



Applying for professional development study days through MyHR

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Government of Western Australia
Department of Health

Delivering a **MyHR**
Healthy WA Support: 1300 367 894
myhr@health.wa.gov.au

Web Self Service

Log into your MyHR account

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This screenshot shows the MyHR login interface. A green box highlights the 'Web Self Service' section containing 'Username' and 'Password' input fields and a 'Login' button. A green arrow points from the text 'Log into your MyHR account' to the login form. The footer includes the 'talent2' logo and copyright information for Talent2 Works Pty Ltd.

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My HR ▼ My Pay ▼ Recruitment ▼ My Administration ▼

My Details

My Favourites

Description

My Skills Renewals

My Portfolio

My Learning and Events

Performance Review Calendar

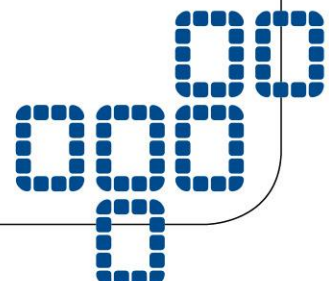
My Skills

Current Payslip

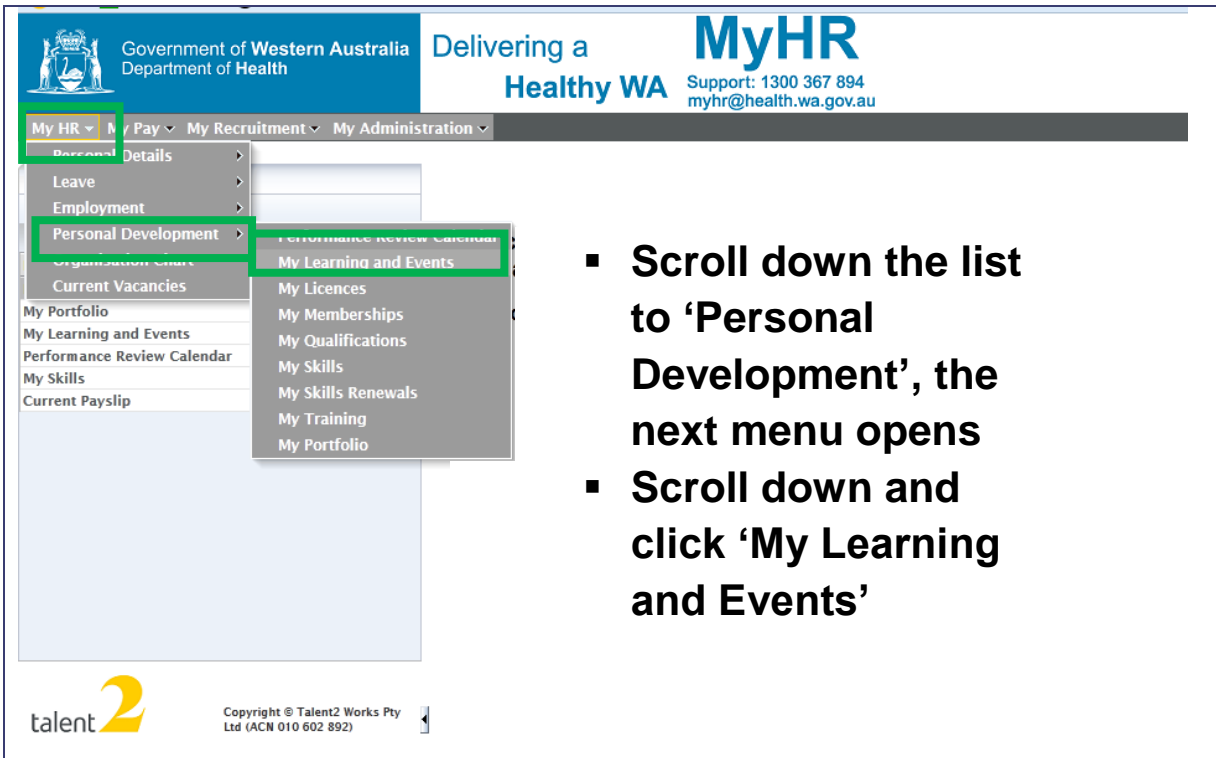
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Click the ▼ next to the MyHR menu tab top right

This screenshot shows the MyHR navigation menu. A green box highlights the 'My HR' menu item with a downward arrow. A green arrow points from the text 'Click the ▼ next to the MyHR menu tab top right' to the dropdown arrow. The menu includes options for 'My HR', 'My Pay', 'Recruitment', and 'My Administration'. Below the menu is a 'My Details' section with a 'View' dropdown and 'Add'/'Delete' buttons, followed by a list of links: 'My Skills Renewals', 'My Portfolio', 'My Learning and Events', 'Performance Review Calendar', 'My Skills', and 'Current Payslip'. The footer includes the 'talent2' logo and copyright information.



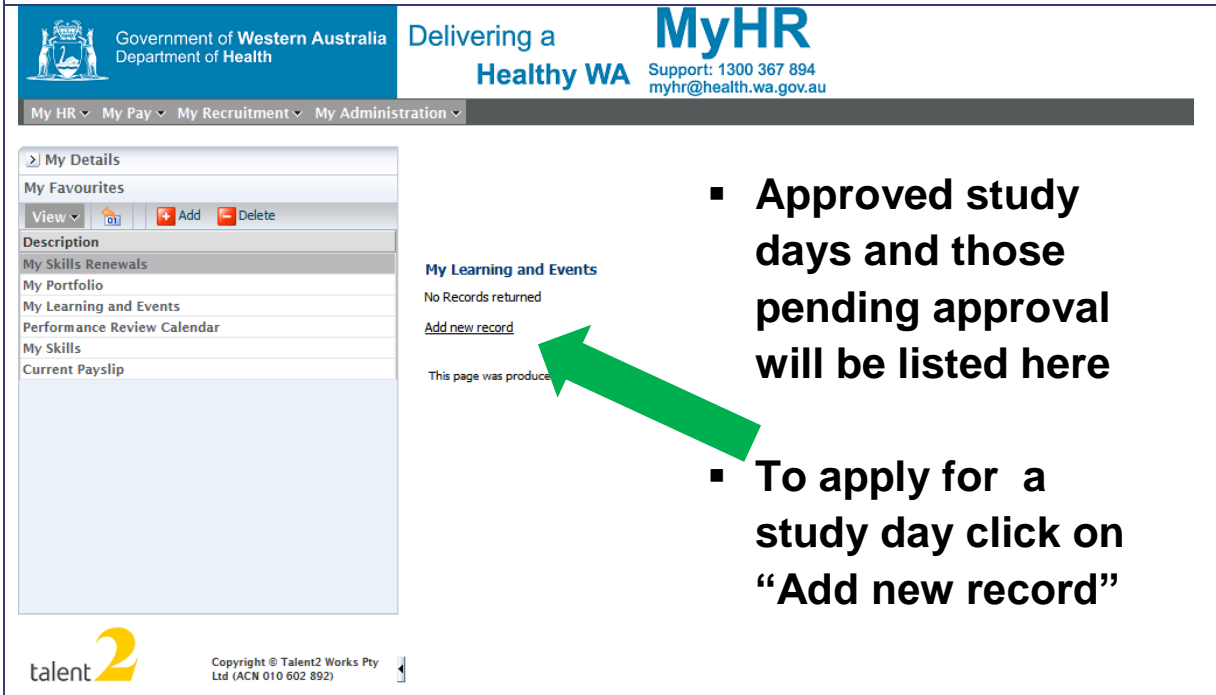
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The screenshot shows the MyHR interface header with the Government of Western Australia Department of Health logo and 'Delivering a Healthy WA MyHR' branding. A navigation bar contains 'My HR', 'My Pay', 'My Recruitment', and 'My Administration'. A dropdown menu is open under 'My HR', listing various options. 'Personal Development' is highlighted, and its sub-menu is visible, with 'My Learning and Events' selected. The footer includes the Talent2 logo and copyright information for Talent2 Works Pty Ltd.

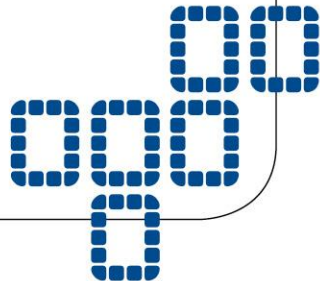
- Scroll down the list to 'Personal Development', the next menu opens
- Scroll down and click 'My Learning and Events'

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The screenshot shows the 'My Learning and Events' page in the MyHR system. The left sidebar shows 'My Details' and 'My Favourites' sections. The main content area displays 'My Learning and Events' with 'No Records returned' and an 'Add new record' link. A green arrow points to the 'Add new record' link. The footer includes the Talent2 logo and copyright information for Talent2 Works Pty Ltd.

- Approved study days and those pending approval will be listed here
- To apply for a study day click on "Add new record"



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My Learning and Events

Select a training course category.

Category	Agency	Available Courses
05201 - HCN - Organisational Development	Health Corporate Network	8
10000 - Child and Adolescent Health Service - CAHS	Princess Margaret Hospital	4
11000 - Princess Margaret Hospital	Princess Margaret Hospital	1
20000 - North Metropolitan Health Service	King Edward Memorial Hospital	1
21000 - Womens and Newborn Health Service	King Edward Memorial Hospital	1
22000 - King Edward Memorial Hospital	King Edward Memorial Hospital	5

[Back to My Learning and Events](#)

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- A list of organisations offering study days appears.
- Click on King Edward Memorial Hospital to see a list of available study days

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My Learning and Events

Category: King Edward Memorial Hospital

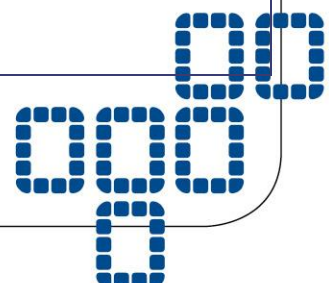
Course Location: King Edward Memorial Hospital

Select a training course for nomination.

Course	Details	Available Instances	Duration
00104 - Mental Health Matters	Details	1	1 Day
00108 - More about Breastfeeding	Details	1	1 Day
00113 - Obstetric Emergencies	Details	1	1 Day
00115 - Perinatal Loss - When Hello means Goodbye	Details	1	1 Day
00127 - WNIHS - Compulsory Inservice	Details	6	1 Day

[Back to Categories](#)

- Click on details to see further information about the course
- Available instances (same course on different dates) and duration is also displayed



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00127 - WNHS - Compulsory Inservice

Date: 17-Dec-2012 Duration: 1 Day
Facilitator: Midwifery Educator Emma Manolas Location: King Edward Memorial Hospital

Day Date Time Venue

Content

Objective

Summary

Contact
Danuta Kubinski
Ph: 9340 1566

Close Window

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- The details section provides further information about the study day

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My Learning and Events

Course Name: WNHS - Compulsory Inservice
Course Location: King Edward Memorial Hospital

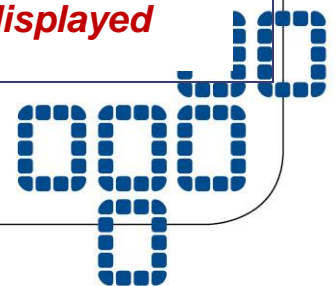
To nominate for a training course click on the "nominate" link to the right of the course.

Course#	Course Start Date	Provider	Details/Venue	Duration	Available	Vacancies	Nominate
23	17-DEC-2012		Details	1 Day	Yes	30	Nominate
22	10-DEC-2012		Details	1 Day	Yes	29	Nominate
21	29-NOV-2012		Details	1 Day	Yes	22	Nominate
20	01-NOV-2012		Details	1 Day	Yes	9	Nominate
19	29-OCT-2012		Details	1 Day	Yes	30	Nominate
18	15-OCT-2012		Details	1 Day	Yes	25	Nominate

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- To display the number of instances (if more than one) for the study day click on your selection from the main list
- The dates for the course, details, number of vacancies left for the study day and nomination link are displayed
- To nominate choose your date of attendance and click the nominate link
- *It is recommended that you do not nominate for a study day if there are no vacancies or if "waitlist" is displayed*



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My Learning and Events

Course	00127 - WNHS - Compulsory Inservice
Course Number	23
Course Start Date	17-DEC-2012
Summary	
Content	
Prerequisites	
Objectives	
Sessions	
Provider(s)	
Contact	Danuta Kubinski Ph: 9340 1566

Your Details...

Phone Number

Disability/medical condition requiring special arrangements? No ▾

If Yes, please specify the details.

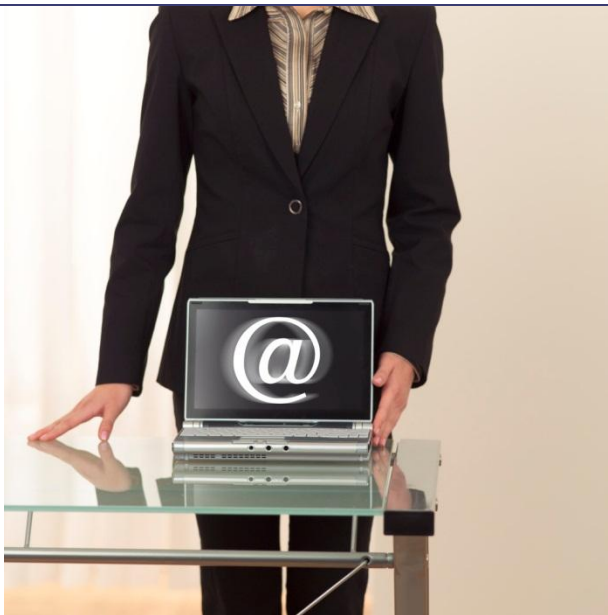
How did you find out about this course? 2 - Web Page ▾

Please press the Submit button to complete the registration.

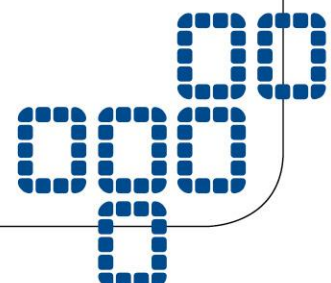
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- A nomination form opens
- Check the details, add your phone number, add your **email address** to the specify the details box then click the “submit” button

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- Your manager will receive an email with your request to attend the study day
- They may take into account unit staffing before either approving or rejecting your request





- You will then receive an email of approval or rejection for your nominated study day

