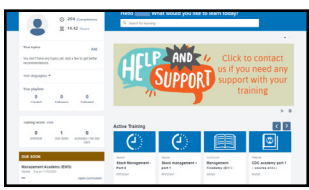
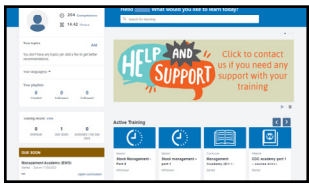
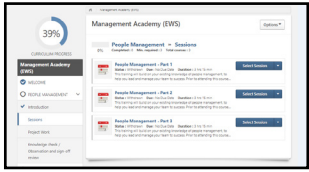
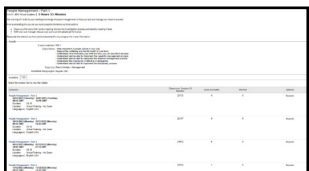

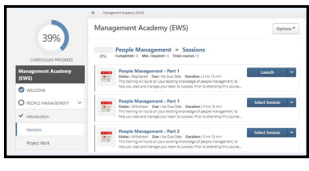



<b>Completed by</b>	• Pub managers, shift and kitchen managers, shift and kitchen shift leaders where required
<b>Reference</b>	• Training policy (myJDW) • SOP OF0104 - Accessing myJDW, myLearning and the myJDW app
<b>Equipment</b>	• Computer/laptop, mobile phone or tablet
<b>Step 1</b>	 <ul style="list-style-type: none"> <li>• Login to your myLearning centre account. Refer to SOP OF0104 - Accessing myJDW, myLearning and the myJDW app.</li> </ul>
<b>Step 2</b>	 <ul style="list-style-type: none"> <li>• Click on 'Open curriculum' for the required training course.</li> </ul>
<b>Step 3</b>	 <ul style="list-style-type: none"> <li>• From the menu on the left hand side, choose the course to book onto, and click on 'Select Session.'</li> </ul>
<b>Step 4</b>	 <ul style="list-style-type: none"> <li>• A pop-up will display the available courses. If a course has space available, the number of spaces will be indicated in the 'Seats Available' column.</li> </ul>
<b>Step 5</b>	 <ul style="list-style-type: none"> <li>• To book onto the course, click on 'Request' next to the date you want to attend.</li> <li>• If there are no available seats, click on 'Notify Me' and you will be notified by email if any spaces become available.</li> </ul>
<b>Step 6</b>	 <ul style="list-style-type: none"> <li>• Once 'Request' has been clicked, the session you have booked onto will show as 'Registered' on the module, and you will receive a confirmation email.</li> <li>• Additional reminder emails will be sent in the lead up to the course dates.</li> </ul>
<b>Step 7</b>	 <ul style="list-style-type: none"> <li>• Ensure all pre-work (where applicable) is complete before attending the session.</li> </ul>