**Reporting of L&D & Management Information**

# Information for Line Managers

From September 2022 you may start to notice some changes to how L&D is reported in your region.



Completion of mandatory and key required learning within each region will be communicated via each regional Probation Learning Lead to wider regional leads every quarter – during the first weeks of **September, December, March** and **June**.

* For mandatory learning who has and has not completed the necessary learning will be set out.
* For key required learning information will be provided about who has completed the required learning.



Please note that ‘required’ learning set out in the [Learning Based on Roles area of the Probation Hub](https://welcome-hub.hmppsintranet.org.uk/my-work/my-performance-learning-and-development/learning-courses/learning-based-on-roles/) covers learning that staff entering a new role will be expected to undertake. The required learning that will be reported on here is *new* learning developed that is agreed as being required for all staff in a particular role e.g., SEEDS2 for Practitioners.

If staff in your management chain suspect these reports are inaccurate, please direct them to the steps on the [Probation Hub](https://welcome-hub.hmppsintranet.org.uk/is-your-learning-record-on-mylearning-correct/) to update their individual learning record.

## Accessing myLearning records for your team

You are encouraged to continue to discuss your staff’s learning and professional development needs, as part of your regular conversations (and within reflective practice supervision, for relevant staff) using the [Framework for Continuing Professional Development](https://welcome-hub.hmppsintranet.org.uk/wp-content/uploads/2022/07/CPD-framework-guide-V1-June-22.pdf) as a useful guide.



It is in these discussions that the impact of any recent learning undertaken is likely to be uncovered most, so encouraging those you line manage to come prepared to supervision sessions ready to chat through any learning or development activity they have undertaken, and how they will embed the learning into practice, will be valuable.

As well as receiving L&D management information each quarter, you can also look at your team’s myLearning records at any time e.g., ahead of an upcoming supervision session.



[Course: myLearning Guidance for Line Managers, Topic: Viewing Team Records (mydevelopment.org.uk)](https://mydevelopment.org.uk/course/view.php?id=3172&section=1) is a short video about how to view your team’s records.



[Course: myLearning Guidance for Line Managers, Topic: Viewing Line Manager Dashboards (mydevelopment.org.uk)](https://mydevelopment.org.uk/course/view.php?id=3172&section=2) is a short help video about how to view line manager dashboards on myLearning.

## What about learning which isn’t automatically recorded on MyLearning?

Where learning is not automatically recorded via myLearning (e.g., individual videos or briefings such as those in the Probation Service CPD area of myLearning or external learning that doesn’t sit on myLearning such as an external workshop or shadowing), we encourage staff to use the ‘Other Evidence’ area of myLearning to document learning undertaken.



[Course: myLearning Guidance for All Learners, Topic: Uploading Evidence (mydevelopment.org.uk)](https://mydevelopment.org.uk/course/view.php?id=3171&section=6) is a short help video about how to upload other evidence.