How to access and acquire your Learning Portal 'Completion History' (as proof of compliance) (Copy)

Navigate to https://learning.bartshealth.nhs.uk/#/login

1

2 Click the "**PROFILE ID**" field and enter your unique Profile ID number to sign in.



Scribe

3 Click onto the respective staff group '**TILE**' for your role e.g., Administrative, Dental, Nursing and Midwifery, etc



4 Click "Completion dashboard"

RATS Health NHS Trust	The Education Acad Leading the way in education and training
K Homepage (Nursing associates, nursing and midwifery)	
Completion dashboard	<
🛱 Freedom to Speak Up	
🥩 Digital forms	E-Assess Completi
🔁 E-Learning	
ষ্ঠ্য Statutory and mandatory training (CSTF and essential)	Vew Deta
Mask and hood care	
Training opportunities	
Additional Learning Resources	

Select which 'completion history' you want to view and export. Please note that all of these can be exported and sent to you via email.

	Dashboard	
E-Assessment Completion History View Detail	e-Learning for Healthcare Completion History View Detail	Face to Face Attendance History View Detail
Managing the critically unwell patient - Core Skills Passport Compliance Report	Managing the critically unwell patient - Advanced Skills Passport Compliance Report View Detail 💿	

6 Once you have selected and opened your chosen 'completion history', click the '**MAIL**' icon on the top right corner to send a copy of your records to the email address linked to your Profile ID/Learning Portal account.

t Completion History			
	20-0ct-23	Safeguarding Adults - Level 1 Barts Health NHS Trust Passed	20-0ct-23
ontrol - Non C	linical	Information Governance and Data DO NOT USE	a Security (2022)
	20-0ct-23	Passed	09-Nov-22
an Rights		Security	
	19-Nov-20	Passed	11-Nov-20
		Safeguarding Children - Level 1	
	11-Nov-20	Passed	11-Nov-20
iimate Loads		Information Governance (2019) Barts Health NHS Trust	

5

7 Click "Confirm"



8 Click "**OK**"



You will receive an email shortly from **iPDF** which will contain the 'completion history' you selected which you can use as a proof of compliance.

