

Receiving Agency Training Course – Student Employee Tracker (SET)

Course ARC – SET 1A & 1B: Student Employee Tracker (SET) Module

Description: Provides orientation to the Student Employee Tracker (SET) module for management of pre- and post-employment education of staff and staff applicants.

Intended for:

- *New HSPnet users involved in Staff Recruitment Programs for undergraduate, new graduate, internationally educated, or other staff.*
- *New HSPnet users involved in Staff Development activities for continuing or specialty education, sponsored by the employer, and*
- *Existing HSPnet users seeking training in the SET module to support the above Staff recruitment/development activities*

Course Outline – ARC-SET1A (*Staff Recruitment Programs*)

- HSPnet Background and Introduction
 - Functions, Terminology and Navigation
 - Roles and responsibilities of users
- HSPnet Policies on Privacy, Security and Data Access
 - SET consent process
- Navigating HSPnet within your browser
- Staff & Users – creating Staff Applicant records
 - Entering SET Consent
 - Managing Pre-Employment Education information
- Creating Work Referrals / Placements
- Generating Reports
- Getting Help

Course Outline – ARC-SET1B (*Staff Development Programs*)

- HSPnet Background and Introduction
- Functions, Terminology and Navigation
- Roles and responsibilities of users
- HSPnet Policies on Privacy, Security and Data Access
 - SET consent process
- Navigating HSPnet within your browser
- Staff & Users – managing staff records
- Managing Post-Employment Education
 - Application/Waitlist/Registration management
 - Entering Cost Tracker information
- Generating Reports
- Getting Help