

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	18	39	11	121	100	169	40	3	1
Completed after the end of the last financial year	17	213	12	240	110	177	32	8	11
Total of courses completed	35	252	23	361	210	346	72	11	12
Courses started but not completed				13					
Courses not started				44					
Outstanding courses	9	40	3	57	53	131	17	5	11

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	20	206	149	2	67	27	96	21
Completed after the end of the last financial year	14	138	167	1	78	27	151	41
Total of courses completed	34	344	316	3	145	54	247	62
Courses started but not completed								
Courses not started								
Outstanding courses	11	132	160	0	64	8	98	13

total courses completed by the end of this financial year	1090
total courses completed after the end of the last financial year	1464
grand total of courses completed	2554

total of outstanding courses	812	of which	0	courses started but not completed
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Please note

- 1) The course statistics shown on page 1 are as of 30 August 2023.
- 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.