

What is Covered in this Guide?

1. How to log into Dayforce Learning
2. How to complete learning activities
3. Manager's Team and People view
4. Frequently Asked Questions (FAQs)

Audience

All employees

Recommended Device

Mobile/laptop/PC/tablet can be used for these actions

Dayforce App

- **Mobile device** - enable Dayforce notifications in your mobile Settings
- **Dayforce app** - click on your Profile image > settings > push notification preferences > allow push notifications

Support

- For technical and general support, contact the Learning & Development team:
 - **Phone:** 08 8238 5567 | **Email:** cmvlearningdevelopment@cmv.com.au
- For questions about your assigned courses, refer to your Manager

Learning Notifications

Notifications for all learning activities will be communicated only through the Dayforce Message Centre. Employees are encouraged to enable notifications on their mobile device and within the Dayforce app to stay updated.

Logging into Dayforce Learning

1. Log into Dayforce

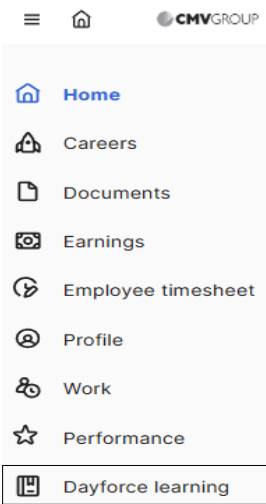
Learning can be completed on a desktop/mobile/tablet and in the Dayforce app.

From the Dayforce homepage, click on the **Dayforce learning icon** within your Favourites section.



Dayforce learning

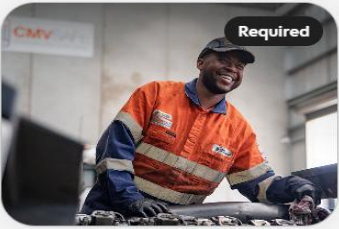
Or navigate to Dayforce learning from the main menu.



Start your Course

Your Learning dashboard shows courses that are:

- **Required for you** - courses you must complete and are a mandatory requirement of your role
- **Available for you** - optional courses to explore that may support your learning and development and do not have a specific due date
- **Started** - learning has commenced and not yet completed. You can resume your progress
- **Completed** - your completed learning history
- **Expired** - your learning certification has expired as the learning was not completed before its due date. You are still able to complete this learning, and it must be completed as soon as possible.
- **Certified** - completed learning items that have a certification requirement. These certifications apply to learning items that must be periodically renewed during employment. Once you have completed the item, you are considered certified in its content until the next scheduled re-certification is due.

Required for you	Available for you	Started	Completed	Expired
 Work Health and Safety Induction CMV Group 🕒 45 m	 Bullying and Harassment for Managers and Supervisors 🕒 1 h 25 m 📄 Certification	 Bullying and Harassment for Employees 🕒 55 m 📄 Certification	 Manual Tasks for Workers 🕒 55 m 📄 Certification	 Confined Spaces 🕒 30 m 📄 Certification

To begin:

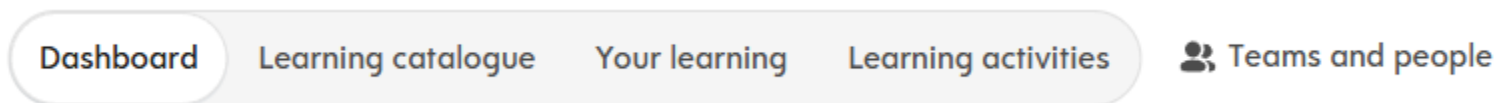
- Click the **course title or image**.
- Read the **Description** and **Overview** and click **Start**.
- Navigate through the course (your progress saves automatically).

2. Complete and Track Progress

- Once finished, exit the course using the learning item's exit controls or click the complete button if available.
- Your dashboard will update.
- Check your dashboard to track what is completed and view learning that is available to complete within 30 days.

Dayforce Learning Menu

Below is an overview of the menu options in Dayforce Learning:



Dashboard - the homepage displaying assigned courses and overall progress.

Learning catalogue - a library of all available learning opportunities.

Your learning - a summary of completed learning history.

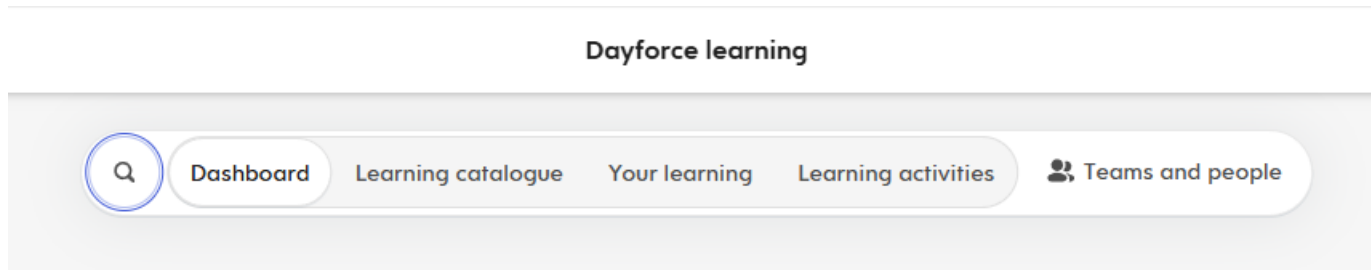
Learning activities – an overview of certifications and their status.

Teams and people – managers' access only - provides a summary of team members' learning activities.

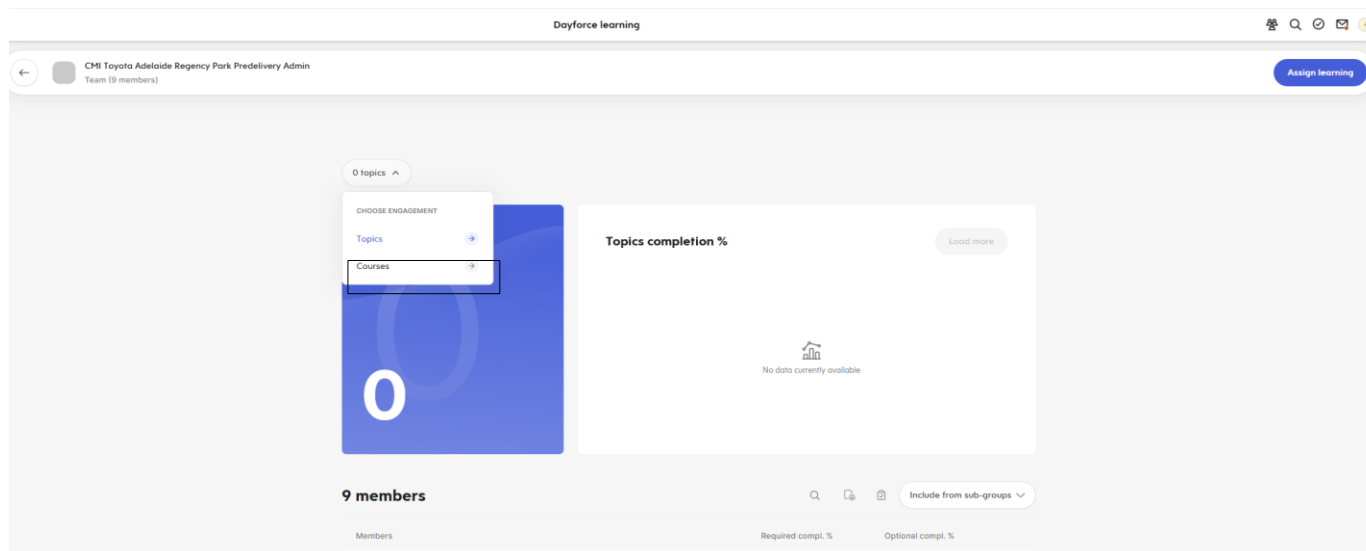
Dayforce Learning for Managers

The Teams and People section in Dayforce learning allows managers to view, track and manage the learning progress of their team members.

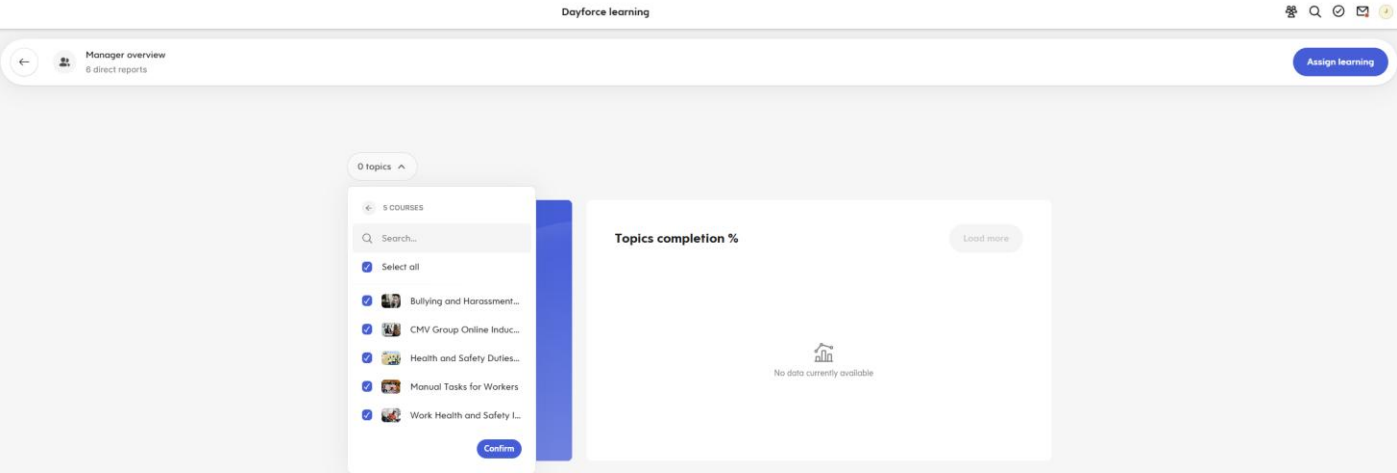
1. From the Learning homepage, click **Teams and people** to open the team's learning dashboard.



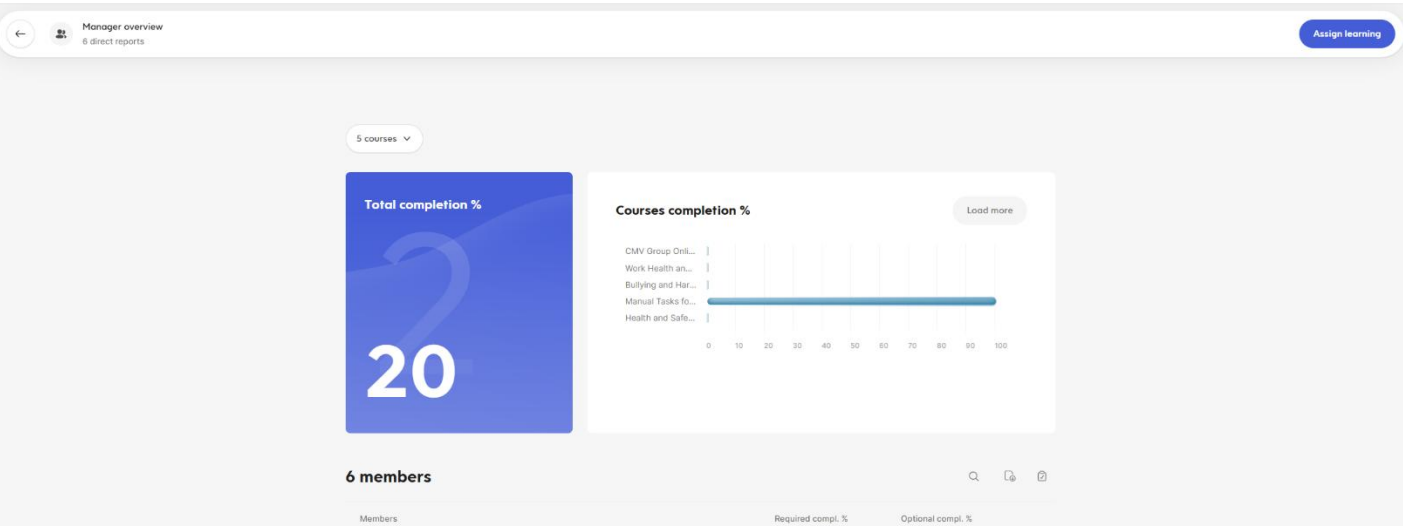
2. Click the **topics arrow** and select **Courses**.



3. Select the courses and click **Confirm**.



An overview of the direct reports' course completion percentages will display.

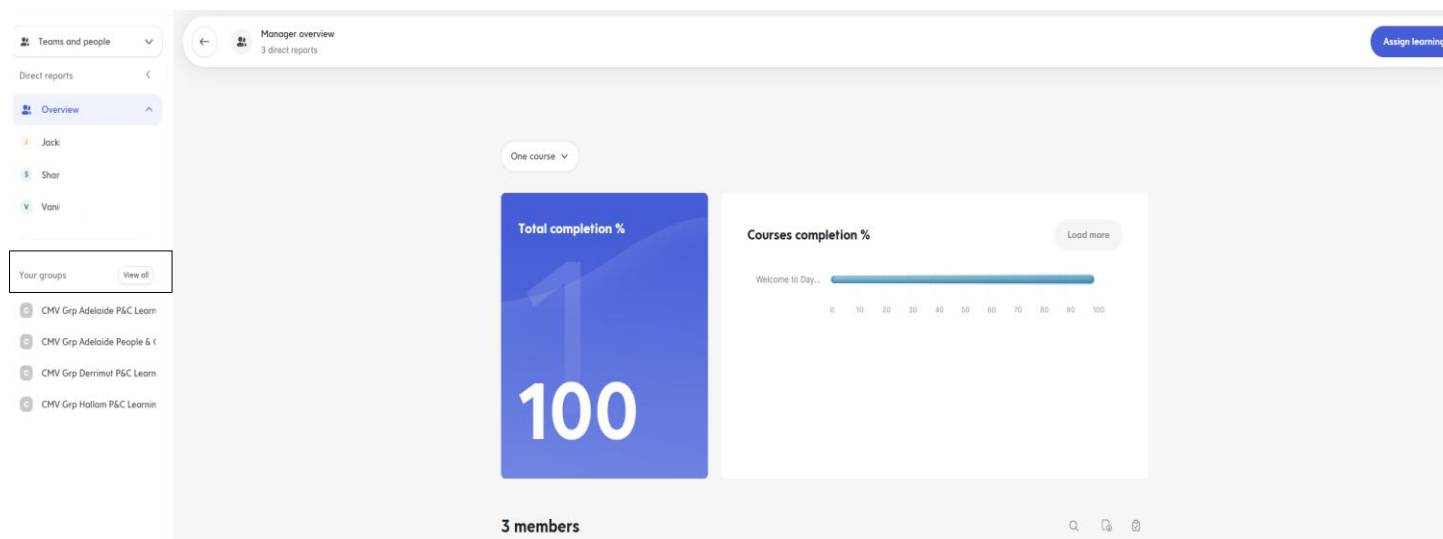


The left hand menu will display direct reports in the **Overview section** (if applicable) and/or in the Manager's group(s).

4. Click on each group to display the employees in the group.

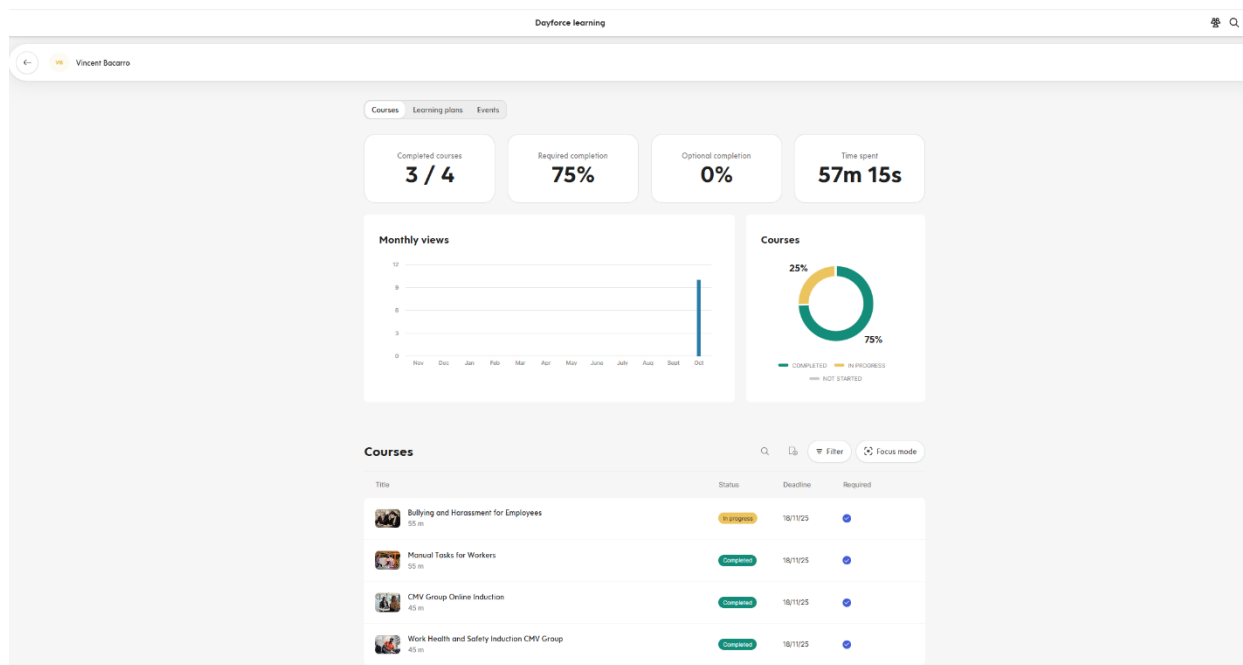
Note: Always change the **Topic arrow** to **Courses** to display course completion records.

The Assign learning button is currently not available.



Click on each employee's name to view their learning records. The course summary will include:

- **Assigned courses** – lists all courses currently assigned to each team member.
- **Completion status** – Displays whether courses are Not Started, In progress or Completed.
- **Certified** – shows mandatory courses that require certification and renewal dates.
- **Deadline** – due date for completion.



Supporting Team Members

- Regularly check team members' learning progress to ensure compliance.
- Advise employees to complete assigned learning before the due dates.

Frequently Asked Questions (FAQs)

When can I complete my learning in Dayforce and how will I be notified?

Once learning has been assigned, you will **receive a notification in Dayforce Message Centre up to 30 days prior to the due date**, advising you of your new course enrolment.

Learning may be completed at any time after this notification is received and before the due date.

What do the learning status terms mean?

- **Started** – You have commenced the learning but have not yet completed it.
- **Required** – The learning has been assigned and is a mandatory requirement for your role.
- **Available to You** – The learning has been recommended or assigned but doesn't have a specified due date.
- It may assist in building additional skills and capabilities relevant to your role. Discuss with your manager to be allocated time to complete it, if required.
- **Completed** – You have successfully completed the learning.
Certified – completed learning items that include a certification requirement. These certifications apply to learning items that must be periodically renewed during employment. Once you have completed the item, you are considered certified in its content until the next scheduled re-certification is due.
- **Expired** – Your learning certification has expired as the learning was not completed before it's due date. You are still able to complete this learning, and it must be completed as soon as possible.

Why have I been assigned, or no longer required to complete certain learning?

As part of the transition to Dayforce Learning, a thorough review of all learning assignments was undertaken. This review identified instances where:

- Employees had been assigned learning that was no longer relevant; or
- Employees were required to complete learning that had not been previously assigned.

If you believe any learning assigned is incorrect, please email: cmvlearningdevelopment@cmv.com.au

Can I complete my learning through the Dayforce app?

Yes. You can now complete your learning via the Dayforce app on mobile or tablet, in addition to being able to complete it on desktop computer.

What if I complete learning outside of Dayforce?

If external learning is relevant to your CMV role, please send proof of completion to: cmvlearningdevelopment@cmv.com.au. This will be uploaded against your employee profile.

Will new learning be made available through Dayforce?

Yes. A suite of new learning will be progressively launched in Dayforce from 2026.

What happens to my training history that was completed in the Kineo program?

All Kineo completion history has been transitioned into Dayforce Learning. This includes any overdue learning. This learning will remain due in Dayforce and must be completed as soon as possible.

What happens if my learning is due whilst I'm on leave?

Where possible, you should complete upcoming learning prior to going on leave. If not completed prior, your learning will remain due/overdue until you complete it upon your return. Learning due dates will not be extended unless there are extenuating circumstances i.e. planned or unplanned extended leave.

Will I complete my 'Knowbe4' security awareness learning in Dayforce?

No. Knowbe4 learning will continue to be completed via the Knowbe4 learning platform. This learning integrates with Outlook's 'phishing' software and therefore cannot be delivered via Dayforce. If you have questions about this learning please contact the IT Service Desk.

Where can I obtain further support?

For all queries or Dayforce Learning support, please email: cmvlearningdevelopment@cmv.com.au or contact 08 8238 5567.

I am moving roles; will my learning be automatically updated to reflect my new learning requirements?

Yes, if you move into a role that has different learning requirements, i.e. moving into a supervisor or manager position, Dayforce will assign/remove learning as needed.

FAQs for Managers

Where can I access reporting on learning completion?

You will be able to view your direct reports completion via the Dayforce Learning 'Teams & People' tab.

New PowerBI reports will be created to track learning completion, these will be shared with you as they become available.

What do I need to do if I have a new employee?

Managers of new employees will receive a notification in Dayforce when a new employee has learning assigned to them. New employees will complete their learning in Dayforce as we will no longer be using the Kineo learning platform.