

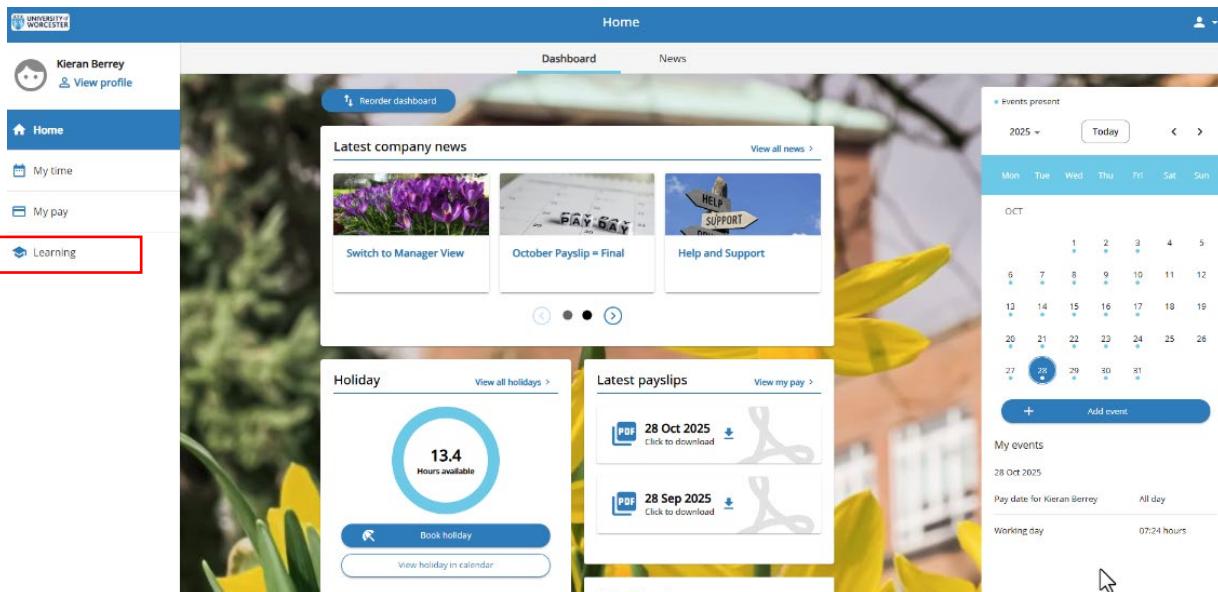
# My View

## Recording Personal Development

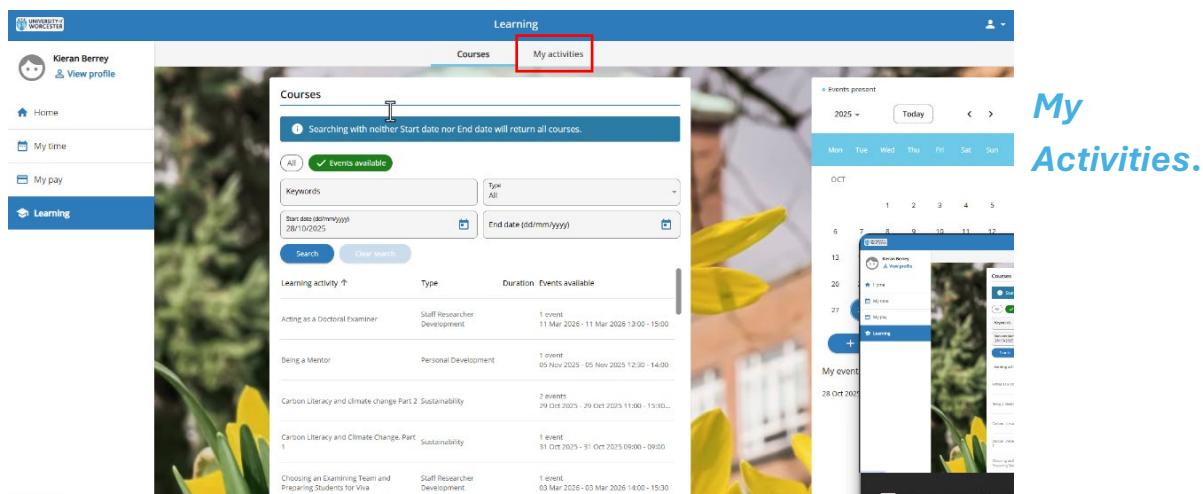
As an employee at the **University of Worcester**, there are plenty of opportunities for personal development.

When you complete this we recommend you track your personal development in **iTrent**.

From the home screen select **Learning**.



The screenshot shows the iTrent home screen. The top navigation bar has 'Home', 'Dashboard', and 'News'. The left sidebar shows 'Home', 'My time', 'My pay', and 'Learning', with 'Learning' highlighted by a red box. The main content area features a 'Latest company news' section with three cards: 'Switch to Manager View' (purple flowers), 'October Payslip = Final' (calculator and 'PAY DAY' text), and 'Help and Support' (blue sign with 'HELP & SUPPORT' and a smiley face). Below this is a 'Holiday' section showing '13.4 Hours available' and a 'Book holiday' button, and a 'Latest payslips' section with links to 'Click to download' for '28 Oct 2025' and '28 Sep 2025'. To the right is a calendar for October 2025 with a blue circle on the 28th, labeled 'My events' and '28 Oct 2025'. A mouse cursor is pointing at the calendar.

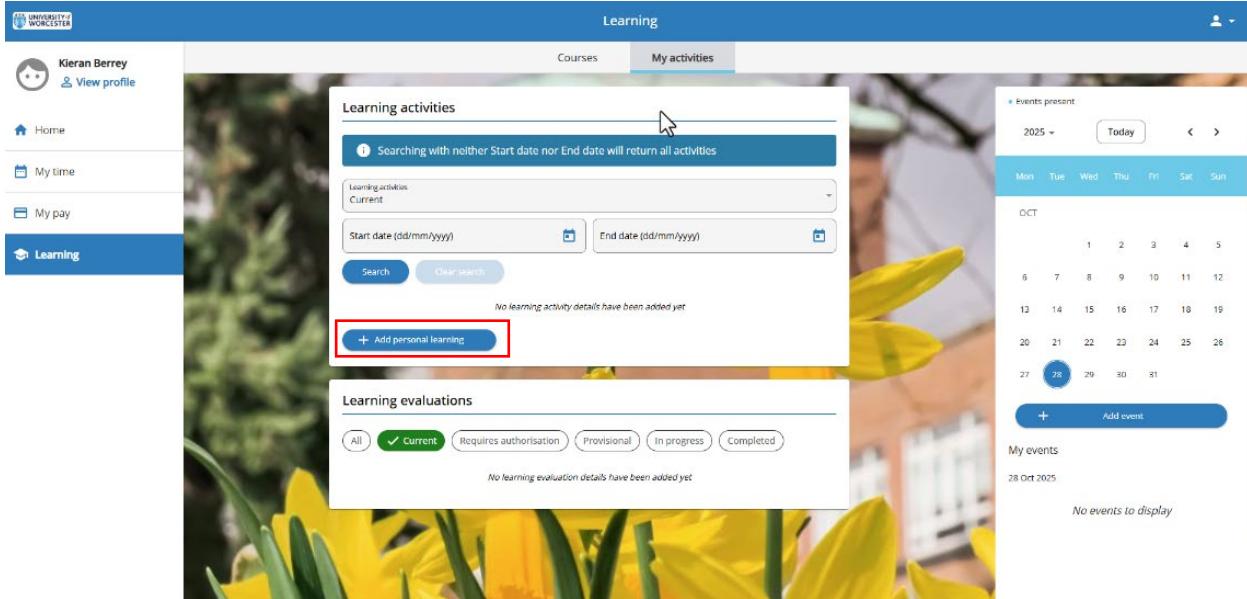


The screenshot shows the iTrent Learning screen. The top navigation bar has 'Courses' and 'My activities', with 'My activities' highlighted by a red box. The left sidebar shows 'Home', 'My time', 'My pay', and 'Learning'. The main content area shows a search bar for 'Courses' and 'My activities', with a message: 'Searching with neither Start date nor End date will return all courses.' Below this is a table of learning activities:

Learning activity	Type	Duration
Acting as a Doctoral Examiner	Staff Researcher Development	5 events 11 Mar 2026 - 11 Mar 2026 13:00 - 15:00
Being a Mentor	Personal Development	1 event 05 Nov 2025 - 05 Nov 2025 12:30 - 14:00
Cartoon Literacy and Climate Change Part 2: Sustainability	Sustainability	2 events 29 Oct 2025 - 29 Oct 2025 11:00 - 15:00...
Cartoon Literacy and Climate Change Part 1	Sustainability	1 event 31 Oct 2025 - 31 Oct 2025 09:00 - 09:00...
Choosing an Examining Team and Preparing Students for Viva	Staff Researcher Development	1 event 03 Mar 2026 - 03 Mar 2026 14:00 - 15:00

To the right is a calendar for October 2025 with a blue circle on the 28th, labeled 'My events' and '28 Oct 2025'. A mouse cursor is pointing at the calendar. The text 'My Activities.' is overlaid on the right side of the screen.

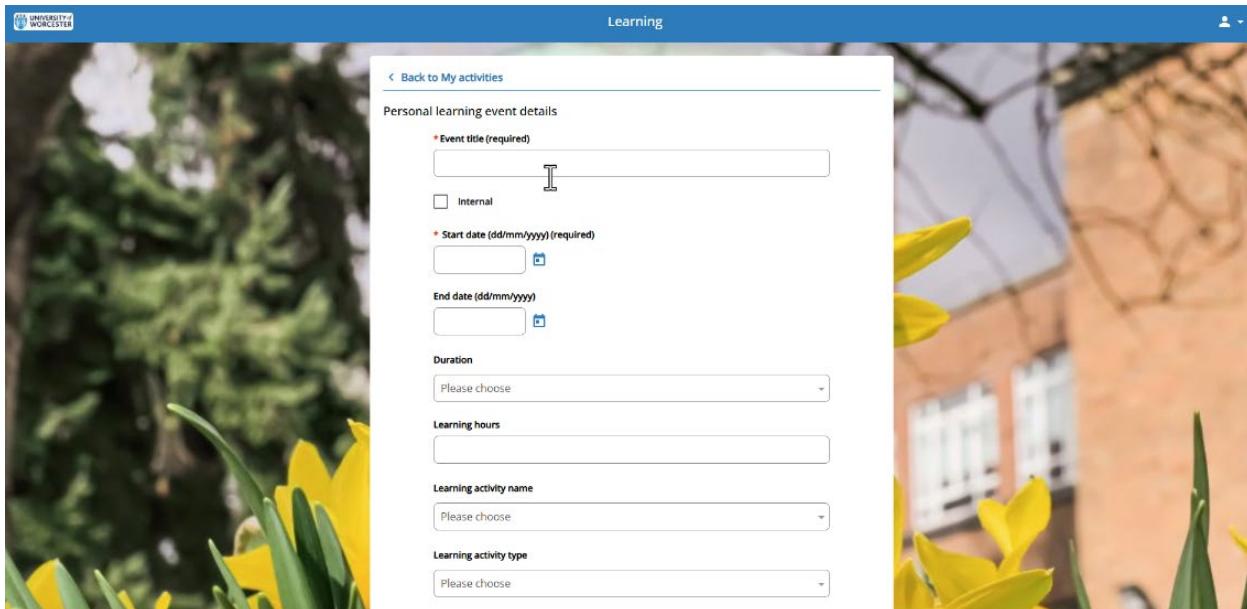
## Add personal learning.



The screenshot shows the Learning module interface. The 'My activities' tab is selected. A modal window titled 'Learning activities' is open, displaying a message: 'Searching with neither Start date nor End date will return all activities'. Below this is a search bar with 'Start date (dd/mm/yyyy)' and 'End date (dd/mm/yyyy)' fields, and 'Search' and 'Clear search' buttons. A message 'No learning activity details have been added yet' is shown, followed by a red-bordered button '+ Add personal learning'. Below this is a 'Learning evaluations' section with tabs for 'All', 'Current' (which is selected and has a green checkmark), 'Requires authorisation', 'Provisional', 'In progress', and 'Completed'. A message 'No learning evaluation details have been added yet' is displayed. To the right of the modal is a calendar for October 2025, with the 28th highlighted. The date 28 Oct 2025 is also listed under 'My events'.

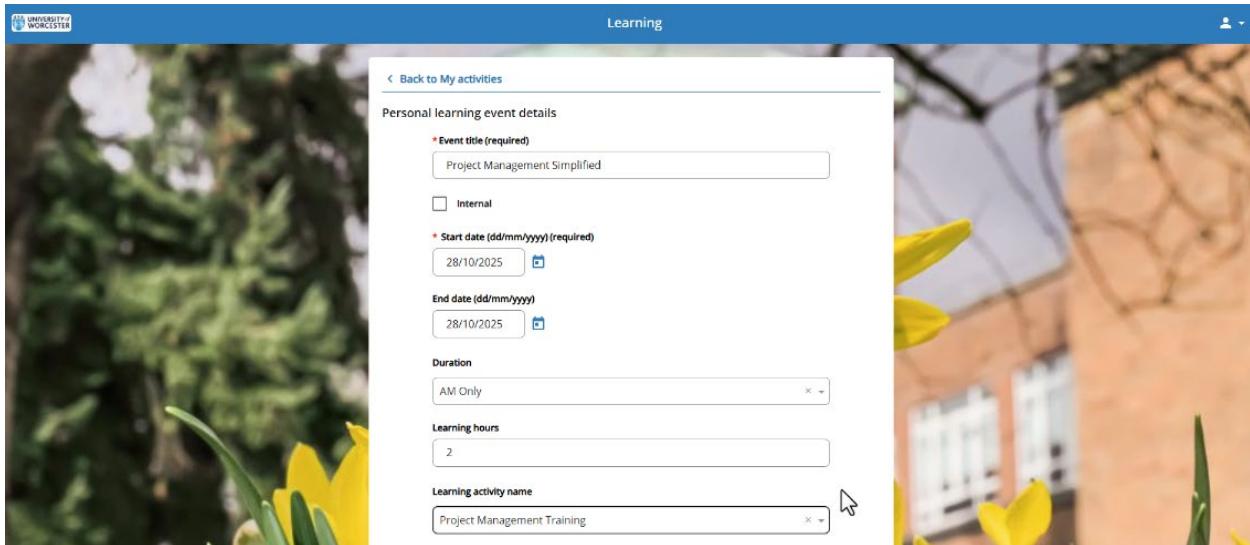
This will bring you to the **Personal learning event details** page.

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

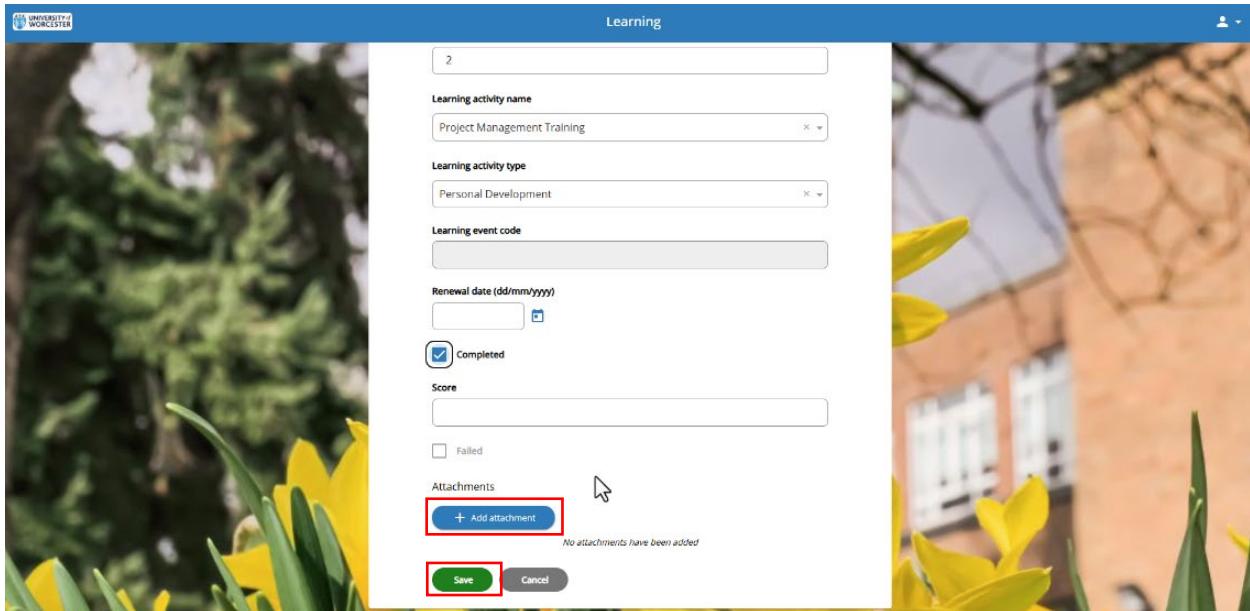


The screenshot shows the 'Personal learning event details' page. At the top is a back link '< Back to My activities'. The form fields are as follows: 'Event title (required)' (empty and highlighted with a red border), 'Internal' (checkbox), 'Start date (dd/mm/yyyy) (required)' (empty), 'End date (dd/mm/yyyy)' (empty), 'Duration' (dropdown menu 'Please choose'), 'Learning hours' (empty), 'Learning activity name' (dropdown menu 'Please choose'), and 'Learning activity type' (dropdown menu 'Please choose').

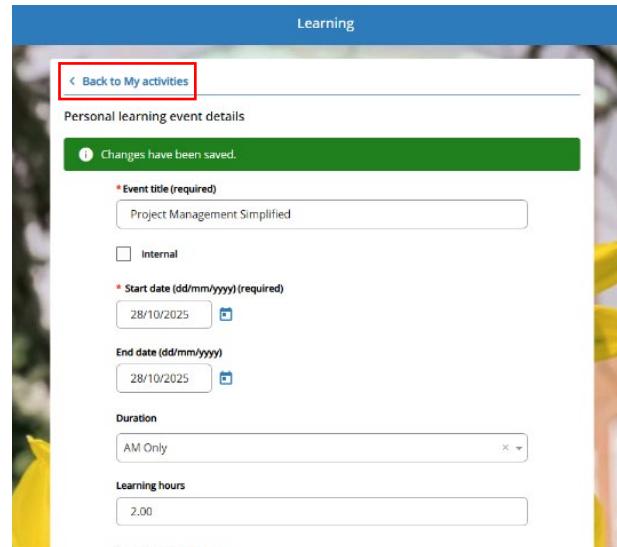
In this example we will be inputting that we completed a 2-hour LinkedIn Learning course related to the Project Management Training session.



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



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



Learning

< Back to My activities

Personal learning event details

Changes have been saved.

Event title (required)  
Project Management Simplified

Internal

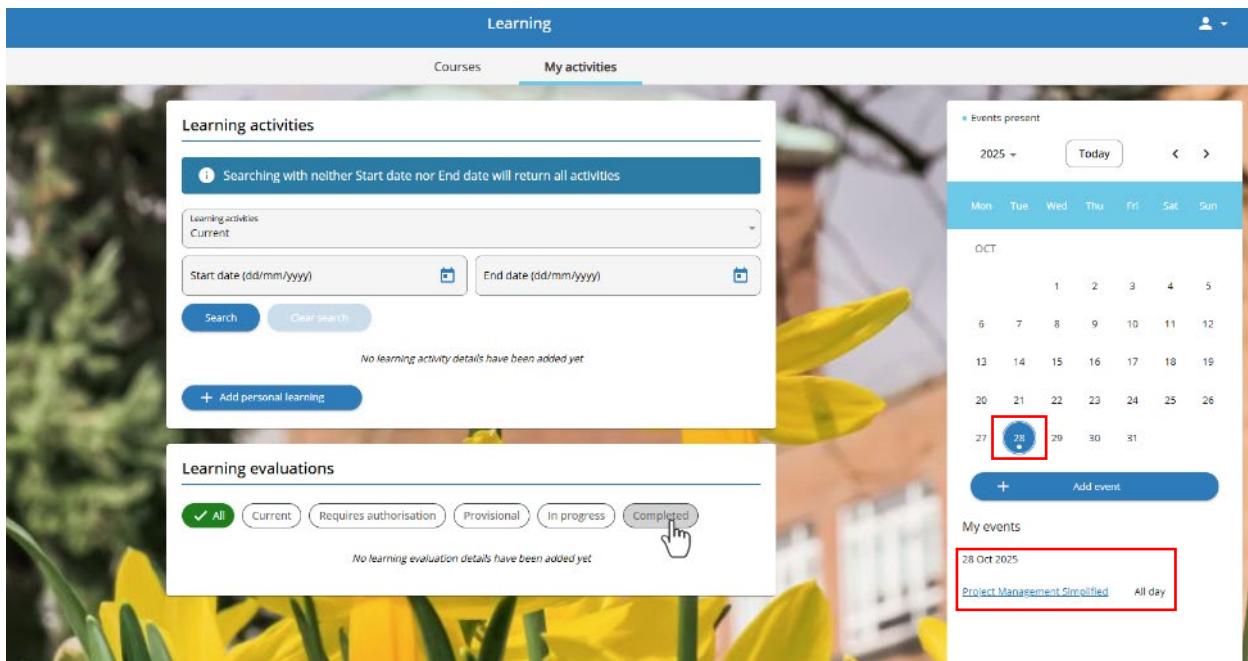
Start date (dd/mm/yyyy) (required)  
28/10/2025

End date (dd/mm/yyyy)  
28/10/2025

Duration  
AM Only

Learning hours  
2.00

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



Learning

Courses My activities

Learning activities

Searching with neither Start date nor End date will return all activities

Learning activities Current

Start date (dd/mm/yyyy) End date (dd/mm/yyyy)

Search Clear search

No learning activity details have been added yet

+ Add personal learning

Learning evaluations

All Current Requires authorisation Provisional In progress Completed

No learning evaluation details have been added yet

+ Add event

Events present

2025 Today

Mon Tue Wed Thu Fri Sat Sun

OCT

1	2	3	4	5	6	7	8	9	10	11	12		
13	14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31									

My events

28 Oct 2025

Project Management Simplified All day

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