

Pro4 Online For Managers – Homepage

Once you have obtained a Manager’s login for Pro4 Online, you will be able to login and see your team’s training bookings, training history and mandatory training requirements. The first page you will see when you log in will be the page below. Here are some basic instructions for navigating the site:

The screenshot shows the Pro4 Online Manager Homepage. At the top, there is a navigation bar with 'Log Off', 'Change Password', 'Help', and 'Contact' links. A 'Messages from us' callout points to the 'Welcome' message in the 'General News' section. A 'We would ask you not to change your password...' callout points to the 'Change Password' link. A 'If you have any queries please select the contact tab...' callout points to the 'Contact' link. A 'Side Menu – See page below for instructions' callout points to the left-hand navigation menu. A 'Booking Requests' callout points to a table showing 2 rejected requests in the last 30 days. An 'Expiring Competencies' callout points to a table of training requirements.

Messages from us

We would ask you not to change your password as other managers may need access using the same login details

If you have any queries please select the contact tab and send us a short message, we will then be in touch to help

Side Menu – See page below for instructions

Booking Requests

Request Status	Number
Rejected (in the last 30 days)	2

[More >>](#)

Expiring Competencies

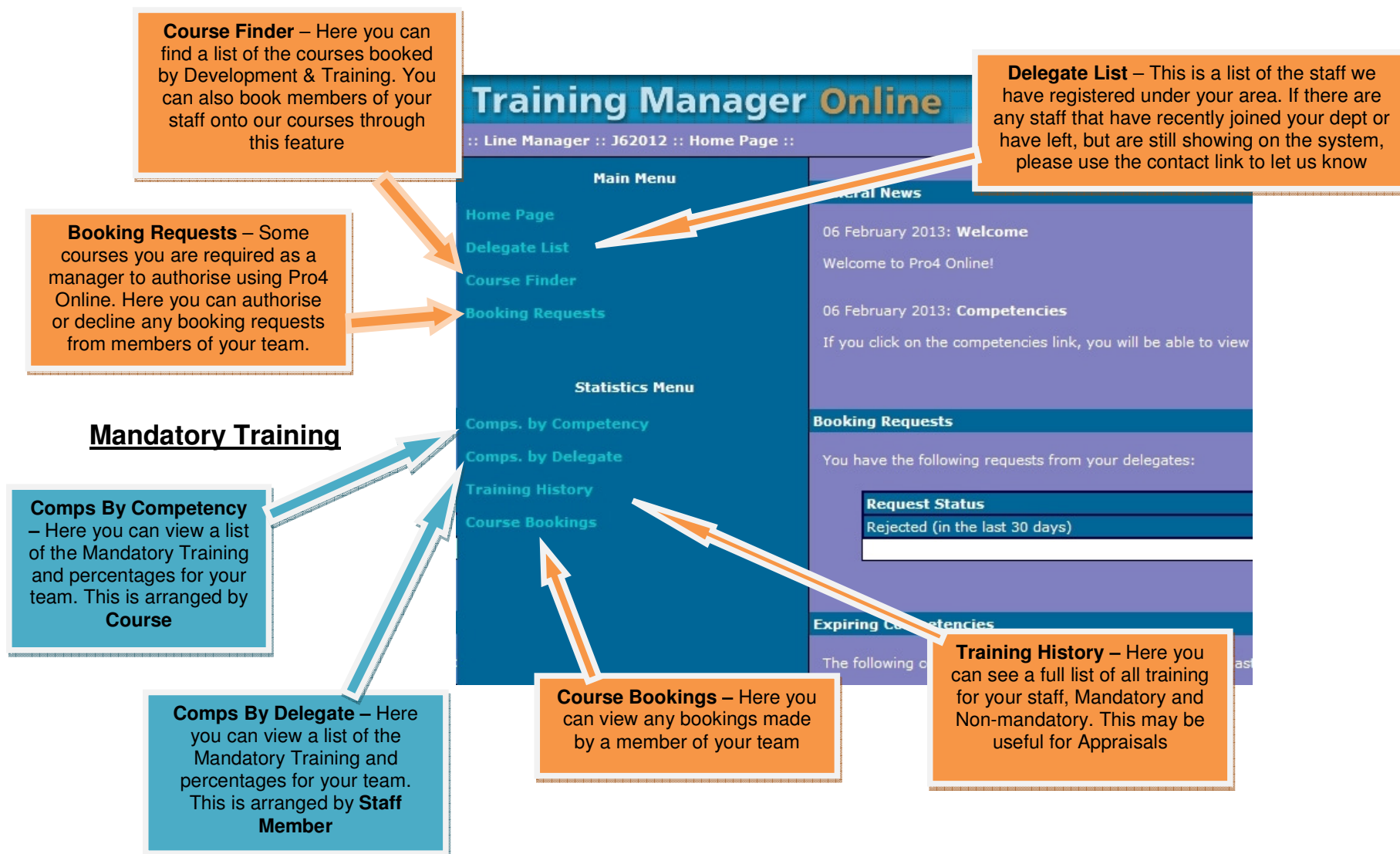
The following competencies have either expired within the last 30 days and not been renewed, or are due to expire within the next 30 days:

Delegate	Competency	Description	Required	Expiry Date	Status	Renewal
Mrs	Fire Pt1 N	Fire Safety Part 1 - Theory - 2 Yearly	✔ Yes	30 March 2013	Expired	Not booked
Mrs	LH H1	Load Handling - 1 Yearly (Risk M-H)	✘ No	11 March 2013	Expired	N/A
Mrs	SC L1	Safeguarding Children Lev 1 (3 Yearly) - Online	✔ Yes	30 March 2013	Expired	Not booked
Mrs	STAF 1	Slips, Trips & Falls - 1 Yearly	✘ No	12 March 2013	Expired	N/A
Miss	LH H2	Load Handling - 2 Yearly (Risk M-H)	✘ No	29 April 2013	Expiring	N/A
Miss	LH L2	Load Handling - 2 Yearly (Risk L)	✔ Yes	29 April 2013	Expiring	Not booked

Expiring Competencies – These are mandatory training competencies that are expiring over the next 3 months. Please note however that not all of these are **Required Competencies**. **Non-Required Competencies** will also expire from time to time, but do not need to be renewed. These will have a red cross in the 'required' column

Booking Requests from your team – To accept/reject booking requests from members of your team, who would like to attend a course, simply click the 'More' button and follow instructions

Pro4 Online For Managers – Homepage – The Side Menu



A Guide to Mandatory Training Competencies for Managers Using Pro4 Online

Below is the page you will find when viewing an individual delegate on Pro4 Online

Number of mandatory training courses required and held by delegate

Competencies for Mr Joseph Bloggs	
Competencies Required	14
Required Competencies Held	14
% of Requirements Held	100.00%
Total Competencies Held	24
Competency Exemptions	0

Compliance percentage for that delegate

Required mandatory training. If you are looking after the mandatory training of your staff, this is the most important part. This will always have a green tick in the **Required** column

Below is a list of this delegate's competencies. Any competencies that are highlighted are required, but this delegate either does not have them or they are due to expire within the next 90 days and there is no renewal booked that could renew the competency before it expires. Click on the required competency to search for courses that can give you that competency.

Joseph has completed all 14 pieces of his **Required** mandatory training, and an additional 10 competencies that are **Not Required** (See below)

Competency	Description	Required	Current	Expiry Date	Renewal
COSHH	Control of Substances Hazardous to Health - Once	✔ Yes	✔ Yes		N/A
Eq&Div	Equality & Diversity - Once	✔ Yes	✔ Yes		N/A
Fire Pt1 N	Fire Safety Part 1 - Theory - 2 Yearly	✔ Yes	✔ Yes	01 October 2014	None (Find)
Fire Pt2 N	Fire Safety Part 2 - Extinguishers - 2 Yearly	✔ Yes	✔ Yes	10 October 2014	None (Find)
H&S 3	Health & Safety - 3 Yearly	✔ Yes	✔ Yes	29 November 2014	
IC 3	Infection Prevention & Control - 3 Yearly	✔ Yes	✔ Yes	29 November 2014	
ICC 2	Incidents, Complaints & Claims - 2 Yearly	✔ Yes	✔ Yes	31 March 2014	
IG 1 NC	Information Governance: A Beginners Guide-1 Yearly	✔ Yes	✔ Yes	31 January 2014	
InductCorp	Corporate Induction - Once	✔ Yes	✔ Yes		N/A
InductLoca	Local Induction - Ward/Dept Based - Once	✔ Yes	✔ Yes		N/A
LH L2	Load Handling - 2 Yearly (Risk L)	✔ Yes	✔ Yes	29 November 2013	None (Find)
SC L1	Safeguarding Children Lev 1 (3 Yearly) - Online	✔ Yes	✔ Yes	31 January 2016	None (Find)
STAF 3	Slips, Trips & Falls - 3 Yearly	✔ Yes	✔ Yes	30 November 2015	None (Find)
SVA 3	Safeguarding Vulnerable Adults - 3 Yearly	✔ Yes	✔ Yes	29 November 2013	None (Find)
CRT Class	Conflict Resolution (Classroom) - Once	✘ No	✔ Yes		N/A
DualDiag	Dual Diagnosis - Once	✘ No	✔ Yes		N/A
Fire Pt1 C	Fire Safety Part 1 - Theory - 1 Yearly	✘ No	✔ Yes	01 October 2013	N/A
Fire Pt2 C	Fire Safety Part 2 - Extinguishers - 1 Yearly	✘ No	✔ Yes	10 October 2013	N/A
H&S 2	Health & Safety - 2 Yearly	✘ No	✔ Yes	29 November 2013	N/A
HRRecords	Health Record Keeping	✘ No	✔ Yes	31 January 2016	N/A
IC 2	Infection Prevention & Control - 2 Yearly	✘ No	✔ Yes	29 November 2013	N/A
LH H2	Load Handling - 2 Yearly (Risk M-H)	✘ No	✔ Yes	29 November 2013	N/A
STAF 1	Slips, Trips & Falls - 1 Yearly	✘ No	✔ Yes	30 November 2013	N/A
STAF 2	Slips, Trips & Falls - 2 Yearly	✘ No	✔ Yes	30 November 2014	N/A

Date that each piece of mandatory training expires

Not Required training. These are competencies that the delegate has picked up while completing their mandatory training, but the competencies/competency renewal frequencies are **not relevant** to their particular training profile. Please ignore any training that has a **Red Cross** in the **Required** column as it does not affect their mandatory training compliance