My Focus

Employee Learning and Growth

User Manual

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Date:	20 October 2026
Version:	2026.10.1.0 | Coming Soon | Edition 1

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1. Find your next learning action

Coming Soon | Release 2026.10.1.0 | Edition 1 | 20 October 2026. Availability follows your organisation rollout, configuration and access. This guide is a preview reference, with no committed release date.

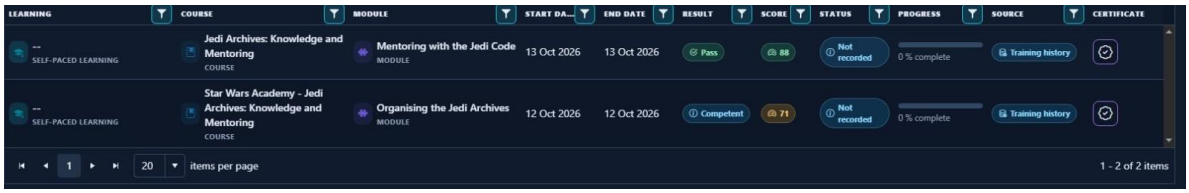
My Learning brings available learning, history, credentials, growth and achievements together around your employee record. Use it to find the next activity and discuss your recorded development. Your organisation controls what is enabled and what actions you may use.

1. Open My Learning through your available employee menu.
2. Read assigned and scheduled activity together with its title, due date or run date and current status.
3. Choose the offered Start, Continue or Review action when the activity is available. Follow the native player instructions and assessment steps.
4. Return through the normal route and check the same activity and checkpoint before continuing.

A scheduled session and a self-paced activity may use different processes. If an activity is unavailable, retired or not assigned, use the organisation learning contact. Do not assume that opening a page records completion.

If your session expires, sign in normally and reopen the activity. Confirm the saved checkpoint rather than repeatedly submitting the last action.

2. Use your transcript and history



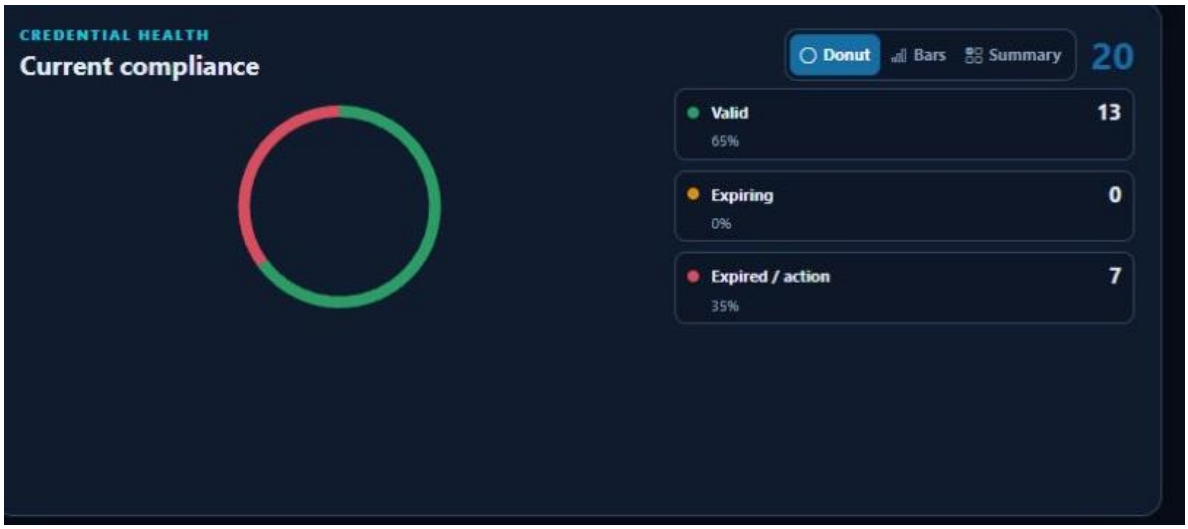
Transcript rows keep result, progress, source and certificate actions separate.

1. Open the history or transcript area and find the course/module using its available filters.
2. Read the source and dates as well as result, score and progress. A historical Pass with progress not recorded can describe a different source from a self-paced checkpoint.
3. Switch between offered Grid, Cards, Charts or Timeline to answer your question. Keep the same filters in view.
4. After a confirmed source change, refresh and check the expected record. Report a missing or conflicting result with its activity context; do not create a duplicate.

Summary and chart populations can cover matching records beyond the visible page. Read labels and selected filters before comparing a headline count with a paged grid. Chart type changes the display and does not change the source result.

Use Export only where offered. Review the actual file and filtered row scope before sharing it. The filtered transcript XLSX journey has specific local/Dev evidence; that does not establish every export or result-to-transcript mutation.

3. Review credentials and evidence



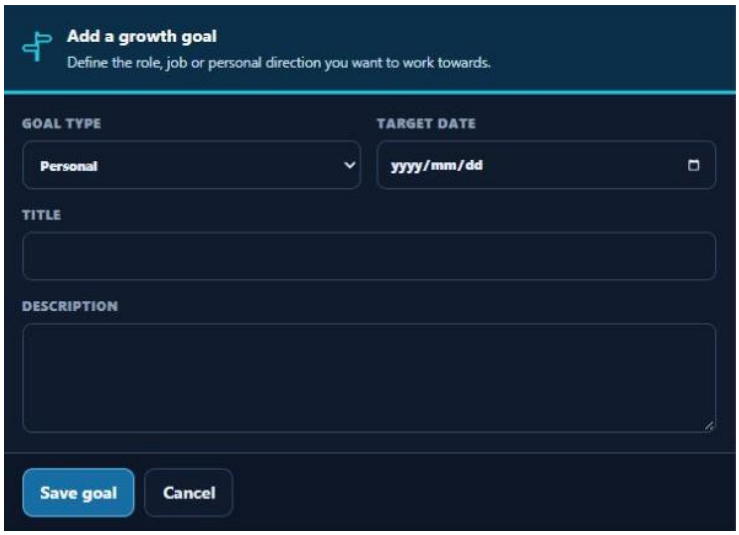
Credential health separates valid, expiring and expired or action categories.

Credential health helps you see where follow up may be needed. Open the relevant award and read its actual issue, expiry and status. A pending or superseded record is not the same as a current valid credential.

1. Find the credential and check the activity, status and dates.
2. Use the offered evidence or certificate action, where available, and verify the document belongs to your employee record and expected activity.
3. If a date, award or file is missing or unexpected, ask the responsible learning administrator to review the source.

Completion evidence, a credential award and a printable certificate are separate. A pass or 100 percent progress does not itself confirm issuance or renewal. This guide does not certify player completion, credential award, certificate preview or issuance.

4. Use growth and ask for help



The growth goal editor exposes goal type, target date, title, description and Save goal.

1. Open Growth and review existing goals before adding another.
2. Where enabled, choose Add a growth goal; select goal type, set the target date and enter a clear title and description.
3. Review and select Save goal deliberately. Wait for confirmation and reopen the goal to check the persisted record.
4. For a permitted change or removal, verify the intended record and confirm the resulting list. Do not assume the change succeeded from the editor closing.

Competency evidence, development plan progress and Talent development priorities retain their source processes and permissions. Viewing development progress does not close a Performance action. Achievements describe recorded outcomes or rules; visiting a page is not proof that points were awarded.

Practice: Leia locates Mentoring with the Jedi Code, identifies the source and result, and names the next useful evidence check. Keep practice read-only until changes are approved. When asking for help, give the page, activity title, expected and actual result and support reference if shown. Omit passwords, private contact details and unrelated employee information.

Verification boundary: My Learning read-only theme/filter journeys and a filtered transcript XLSX were checked locally and in Dev. The retained captures do not verify player completion, goal persistence or removal, credential award or certificate issuance. Use available actions under your organisation access and rollout.