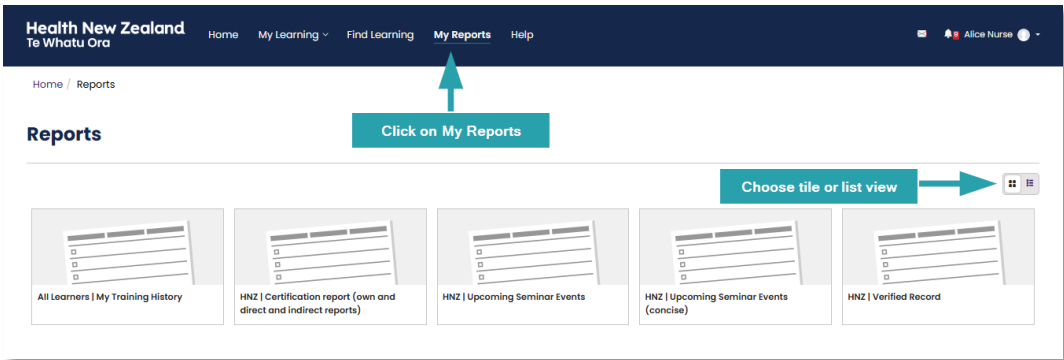


# Using reports on HNZ learning sites

At Health New Zealand | Te Whatu Ora there are various reports available to you, depending on what access is setup for you in your HNZ role. In using reports, you are responsible for maintaining HNZ's data privacy obligations for the organisation and individuals. Please select your filter requirements before running the report.

## Access My reports

Log in to the learning site and click on “My Reports” in the dark blue header. The reports are listed in alphabetical order and can be displayed as tiles or as a list.



## Verified Record

The Verified Record is a report showing your own courses, the completion dates, and the Continuing Professional Development hours for the courses completed. It can be used as proof of completing required training for registration and Annual Practising Certificate requirements. This is easier than collecting certificates for every course over the relevant timeframe and the report even totals the hours completed each year.

- Go to **My reports** and choose **HNZ | Verified Record**.
- Either search for all records or use the search filters to select the date range or specific course(s) you want included in your report.

▼ Search by

Date completed ⓘ

☐ is after

29

August

2025

☐ is before

29

August

2025

☐ is between start of today and

days before today (date of report generation)

☐ is between start of today and

days after today (date of report generation)

Course (multi-item) ⓘ

is any value

Choose Courses

Search

Clear

- Scroll to the bottom and click the "Verified Record" button to download a PDF.

Export as

Verified Record

## Which reports to use

The report name tells you what kind of content is going to be included in the report. The best advice is to explore the reports to see which best suits your specific need. Some key words to help you identify which report to use: Course completions; Certifications; and Programs.

Reports have ways to search for information and have set columns for the specific reports. If you have privileged report access, you may be able to access additional data about users, either adding by the user themselves or provided by Health New Zealand HR systems (with local HR name conventions). You are bound by professional and legal codes of conduct, and breaches of privacy and security may result in loss of access and legal action.

## Searching in Reports

Reports use filters to target results to specific needs. Each report has different search options to fit the report purpose. After clicking **“Search”**, the results appear below “search”. Sometimes this can take a minute or two, depending on the time of day. Try not to click again if it says that you are already running a report.

- Clicking a column title to order results. A little triangle shows which column the results are sorted by.
- You are welcome to create a **“private”** saved search after you have identified useful filters for your context.

**Health New Zealand**  
Te Whatu Ora

Home My Learning Find Learning **My Reports** Help

Home / Reports / HNZ | Course Current Completion restricted to district

### HNZ | Course Current Completion restricted to district

This report shows only HNZ employees and active students. It is suited to reporting on who has completed courses. In using this report, you are responsible for maintaining HNZ's data privacy obligations for the organisation and individuals. Please select your filter requirements before running the report.

**NOTES:**

- The report includes fields updated by HR data. If a district does not provide the data, you cannot search by HR fields, and the HR fields will be empty in the results table.
- The report includes fields for district when completed and current district, to account for people who have transferred.

**Search by**

Course (multi-item)

Course Category (multichoice)   ☐ Include sub-categories?

Completed (yes/no)

Show more...

**After search results appear, you can save this search**

**Results - 183 records**

**Select which columns to show/hide**

Course	Hours	Date completed	Completed by any method	Name	HR Job Title	HR Team	HR Department	HR Directorate	HR Profession	District when completed
Code of Conduct - National	0.5	2025-06-23	Yes	[Name]	[Job Title]	[Team]	[Department]	[Directorate]	[Profession]	[District]
Code of Conduct - National	0.5	2025-06-25	Yes	[Name]	[Job Title]	[Team]	[Department]	[Directorate]	[Profession]	[District]

Page: 1 2 3 4 5 (Next)

Below the results table are any available export options.

Code of Conduct - National

0.5

2025-07-31

Yes

Export as

Page: 1 2 3 4 5 (Next)

## Interpreting reports

You may need some extra knowledge to interpret the reports results you are viewing.

For example, program reports can show a user as 100% complete, but there may be courses in the program that show as **incomplete**, or **not yet started** for that person. This may be because courses have been added to the program since the person first completed them, or because the program does not require all courses to be completed. An example of this would be where the program lets the person choose between the Infection Control course for Clinical vs the Infection Control course for nonclinical.

Below are some screenshots to help with interpreting program reporting.

**Top Screenshot: MidCentral Mandatory Training**

User shows as 100% complete

New courses added after user completed program requirements

User completed course which has since been replaced

Course	Status
MidCentral Computer Induction	Complete
MidCentral - Hand Hygiene 2024 onwards	Complete
MidCentral - CoR	Complete
MidCentral - Incident	Complete
Cyber Security at Health New Zealand	Not yet started
MidCentral - Electrical Safety	Complete
MidCentral - Intro H and S	Complete
MidCentral - Legislative compliance 2024 onwards	Complete
MidCentral - PSFS 2024 onwards	Complete
Code of Conduct National	Not yet started
New Staff Orientation Day - MidCentral	Complete
New Staff - Introduction to Māori Cultural Responsiveness in Practice - MidCentral	Not yet started
Te Kāhano - Māori Cultural Responsiveness in Practice - MidCentral	In progress
Te Tiriti o Waitangi - Equity and Health - MidCentral	Complete
MidCentral - Fire Evacuation and Safety 2025	Not yet started
MidCentral - Fire Evacuation and Safety 2024 - archive	Complete

**Bottom Screenshot: Mandatory Training**

User completed an IPC course appropriate to their role as one IPC course is required in the program settings

User completed v1 or v2 to meet the program requirement

Course	Status
Privacy - National	Complete
Cyber Security at Health New Zealand	Complete
Disability Equity	Not yet started
The New Zealand Health Charter   Te Mauri o Rongo	Complete
Code of Conduct National	Complete
Fire Training	Complete
Occ Health Safety	Complete
IPC Non-clinical	Not yet started
IPC Clinical Non-direct	Not yet started
IPC Clinical Direct	Complete
IPC ARDS	Not yet started
Basic Life Support CPR (Waitemata)	Complete
Immediate Rescuer CPR	Not yet started
ALS Advanced Rescuer CPR	Not yet started
CPI Prevention First v1	Complete
CPI Prevention First v2	Not yet started

Below is a screenshot for certification reporting.

- The report shows red/orange/green colour codes to identify people who have expired or are due to expire.
- The “active period” is how long the person will show as “certified” from their last completion date.
- The “window period” is when they can repeat a course before they change from certified to expired.

*Do not ask people to repeat a currently complete course before the window period is open, no new completion date will be recorded.*

User's Fullname	Certification Name	Status	Date completed	Date due	Status	Active Period	Window Period	User's Manager	HR Directorate	HR Department	HR Team	User's District
alpin@midcentral.govt.nz	Waitemata CPR eLearning Certification	Expired since 7 Apr 2022	7 Apr 2022 at 15:42	Expired	2 year	18 month	-	-	Health Women Children & Youth	Health Women Children & Youth	Operations & Technology	MidCentral
Natalie Ford	HNZ Privacy of Personal & Health Information	Window opens 25 Jun 2025	25 Aug 2025	25 Aug 2026 at 20:04	Certified	1 year	2 month	Natalie Ford	Health Women Children & Youth	Health Women Children & Youth	Operations & Technology	MidCentral
Natalie Ford	Waitemata Fire Training Certification	Expires 16 Oct 2025	16 Oct 2025 at 10:40	Certified	1 year	2 month	-	Natalie Ford	Health Women Children & Youth	Health Women Children & Youth	Operations & Technology	MidCentral