

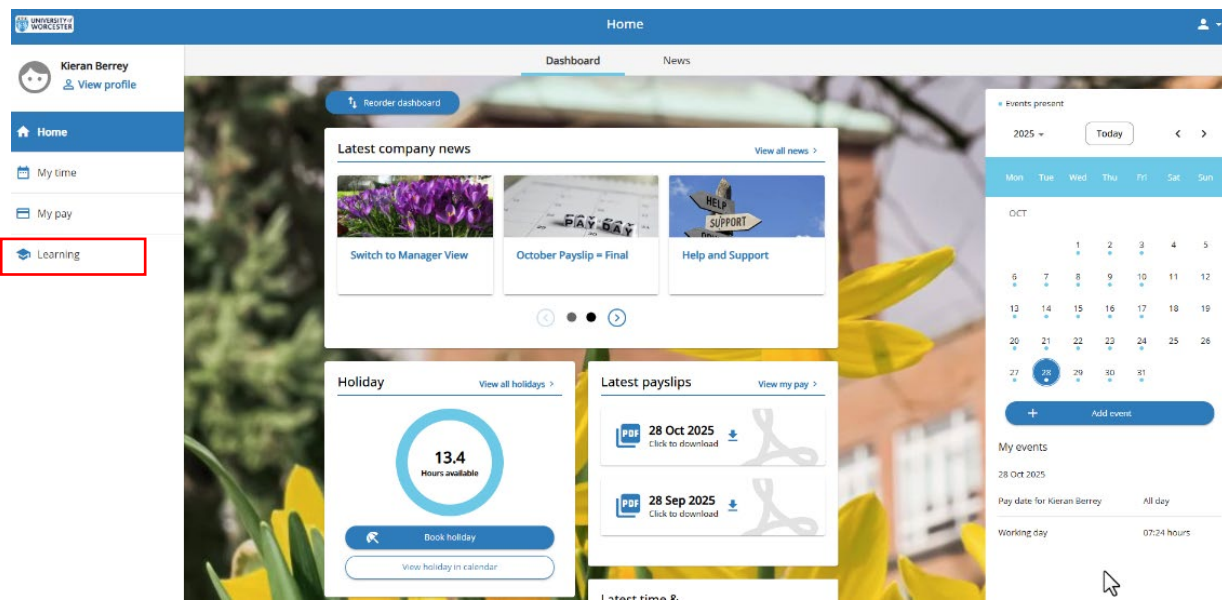
# My View

## Recording Personal Development

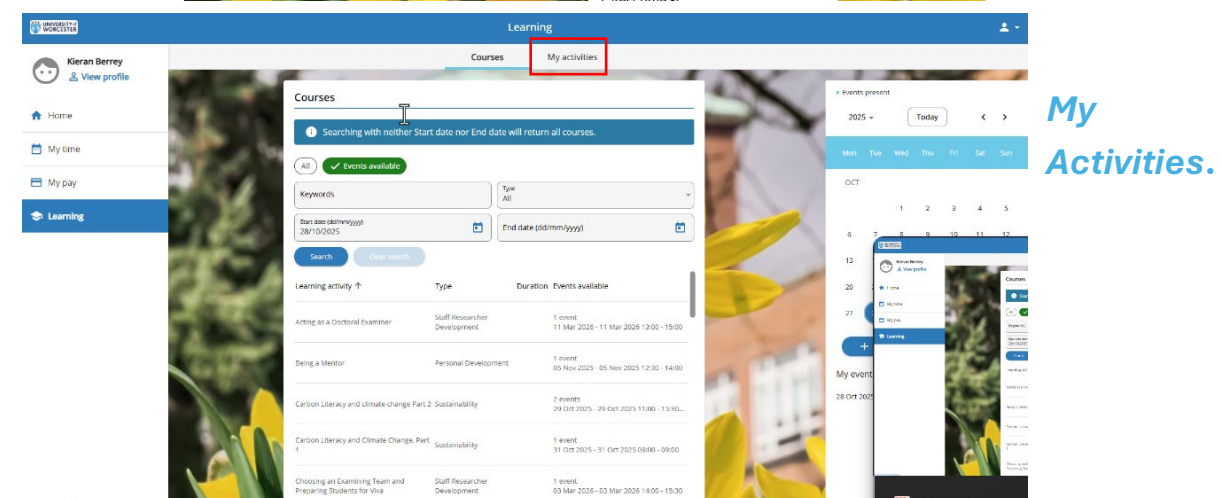
As an employee at the [University of Worcester](#), there are plenty of opportunities for personal development.

When you complete this we recommend you track your personal development in [iTrent](#).

From the home screen select [Learning](#).



The screenshot shows the 'Home' dashboard of the University of Worcester system. The left sidebar contains navigation links: Home, My time, My pay, and Learning (highlighted with a red box). The main content area includes sections for 'Latest company news', 'Holiday' (showing 13.4 hours available), 'Latest payslips', and a calendar for October 2025. A mouse cursor points to the 'Learning' link in the sidebar.



The screenshot shows the 'Learning' dashboard. The left sidebar contains navigation links: Home, My time, My pay, and Learning (highlighted with a red box). The main content area includes a 'Courses' section with a search bar and a table of learning activities. A mouse cursor points to the 'My activities' link in the sidebar.

Learning activity	Type	Duration	Events available
Acting as a Doctoral Examiner	Staff Researcher Development	1 event 11 Mar 2025 - 11 Mar 2025 12:00 - 15:00	
Being a Mentor	Personal Development	1 event 05 Nov 2025 - 05 Nov 2025 12:30 - 14:30	
Carbon Literacy and climate change Part 2: Sustainability		2 events 29 Oct 2025 - 29 Oct 2025 11:00 - 13:00...	
Carbon Literacy and Climate Change, Part 1	Sustainability	1 event 31 Oct 2025 - 31 Oct 2025 09:00 - 09:30	
Choosing an Examining Team and Preparing Students for viva	Staff Researcher Development	1 event 03 Mar 2026 - 03 Mar 2026 14:00 - 15:30	

*My  
Activities.*

## Add personal learning.

The screenshot shows the 'Learning' portal interface. On the left is a sidebar with the user's name 'Kieran Berrey' and navigation links: Home, My time, My pay, and Learning (highlighted). The main content area has tabs for 'Courses' and 'My activities'. The 'My activities' tab is active, displaying a 'Learning activities' search form with a message: 'Searching with neither Start date nor End date will return all activities'. Below the search form is a red-bordered button labeled '+ Add personal learning'. Underneath is a 'Learning evaluations' section with filters: All, Current (selected), Requires authorisation, Provisional, In progress, and Completed. To the right is a calendar for October 2025, showing the current date as the 28th. Below the calendar is a section for 'My events' with the text 'No events to display'.

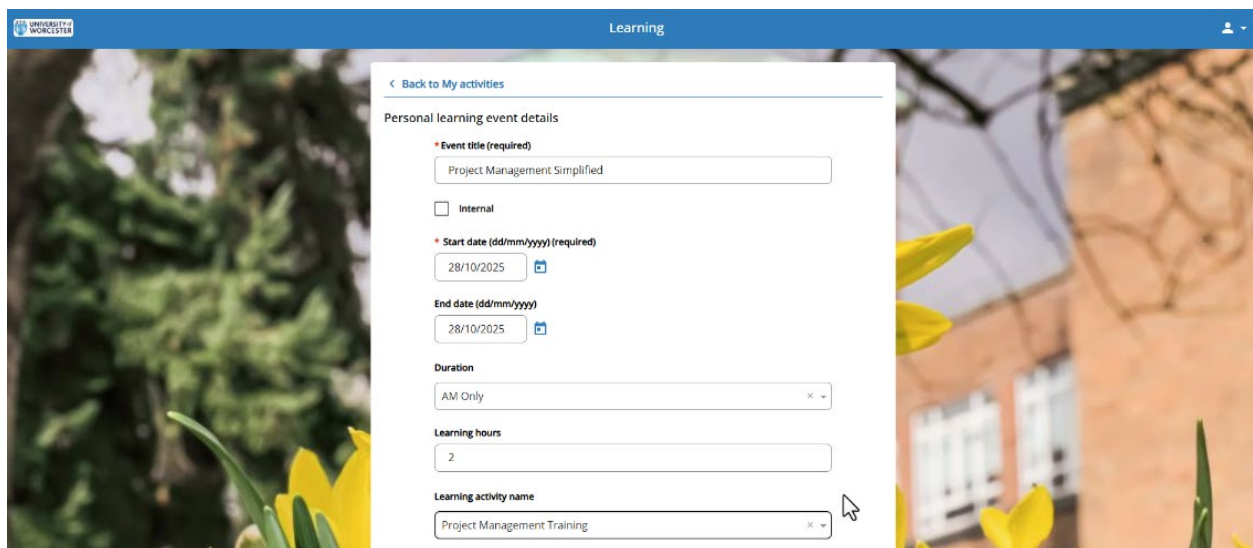
This will bring you to the [Personal learning event details](#) page.

From here you can enter the details for the personal development you have completed.

The screenshot shows the 'Personal learning event details' form. It has a back button labeled '< Back to My activities'. The form contains the following fields:

- \* Event title (required)**: A text input field with a cursor.
- ☐ Internal
- \* Start date (dd/mm/yyyy) (required)**: A date picker field.
- End date (dd/mm/yyyy)**: A date picker field.
- Duration**: A dropdown menu with 'Please choose' selected.
- Learning hours**: A text input field.
- Learning activity name**: A dropdown menu with 'Please choose' selected.
- Learning activity type**: A dropdown menu with 'Please choose' selected.

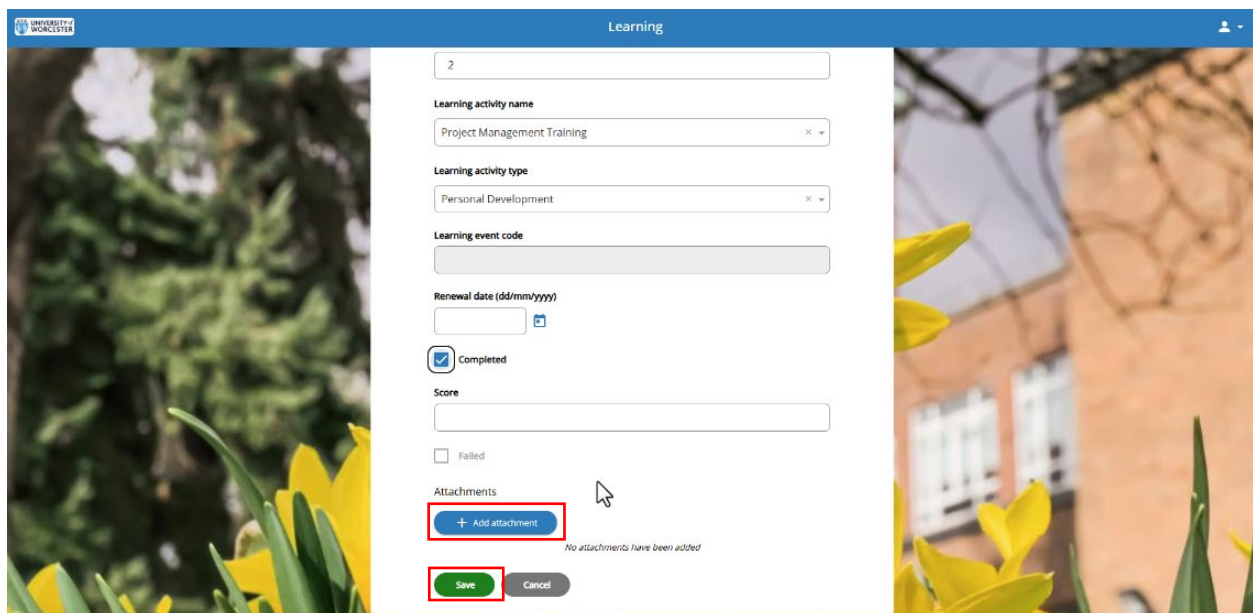
In this example we will be inputting that we completed a 2-hour LinkedIn Learning course related to the Project Management Training session.



The screenshot shows the 'Personal learning event details' form in the University of Worcester Learning portal. The form is titled 'Back to My activities' and contains the following fields:

- Event title (required):** Project Management Simplified
- Internal:** ☐
- Start date (dd/mm/yyyy) (required):** 28/10/2025
- End date (dd/mm/yyyy):** 28/10/2025
- Duration:** AM Only
- Learning hours:** 2
- Learning activity name:** Project Management Training

Once you have filled in the relevant boxes for your development, you can add any certificates as attachments, and select **Save**.



The screenshot shows the 'Attachments' section of the form in the University of Worcester Learning portal. The form is titled 'Learning' and contains the following fields:

- Learning activity name:** Project Management Training
- Learning activity type:** Personal Development
- Learning event code:**
- Renewal date (dd/mm/yyyy):**
- Completed:** ☒
- Score:**
- Failed:** ☐
- Attachments:** [+ Add attachment](#)
- Save:** [Save](#) [Cancel](#)

Once you have saved the record, you can go back to **My activities**.

The screenshot shows the 'Personal learning event details' form. At the top, there is a blue header with the word 'Learning'. Below it, a red box highlights a button labeled '< Back to My activities'. The form itself has a green status bar that says 'Changes have been saved.' Below this, there are several input fields: 'Event title (required)' with the value 'Project Management Simplified', an 'Internal' checkbox, 'Start date (dd/mm/yyyy) (required)' with the value '28/10/2025', 'End date (dd/mm/yyyy)' with the value '28/10/2025', 'Duration' with a dropdown menu showing 'AM Only', and 'Learning hours' with the value '2.00'.

You will be able to see the record appear in the calendar to the right, on the day it was completed.

The screenshot shows the 'My activities' page. At the top, there is a blue header with the word 'Learning' and a user profile icon. Below the header, there are two tabs: 'Courses' and 'My activities'. The 'My activities' tab is selected. On the left, there is a 'Learning activities' section with a search bar and a '+ Add personal learning' button. Below this is a 'Learning evaluations' section with a row of buttons: 'All', 'Current', 'Requires authorisation', 'Provisional', 'In progress', and 'Completed'. The 'Completed' button is highlighted with a red box. On the right, there is a calendar view for October 2025. The date '28' is highlighted with a red box. Below the calendar, there is a section titled 'My events' which shows a list of events for the selected date, including 'Project Management Simplified'.

You can then select this and make any edits if you need to. You will also be notified of these by email.