

FAQ's

Forgotten Password

Select the blue 'click here' link beneath the sign in boxes. Type in your username (most likely your email address) and click 'Send.' A reset will be sent to your email.

Password not accepted at log in

Check whether your caps lock is on (for capital letters) check your email address is correct. Alternatively send a password reset as above.

I have not received my Joining Instructions

Log in and check your 'Task List'.
If there is an incomplete booking, select the link and complete the booking.
If the booking is still waiting approval, remind your line manager to approve the booking.
If the booking shows as 'confirmed' then select the booking to check the details and resend the joining instructions. You can also check what email address it was sent to by selecting 'Settings' in the green line at the top of your screen.

I cant find the date I want to book

Try selecting the 'Show all Dates' link at the top of the dates listed.

My Buttons are red despite having done training

If you attended a face to face course, allow 5 days but after that, please contact LEaD.
If you completed e-learning please check your training record to see what the outcome has recorded as. You may need to re-take to achieve a pass, or contact LEaD if you passed but it has not recorded as such.

Helpdesk: 02380 87 4091
lead@southernhealth.nhs.uk

Compliance Management

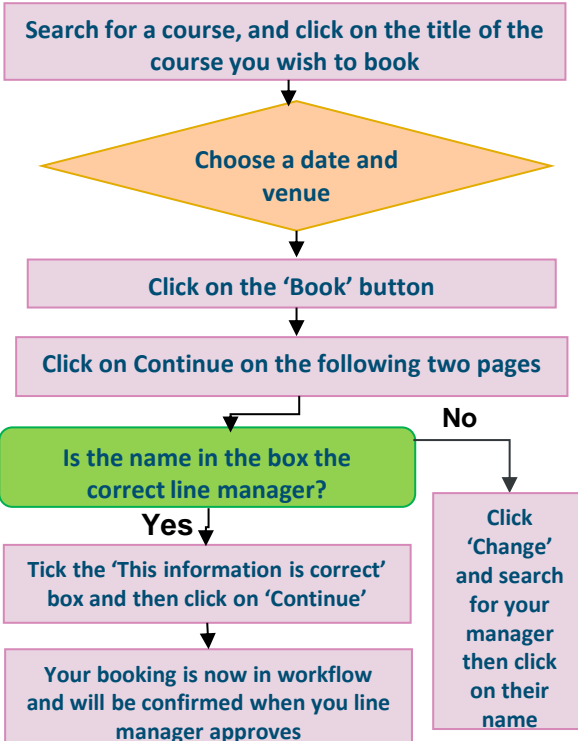
As a User on MLE you can:

- Book yourself on to training courses
- Check your training records
- Check and update your Statutory and Mandatory Skill buttons

My Statutory and Mandatory Skill Buttons

Your home page will show all mandated training according to your role and team. If you go into "View all my certificates" You will need to update your skill buttons with either the word Mandatory or a tick next to it, as this subject will be mandatory to your role.

How to book a course:



From March 1st 2015 you will only be able to book and attend a 'Non Statutory & Mandatory' training course if you are 100% in date/compliant for your Statutory & Mandatory training.

MLE User Guide



www.southernhealth.nhs.uk/career/lead/

Check your Statutory & Mandatory Training

Your home page will show all mandated training according to your role and team. Expired training shows a red button, due to expire in the next 60 days shows amber, In Date shows green.

You are here

Book Spaces/Complete Online Training

Search for and book/complete training. As a manager you can also book training for you team members.

Please note: From March 1st 2015 you will only be able to book and attend a 'Non Statutory & Mandatory' training course if you are 100% in date/compliant for your Statutory & Mandatory training (i.e. all your Red buttons have turned Green)

Need a Your Training record?

My Training Record: This will be where you can access your training record

Edit Your Team

If this section appears here on your Home page, you will be able to add team members. Please refer to the **MLE Managers User Guide** for more information.

The screenshot shows a user interface for training management. At the top, there is a navigation bar with 'Home', 'Course Search', 'Settings', and 'Contact Us'. Below this, the user is signed in as 'Mr Mark Pointer, Southern Health NHS Foundation Trust (CP)'. The main content area is divided into several sections:

- Home:** Contains links for 'Courses' (Search for a course, Course Schedule Grid, My Development Plan) and 'Reports' (My Training Record).
- My Statutory and Mandatory Training Requirements:** A table listing various training requirements with their completion dates.

Requirement	Date
Appraisal Recording	14/05/2015
Fire Safety	23/10/2015
Information Governance	23/10/2015
Health and Safety	13/10/2016
Moving and Handling of Inanimate Loads - Update	13/10/2016
3 Yearly Infection, Prevention and Control including Hand Hygiene and Inoculation Incident Training	14/10/2016
Safeguarding Children Level 1	14/10/2016
Safeguarding Adults Level 1	14/10/2016
Conflict Resolution	15/10/2016
Respect and Values	09/10/2033
Governance/Risk	10/10/2033
Customer Care	10/10/2033
- My Training:** Shows a list of completed training, including '29 Jan 2015, Emotional Intelligence' with a 'Confirmed' status.
- My Task List:** Lists eLearning tasks such as 'Information Governance e-learning'.
- My Evaluations:** Lists post-course evaluations, such as '90 day Post course Post Course Evaluation Questionnaire' and '06 Oct 2014 Viral Quality'.

Other Useful Functions

My Training - Future face to face training. Click link to view details.

My Task List - E-Assessments and e-Learning taken shows here. Click link to complete/ re-take, or untick the 'show on home page' box if you no longer for it to display. Any incomplete bookings, click link to complete or discard.

View All My Certificates

This option shows the date/ compliance of any stat/ mand topics you have completed outside of your requirements.