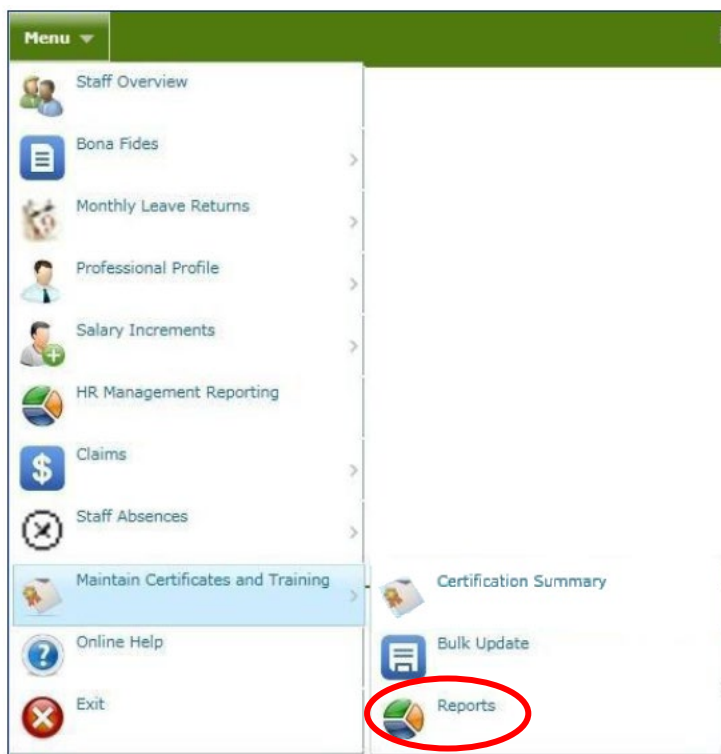


# Keeping Safe: Child Protection Curriculum

## Training data on HRS – help sheet

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



1. Log on to [EDUPortal](#).
2. Click on 'HR Management Information' (HRS).
3. Select 'Maintain Certificates and Training' from the menu.
4. Select '**Reports**'.

A screenshot of the 'HRS - Reports' form. The form has a green header bar with the title 'HRS - Reports'. Below the header, there is a 'Report' section with a dropdown menu for 'Name' set to 'Certificates and Licences'. The 'Parameters' section contains several fields: 'Site' (text input), 'ECD Local Partnership' (dropdown), 'Certificate Name' (dropdown set to 'Child Protection Curriculum Training'), 'Certificate Class' (dropdown set to 'ALL'), and radio buttons for 'Holding Selected Certificate / Class' (selected) and 'NOT Holding Selected Certificate / Class'. There is also a checkbox for 'Only show Expired & Missing decs-mandatory Certificates'. The 'Output Format' section has a dropdown for 'Format' set to 'PDF'. At the bottom, there are four buttons: 'Run Report', 'Clear', 'Close', and 'Help'.

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


**Site Employee Search**

Employee ID

Name

ID	Name	Job Type
	<none>	
1537845	Doe, Jane	TCH

Only the first 100 records will be displayed.

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

- <sup>2</sup>[HR Management Information system \(HRS\)](#)
- Email: [education.HR@sa.gov.au](mailto:education.HR@sa.gov.au)

### KS:CPC contact and further support

- <sup>3</sup>[Department for Education KS:CPC website](#)
- Email: [education.cpc@sa.gov.au](mailto:education.cpc@sa.gov.au)

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<sup>1</sup> <https://www.eduportal.sa.edu.au/>

<sup>2</sup> <http://tiny.cc/DE-AboutHRS>

<sup>3</sup> <http://kscpc.2.vu/KSCPC-Website>