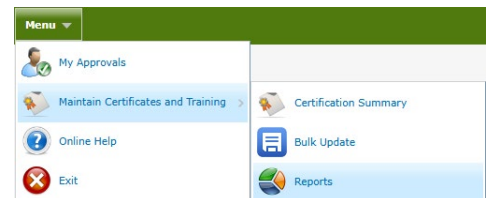


Training data report via HRS (Department for Education only)

These instructions are to support Department for Education staff with HR management information system (HRS) access to run a report for their site for the Keeping Safe: Child Protection Curriculum (KS:CPC) Educator course and/or online update course.

1. Go to [HR management information system](#) (HRS) or access via [EDUportal](#).
2. From the menu, select 'Maintain Certificates and Training' > 'Reports'
3. For report name, select 'Certificates and Licences'
4. Select the site name/number.
5. For 'Certificate name' select 'Child Protection Curriculum Training'.
6. For 'Certificate class' select course:
 - Full (KS:CPC Educator course)
 - Update (KS:CPC online update course)
 - All (combined)
7. Select either:
 - '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
8. Optionally, search for an individual staff member.
9. Select 'Output format' (PDF or Excel spreadsheet)
10. Select 'Run Report'



 A screenshot of the 'HRS - Reports' form. The 'Report' section has 'Name' set to 'Certificates and Licences'. The 'Parameters' section includes: 'Site' (empty), 'ECD Local Partnership' (empty), 'Certificate Name' set to 'Child Protection Curriculum Training', 'Certificate Class' set to 'ALL', radio buttons for 'Holding Selected Certificate / Class' (selected) and 'NOT Holding Selected Certificate / Class', a checkbox for 'Only show Expired & Missing decs-mandatory Certificates' (unchecked), and 'Person' (empty). The 'Output Format' section has 'Format' set to 'PDF'. At the bottom are buttons for 'Run Report', 'Clear', 'Close', and 'Help'.

Support

Department for Education People and Culture

- [Accessing the HR Management Information system \(HRS\)](#)
- Email: education.hrsystems@sa.gov.au

KS:CPC contact and further support

- [Keeping Safe: Child Protection Curriculum information for educators](#)
- Email: education.cpc@sa.gov.au