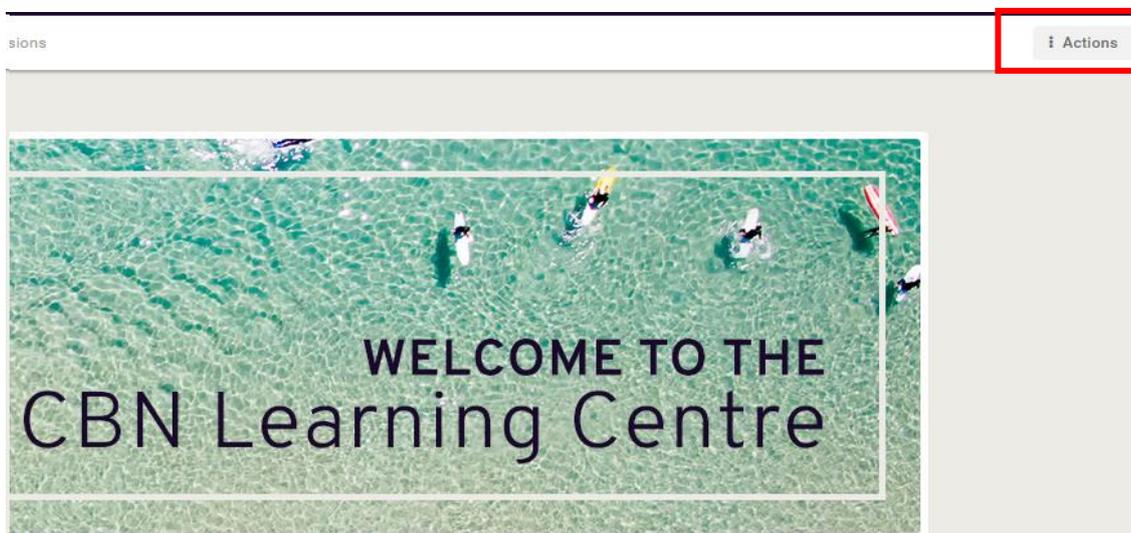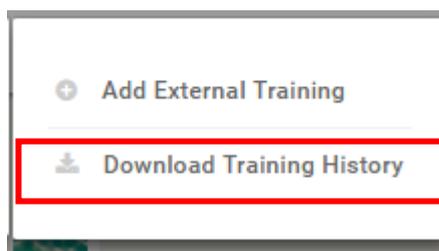# Quick Reference Guide- Accessing Training History

You can easily see how you are progressing with obtaining CPD points.
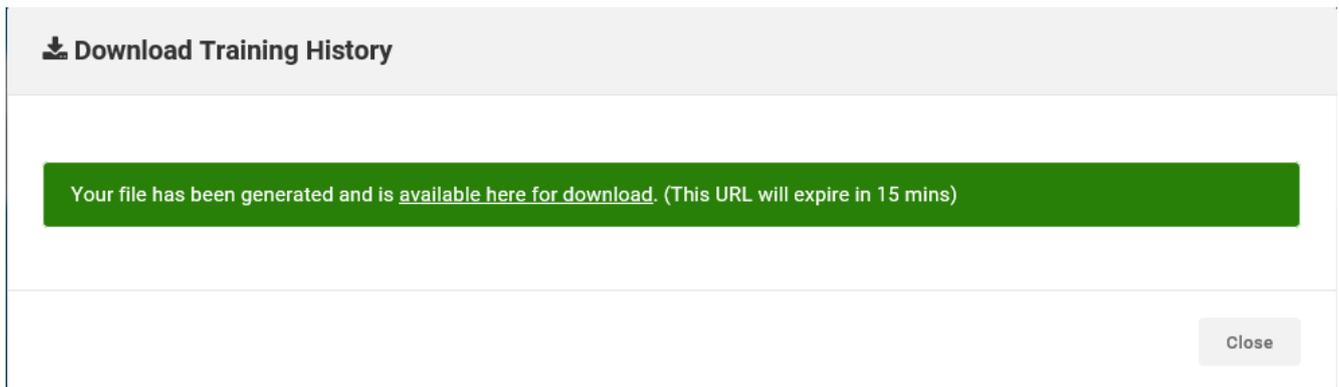
On your dashboard, click 'Actions' at the top right of your screen.

Two options will appear – select 'Download Training History'

A box will appear:

Click on the words 'available here for download' and your training history report will download.

The report contains two pages – the first outlines the training you have undertaken within the Learning Centre, and the second page outlines the CPD points you have earned.