How to book a Health & Safety course via MyHR

1. Please log onto MyHR: [https://myhr.qmul.ac.uk/live/Portal/index.xsp](https://myhr.qmul.ac.uk/live/Portal/index.xsp)

2. Select **Training**

3. Select **Training Request** (bottom right of the screen)

4. Into the **Keyword** section type the course title of the course you are interested in (course titles and descriptions can be found at [http://www.hsd.qmul.ac.uk/training/](http://www.hsd.qmul.ac.uk/training/))

5. Then click **search** (far right)

6. You will then be given a list of dates to choose from (the request will not register with Health & Safety if you do not select a date)

7. Click on the date you want then click **submit** (bottom right of the screen)

**Waiting list:** Please do not use the waiting list option on MyHR. If the course you want is full please email hs-helpdesk@qmul.ac.uk and ask to be placed onto the waiting list held by the course trainer.

**Course confirmation:** Your Line Manager will need to approve this training (in the same way they would approve annual leave) for a place on the course to be secured. Course confirmation and joining instructions will be emailed approximately 5 days before the course commences.

**Accredited Courses Non-attendance charge:** When a participant fails to attend an accredited course without cancelling their place a charge will be calculated at the cost of £40 per day for the length of the event. For the purposes of this policy ‘non-attendance’ means failing to attend a course on which you have made a booking without first cancelling your place. Cancellations should be made 48 hours before the event by emailing hs-helpdesk@qmul.ac.uk

**Accredited Courses**
- First Aid
- Mental Health First Aid
- Institution of Occupational Safety and Health (IOSH) Managing Safely
- Institution of Occupational Safety and Health (IOSH) Managing Safely Refresher
- Institution of Occupational Safety and Health (IOSH) Working Safely
- National Examination Board in Occupational Safety and Health (NEBOSH) National General Certificate – Pending