

# Welcome to the Colas Rail Learning Management System



Our Competency & Learning Management System (CMS) is our one stop shop for your Learning & Development needs, providing digital and blended learning solutions for all aspects of our operations.

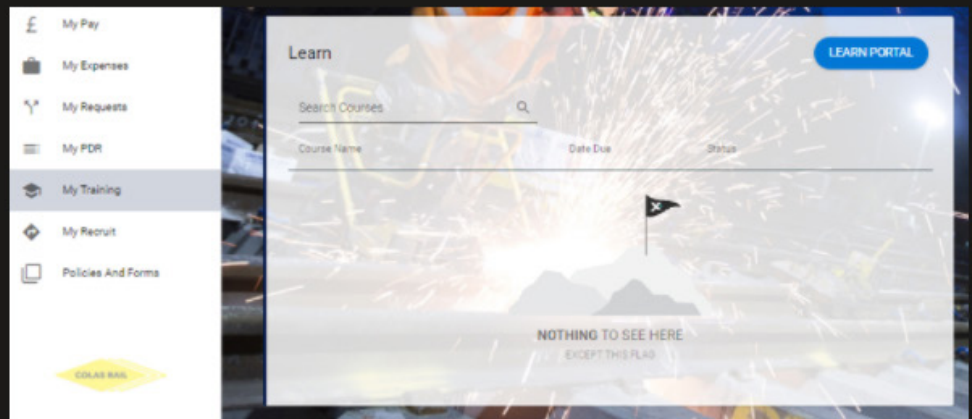
The CMS is fully integrated and can be accessed through our [HR system](#), [MyColas](#). This ensures that all the training information for yourself and your team are reflected in the system.

**A mobile app is due to be released this year giving you access at your fingertips to all your learning records**

## How can I access the CMS?

After logging into MyColas, the menu pane on the left hand side will have a section labelled 'My Training'.

On clicking that section you will see a button titled 'Learn Portal' clicking this will provide you with access to the CMS system.



## What can you do with the CMS?

Once logged into the CMS you'll see a variety of sections including:

### Training and Competence

View your current competencies and current courses.

### Find Learning

Join open courses for personal and/or professional development.

### My Team Activity

**For Line Managers** - Approve and monitor the progress your team's e-learning

### CPD

Manage and undertake CPD based on professional memberships.

### Events

A calendar of event you'll be due to attend.

### Discussions

Start a discussion with your peers and discuss an activity, ask an expert a question or create a general discussion

### My Documents

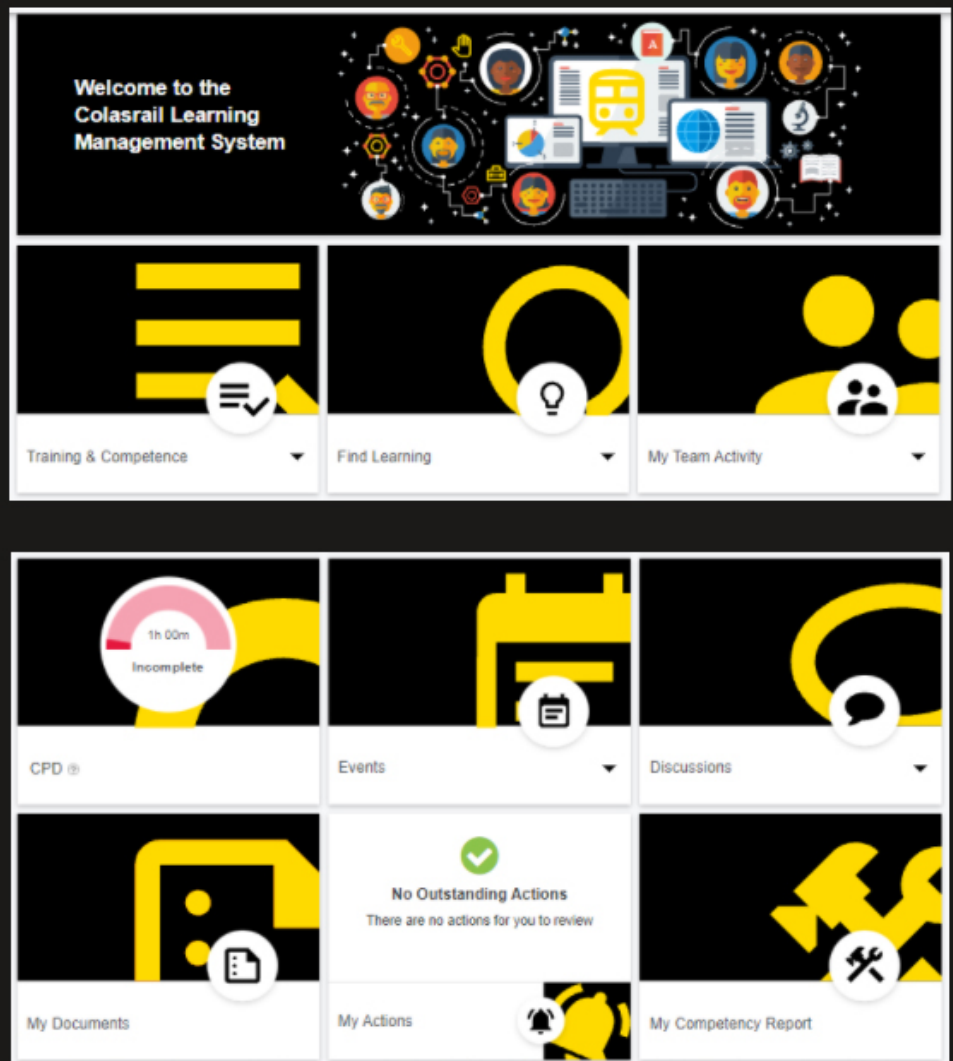
Access and upload your training documents.

### My Actions

Outstanding actions will be flagged up here i.e. incomplete courses, being assigned new training etc.

### My Competency Report

Quick link to view all of your current competencies.



## Line Manager Actions and Information

All of your direct reports have been imported from MyColas which gives you full sight of all activities you and your team have been assigned to.

Using the Team menu will allow you to view what your is currently doing.

As a Line Manager you will have the ability to assign learning based on your own targets and aspirations for your team.

Your direct reports and hierarchy remains the same within the CMS as it is within the MyColas HR system.

To make approvals and line manager actions easier for you, two quick links within the system allow to monitor what is required of you in relation to your direct reports.

For example, course and cost approvals, which were previous done via email or a hard copy document.

Further guidance has been made available to you upon logging in to your profile.

Line Manager learning content can be launched at any time to help you understand the system.

You will be able to request digital learning to be developed specific to the business unit you are in, for further information simply contact your training team.

The screenshot shows a dashboard with a 'Filters' sidebar on the left and a main area with activity cards. The filters include 'Reporting Scope' (My Direct Reports selected), 'Organisation Unit' (All), 'CPD Status' (Show All), 'Activities Assigned' (Within 12 Months), and 'Activity Status' (Search for activity...). The main area displays cards for five direct reports: DA (David Anderson), JO (Jodie O'Rourke), RH (Rhian Hunter), SD (Sarah Doherty), and SP (Stephan Peaty). Each card shows '0% CPD' and '0% Activities' progress, with '0 out of 0 Completed' and 'Overdue Registrations: 0'.

The screenshot shows the 'MY ACTIONS' tab selected. A green checkmark icon is displayed above the text 'No Outstanding Actions' and 'There are currently no actions for you to review'.

## Who are the CMS Champions?



**NASH, Lee (RKBRG)**

Training Supervisor

HR/HQ/Support Functions Champion



**CRILLY, Rhian (RKRBY)**

Operations / Projects Worker

Rail Services, Urban & Industry  
Champion



**ENT, RailInfrastructure.Training...**

SRSA and Rail Infrastructure Champions  
Mailing List