



Employee training with EverLMS



A product by WeebPal **Weebpal**
TECHNOLOGY CORPORATION

EverLMS Enterprise



Training for everyday business needs



Onboard new employees

Assign induction courses and give new staff one place for lessons and supporting documents.



Teach policies and procedures

Turn workplace guidance into lessons and quizzes employees can revisit when they need it.



Build workplace skills

Teach communication and job skills with video, documents, quizzes and practical course activities.



Follow learning progress

Review enrolment, progress and completion alongside saved quiz results and issued certificates.

Find the right course

● ● ● Course catalogue

23 courses found

Sort by Most Popular ▼



Leadership & Frontline Management

Coaching for High Performance & Talent Succession Planning

Adopt the Manager-as-Coach mindset, apply the GROW model, map talent on the 9-Box grid, and retain key assets.

admin

10 Lessons

Advanced

View Course



Leadership & Frontline Management

Constructive Feedback, 1-on-1 Coaching & Performance Reviews

Deliver actionable feedback using the SBI model, lead transformative 1-on-1 meetings, and conduct objective reviews.

admin

10 Lessons

Intermediate

View Course



Leadership & Frontline Management

Effective Delegation, Accountability & Progress Monitoring

Master the 5 levels of delegation, match tasks to talent, define 'Done', and monitor milestones without hovering.

admin

10 Lessons

Intermediate

View Course



Leadership & Frontline Management

Strategic Planning & Execution

Develop a strategic plan, align resources, and execute effectively.

admin

10 Lessons

Advanced

View Course



Leadership & Frontline Management

Team Building & Collaboration

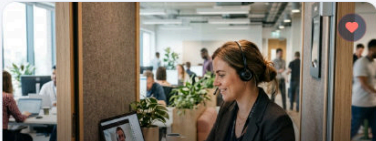
Build a high-performing team, foster collaboration, and improve communication.

admin

10 Lessons

Intermediate

View Course



Leadership & Frontline Management

Time Management & Productivity

Master time management techniques, prioritize tasks, and increase productivity.

admin

10 Lessons

Intermediate

View Course

Browse the catalogue

Find a subject using search, categories and filters.

Read the course information

Review its goals, audience, instructor and FAQ.

Review the curriculum

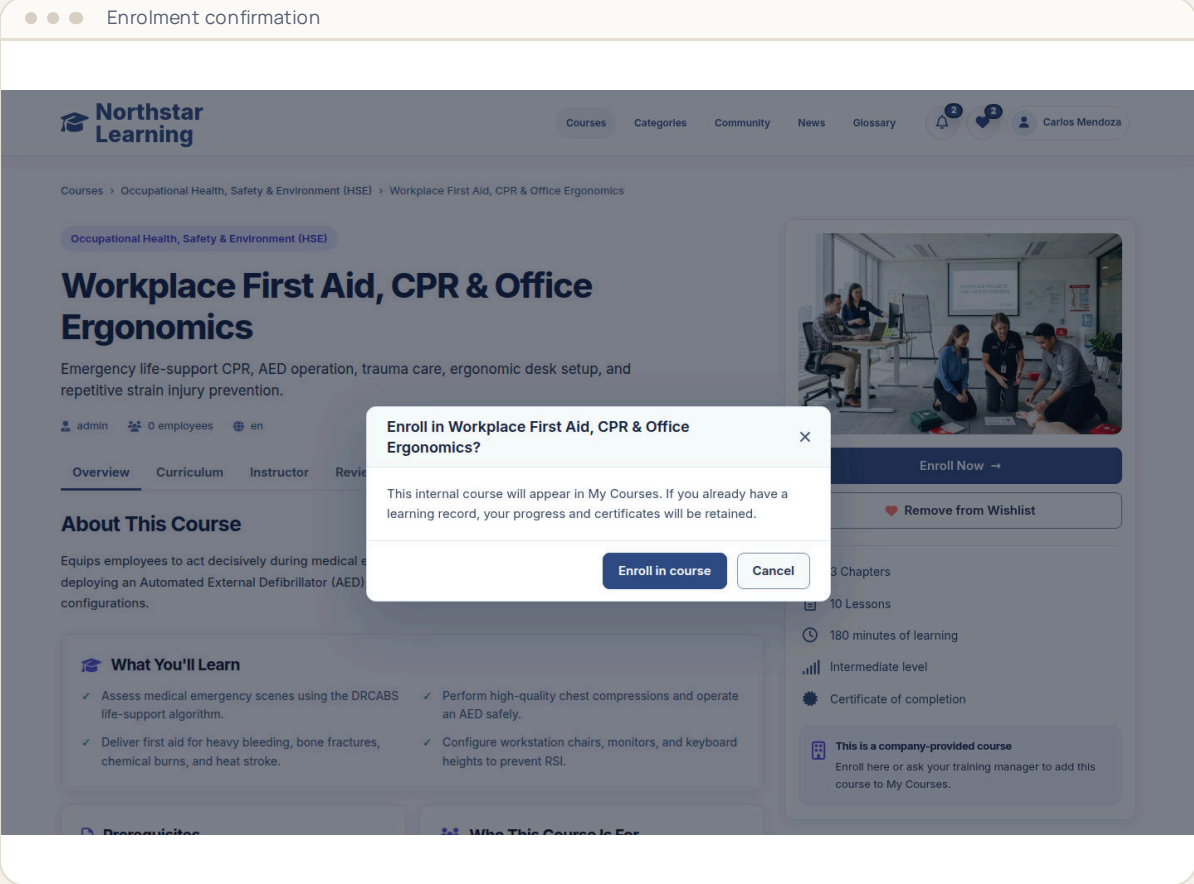
View the chapters and lessons before enrolling.

JOIN A COURSE

03

Join a course

Enrolment confirmation



The screenshot shows the Northstar Learning interface. The course title is 'Workplace First Aid, CPR & Office Ergonomics'. A modal window is open with the title 'Enroll in Workplace First Aid, CPR & Office Ergonomics?'. The modal text states: 'This internal course will appear in My Courses. If you already have a learning record, your progress and certificates will be retained.' There are two buttons in the modal: 'Enroll in course' and 'Cancel'. The background course page shows a description, 'About This Course', 'What You'll Learn' (with a list of skills), and 'Prerequisites'.



Enrol without checkout

Select Enroll Now on a published course.



Confirm your choice

The course becomes available in My Courses.



Keep your learning history

Re-enrolment preserves the course progress and records.

Manage employee accounts

Employee accounts

Search users

Role

Status

Name or email address

All roles

All statuses

Apply filters

Reset

☐	User	Role	Courses	Last Login	Status	Actions
☐	 qc.learner.round3b.20261007 qc.learner.round3b.20261007@example.com	Student	0	Oct 07, 2026	Active	  
☐	 qc.learner.round3a.20261007 qc.learner.round3a.20261007@example.com	Student	1	Oct 07, 2026	Active	  
☐	 qc.learner.round1.20261006 qc.learner.round1@northstar.example	Student	2	Oct 06, 2026	Active	  
☐	 Nam Tran nam.tran@student.everlms.edu.vn	Student	4	Never	Active	  
☐	 Hoang Vu hoang.vu@student.everlms.edu.vn	Student	4	Never	Active	  
☐	 Michael Vance admin.demo@everlms.edu.vn	Administrator	0	Oct 06, 2026	Active	 
☐	 Julian Parker manager.ielts@everlms.edu.vn	Manager	0	Oct 07, 2026	Active	  
☐	 Isabella Chen editor.curriculum@everlms.edu.vn	Content_editor	0	Oct 06, 2026	Active	  
☐	 Emma Watson emma.watson@everlms.edu.vn	Instructor	0	Oct 06, 2026	Active	  
☐	 Eleanor Wright alex.nguyen@everlms.edu.vn	Instructor	0	Never	Active	  

Bulk actions

0 selected users

Activate

Deactivate

Export

10 users on this page

1 2 3 4 5 6 7 8 9 » >>



Find the right employee

Search by name or email and filter by role and account status.



Create and update accounts

Maintain employee details and assign permitted roles.



Control account access

Set an account to Active or Blocked as access needs change.

Assign a course to an employee

Assign Course



DashboardMy CoursesResultsPracticeWorkspace

Instructor DashboardCourses I TeachEmployees I TeachWorkspaceManage CoursesManage QuizzesManage EmployeesReports

Assign Course

← Back

Choose one employee and one course. The course will appear in their My Courses workspace. Existing progress and certificates are retained.

Employee

Select an active employee account.

Course

Select a published course from the training library.

Assign course

← Back to employees

Northstar Learning
Northstar Industries · Internal learning

Explore
Home
Courses
Categories

Learning
News
My Courses
Verify a certificate

Here to help
About the learning hub
Learning Support
Connect the mobile app

Contact
learning@northstar.example
Learning support · Monday–Friday

Choose the employee

Select one active employee account.

Choose the course

Select one published course and confirm the assignment.

The employee can begin

My Courses shows the course. Repeat assignment preserves its history.

ASSIGN A COURSE

06

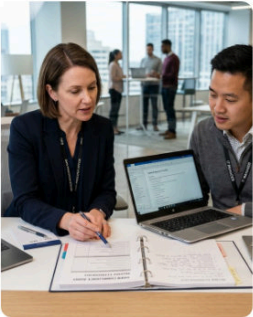
Your learning in one place

● ● ● Learning dashboard

LEARNING DASHBOARD

Your learning dashboard

See what to finish next, reopen the right lesson quickly, and keep every certificate on track.



INFORMATION SECURITY & D...

IN PROGRESS

Personal Data Protection & Privacy Compliance (GDPR & Decree 13)

Resume from your latest checkpoint and keep your progress moving without losing your place.

Progress

10%

Continue Learning

2

ENROLLED COURSES

1

IN PROGRESS

1

COMPLETED

1

CERTIFICATES

Quick Actions

 **Browse Courses**
Explore all available courses →

 **View Results**
Check your learning progress →

 **My Certificates**
Download your certificates →

 **Saved Courses**
View your wishlist →

Recent Activity

Categorizing Personal Data: Basic vs. Sensitive PII Definitions
Oct 6, 2026

Final Assessment: General Occupational Safety, Health & 5S Visual Workplace
Sep 28, 2026

Developing Corrective and Preventive Action (CAPA) Safety Plans
Sep 24, 2026

Resume your course

Continue Learning resumes the course using saved progress.

See your enrolled courses

My Courses groups courses by status, with Start, Continue and Review actions.

Reach your learning records

Open quiz results, certificates and saved courses from the dashboard.

LEARN

07

Learn inside the lesson player

Lesson player

Northstar Learning

Courses Categories Community News Glossary    Carlos Mendoza

Categorizing Personal Data: Basic vs. Sensitive PII Definitions

PERSONAL DATA PROTECTION & PRIVACY COMPLIANCE (GDPR & DECREE 13)
Categorizing Personal Data: Basic vs. Sensi... 1 / 3

MODULE 01 • LEGAL FOUNDATIONS

Decree 13 & GDPR Foundations

Vietnam's Decree 13/2023/ND-CP establishes statutory obligations on personal data protection for all corporate entities:

Purpose Limitation
Data must be processed solely for stated, transparent purposes with documented valid consent.

Data Minimization
Collect only the minimal volume of personal data strictly necessary for service fulfillment.

Security Safeguards
Mandatory encryption, access controls, and cybersecurity defense to prevent data leakage.

 **Decree 13 Compliance Liability**
Violations carry penalties up to 5% of enterprise revenue and personal criminal liability for intentional data breaches.

DATA PRIVACY FOUNDATIONS & REGULATORY LANDSCAPE

- ✓ Categorizing Personal Data: Bas... 20m
- Mandatory Principles of Lawful, ... 20m
- Roles & Liabilities: Data Controll... 20m
- CONSENT MANAGEMENT, STORAGE & CROSS-BORDER TRANSFER
- DATA SUBJECT RIGHTS & MANDATORY BREACH NOTIFICATION



Follow the curriculum

Navigate chapters and lessons beside the learning material.



Use the study controls

Expand the view with Theater Mode or Full Screen.



Record completion

Mark Complete updates lesson completion and course progress.

Choose a format for the lesson



Read and reference

Explain a procedure in text and provide reference material. Learners can read documents and presentations as part of the course.

Text

PDF

PowerPoint



Watch and meet

Demonstrate a task with video, include a Zoom session, or combine several kinds of material in one lesson.

Video

Zoom Live

Mixed



Interact and assess

Include interactive activities or packaged learning content, then use quiz questions to check understanding and review the result.

H5P

SCORM

Quiz

Keep useful material with the lesson

Resources

Download lesson attachments for reference.

Resources

OverviewResourcesMy NotesQ&A Discussion

✓ Completed!

Downloadable Materials

 PII-classification-quick-reference.pdf

Download

My Notes

Save personal notes alongside the lesson.

My Notes

OverviewResourcesMy NotesQ&A Discussion

✓ Completed!

My Notes

B I U | ☰ ☲ ☳ | ↻

Basic vs sensitive personal data (Decree 13)

- Basic: full name, date of birth, phone number, email address, national ID number, work location.
- Sensitive: health records, biometrics (fingerprints, face scans), bank and payment details, political or religious views, precise GPS location.

What changes for sensitive data

- Separate, explicit opt-in consent for each purpose. No pre-ticked boxes and no bundling into general terms.
- A DPIA before we start collecting it, and access only for people who need it.
- A leak must be reported to A05 within 72 hours, so I escalate to the DPO straight away.

📎 Attach a file mp3, wav, pdf, jpg, png, gif — up to 10 MB each

Delete Note

Save Note

LEARN

10

Take a quiz

Take Quiz



Dashboard

My Courses

Results

Practice

 1

 2



 Carlos Mendoza

9 questions

29:59

Pass: 70%

Final Assessment: Personal Data Protection & Privacy Compliance (GDPR & Decree 13)

Question 1

20 pts

Under statutory Data Privacy regulations (Decree 13 & GDPR), within what timeframe must a confirmed personal data breach be reported to authorities?

☐ Within 72 hours of becoming aware of the breach, including impact assessment and containment measures

☐ Within 30 calendar days at the end of the quarterly reporting cycle

☐ Only after the company legal team has settled all external lawsuits

☐ Breaches never need to be reported if fewer than 100,000 customers are affected



Read the instructions

Check the pass score, time limit and available attempts.



Answer the questions

Complete the questions using their answer controls.



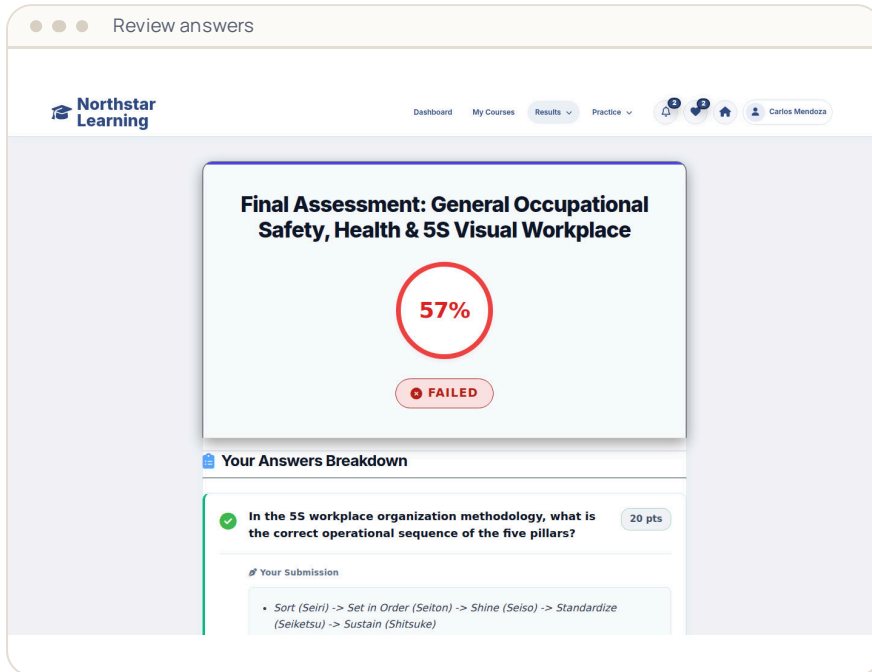
Submit the attempt

Save your answers and view the result.

Understand the result

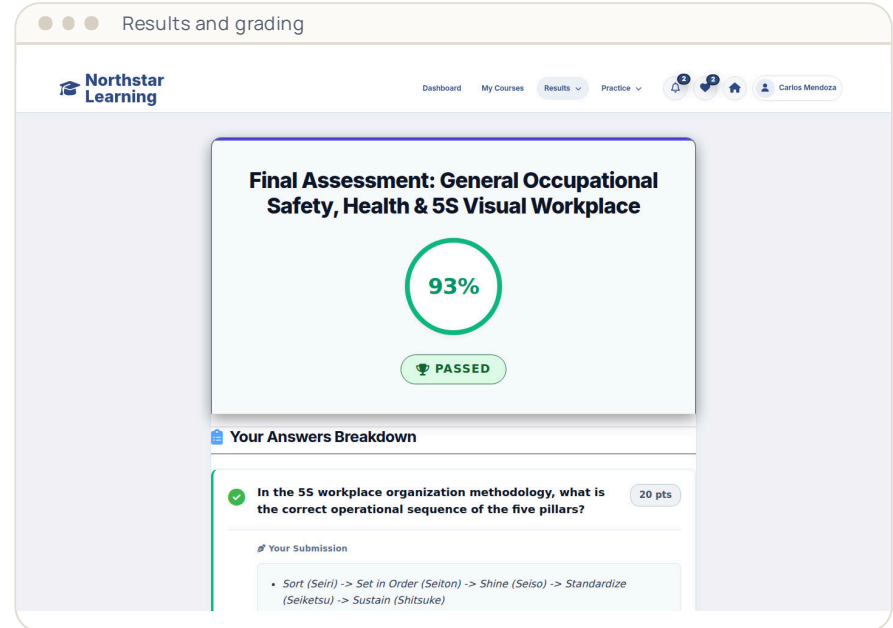
Review answers

Use saved answers to identify topics to revisit.



Results and grading

Review the score and outcome. Essay answers await manual grading.



Return to what you learned

My Notes

Review notes across courses and return to the original lesson.

My Notes

General Occupational Safety, Health & 5S Visual Workplace

LESSON NOTE

Updated Sep 23, 2026

Near-Miss Reporting Culture: Learning from Incidents Before Harm Occurs

How I report a hazard or near miss

1. Make the area safe if I can do it without risk (wet-floor sign, tape off a trailing cable). If it is not safe, I use my Stop-Work Authority.
2. Tell my team lead straight away.
3. Log the near miss in the safety reporting channel within 4 hours: what happened, where, when, and a photo if possible.

Example from the lesson: a loose cable across a walkway is a trip waiting to happen. Report it even if nobody fell. No blame, the aim is to fix the cause.

LESSON NOTE

Updated Sep 16, 2026

Personal Protective Equipment (PPE) Standards, Inspection & Fit

My PPE check before each shift

- Safety glasses: no cracks or deep scratches. Gloves: no tears or worn fingertips. Safety shoes: soles and toe caps intact.
- Check the fit: glasses sit snugly, gloves are my size, the hi-vis vest is closed.
- Damaged or expired gear: take it out of use, tell my supervisor and get a replacement from stores. Never borrow someone else's earplugs or respirator.

Reminder: PPE is the last line of defense. Elimination, substitution, engineering and administrative controls come first.

Go to Lesson →

Go to Lesson →

My Quiz Results

Reopen previous attempts to review scores, outcomes and answers.

My Quiz Results

ASSESSMENT HISTORY

My Quiz Results

Review every attempt, spot assessments that need another pass, and keep your average score moving upward.

2

ATTEMPTS

1

PASSED

0

IN REVIEW

1

RETRY

✓

Final Assessment: General Occupational Safety, Health & 5S Visual Workplace

Threshold 70% · Completed Sep 28, 2026

93%

FINAL SCORE

Review Result

⌂

Final Assessment: General Occupational Safety, Health & 5S Visual Workplace

Threshold 70% · Completed Sep 25, 2026

57%

FINAL SCORE

Review Result

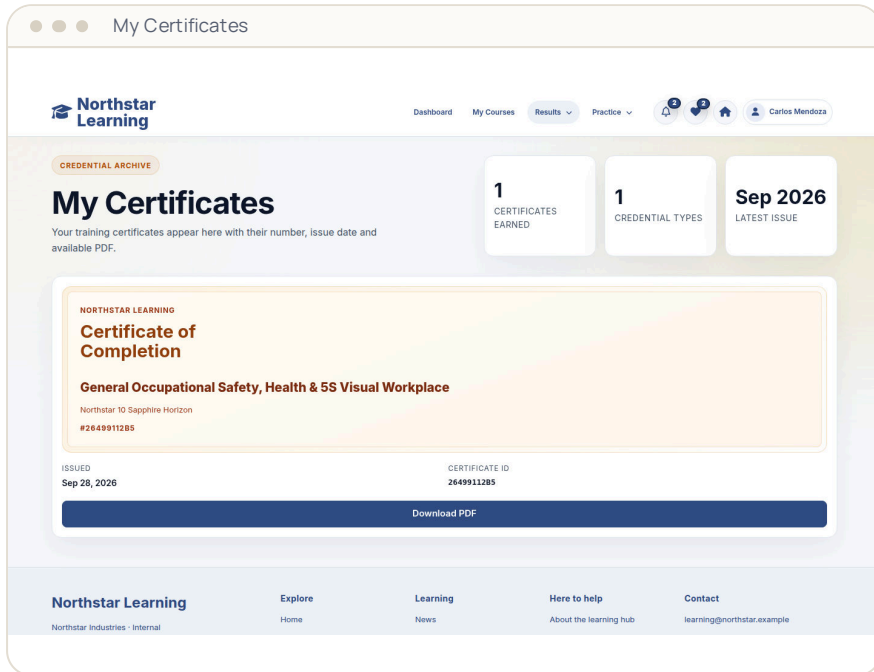
LEARNING RECORDS

13

Download and verify a certificate

My Certificates

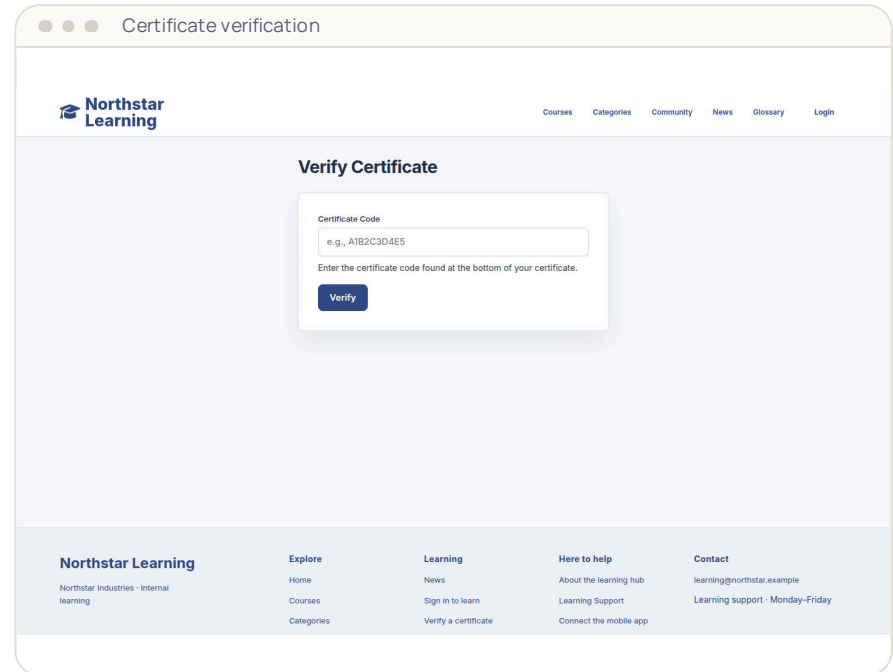
Download issued certificates as PDFs.



The screenshot shows the 'My Certificates' page in the Northstar Learning interface. The page title is 'My Certificates'. Below the title, it says 'Your training certificates appear here with their number, issue date and available PDF.' There are three summary cards: '1 CERTIFICATES EARNED', '1 CREDENTIAL TYPES', and 'Sep 2026 LATEST ISSUE'. Below these is a large orange box representing a certificate. The certificate is from 'NORTHSTAR LEARNING' and is a 'Certificate of Completion' for 'General Occupational Safety, Health & 5S Visual Workplace'. It was issued on 'Sep 28, 2026' and has a 'CERTIFICATE ID' of '2649911285'. A 'Download PDF' button is at the bottom of the certificate box. The footer includes the Northstar Learning logo and navigation links: Explore, Learning, Here to help, and Contact.

Certificate verification

Check an issued certificate's record and status using its code.



The screenshot shows the 'Certificate verification' page in the Northstar Learning interface. The page title is 'Certificate verification'. Below the title, it says 'Verify Certificate'. There is a form with a 'Certificate Code' input field. Below the input field, it says 'Enter the certificate code found at the bottom of your certificate.' and a 'Verify' button. The footer includes the Northstar Learning logo and navigation links: Explore, Learning, Here to help, and Contact.

Manage issued certificates

Issued certificates

Certificate code or recipient

Status

All statuses

Apply filters

Reset

Recipient	Course	Issued date	Certificate code	Status	Actions
qc.learner.round1.20261006	General Occupational Safety, Health & 5S Visual Workplace	Oct 6, 2026	0449CB40A2	Valid	  
Lan Phuong	Workplace Communication: Clear English for Teams Archived course	Oct 4, 2026	1E6D106859	Valid	  
Carlos Mendoza	General Occupational Safety, Health & 5S Visual Workplace	Sep 28, 2026	26499112B5	Valid	  
Minh Le	Academic Reading & Text Analysis 1: Core Methodologies Archived course	Sep 27, 2026	CERT-2026-BR01-14102	Valid	  
Hoang Vu	Study and Work Archived course	Sep 26, 2026	CERT-2026-OW04-14401	Valid	  
Maria Santos	Academic Grammar 9: Nominalisation & Discourse Synthesis Archived course	Sep 26, 2026	CERT-2026-HON-06102	Valid	  
Lan Phuong	Basic English Archived course	Sep 25, 2026	CERT-2026-OW01-14201	Valid	  



Find the certificate

Search by code or recipient and filter by certificate status.



Review the issued record

Check the recipient, course and issue date; open the available PDF.



Revoke with a reason

Authorised staff can record a reason and mark a certificate as revoked.

Follow up on employee learning

Learner Analytics

Find learners, review activity and export learner summaries to CSV.

Learner Analytics

Course Analytics

Learner Analytics

Quiz Analytics

Learner Progress & Certifications

Export Learner Data

Student	Enrolled Courses	Completed	Avg Quiz Score	Certificates	Last Active	Action
sabine.mueller sabine.mueller@silvercare-deutschland.example.com	0	0	0.0	0	Sep 10, 2026	
lukas.weber lukas.weber@silvercare-deutschland.example.com	0	0	0.0	0	Never	
anna.schmidt anna.schmidt@silvercare-deutschland.example.com	0	0	0.0	0	Oct 07, 2026	
markus.bauer markus.bauer@silvercare-deutschland.example.com	0	0	0.0	0	Apr 06, 2026	
clara.hoffmann clara.hoffmann@silvercare-deutschland.example.com	0	0	0.0	0	Oct 01, 2026	
maria.santos maria.santos@student.silvercare.example.com	2	2	0.0	2	Sep 14, 2026	
ana.kovacs ana.kovacs@student.silvercare.example.com	0	0	0.0	0	Jun 30, 2026	

Course activity

Inspect a learner's completed lessons and remaining curriculum.

Course activity

LESSON PROGRESS

Learning timeline

Follow where this learner is currently moving through the course and which lessons are already complete.

DATA PRIVACY FOUNDATIONS & REGULATORY LANDSCAPE

Categorizing Personal Data: Basic vs. Sensitive PII Definitions

Completed 2026-10-06

Completed

DATA PRIVACY FOUNDATIONS & REGULATORY LANDSCAPE

Mandatory Principles of Lawful, Fair & Transparent Data Processing

Not Started

DATA PRIVACY FOUNDATIONS & REGULATORY LANDSCAPE

Roles & Liabilities: Data Controller, Processor & Third Parties

Not Started

CONSENT MANAGEMENT, STORAGE & CROSS-BORDER TRANSFER

Designing Compliant Consent Forms & Revocation Procedures

Not Started

Organise chapters and lessons

Chapters & lessons

Northstar Learning Dashboard My Courses Results Practice Workspace Emma Watson

Manage Courses

Edit Course: Running Inclusive Team Meetings

Info Course settings Chapters & lessons

Edit chapters and lessons here. Update keeps changes in this form; Save course applies them. Cancel closes the current editor.

Chapters

Chapter Name	Operations
⋮ Before the meeting: purpose and agenda	 
⋮ During the meeting: facilitation and follow-up	 

Add new chapter Add existing chapter

Save course

↑



Introduce the course

Define its description, goals and audience.



Build the curriculum

Organise chapters and their lessons within the course form.



Save the course

Save course applies the chapter and lesson changes.

Prepare quizzes and question banks

Quiz settings

Set the pass score, time limit and attempt rules.

Quiz settings

Pass Threshold (%)

70

Time Limit (minutes)

0

0 = unlimited.

☒ Show Correct Answers

Form Style

All questions on one page

Random Question Count

0

0 = use all questions.

Max Attempts

0

0 = unlimited.

Reusable questions

Create or reuse questions, then arrange them in the quiz.

Reusable questions

What is the core principle of 'Data Minimization' in privacy governance?

Single Choice



Collecting extra personal data just in case is good data minimisation.

True False



Collecting only personal data needed for a defined purpose is data ____.

Fill Blank



Choose the TWO appropriate workplace practices for this topic.

Multiple Choice



Match each workplace concept to its meaning.

Matching



Essay

Add new question

Add existing question

Maintain templates and company content

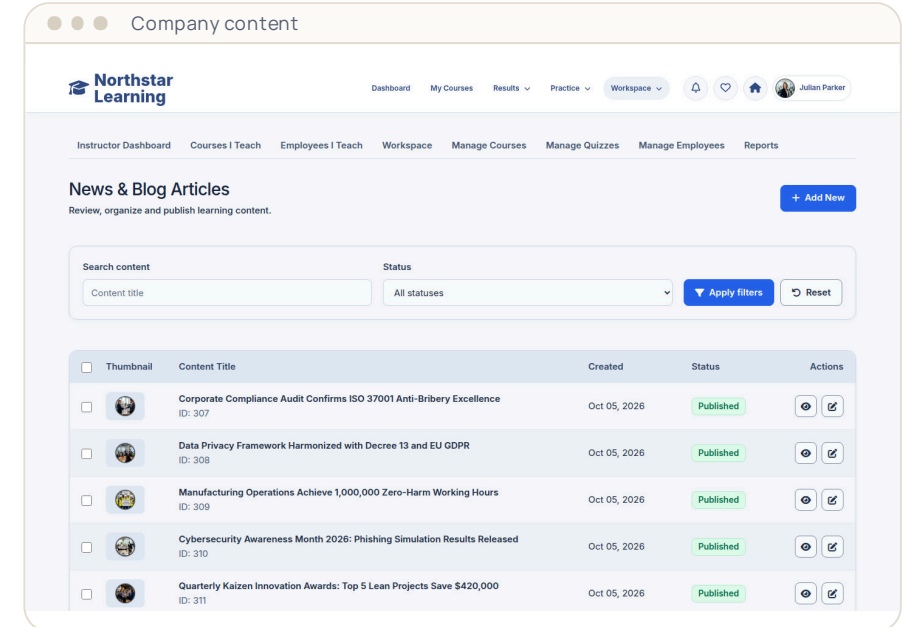
Certificate template preview

Preview artwork, branding and certificate fields.



Company content

Maintain permitted News, FAQ, Glossary, Introduction and Slideshow content.



Ask about the lesson

Lesson Q&A

Overview Resources My Notes Q&A Discussion

✔ Completed!

 **Q&A Discussion**

Have a question or want to discuss this lesson? Leave a comment below.

Add new comment

Comment

Save



Stay with the lesson

Open Q&A Discussion alongside the material you are studying.



Write your question

Use the lesson comment form where discussion is enabled.



Keep the context together

Questions and replies remain with the lesson.

Share experience in Community

Browse and start topics

Explore workplace discussions and open New Topic to start one.

Browse and start topics

Community

Join the discussion, share ideas and learn from others.

+ New Topic

5S Practical Implementation: Overcoming Floor Resistance during Seiri (Sort) Phase

2 355

REPLIES VIEWS

Hello team,As we roll out the 5S Visual Factory standards across Assembly Bay 3, several operators have expressed reluctance to Red-Tag backup tools that have sat idle for over 6 months ("just in case"

admin Oct 05, 2026

Decree 13 Cross-Border Data Transfers: Handling Client CRM Cloud Storage

1 5

REPLIES VIEWS

Dear colleagues in IT and Sales Operations,Following our SEC-302 module, we are reviewing outbound transfers of customer contact records to regional cloud servers in Singapore. Can anyone share the ch

admin Oct 05, 2026

First-Time Manager Reflections: How to Stop Micromanaging and Define 'Done'

2 6

REPLIES VIEWS

Hi all,Recently transitioned to Lead Engineer after 4 years as a solo contributor. I found myself checking on code commits 4 times a day because I was terrified of missing our sprint release. The 5 Le

admin Oct 05, 2026

Customer Service De-escalation: When an Irate Customer Demands to Speak to Executive Leadership

1 19

REPLIES VIEWS

Read and reply

Follow the discussion and add your reply with the topic in view.

Read and reply

admin Oct 05, 2026 15:06

Great question! What worked in Bay 1 was introducing the **'7-Day Holding Rule'**. Items aren't discarded immediately; they sit in the designated taped 'Yellow-Red' quarantine zone for one week. If nobody requests the tool in 7 days, it's transferred to Central Tooling, where anyone can sign it out. This removes the fear of loss while clearing valuable floor space.

Reply

admin Oct 05, 2026 15:06

I'd add that framing this during the morning 5-minute toolbox talk helps immensely. Emphasize that excess clutter creates tripping hazards and slows down emergency evacuations. Once operators see that their work area is brighter and more spacious, they become the strongest champions of 5S!

Reply

CM Carlos Mendoza Student

Replying to the topic "5S Practical Implementation: Overcoming Floor Resistance during Seiri (Sort) Phase"

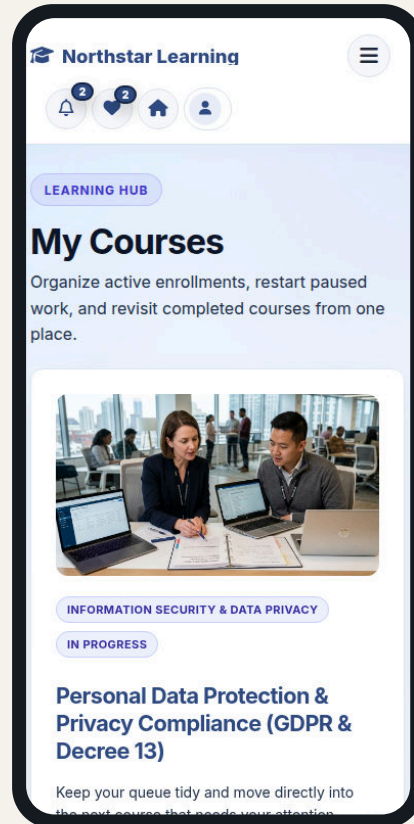
Write your reply...

Post Reply Cancel

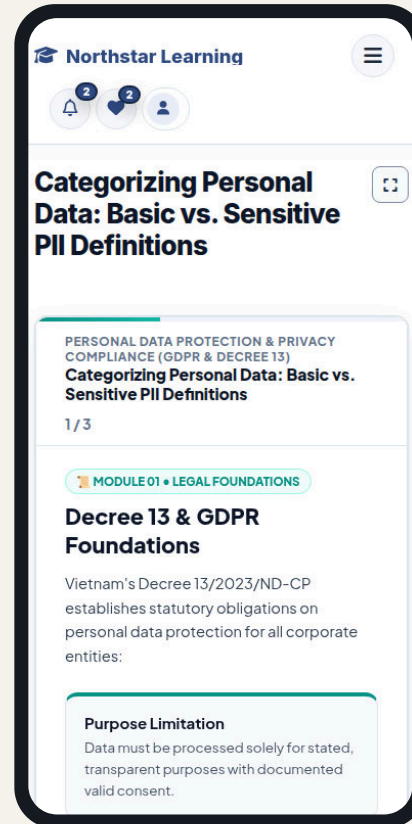
COMMUNITY

21

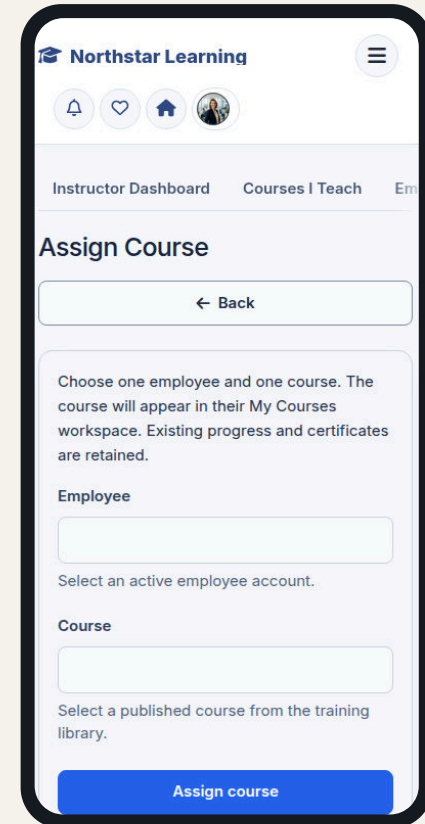
Use the web interface on a phone



My Courses



Lesson player



Assign Course



Thank you

A product by WeebPal 
TECHNOLOGY CORPORATION

WeebPal Technology Corporation · Ho Chi Minh City, Vietnam

contact@weebpal.com · (+84) 938 893 995 · <https://weebpal.com>