



# Skills and training

## Introduction

The Skills and training module satisfies the requirement to record current skill levels attained by employees in a wide variety of areas and to effectively plan future training needs and courses. An option allows individuals to edit certain parts of their own skills record, for example 'on-the-job' experience. The reporting system delivers full visibility of academic and professional qualifications as well as vocational attainments relating to areas such as health and safety through a simple skills matrix.

## Main features

- A master library of achievements and skills is created (description, category, default expiry period), with each having a list of attainment grades.
- A skill journal against the individual allows past achievement to be recorded, and future training needs to be planned and matched to proposed courses.
- A global search utility allows the user to find contacts based on all skills in various combinations.
- Documents can be stored in the document management system and referenced against a skill (e.g. certificates, diplomas etc).
- Each skill can be linked to a performance scheme that may be used to subjectively assess the skill level.
- The skills and courses attained by an individual are clearly listed on their own internal contact record.
- Automated CV creation (pdf) for an individual is an optional facility, with the additional ability to group together CVs and record reason and destination of issue (e.g. Tender responses)
- Full text searching of the "Notes" field of journal items is provided.
- A visual training and skills matrix provides a consolidated view of all approved training courses, and who has passed, failed etc.
- A flexible search tool lists any set of courses / qualifications based on person, job title, date of course, cost, result etc.
- Further options allow reporting on Imminent courses, Expiring qualifications, Courses requiring update and a Cost report breaking down the cost of training courses and identifying any grants applied for / received.
- External funding details for courses can be stored in the system allowing any claims to be easily generated.
- Skills can be organised into sets so that requirements by job type or role can be defined and reported upon easily.

### Who uses it?

The skills module is used by organisations that need one place to identify and capture the skills and training requirements of all the individuals in the business. This allows improved coordination of staff development and provides the added benefit of automating CV production and properly recording key documents that support qualifications.