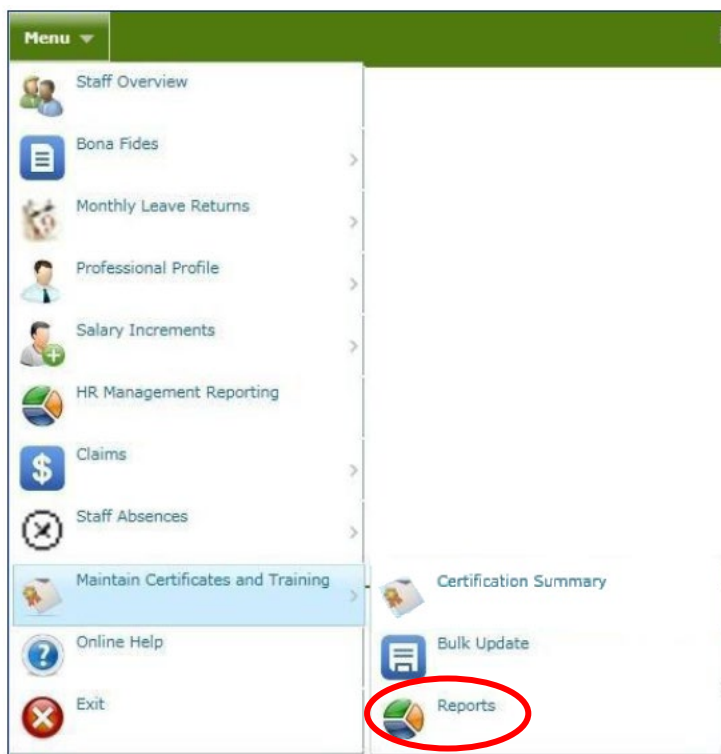# Keeping Safe: Child Protection Curriculum

Training data on HRS – help sheet

Create a site report for KS:CPC full day training and/or update training

1. Log on to [1]EDUPortal.

2. Click on 'HR Management Information' (HRS).

3. Select 'Maintain Certificates and Training' from the menu.

4. Select '**Reports**'.

5. Select 'Certificates and licenses' from the drop-down list.

6. Select the site number.

7. Under 'Certificate name' choose 'Child Protection Curriculum training'.

8. Under 'Certificate class' you have the option to choose the type of training ie. ALL, Full or Update.
   Choose ALL.

9. Choose between:

   - 'Holding selected certificate/class' – which will show all staff that have completed the training

   - 'Not holding selected certificate/class' - which will show staff that have not completed the training

10. Once you have selected 'Holding' or 'Not holding' you can 'Run Report'

Select an individual staff member

1. Click on the ellipses button ( ) from the previous screen to see the employee search screen. Enter the Employee ID and / or Name then click 'Search'.

2. Double click on the relevant row and this will populate the reports screen:

3. Click 'Run Report'.

Support

Department for Education People and Culture Services
- [2]HR Management Information system (HRS)
- Email: education.HR@sa.gov.au

KS:CPC contact and further support
- [3]Department for Education KS:CPC website
- Email: education.cpc@sa.gov.au

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[1] https://www.eduportal.sa.edu.au/
[2] http://tiny.cc/DE-AboutHRS
[3] http://kscpc.2.vu/KSCPC-Website