

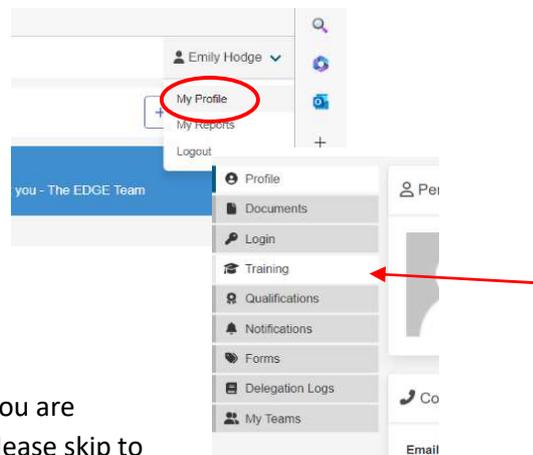
**EDGE – Recording Compulsory Training – Competencies**

**Brief Intro**

This guidance will help to explain how to upload and renew training records in Edge. **Please remember CVs and GCPs are now uploaded to IQM.** Your Edge Training Record should be used for compulsory competency training certificates, as well as any other non-compulsory training certificates or documentation that you would like to keep an electronic record of.

1. Open Edge on your Internet browser ([Sign in to EDGE - Production](#)) and log in to your profile. If you have forgotten your password, please select the “Forgot Password?” button which will send an email to the email address associated with your account. The Governance Team are no longer able to reset User’s passwords. If you do not have an account or are having issues accessing your account, please get in touch with the R&D Governance Team.

2. Once logged in, the Homepage or Dashboard will appear. Click your name in the top right-hand corner, and then My Profile.



3. Then, Click on Training Tab on the left-hand side.

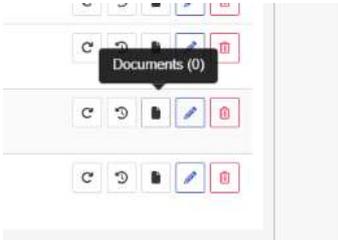
If you are adding a new training course, follow the next steps. If you are renewing an existing training course (a new feature in EDGE 3), please skip to Step 7.

**Adding a New Training Course**

4. Next, click “Add a New Training Course” in the top right corner, just underneath your name. From the “Training Course Name” drop-down list, select the most appropriate training name. If you are uploading a compulsory competency training certificate, please select the first option “Competency Training”. If you are uploading a non-compulsory competency certificate, please select “d” or “e” in the dropdown and provide a description/training name in the comments at the bottom of the page.



- Next, select the Delivery Method e.g. face-to-face, add the length of training (this will autofill to 1 day, please add appropriate length), the location (if you wish), date of attendance and date of renewal (this will autofill to 1 year after attendance, please add the correct expiry date). Provide any further details in the comments box at the bottom. Select Save.
- Now that you have added the training record, you need to add the relevant documentation/certificate. To do this, click on the documents icon (the piece of paper) on the right-hand side of the training course you have just added. Choose or drag and drop the file/certificate. This should now be uploaded. Once uploaded correctly, the documents icon should display (1) if hovered over.



Repeat this process for each competency you wish to add to Edge. Each course should have a separate training record on Edge. You will receive email reminders from Edge when the competency training is due to expire. If you have any issues uploading training records, please get in touch with the R&D Governance Team.

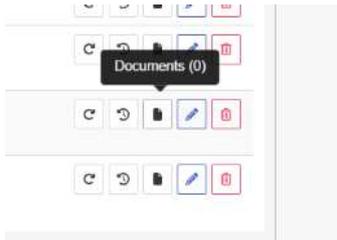
**Renewing an Existing Training Course**

As part of the new features on EDGE 3, if you are renewing a training course, this can be uploaded onto an existing course rather than creating a new one.

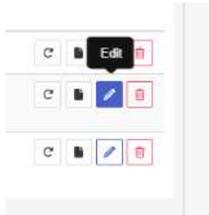
- Find the correct training course that needs to be renewed and click on the Renew button to the right of the screen. Add the details of the training as you did when it was first uploaded e.g. Delivery method, length, date of attendance and date of renewal. Select Save.



- Next, add the relevant renewal document/certificate. To do this, click on the documents icon (the piece of paper) on the right-hand side of the training course you have just added. Choose or drag and drop the file. Once uploaded, the documents icon should display (1) if hovered over.



- Finally, please ensure that the “expiry date” under the documents tab (where you just uploaded the document using the paper icon) and the “renewal date” on the training tab correspond (see screenshots below). This doesn’t always update automatically and often defaults to the day you uploaded the document. If you need to change the date, use the edit function (pencil icon) and manually input the date of renewal.



← Back **Training Documents**

Document Name	Version	Date Uploaded	Expiry Date	Public
Introduction to GCP Certificate 28.02.2023.pdf		14/03/2023	28/02/2026	×

Version:

Public:

Choose a file, or drag one or more here...

**Training** + Add a New Training Course

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3 records returned

Course	Module	Location	Delivery Method	Length (in days)	Attendance Date	Renewal Date	Outcome	Comments
CV (please attach)	CV				01/08/2022	01/07/2024		
GCP training (please attach certificate)	GCP Introduction	Royal Papworth Hospital		1	28/02/2023	28/02/2026		
GCP training (please attach certificate)	GCP Training				28/07/2022	28/07/2025		