Employee Self Service

Tips on Searching for Courses via Employee Self Service

In Employee Self Service courses are known as ‘Learning Activities’. Click on the Learning Activity Search button on the left-hand menu and you will be taken to the screen below.

Learning Activity Categories

Each of the six training providers at the University has a unique ‘Category’. These are CQSD, ITS, Health and Safety (H&S), FMD Training and Development (FMD T&D) and FMD Maintenance (FMD). You can choose to browse courses by training provider by clicking on the drop-down list next to the search box and selecting ‘Category’.

Searching by Learning Activity Title or Keyword

If you know the title of the course you wish to search for may type the name into the search box. If you are not sure of the full title it is also possible to use a ‘wildcard’ to search. Type an asterisk (*) and then the key word in the search box. For example, *Agresso will return all courses with the word Agresso in the title: