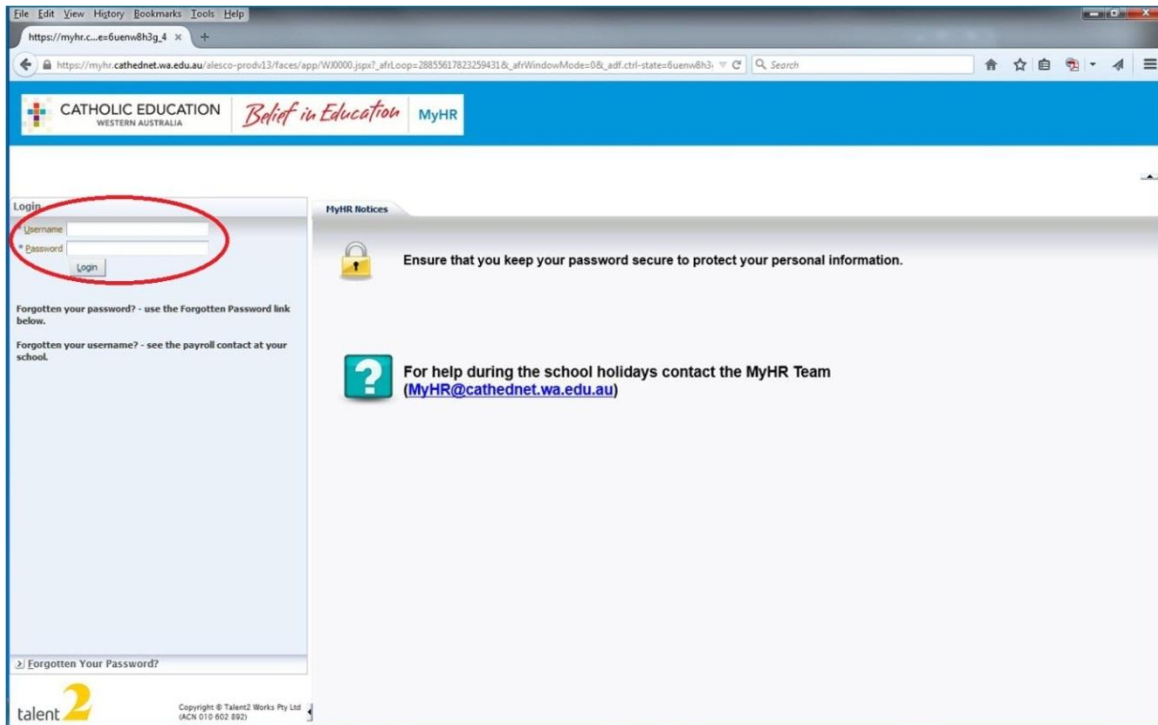


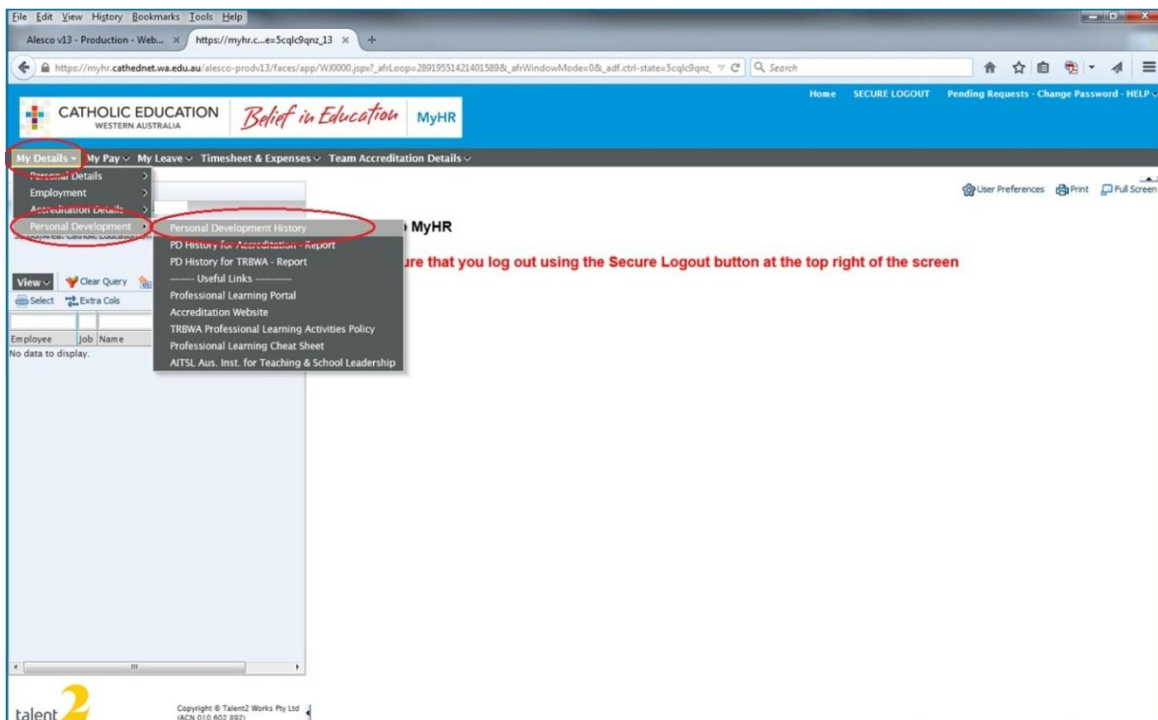


RECORDING PROFESSIONAL DEVELOPMENT AND LEARNING ON MYHR

1. Open MyHR login page and login using MyHR credentials



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





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

The screenshot shows the 'Personal Development History' page in the MyHR system. It features a table with columns: Activity Type, Start Date, End Date, Dev. Category, Activity Desc., Location, AITSL Standard (TRBWA), AITSL Career Stage, Total Hours, and Cert/Doc Name (if attached). Below the table, there is a purple link labeled 'Add new record' which is circled in red. The page also includes navigation tabs, a search bar, and a footer with the Talent2 logo and copyright information.

The page that opens will display as indicated below

The screenshot shows the 'Personal Development History' form page. It contains several input fields: Activity Type, Development Category, Activity Description, Location, Location Detail, Start Date, End Date, AITSL Standard (see TRBWA documentation), AITSL Comments, AITSL Career Stage, and Comments (e.g. Further classification). There is also a 'Total Hours' field and a section for 'Type of Evidence (if required)' with a note: 'Small documents (1 or 2 pages) can be attached in the section box below'. A 'Browse...' button is present for attaching documents, with a note 'Maximum document size is 250KB'. At the bottom, there are 'Add Record' and 'Return without saving changes' buttons. The page footer includes the Talent2 logo and copyright information.



4.1 Select Activity Type

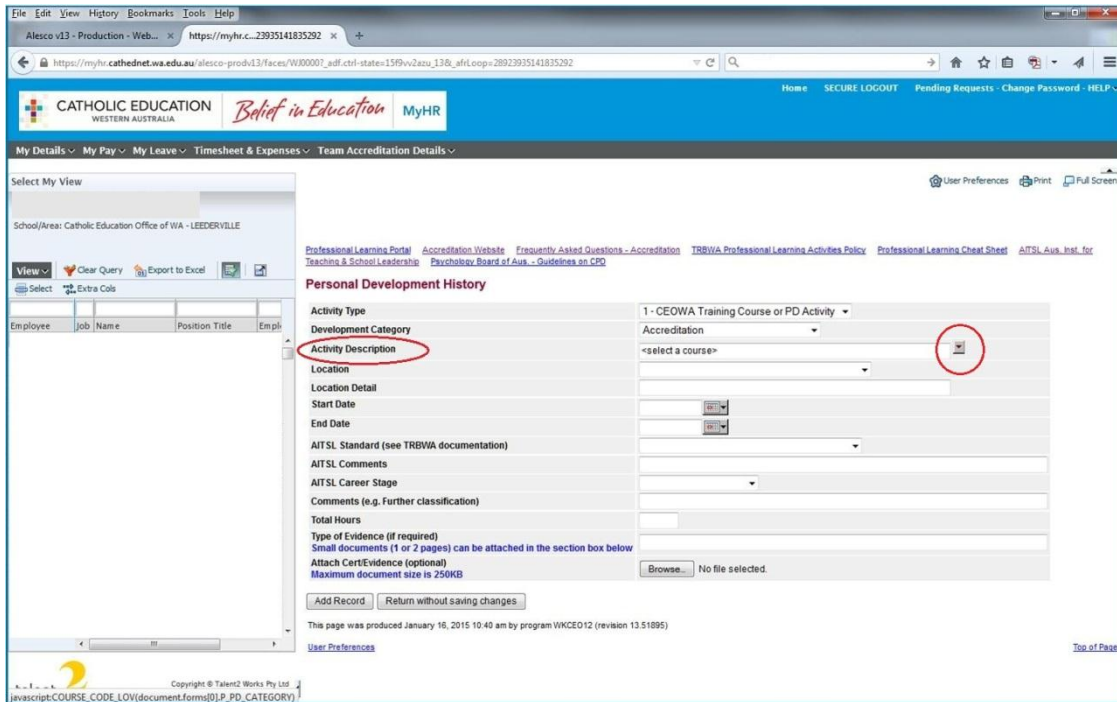
The screenshot shows the 'Personal Development History' form. The 'Activity Type' dropdown is open, displaying a list of activity types. The 'Development Category' field is currently empty. The form includes fields for Activity Description, Location, Location Detail, Start Date, End Date, AITSL Standard, AITSL Comments, AITSL Career Stage, Comments, Total Hours, and Type of Evidence. There is also a section for attaching certificates of evidence.

4.2 Select Development Category i.e. Accreditation

The screenshot shows the 'Personal Development History' form. The 'Development Category' dropdown is open, displaying a list of development categories. The 'Activity Type' field is currently set to '1 - CEOWA Training Course or PD Activity'. The form includes fields for Activity Description, Location, Location Detail, Start Date, End Date, AITSL Standard, AITSL Comments, AITSL Career Stage, Comments, Total Hours, and Type of Evidence. There is also a section for attaching certificates of evidence.



4.3 Open Activity Description pop-up menu



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.





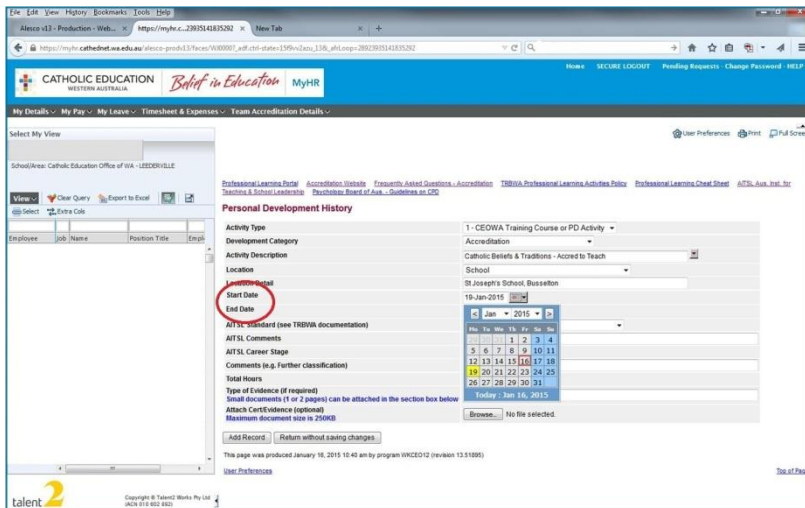
4.5 Select Location

The screenshot shows the 'Personal Development History' form in the MyHR system. The 'Location' dropdown menu is open, displaying a list of options: Catholic Education Office - Leederville, Newman Siena Centre, School, Broome - Catholic Education Office, Bunbury - Catholic Education Office, Geraldton - Catholic Education Office, Kalgoorlie Centre for Liturgy, Polycom, and - Other (Please specify in Location Detail field). The 'Location Detail' field is currently empty.

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

The screenshot shows the 'Personal Development History' form with the 'Location' dropdown set to 'School'. The 'Location Detail' field is now filled with 'St Joseph's School, Busselton'. The 'Start Date' field is also highlighted with a red circle.

4.6 Select Start Date and End Date



Personal Development History

Activity Type: 1 - CEOWA Training Course or PD Activity

Development Category: Accreditation

Activity Description: Catholic Beliefs & Traditions - Accredited 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 Career Stage: Highly Accomplished Lead

Comments (e.g. Further classification):

Total Hours: 12

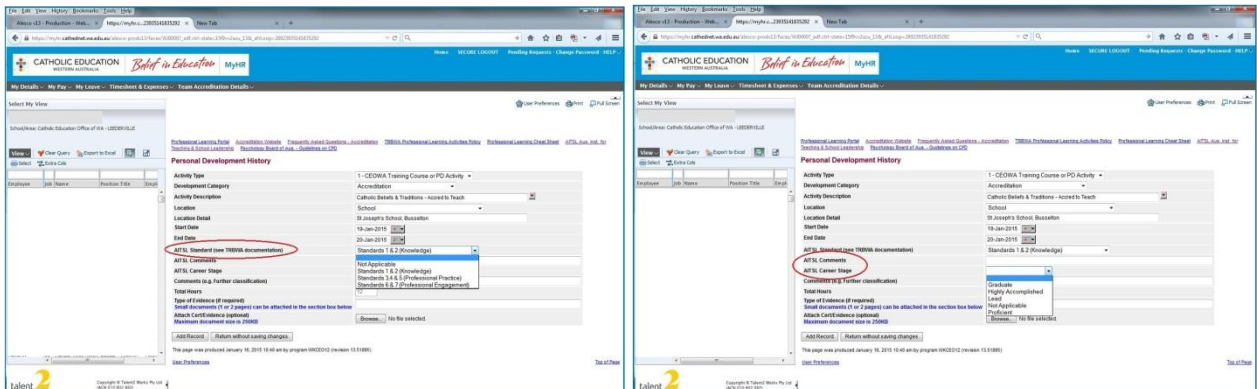
Type of Evidence (if required): Small documents (1 or 2 pages) can be attached in the section box below

Attach Cert/Evidence (optional): No file selected.

Maximum document size is 250KB

Add Record Return without saving changes

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



Personal Development History

Activity Type: 1 - CEOWA Training Course or PD Activity

Development Category: Accreditation

Activity Description: Catholic Beliefs & Traditions - Accredited 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 Career Stage: Highly Accomplished Lead

Comments (e.g. Further classification):

Total Hours: 12

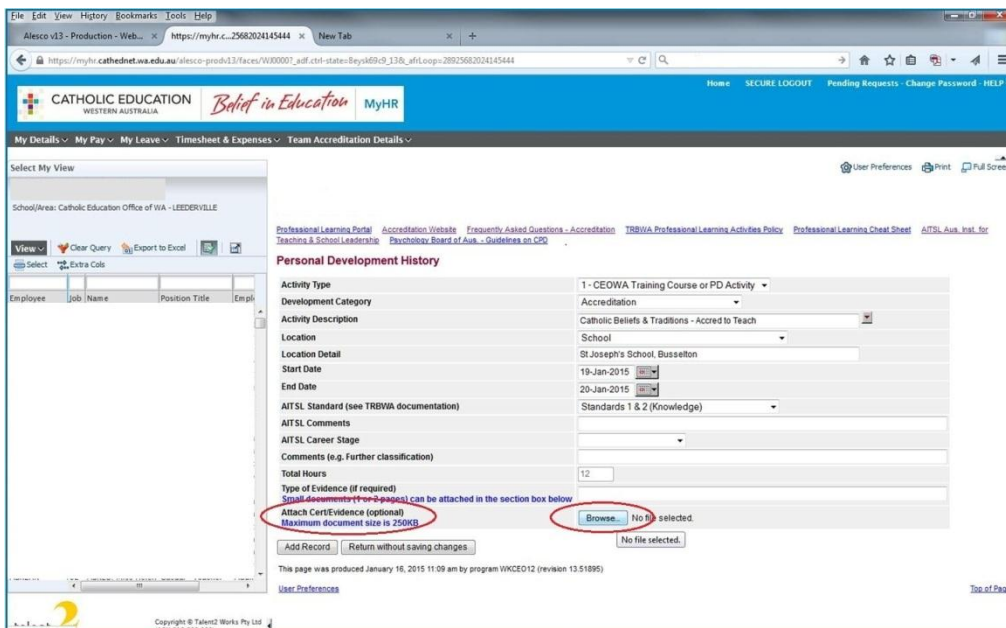
Type of Evidence (if required): Small documents (1 or 2 pages) can be attached in the section box below

Attach Cert/Evidence (optional): No file selected.

Maximum document size is 250KB

Add Record Return without saving changes

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



Personal Development History

Activity Type: 1 - CEOWA Training Course or PD Activity

Development Category: Accreditation

Activity Description: Catholic Beliefs & Traditions - Accredited 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 Career Stage: Highly Accomplished Lead

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): No file selected.

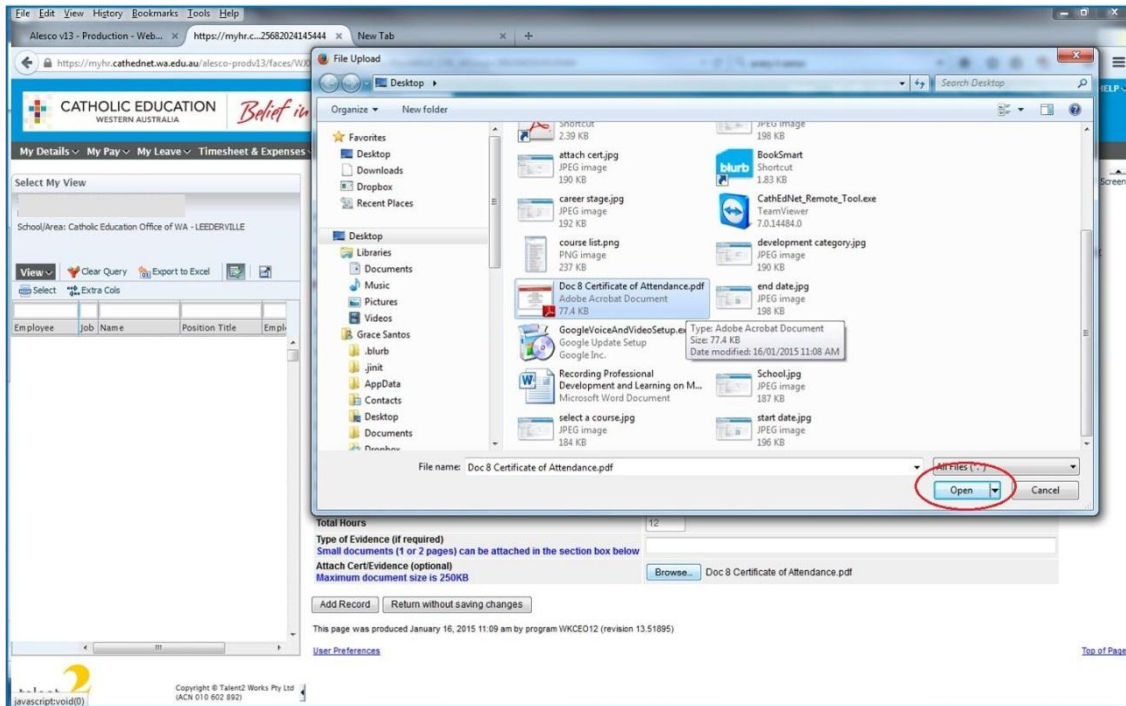
Maximum document size is 250KB

Browse... No file selected.

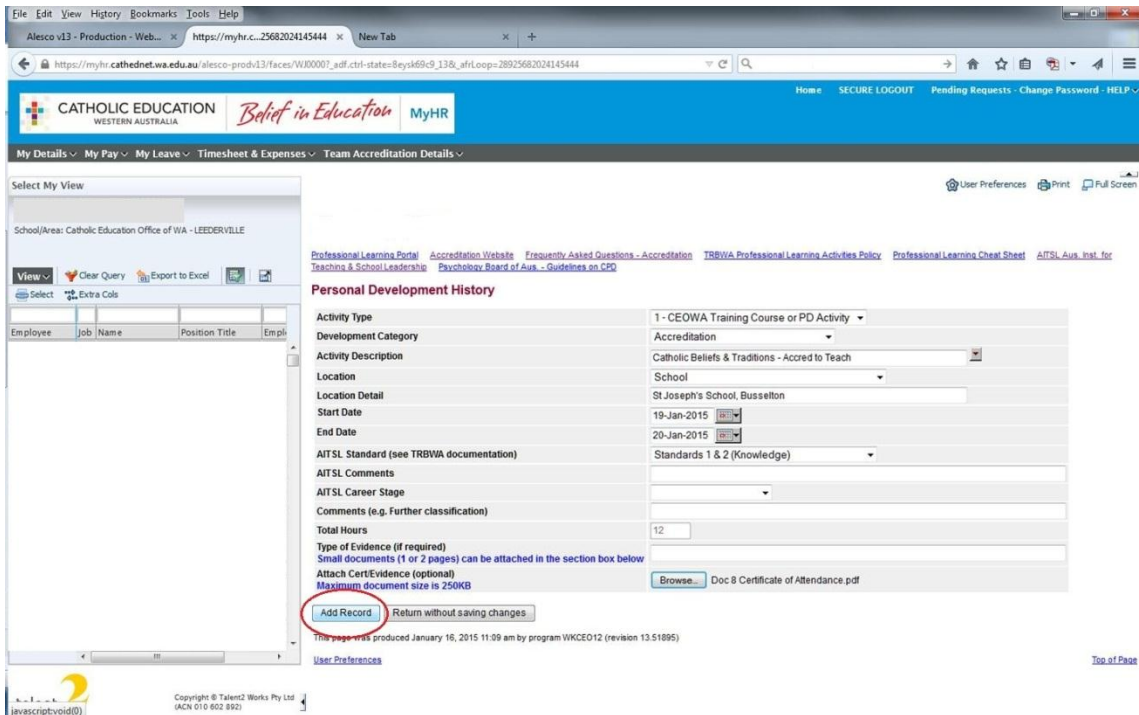
Add Record Return without saving changes



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



4.9 To save the record click **Add Record**





5. Success!

The screenshot shows the MyHR interface for Catholic Education Western Australia. The 'Personal Development History' section is active, displaying a table with one record. A red circle highlights the text 'Success! Record Inserted' at the top of the record details. The record details include:

- 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, Busseton
- Start Date: 19-Jan-2015
- End Date: 20-Jan-2015
- AITSL Standard (see TRBWA documentation): Standards 1 & 2 (Knowledge)
- AITSL Comments: (empty)
- AITSL Career Stage: (empty)
- Comments (e.g. Further classification): (empty)
- Total Hours: 12
- Type of Evidence (if required): (empty)
- Attach Cert/Evidence (optional): Doc 8 Certificate of Attendance.pdf
- Maximum document size is 250KB

To delete a record:

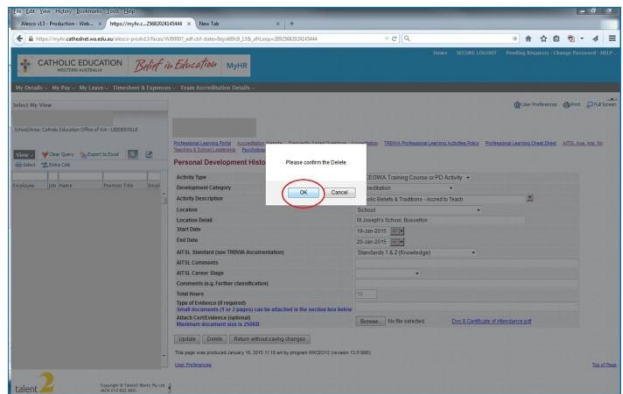
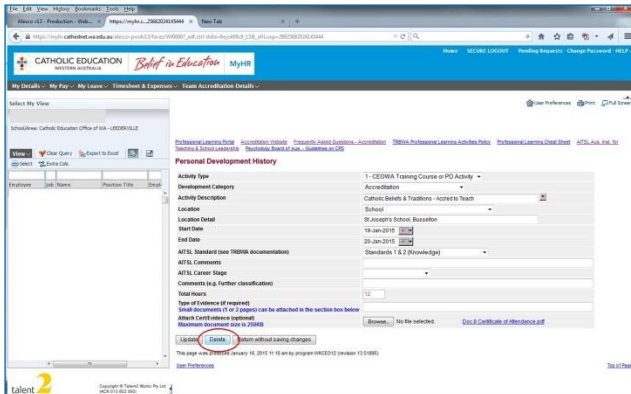
1. Select the PD to be deleted

The screenshot shows the MyHR interface for Catholic Education Western Australia. The 'Personal Development History' section is active, displaying a table with one record. The record is highlighted in blue, indicating it is selected. The record details are:

Activity Type	Start Date	End Date	Dev. Category	Activity Desc.	Location	AITSL Standard (TRBWA)	AITSL Career Stage	Total Hours	Cert/Doc Name (if attached)
1 - CEOWA Training Course or PD Activity	19-Jan-2015	20-Jan-2015	Accreditation	Catholic Beliefs & Traditions - Accred to Teach	School	Standards 1 & 2 (Knowledge)		12.00	Doc 8 Certificate of Attendance.pdf



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



3. **Success!**

