

**Appendix 3 – summary of eLearning courses**

name of course	Asbestos Awareness	Conflict Resolution	COSHH	Display Screen Equipment	Driver Awareness	Fire Safety Awareness	First Aid	Food Safety level 1	Food Safety level 2
Completed by the end of this financial year	42	167	30	121	168	251	34	21	14
Completed after the end of the last financial year	26	136	9	240	92	157	59	9	13
<b>Total of courses completed</b>	<b>68</b>	<b>303</b>	<b>39</b>	<b>361</b>	<b>260</b>	<b>408</b>	<b>93</b>	<b>30</b>	<b>27</b>
Courses started but not completed				13					
Courses not started				44					
<b>Outstanding courses</b>	<b>3</b>	<b>40</b>	<b>0</b>	<b>57</b>	<b>23</b>	<b>49</b>	<b>20</b>	<b>0</b>	<b>3</b>

name of course	Legionella Essentials	Manual Handling Awareness	Mental Health Awareness	Office Health & Safety	Personal Travel Safety	Risk Assessment	Slips, Trips & Falls	Working at Height
Completed by the end of this financial year	19	167	260	179	379	27	185	49
Completed after the end of the last financial year	24	232	137	144	53	17	224	25
<b>Total of courses completed</b>	<b>43</b>	<b>399</b>	<b>397</b>	<b>323</b>	<b>432</b>	<b>44</b>	<b>409</b>	<b>74</b>
Courses started but not completed				24				
Courses not started				70				
<b>Outstanding courses</b>	<b>4</b>	<b>58</b>	<b>60</b>	<b>94</b>	<b>25</b>	<b>17</b>	<b>48</b>	<b>5</b>

total courses completed by the end of this financial year	2113
total courses completed after the end of the last financial year	1597
<b>grand total of courses completed</b>	<b>3710</b>

<b>total of outstanding courses</b>	<b>506</b>	of which	<b>37</b>	<b>courses started but not completed</b>
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### **Appendix 3 – summary of eLearning courses**

#### **Please note**

- 1) The course statistics shown on page 1 are as of 7 September 2022.
- 2) The number of staff shown on page 1 relates to **current** staff as at the time of writing and does not include those who left before this report was written. This is because when staff leave, their log in to the WorkRite training portal is deactivated and deactivated accounts are not included in the reports that can be run on courses completed. Therefore, the actual number of staff who completed an eLearning course might be higher than the number listed in the summary on page 1.
- 3) The values for outstanding course include staff who have only recently started employment with the Council, so have only just been allocated a course.