

Guide for the Traffic Light Report

Report Builder

The screenshot displays the 'My Training Report' builder interface. On the left, there are five filter sections: 'Courses' (Select courses), 'Course Group' (Select course group), 'Learner Group' (Select learner group), 'Branch' (Select branch), and 'Users' (Select users). On the right, there are checkboxes for 'Show deactivated users' and 'Exclude courses with no data' (checked). Below these are date pickers for 'Filtering by course completion date' with 'From' and 'To' fields and 'Enable' checkboxes. A 'Build Report' button is present. At the bottom right, there is a 'Funded Training' section with a 'Certificate' icon and a 'Skills for Core Fully Funded Leadership Courses New Dashboard' link.

Select the courses you want to view using the following filters:

- **Courses** – Select individual courses you want to view in the report.
- **Course Groups** – Select a course group from the platform to view all courses assigned to that group. This will update automatically whenever courses are added to or removed from the group.

If you do not select either of these options, the report will display courses assigned to learners. If you disable **Exclude courses with no data**, all courses on your account will be shown, including courses with no data.

Select the learners you want to view using the following filters:

- **Learner Group** – Select a learner group from the platform to view all learners assigned to that group. This will update automatically whenever learners are added to or removed from the group.
- **Branches** – Select a branch to display all learners assigned to that branch. If a branch is selected, the option to include sub-branches will appear below this filter. Enabling this option will include all learners within the selected branch and its sub-branches in the report.
- **Users** – Select individual learners you want to view in the report.

If you do not select any of these options, you will see all learners on your account.

Additional Building Options:

- **Show deactivated users** – When enabled, you will be able to generate the report for deactivated users on the system.
- **Exclude courses with no data** – This is enabled by default. Courses with no enrolments or completions will not be displayed. Untick this option if you want to see all courses from your selected course options, including courses with no data.
- **Filtering by course completion date** – This is disabled by default. While disabled, learners will only appear with their most recent completion or enrolment. When enabled and a timeframe is selected, the report will display courses completed within the specified date range. If a learner has multiple completions within this date range, each completion will appear in the report.
 - **Filter by course certification date** – When enabled, the selected date range will filter by certification dates. If a learner has multiple certified completions for a course within the date range, each completion will appear in the report.

The Certification Report

Report Builder		Certification Report		Course Progress Report	
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User Certification Report																		Export to Excel
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Search user...		Completed Due in 60 days Overdue															
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TOTAL USERS IN REPORT = 9		Care Home Health and Safety (3 Year)		Caring for People with Autism (3 Year)		Caring for People with Epilepsy (3 Year)		Data Protection and Cyber Security (3 Year)		Death, Dying and Bereavement (3 Year)		Dementia Care 1: Understanding Dementia (3 Year)		Dementia Care 2: Person Centred Dementia Care (3 Year)		Develop as a Worker (3 Year)		Duty of Candour (3 Year)	
Completed/Enrolled %		8/9 (89%)		8/8 (100%)		8/9 (89%)		8/8 (100%)		8/8 (100%)		9/9 (100%)		9/9 (100%)		8/8 (100%)		8/8 (100%)	
REFRESHERS DUE OR BECOMING DUE =		0		0		0		2		0		1		1		0		0	
FIRST NAME	SURNAME	COMP.	DUE	COMP.	DUE	COMP.	DUE	COMP.	DUE	COMP.	DUE	COMP.	DUE	COMP.	DUE	COMP.	DUE	COMP.	DUE
Valerian	Akuba	09/04/24	09/04/27	30/05/24	30/05/27	07/04/24	07/04/27			30/04/24	30/04/27	09/04/24	09/04/27	08/04/24	08/04/27	07/04/24	07/04/27	02/04/24	02/04/27
Chioma	Aluko	19/05/24	19/05/27	26/05/24	26/05/27	17/01/25	17/01/28	12/04/25	12/04/28	06/06/24	06/06/27	06/06/24	06/06/27	06/06/24	06/06/27	07/06/24	07/06/27	07/06/24	07/06/27
Mary	Best		Enrolled				Enrolled	11/07/23	11/07/26			21/04/23	Enrolled	21/04/23	Enrolled				
Samantha	Chaplin	21/02/25	21/02/28	19/11/24	19/11/27	22/02/25	22/02/28	18/01/25	18/01/28	18/12/24	18/12/27	17/12/24	17/12/27	23/02/25	23/02/28	24/02/25	24/02/28	18/12/24	18/12/27
Gideon	Chuka	19/06/24	19/06/27	27/05/24	27/05/27	04/06/24	04/06/27	11/07/23	11/07/26	13/06/24	13/06/27	03/06/24	03/06/27	03/06/24	03/06/27	03/06/24	03/06/27	28/05/24	28/05/27
Jordan	Onuwa	21/05/24	21/05/27	26/04/24	26/04/27	18/12/24	18/12/27	19/01/25	19/01/28	07/01/25	07/01/28	01/04/24	01/04/27	08/01/25	08/01/28	04/02/25	04/02/28	23/05/24	23/05/27
Chikamsa	Onyeneke	17/06/24	17/06/27	26/04/24	26/04/27	22/05/24	22/05/27	17/06/25	17/06/28	17/06/24	17/06/27	17/06/24	17/06/27	18/06/24	18/06/27	22/05/24	22/05/27	29/04/24	29/04/27
Great	Person	29/04/25	29/04/28	17/04/25	Enrolled	02/11/24	02/11/27	29/04/25	29/04/28	21/02/25	21/02/28	07/05/25	Enrolled	08/05/25	08/05/28	16/01/25	16/01/28	02/05/25	02/05/28
Martin	Sekuma	15/12/24	15/12/27	25/05/24	25/05/27	27/07/24	27/07/27	25/01/25	25/01/28	10/10/24	10/10/27	10/10/24	10/10/27	12/10/24	12/10/27	25/01/25	25/01/28	25/05/24	25/05/27

Once you have selected your reporting options, you press **Build Report** to generate your training matrix. The columns will display the selected courses, while the rows will display the selected learners.

Within the report, you will see completion and expiry information for each learner and course. The cells are colour coded as follows:

- **Green** – The course has been completed and the certification has more than 60 days remaining before expiry.
- **Amber** – The course has been completed and the certification is due to expire within 60 days.

- Red – The certification has expired and is now overdue. This may also indicate that the learner is enrolled but has no prior completion.
- Blank – The learner is not enrolled on the course.

Additional Displays

- **Total Users in Report** – Displayed at the top left of the training matrix.
- **Completed/Enrolled %** – Displays both a fraction and percentage showing the number of completions against the total number of learners enrolled on each course.
- **Refreshers Due or Becoming Due** – Displays the number of learners whose certifications are expired or approaching expiry.
- **Learner Search** – You can search for individual learners within the generated report by typing their name.

Course Progress Report:

Report Builder Certification Report Course Progress Report

Course Progress Report [Download Excel](#)

Not Started
In Progress
Completed
Failed

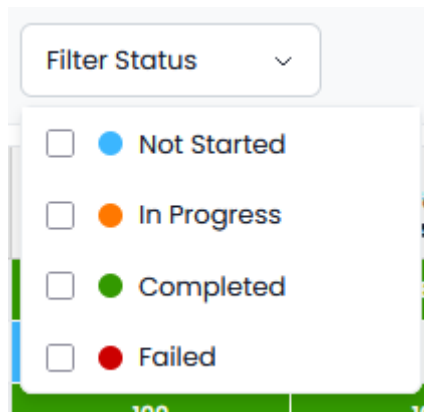
SURNAME	FIRST NAME(S)	Care Home Health and Safety	Caring for People with Autism	Caring for People with Epilepsy	Data Protection and Cyber Security	Death, Dying and Bereavement	Dementia Care 1: Understanding Dementia	Dementia Care 2: Person Centred Dementia Care	Develop as a Worker	Duty of Candour	Dysphagia Awareness
Aluko	Chioma	100	81	98	89	100	100	100	100	100	100
Best	Mary	NS		NS	100		100	100			
Chaplin	Samantha	100	100	100	100	100	100	100	100	100	100
Chuka	Gideon	100	92	100	100	100	100	100	100	93	100
Oruwa	Jordan	80	100	83	100	100	94	92	100	85	82
Onyeneke	Chikamso	100	99	95	80	100	100	100	99	94	93
Person	Great	98	100	81	95	86	100	89	90	96	81
Sekuma	Martin	100	84	100	100	100	100	100	100	88	100

Similar to the Certification Report, this report displays the selected courses and learners using the same report builder options outlined previously.

This report shows each learner's progress status for the selected courses. The cells are colour coded as follows:

- Green – The course has been completed and will display the learner's score.
- Amber – The course has been started and is currently in progress.
- Red – The course has been failed and requires a reset.
- Blue – The course has been assigned, but the learner has not started it.
- Blank – The course has not been assigned to the learner.

Filter Status



You can filter the Course Progress Report to display any of the status options listed above. Multiple status options can be selected at the same time, allowing the report to display learners matching all selected criteria.