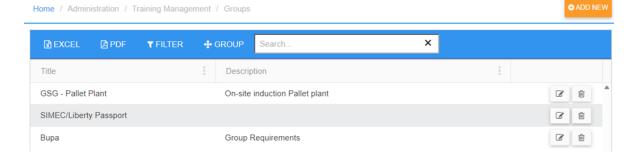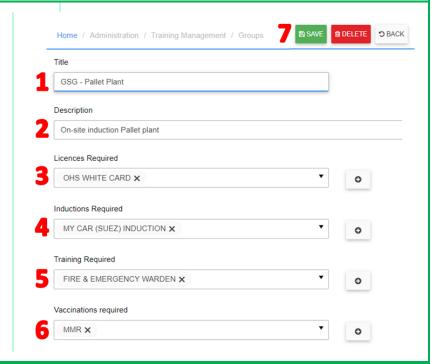- Here you can add groups to use in the **training**, **induction** and **skills & competencies** registers.
- These can also be used for Group Requirements in staff profiles to make sure staff have all the requirements to work on particular sites or in specific roles.
- Navigate to: Administration/Training Management/Groups and click **+ADD NEW.**

Home / Administration / Training Management / Groups   **+ ADD NEW**

📊 EXCEL	📄 PDF	▼ FILTER	✛ GROUP	Search... ✕

Title		Description		
GSG - Pallet Plant		On-site induction Pallet plant		✏️ 🗑️
SIMEC/Liberty Passport				✏️ 🗑️
Bupa		Group Requirements		✏️ 🗑️

1. Type in a Title.

2. Type in a Description.

3. Select Licences as required.

4. Select Inductions as required.

5. Select Training as required.

6. Select Vaccinations as required.

7. Click 💾 **SAVE**.

Items 3-6 are only needed if you are using **Group Requirements** in staff profiles. They can be left blank if not required.

Home / Administration / Training Management / Groups   **7** 💾 SAVE 🗑 DELETE ↺ BACK

Title
1 GSG - Pallet Plant

Description
2 On-site induction Pallet plant

Licences Required
3 OHS WHITE CARD ✕   ▼   ⊕

Inductions Required
4 MY CAR (SUEZ) INDUCTION ✕   ▼   ⊕

Training Required
5 FIRE & EMERGENCY WARDEN ✕   ▼   ⊕

Vaccinations required
6 MMR ✕   ▼   ⊕