILLE	
View Clar Query Debort to Excel	nna - Accreditation TRBWA Professional Learning Activities Policy Professional Learning Cheat Sheet ATSL Aus. Inst. for
Activity Type	· · · · · · · · · · · · · · · · · · ·
Employee job Name Position Title Emplo Activity Description Location Location Location Date End Date	CEGWA Training Course or PD Activity I-Non CEONA Formal Training Course Other Formal Learning Activity Cher Informal Learning Activity Other Informat Learning Activity Peer Consultation P-Portossional Reading
AITSL Standard (see TRBWA documentation)	-
AITSL Comments	
AITSL Career Stage	*
Comments (e.g. Further classification)	
Total Hours	
Type of Evidence (if required) Small documents (1 or 2 pages) can be attached in the section box t	elow
Attach Cert/Evidence (optional) Maximum document size is 250KB	Browse
Add Record Return without saving changes	
This page was produced January 16, 2015 10:40 am by program WKCE012 (rev	ision 13.51895)
User Preferences	Top of Page
talent 2 Copyright & Trained Works Pry Last	

4.2 Select Development Category i.e. Accreditation

Eile Edit View Higtory Bookmarks Iools Help		
Alesco v13 - Production - Web × https://myhr.c23935141835292 × +		
A https://mv/hr.cathednet.wa.edu.au/alesco-prody/13/faces/W/00007 adf.ctrl-state=15/9vv2azu 13& afrLoop=28923935141835292		· 4 ≡
		2 + -
CATHOLIC EDUCATION RIFE EL to	Home SECURE LOGOUT Pending Requests - Char	ige Password - HELP V
Western AUSTRALIA Belief in Education MyHR		
My Details 🗸 My Pay 🗸 My Leave 🗸 Timesheet & Expenses 🗸 Team Accreditation Details 🗸		
Select My View	@ User Preferences	Print Pul Screen
School/Area: Catholic Education Office of WA - LEEDERVILLE		
Brafassian I assain Batal Assadinian Wahala Eranunthy Askad Aussian A	According TRBN/A Professional Learning Activities Delay - Destancional Learning Chart Chart -	(TP) Aug last for
Teaching & School Leadership Psychology Board of Aus Guidelines on CPD	ALCHEVIAIDE TROTTA PROTESSIONAL CALIFIC ALCHING FORLY PROTESSIONAL CALIFIC LICEL STORE	ATOL AUS. HIST. IVI
Select 12 Extra Cols		
Activity Tune	1. CEOWA Training Course or PD Anthrity	
Employee Job Name Position Title Employee Development Category	CEOWA fraining course of PD Activity	
Activity Description		
Location	Accreditation Administration	
Location Detail	Curriculum & Teaching	
Start Date	Leadership/Early Career Teaching	
End Date	Psychology/Child Protection Religious Education	
AITSL Standard (see TRBWA documentation)	Other Professional Development	
AITSL Comments		
AITSL Career Stage	•	
Comments (e.g. Further classification)		
Total Hours		
Small documents (1 or 2 pages) can be attached in the section box below		
Attach Cert/Evidence (optional)	Browse. No file selected.	
Add Record Return without saving changes		
This page was produced January 16, 2015 10:40 am by program WKCEO12 (revision 1	13.51895)	
III Iliser Preferences		Top of Page
talent Copyright & Talent2 Works Pty Ltd		



4.3 Open Activity Description pop-up menu

Eile Edit View Higtory Bookmarks Tools Help	
Alesco v13 - Production - Web × https://myhr.c23935141835292 × +	
A https://myhr.cathednet.wa.edu.au/alesco-prodvl3/faces/WJ00007_adf.ctrl-state=15f9vv2azu_138c_afri.cop=28923935141835292	
CATHOLIC EDUCATION Belief in Education MyHR	Home SECURE LOGOUT Pending Requests - Change Password - HELP \
My Details > My Pay > My Leave > Timesheet & Expenses > Team Accreditation Details > Select My View	@User Preferences 융Pint 무대 Screen
School/weak: Catholic Education Office of WA - LEEDERVILLE Viewwww ♥ Otexr Query ™ Deport to Excel □ 1 Catholic & School Learning Portal Accounts & Sch	correctiation TRBWA Professional Learning Activities Policy Professional Learning Cheat Sheet ATSL Aus. Inst. for
Activity Type	1 - CEOWA Training Course or PD Activity -
Employee Job Name Position Title Emple Development Category	Accreditation •
Activity Description Location Location Location Location Detail Start Date End Date AITSL Standard (see TRBWA documentation) AITSL Comments AITSL Carner Stage Comments (e.g. Further classification) Total Mours Type of Evidence (if required) Small documents (for 2 pages) can be attached in the section box below Attack Carticivednec optional) Maximum document size is 250KB	select a course-
Copyright @ Taken2 Works Pry Ltd pasacript:COURSE_CODE_LOV(document.form(0)E/P E/D_CATEGORY)	1.51095) Top.of Pase

The pop-up menu will open in a new window as indicated below. Select the course to be recorded. You do not need to select hours attended, this will automatically be updated.

List Of Values	s: open page head - Mozilla Firefox	
https://myh	nr.cathednet.wa.edu.au/pls/prodv13/WKCEO12\$PDH.CC	1
Select a Accr	editation Course	-
Cancel		
Course Code	Title	
AC999	- Other Accreditation Course (Not listed)	
AC001	Accred for Leadership of an RE Area - Inservice	
ACOR	Accreditation Orientation	
AC026	Australian Church History - Accred To Teach	
AC027	Catholic Beliefs & Traditions - Accred to Teach	
AC028	Catholic Social Teaching - Accred to Teach	
AC024	Christology - Accred to Teach	E
AC016	Church - Accred to Teach	
AC014	Commandments & Beautitudes - Accred to Teach	
AC017	Conscience - Accred to Teach	
AC030	Contemporary Moral Issues	
AC010	Eucharist - Accred to Work	
AC000	Faith Story & Witness - CEO	
FSWSB	Faith Story & Witness - School Based	
AC00S	Faith Story & Witness - School Based	
AC018	Great Moments - Accred to Teach	
AC031	Human Sexuality	
AC032	Influence of the Vatican II	-
AC004	Jesus, Person & Mission - Accred to Work	
AC033	Life & Ministry of Jesus	
AC013	Liturgy - Accred to Teach	
AC007	Making Moral Choices - Accred to Work	
AC034	Making Sense of God	
AC029	New Testament - Accred to Teach	
AC011	Old Testament - Accred to Teach	
AC008	Opening Scripture - Accred to Work	
AC012	Pilgramage - Accred to Teach	



4.5 Select Location

Eile Edit View History Bookmarks Tools Help	and the second se		and the second second second	
Alesco v13 - Production - Web × https://myhr.c239351418	835292 × +			
A https://myhr.cathednet.wa.edu.au/alesco-prodv13/faces/W	//00007_adf.ctrl-state=15f9vv2azu_138_afrLoop=28923935141835292	⊽ C] Q	→ 合 ☆ 自	• • ≉ ≡
CATHOLIC EDUCATION Belief in	<i>h Education</i> Myhr	Home SECURE LOGO	OUT Pending Requests - Char	nge Password - HELP ~
My Details -> My Pay -> My Leave -> Timesheet & Expense Select My View	s → Team Accreditation Details →		@User Preferences	Print Dif Full Screen
School/West Carloic Education Unitic of ViA - LEELERVILLE View View Cear Query Export to Excel Image: Cear Query Select % Extra Cols Image: Cear Query Im	Podessional Learning Botel Accreditation Violate Trachine & School Leadership Brachsborz Board of Asa - Guidelines on CPQ Personal Development History	accreditation TRBWA Professional Learning Activities Policy P	rofessional Learning Cheat Sheet	ATTSL Aus. Inst. for
	Activity Type	1 - CEOWA Training Course or PD Activity 🔹		
Employee Job Name Position Title Emplo	Development Category	Accreditation •		
Â	Activity Description	Catholic Beliefs & Traditions - Accred to Teach	×	
	Location			
	Location Detail	Cathalia Education Office, Landon ille		
	Start Date	Catholic Education Office - Leederville Newman Siena Centre		
	End Date	School		
	AITSL Standard (see TRBWA documentation)	- Broome - Catholic Education Office		
	AITSL Comments	- Geraldton - Catholic Education Office		
	AITSL Career Stage	- Kalgoorlie Centre for Liturgy		
	Comments (e.g. Further classification)	Polycom		
	Total Hours	Other (Please specify in Location Detail field)		
	Type of Evidence (if required) Small documents (1 or 2 pages) can be attached in the section box below			
	Attach Cert/Evidence (optional) Maximum document size is 250KB	Browse. No file selected.		
	Add Record Return without saving changes			
-	This page was produced January 16, 2015 10:40 am by program WKCEO12 (revision 1	3.51895)		
۰ <u>۱</u>	User Preferences			Top of Page
talent 2 Copyright & Talent2 Works Pry Ltd (ACN 010 602 892)	3			

If the PD being recorded was attended at the school, fill in location details as *School, Suburb* as indicate below –

Eile Edit View History Bookmarks Tools Help		0 <u></u> ×_
Alesco v13 - Production - Web × https://myhr.c23935141835292 × New Tab × +		
♦ https://myhr.cathednet.wa.edu.au/alesco-prodv13/faces/WJ00007_adf.ctrl-state=15/9vv2azu_138c_afrLoop=28923935141835292	▼	- ⊿ ≡
	Nome SECIRE LOCORT Renders Requests - Change Ba	cowned - HELD -
L CATHOLIC EDUCATION RIFE: Education 1000	TOWE SECORE COULD FERDing Requests Change Fa	SHOLD ILLE C
Western Australia		
My Details V My Pay V My Leave V Timesneet & Expenses V Team Accreditation Details V		
Select My View	@ User Preferences 🔂 Prin	E Full Screen
School/Area: Catholic Education Office of WA - LEEDERVILLE		
Disferingel Legisle Date: According to Wahale Economic Acted Operations	Association TRRMA References Levence Astrictus References Levence Chart Chart ATCL	up best for
Teaching & School Leadership Paychology Board of Aus Guidelines on CPD	ACCREDIATORI TROVIA Professional Ceanning ACOVIES POICY Professional Ceanning Creat Sheet All SLA	US. HISL TOP
Select ** Extra Cols		
Activity Tuna	1. CEOWA Training Course of PD Antivity	
Employee Job Name Position Title Emplo	Accorditation	
Activity Description	Catholic Ballide & Traditions - Accred to Teach	
Incation	School	
Location Detail	St Joseph's School, Busselton	
Start Date		
End Date		
AITSL Standard (see TRBWA documentation)	· · ·	
AITSL Comments		
AITSL Career Stage	•	
Comments (e.g. Further classification)		
Total Hours	12	
Type of Evidence (if required) Small documents (1 or 2 pages) can be attached in the section box below		
Attach Cert/Evidence (optional)	Browse. No file selected.	
Maximum document size is 250KB		
Add Record Return without saving changes		
This page was produced January 16, 2015 10:40 am by program WKCEO12 (revision	13.51895)	
User Preferences		Top of Page
talent Copyright @ Talent2 Works Pty Ltd		



4.6 Select Start Date and End Date



4.7 Select appropriate AITSL Standard and AITSL Career Stage (optional)

fie fut fiew Hiltory Bookman's Loois Help In-			and the second	Lie Lot Yess Highery Sockmarks Lools Help			- 0 *
Alesco stal - Production - Well in https://wybr.c220050410	13222 × New Tab × +			Alasce s13 - Production - Web. * https://wybrz2203510	EISCN2 × New Tab × +		
. A https://wy/cathedret.wa.edu.ac/inici-prob/17/sco/#	00001_adf.col_state=1390vv2ava_138_adv6.org=2002303543835202	 ✓ Ø Q. 	* 合 ☆ 白 物 * 4 三	🔶 🗟 tripp//wyby.cathedret.wa.edu.au/inter-produt3/teeu/t	00000"_a8lchivstme=1995v2aza_156_a8ti.sop=2892393541835282	* C Q	
+ CATHOLIC EDUCATION Belief in	n Education Mynr	Nowe Secure LOGOUT	randing Angaesis - Change Password - HELP ->	CATHOLIC EDUCATION Belief	и Едисатой муня		
My Details - My Pay - My Leave - Timesheet & Expense	s 🗸 Team Accreditation Details 🗸			Hy Details - My Pay - My Leave - Timeshoet & Expense	s ← Team Accreditation Details ~		
Select By View			Giber Preferences Billing Dird Screen	Select My View			@Gae Preferences @Prot _ DPul Screen
School/News Carbolic Education Office of WA - L2EDER/ISLIE				School/Neese Cartholic Education Office of WA - LEEDERITELLE			
Marco Vice Query Scheertschool 🗊 🖻	Pathasooni Leanning, Farthel Association, Collinia Transmith, Asland Gornalism, J. Transmith, Asland Gornalism, J. Bascherbar, Bascherbar, Bascherbar, Goldenines, and CRD	iccredition 2003/0. Patricket and a Adulta folio Patrick	al Lancing, Cham. Monet & 1752, Aux. Hol., Spr.	Means View Ger Gery Schoot to East	Productional Lancence Funder Transmitter Line Construction Transmitty Annual Construction Transmitter Line Construction Provided Annual Construction and CO	a. Accomitation ISBNA Professional Learning Actuation Profession	hanaposi Lasening Chast Sheet 6751, Aux, Jul. for
and the state of the sea	Personal Development History			Select Select Colo	Personal Development History		
	Activity Type	1 - CEOWA Training Course or PD Activity ·			Activity Type	1 - CEOWA Training Course or PD Activity .	
Employee Job Name Position Title Orals	Development Category	Accreditation •		Employee Job Name Position Title (Empl-	Development Category	Accreditation +	
	Activity Description	Catholic Belefs & Traditions - Accred to Teach	-	3	Activity Description	Catholic Beliefs & Traditions - Accred to Teach	2
	Location	School •			Location	Schoel •	
	Location Detail	Et Josephia School, Bussellan			Location Detail	St Joseph's School, Busselton	
	start care	19-Jan-2015 8 9			Sub One	19-347-2015	
	END LINE	29-Jan-2015 (20)			Emi Udit	20-Jan-2015	
	AITSI, Standard (see TREWA documentation)	Standards 1 & 2 (Knowledge)			All St. Gandard (see TROVA documentation)	Standards 1 & 2 (Knowledge) *	
	All'SL Control IS	Not Applicable			All S. Commedia		
	AITSL Career Stage	Standards 1 & 2 (Knowledge) Standards 3.4 & 5 (Professional Practice)			All SL Career Stage		
	Comments (e.g. rummer classification)	Standards 6 & 7 (Professional Engagement)			Continents (E.g. Further CassanCaston)	Graduate	
	Tupe of Evidence (if constract)				Type of Evidence of required	Lead	
	Small documents (1 or 2 pages) can be attached in the section box below				Small documents (1 or 2 pages) can be attached in the section bux bei	w NotAppleable	
	Attach CertEvidence (optional) Maximum document size is 250KB	Browse No Sie selected			Attach CertEndence (optional) Maximum document size is 25048	Browse	
	Add Record Return without saving changes				Add Record Return without saving changes		
	This page was produced January 16, 2015 18 KD amily program UNCED12 (revision 1	3.516961)			The page was produced January 18, 2015 10.40 amby program WKCED12 (revise	# 13.51895)	
	Last.Pathrances		Ten.of. Paus		User Professoes		Tou. of Paue
talent Carrier II Talent Water Av La	1			talent 2 Convertin & Talent 2 Monto Pay Lor	3		

4.8 To Attach Cert/Evidence click Browse to open your storage folder (optional)

sco v13 - Production - Web × https://myhr.c25682024145444 × New Tab ×	+
https://myhr.cathednet.wa.edu.au/alesco-prodv13/faces/WJ00007_adf.ctrl-state=Beysk69c9_138_afrLoop=289	25682024145444 🗸 C 🔍 🔶 🏚 🕫 - 🔌
CATHOLIC EDUCATION Belief in Education MyHR	Home SECURE LOGOUT Pending Requests - Change Passeord - It
etails 🗸 My Pay 🗸 My Leave 🗸 Timesheet & Expenses 🗸 Team Accreditation Details 🗸	
My View	@User Preferences @Print DFull
Vear Query Support to Excel Tastins & School Leaders in Personal Development History	/ Avia - Guidelinea an C20
an Inh Name Position Title Final	1 - CEOWA Training Course or PD Activity 👻
Development Category	Accreditation
Activity Description	Catholic Beliefs & Traditions - Accred to Teach
Location Patell	School +
Start Date	St Joseph S School, Busselton
End Date	
ATTEL Conduct for TOPIN do an anti-) Standards 1.8.2/Knowledge)
ALL ST STADUATE DOWN I MINUTE DOWNLING	standards i d 2 (noviedge)
All SL Standard (see LKBWA documentation All SL Comments	
All SL Standard (see TRBWA documentation All SL Comments All SL Career Stace	
Al SL Standard (see Provide occurrentiation Al SL Comments Al TSL Correct Stage Comments (e.g. urther classification)	
Al 15: Santanti (see Farva documentation Al 15: Comments Al 15: Correct Stage Comments (e.g. Further classification) Total foors	-
All Sc Janiard (see Fredrik) All Sc Janiard (see Fredrik) All Sc Carrenets All Sc Carrenets (e.g. Further classification) Total fours Type of Evidence (if required) Spall desember 54 required)	12
All Sc Janiard (see Farva documentation Af St Comments Af St Correct Stage Comments (e.g. Further classification) Total Hours Type of Evidence (if required) Stage Advertment for Advection to a state Affact Certificitience (optional) Backmann document state is 25073	12 thed in the section box below Browse. Not selected.
All Sc Satisful (see Tervis documentation Af St Comments Af St Correct Stage Comments (e.g. Further classification) Total Noors Type of Exidence (if required) Stage Addeement (f vor Appact) an be atta Aftach Cert/Volence (optional) Bachum document site is 200701 Add Record Return without saving chang	12 Left in the section box bolow Browse No file selected. No file selected.
All Sc Sandard (see news documentation Af St Comments Af TSL Comments Af TSL Comments Af TSL Correct Stage Comments (or, a Further classification) Total Boars Type of Existence (if required) Stage document state is a 2000S Maximum document state is 2000S Add Record, Refurn Winbud saving chang The page was produced Janacy 15, 2015 1109 an	to program WKCCD12 (zrvisen 13.51989)
All Sc Suthard (see Traysa documentation All Sc Comments ATSL Correct Stage Comments (e.g. Further classification) Total Noors Total Noors Total Noors Total Noors Add Record The page was produced January 18, 2015 11.09 and The page was produced January 18, 2015 11.09 and	thed in the section box below Browne. No is selected. No file selected.

T (08) 6380 5330 W www.ceo.ea.edu.au



Eile Edit View Higtory Bookmarks Tools Help		- 0 ×
Alesco v13 - Production - Web × https://myhrc25082024145	44 × (New Tab × + File Upload Composition Composition (1997) E Desktop + • • • • • • • • • • • • • • • • • •	
CATHOLIC EDUCATION WESTERN AUSTRALIA My Details My Pay My Leave Timesheet & Expenses Select My View School/Area: Cathol: Education Office of WA - LEEDENILE View Clear Query Disport to Exoc Select The Catholic Education Office of WA - LEEDENILE View Clear Query Disport to Exoc Select The Clear Query Disport to Exoc Select The Clear Query Disport to Exoc Employee job Name Position Title Employee	Organice • New folder Morecov Provines	e Sore
Copyright @ Taker2 Works Pry 124	File name: Doc 8 Certificate of Attendance.pdf Uartificat(")	TopotPa

Select your file (scanned certificate) and click **Open** to attach to MyHR record

4.9 To save the record click Add Record

ile Edit View History Bookmarks Iools Help		- 0 ×
Alesco v13 - Production - Web × https://myhr.c25682024145444 × New Tab × +		
A https://myhr.cathednet.wa.edu.au/alesco-prodv13/faces/WJ00007_adf.ctri-state=8eysk69c9_138c_afrLoop=28925682024145444	▼♂Q → ♠ ☆ 自	• - 4 Ξ
	Home SECURE LOGOUT Pending Requests - Chan	ige Password - HELP
CATHOLIC EDUCATION Relief in Education MUHR		
western australia		
My Details 🗸 My Pay 🗸 My Leave 🗸 Timesheet & Expenses 🗸 Team Accreditation Details 🗸		
lect My View	@User Preferences	Print Pull Scree
chool/Area: Catholic Education Office of WA - LEEDERVILLE		
Professional Learning Portal Accreditation Website Frequently Asked Questions -	Accreditation TRBWA Professional Learning Activities Policy Professional Learning Cheat Sheet A	ATTSL Aus. Inst. for
riew - Vear Query Subport to Excel		
Select Cols Personal Development History		
Activity Type	1 - CEOWA Training Course or PD Activity -	
ployee Job Name Position Title Emple Development Category	Accreditation	
Activity Description	Catholic Beliefs & Traditions - Accred to Teach	
Location	School	
Location Detail	St Joseph's School, Busselton	
Start Date	19-Jan-2015 🔤	
End Date	20-Jan-2015	
AITSL Standard (see TRBWA documentation)	Standards 1 & 2 (Knowledge)	
AITSL Comments		
AITSL Career Stage	•	
Comments (e.g. Further classification)		
Total Hours	12	
Small documents (1 or 2 pages) can be attached in the section box below		
Attach Cert/Evidence (optional) Maximum document size is 250KB	Browse Doc 8 Certificate of Attendance.pdf	
Add Record D Return without saving changes		
 This page was produced January 16, 2015 11:09 am by program WKCED12 (revision 	3.51895)	
User Preferences		Top of Pa
Copyright @ Talent2 Works Pty Ltd . (ACN 010 602 892)		



5. Success!

File Edit View History Bookmarks Tools Help		and the second	
Alesco v13 - Production - Web × https://myhr.c25682024145444 × New Tab × +			
🔶 🗎 https://myhr.cathednet.wa.edu.au/alesco-prodv13/faces/WJ0000?_adf.ctrl-state=8eysk69c9_138_afri.oop=28925682024145444	▼ C Q	→ 合 合 自	⊕ - ∢ ≡
	Home SE	CURE LOGOUT Pending Requests - Char	noe Password - HELP +
CATHOLICEDUCATION RIFE ELecter and			
Western Australia Seliet in Education MyHR			
My Details 🗸 My Pay 🗸 My Leave 🗸 Timesheet & Expenses 🗸 Team Accreditation Details 🗸			
Foliant Mr. 1 Barr		Chiller Drafarances	
Select my view		Wrose Hereicies	Barrine Paronsoreen
School/Area: Catholic Education Office of WA - LEEDERVILLE			
Professional Jacciss Data According Website Francisch Asked Asset	Accreditation TDRWA Professional Learning Activitie	Bolicy Brofessional Learning Chast Sheet	ATTSI Aug lost for
Teaching & School Leadership Psychology Board of Aus - Guidelines on CPD	There receive a constant	ELECTRIC FLORE AND COMPACT AND	CITAL CAR. MIS. 191
Vicer Query Dear Query Deport to Excel			
Select 2 Extra Cols			
Success! Record Inserted			
Employee Job Name Position Title Emple Activity Type	1 - CEOWA Training Course or PD Activity		
Development Category	Accreditation		
Activity Description	Catholic Beliefs & Traditions - Accred to Teach		
Location	School		
Location Detail	St Joseph's School, Busselton		
Start Date	19-Jan-2015		
End Date	20-Jan-2015		
AITSL Standard (see TRBWA documentation)	Standards 1 & 2 (Knowledge)		
AITSL Comments			
AITSL Career Stage			
Comments (e.g. Further classification)			
Total Hours	12		
Type of Evidence (if required)			
Small documents (1 or 2 pages) can be attached in the section box below			
Attach Cert/Evidence (optional) Maximum document size is 250KB	Doc 8 Certificate of Attendance.pdf		
Back to Course History main page			
*			
* <u> </u>			
talent Copyright © Talent2 Works Pty Ltd			

To delete a record:

1. Select the PD to be deleted

Eile Edit	View H	istory	Bookmarks Iools	: <u>H</u> elp											6	Ø	×
Alescov	/13 - Prod	duction	Web × http	s://myhr.c	256820241	45444 × New Tab		× +									
(() ()	ttps://m	hr.cath	ednet.wa.edu.au/al	esco-prod	v13/faces/W	000007_adf.ctrl-state=8eys	k69c9_138c_afrL	oop=289256820	24145444		∀ C' Q		→ ♠	☆ 自	- 19	4	≡
											Home	SECURE LOGOUT	Pending Requ	ests - Ch	ange Pass	word - H	ELP 👻
4.	CATH	OLIC	EDUCATION	N TS	Relief it	n Education	MyHR										
1000		VESTERN	AUSTRALIA														
My Detail	ls∨ My	Pay ~	My Leave → Ti	mesheet	& Expense	s 🗸 Team Accreditatio	n Details 🗸										
Select My	View												(User Pre	ferences	Print	Ful S	creen
School/Area	: Catholic	Educatio	n Office of WA - LEE	DERVILLE													
						Professional Learning Port	al Accreditatio	Website Fre	uently Asked Qu	estions - Accreditation	TRBWA Professional Learning A	ctivities Policy Profe	ssional Learning Che	at Sheet	ATTSL Aus	Inst. for	
View~	🌱 Clea	Query	Support to Excel		B	Bassanal Develo	ship Psycholog	y Board of Aus.	- Guidelines on C	20							
Select	des Extr	a Cols	-		_	Personal Develo	pment Hist	ory									_
Employee	Job	Name	Positio	n Title	Emple	Activity Type	Start Date	End Date	Dev. Category	Activity Desc.	Location	AITSL Standard (TRBWA)	Career	Total Hours	Cert/Doc M attached)	lame (if	
					â	1 - CEOWA Training Course or PD Activity	19-Jan-2015	20-Jan-2015	Accreditation	Catholic Beliefs & Traditions - Accred to	School	Standards 1 & 2 (Knowledge)	stage	12.00	Doc 8 Cert Attendance	tificate of e.pdf	
http://myh	· III	net.wa.e	tt Copyright du.au/ptu/ptu/pta	© Talent2 W	Rofes Pty Ltd 2SPDH.Query	Add new record This page was produced Liser Profesances	January 16, 2015 768/Z_FORM_51	11:15 am by pro	gram WKCEO12	(revision 13.51885)						Top of	Page



2. Click Delete. A box will pop-up asking to confirm the delete, click OK

fie fot New selato forward Toon Heb				Fie Fae Zew Hillon Teepurers Teep Field				(B)	a x
Name and a statement of the statement of	tom a function of the			Alesco xL3 - Production - Web. × https://mybr.n.=2565.002	1315444 × (New Tab ×	+			-
A https://myhi.cathednet.wa.edu.au/siesco-prod-13/faces/s		> ⊂ [0, → 合合自物・	· 4 =	🔄 🖹 https://wyhvesthednet.wa.edu.au/since-proh/13/faces	W10001_adl.cht-state=beysid10/0_135c_bLoop+20	925682028345444	∀.C. 0.		4 =
CATHOLIC EDUCATION Belief	и Едисатон мунк			CATHOLIC EDUCATION Belief	in Education MyHR		- Hinter	SECORE LOCORET Providing Respects - Change Pacing	and - HELP'S
My Details - My Pay - My Leave - Timesheet & Expense	s Team Accreditation Details			My Details - My Pay - My Leave - Timesheet & Experie					
Select My View		San Subarras Barris	Find Screen	Select My View				Gemeinen Gen i	Diasti
School/Avea: Catholic Education Office of Hilk - LEEDERVILLE				School/West Calmin, Education Office of NA - USERSTOLE					
	Professional Learning Partiel Accessibilities Website Frequently Asked Guessions - A Teaching & School Leadership Bacchology Road of Aux - Guessions on CPD	scondiation 1989/A Professional Learning Activities Policy Professional Learning Dead Dead ACS, Au	n. inst. for		Patenance Learning Party Automobility Paten	Barrett Institution of	TERMA Parkestina Learning A	richen Policy - Buchenson at Least Dates - ACOLANN.)	ant.ter
enteen 2500 (as	Personal Development History			miner where the provide a state of the	Personal Development Histo	Please confirm the Delete			
	Activity Type	1-CEOWA Training Course or PD Activity +			Activity Tape		EOWA Training Course or PD Ar	wy -	
Employee Job Name Pointion Title Employee	Development Cabepory	Accreditation •		Register Jun Name Passan Title Segui	Development Category	0	motation .		
i i	Activity Description	Catholic Beliefs & Traditions - Accred to Teach			Activity Description	Caton	old Ballets & Traditions - Accred to T	each 🗶	
	Location	School •			Location		School		
	Location Detail	St Joseph's School, Bussetton			Location Detail		SR Janseph's School Ounseltan		
	Start Date	19-Jan-2015 Inte			Start Date		18-300 2015		
	End Date	20-Jan 2015 121+			End Date		25-340-2(15 1011-		
	AITSL Standard (see TRENUA documentation)	Standards 1 & 2 (Knowledge) -			AITSL Standard (See TRENA documentation	-	Standards 1.5.2 (Knowindge)		
	AITSL Commonts				AITSL Comments				
	AITSL Career Stage				AITSL Carser Stage				
	Comments (e.g. Further classification)				Comments (e.g. Factor classification)				
	Total Hours	12			Total Rears				
	Type of Evidence (if required)				Type of Evidence (if required)	and in the second second second			
	Attach Certifisidence (optional) Maximum document size is 25048	Browse, No Ne selected. Doc.8 Certificate of Attendance and			Attact CertEvilence (optional) Maximum document size is 25040		Economic file Selected	Des & Certificate of Alternational and	
	Up sub Delate Batum without saving changes				Update Desde Return ethod sales	ng changes			
-	This page was protocol January 18, 2015 11 15 am by program WKCED12 (revision 1	2.5 (895)			This page was probled January 10, 2015 1116 at	may program WKC2012 person 13	10.000		
* *	User Preferences		Tap of Pase		Unic Pathences				Tax at Dear
talent 2 Creyinger & Talenci Warrs Pry Let	1			talent 2 tasta transfer in transfer into the con	1		ita a sab		

3. Success!

