

How to view your learning & certifications plan in your TMS account (upcoming, booked or assigned learning)

From the Metro North TMS Homepage:

1. Click on your ME tab

2. Scroll down to the Learning & Certifications section to view your learning plan

Note: the name column can be sorted in ascending or descending order

3. From here you can REGISTER for instructor-led or web-based classes

Certifications: used to track the frequency of training requirement, i.e. yearly or once off

Course: subject you would be trained in

Class: date in which you would enrol to attend

Note: You can register via the certification or the course

4. The Progress and Due columns will show the status for each of your training

ACQUIRED: no action needed, check for recertification date

PENDING REGISTRATION: need to register for a course

IN PROGRESS: may need attention, check due date

OVERDUE: needs urgent attention

The screenshot shows the 'My Plan' page in the TMS. The 'ME' tab is selected. The 'Learning & Certifications' section is visible, showing a progress chart and a table of certifications. The table has columns for NAME, PROGRESS, DUE, and ACTIONS. Three certifications are listed: 'PDP Completion' (OVERDUE), 'General Evacuation Instructions' (ACQUIRED), and 'Fire Safety - Evacuation Coordination Instructions' (ACQUIRED). The 'REGISTER' button is highlighted in the first row. The 'OVERDUE' status is also highlighted.

NAME	PROGRESS	DUE	ACTIONS
PDP Completion Certification Version:1.0 Source: Jackie WOODWARD...	Progress 0% OVERDUE Expired on 31/05/2019	30/06/2019 133 days past due	REGISTER
General Evacuation Instructions Certification Version:1.0 Source: All Staff Mandat...	ACQUIRED On:20/02/2019 Recertification required by: 20/02/2020	20/02/2020 101 days remaining	REGISTER
Fire Safety - Evacuation Coordination Instructions Certification Version:1.0 Source: Denny MACGREGOR	ACQUIRED On:10/04/2019 Recertification required by: 10/04/2020	01/04/2020 142 days remaining	REGISTER