Process for Booking Internal Staff with no Email Address onto WILMa

There may be occasions where Internal WCC staff need to book onto a course but they have yet to receive their HRMS log on and therefore, there is no email address available on WILMa. The following process outlines the action that needs to be taken by a staff member's Manager/Supervisor and Programme Administrator or WILMa administrator.

Manager/Supervisor logs onto WILMa via
'warwickshire.learningpool.com'
to view courses available for staff member

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Manager/Supervisor sends email to Programme Administrator (PA) or wilma@warwickshire.gov.uk giving the following information:

Course Title
Session Date and Time
Names of Applicant/s
Applicant/s Line Manager and Job Title
Organisation
Any additional requirements applicants may have
Cost Centre

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PA/WILMa Administrator will acknowledge receipt of the email and confirm that applicant/s have either been booked onto the course by the PA/WILMa Administrator or that they are currently on a waiting list for the course.

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After the closing date, if applicant/s were placed on waiting list, the PA/WILMa Administrator will send an email notifying Manager/Supervisor of whether or not applicants have been allocated a place on the course.