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

# Information for Learners

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**.

## What do I need to do?

### Check that your myLearning records are accurate

* For all wider learning undertaken we encourage you to ensure that this is captured on your myLearning record. Most courses on myLearning and for Civil Service Learning will automatically update on your record once you have completed the learning.



[Course: myLearning Guidance for All Learners, Topic: View Record of Learning (mydevelopment.org.uk)](https://mydevelopment.org.uk/course/view.php?id=3171&section=5) is a short help video about how to view your own individual learning record.



If you suspect your myLearning record is incomplete or inaccurate, please follow the steps set out on the [Probation Hub](https://welcome-hub.hmppsintranet.org.uk/is-your-learning-record-on-mylearning-correct/).

### 2. Add any other learning activities to your learning record

* Some resources such as individual videos or briefings (e.g., those in the Probation Service CPD area of myLearning) may not show on your record as these are ‘activities’ rather than ‘courses’ which is the level at which myLearning reports.
* In these scenarios we encourage all learners to use the 'Other Evidence’ area of myLearning to document any learning undertaken. This area can also be used to record learning activity undertaken not on myLearning e.g., an external workshop or shadowing.



[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 video about how to upload Other Evidence to your myLearning record.

### 3. Discuss your learning & professional development with your line manager

You are encouraged to continue to discuss your learning and professional development needs, with line managers, within supervision, 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 and development activity undertaken is likely to be uncovered most, so go prepared to your supervision sessions ready to chat your line managers through any learning you have been undertaking and how you will embed the learning into your work.