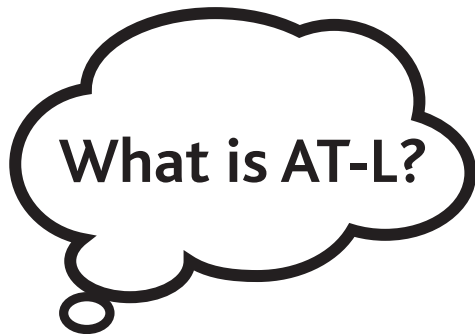


AT-L



The All Time Learning Tool (AT-L) is a web based Learning Management System (LMS) developed to facilitate the offer, delivery, management, evaluation and commissioning of your organisation's learning programme.

What are the key features of AT-L?

AT-L allows the management and administration of all aspects of your learning and development programme. The core functions of the tool include the following:

- Set up of learning and development activities
- Categorising activities (by type of learning)
- Mapping activities to KSF dimensions and local competence frameworks
- Scheduling specific courses and events
- Set up of refresher periods and ensure compliance for mandatory/statutory training and continuing professional development
- Automation of correspondence to delegates (joining instructions etc)
- Managing trainer and delegate notes
- Managing activity cancellations
- Recording attendance and qualifications
- Monitoring DNA (Did Not Attend) for management and billing
- Managing trainer/speakers and facilities availability
- Managing scheduling conflicts
- Creating a central repository of trainer tasks
- Exporting tasks and activities to Outlook
- Allowing mandatory activities to be pushed to PDPs
- Capturing delegate evaluations
- Advanced report generation
- Activity reporting for capacity, staff attendance, staff performance, financials
- Allocation of budgets for development activities
- Managing invoices by creating data extracts for finance



There are many more features, for more information please contact us at info@atlearning.org

AT-L in the NHS

There are a host of factors currently driving the implementation of Learning Management System solutions within organisations. Increasingly, today's knowledge and skills-based economy challenges organisations to distribute, manage and assess the development of their staff more effectively and with minimal overhead. Using AT-Learning can simplify and automate your organisation's reporting of training around clinical risk standards, and best practice around IWL Practice Plus and liP. This can have real benefits in terms of reducing risk premiums and improving employee engagement with personal development.

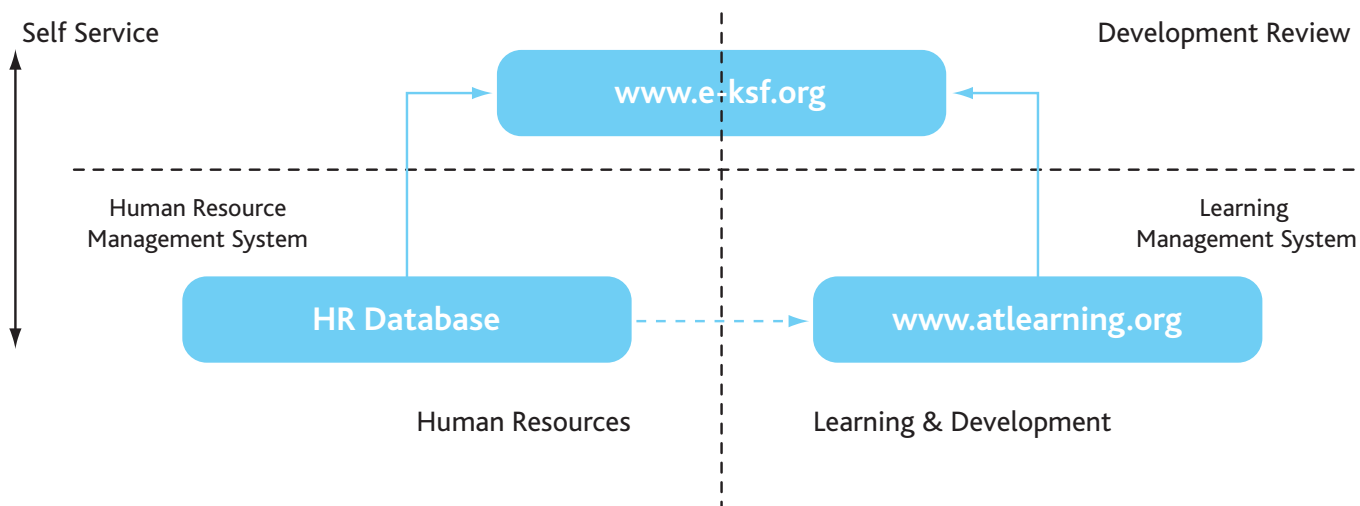
What are the benefits of using AT-L?

AT-L provides a **One-stop Solution** for your learning management needs: -

- You can consolidate all of your learning and development initiatives on a scalable internet based platform.
- The web-based approach means that staff can securely access their individualised account and learning plans, wherever they are, 24 hours a day, 7 days a week. You can further extend its potential by allowing external training providers (e.g. academic institutions and potentially commercial providers) to manage their own activities online.
- AT-L was designed to extend and enhance the benefits of the e-KSF, it can also be integrated with other national and local HR systems or stand-alone to provide a highly functional LMS that is flexible enough to support any future organisational or infrastructure changes.
- Categorising activities according to KSF dimension, national competencies, learning approach, staff group and department, allows individuals and/or administrators to quickly identify activities that meet their learning and development needs whilst providing a consistent way to evaluate learning and development activities.
- AT-L can also be integrated with third party NVQ/SVQ electronic tools, ECDL portals and with your organisational applications and legacy systems.

AT-L is **Customisable** to meet your needs: -

- The system has multiple levels of access allowing individuals permission to see and manage the information that you decide.
- The system can be set up with centralised Training Providers and Booking Desk Administrators or you can devolve responsibility to staff by using the "self service" options.
- Off line management approval processes and study leave applications can be set up and customised on the tool.
- Content can be personalised enabling knowledge and material to be re-used to save administration time.
- Personalised reports can be developed plus an extensive library of pre-loaded, standard reports can be used to fulfil national reporting requirements.



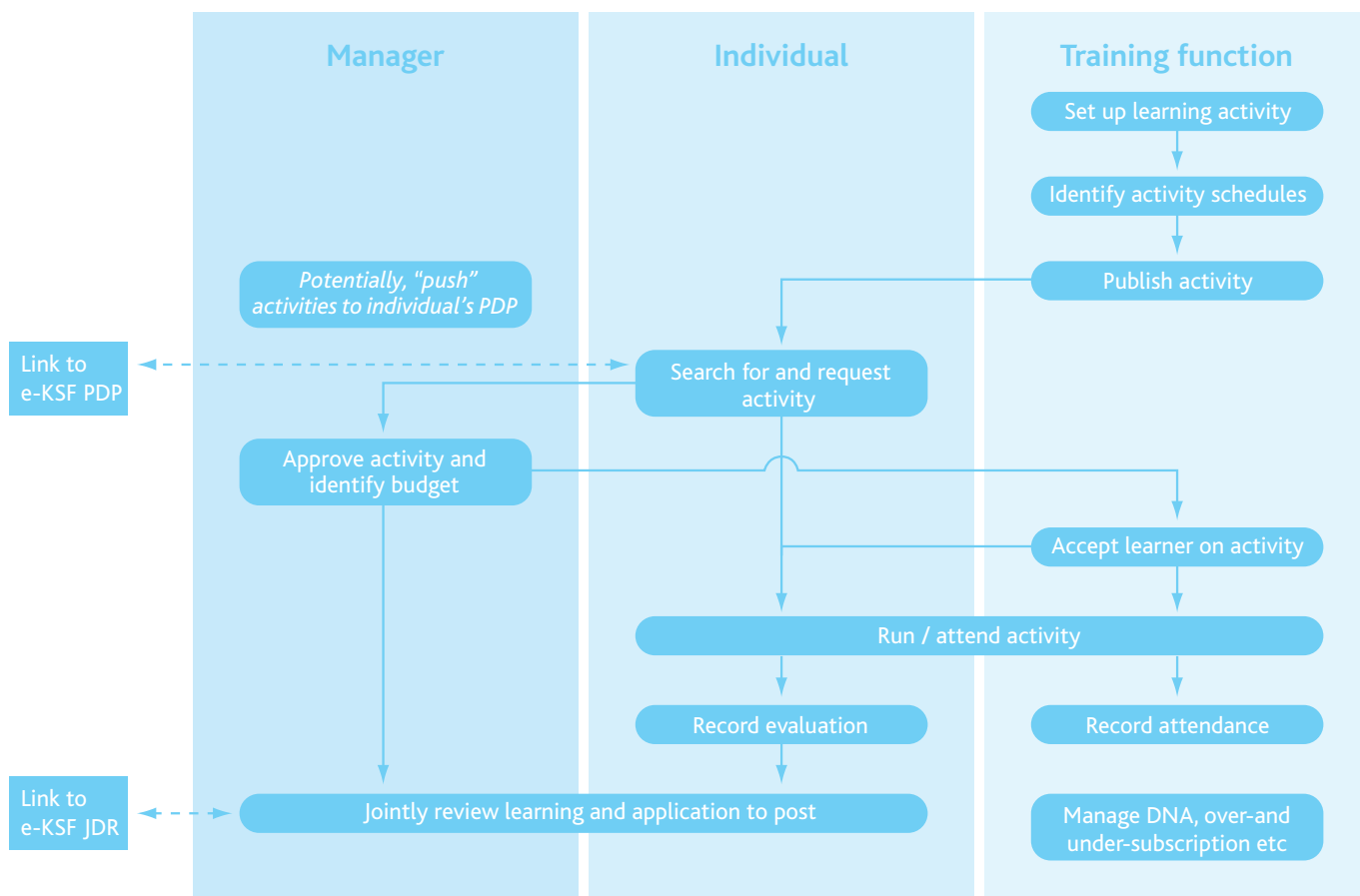
AT-L will Save you Time and Money: –

- Centralising and automating learning and development administration allows staff to focus on the higher-value activities like workforce development strategies.
- Learning and development activities can be quickly assembled, then published and marketed to all staff at the same time.
- The “paper trail” of administration associated with training is reduced or removed completely, allowing instant and accurate reports on learning and development activities.

AT-L allows you to Manage and Evaluate more effectively: -

- Detailed and customisable reports provide you with the information you need to manage your staff, trainers, and administrators.
- Mandatory training can be “pushed” into an individual’s PDP, helping your organisation to comply with governance standards.
- Responses from integrated pre and post activity testing and assessments, along with the potential increases in applied KSF capability, can be used to help build organisational knowledge of what works and what might need attention.
- Learning needs at a departmental and organisational level can be assessed to support accurate forecasting of activity commissioning.
- All forms of learning activities can be tracked: mentoring, blended, classroom, online learning and more.
- Managers can allocate budget codes and track the costs of learning in ‘real time’.

This diagram shows the main actors in the AT-L process – training function users create an activity and publish it; individuals browse for and request activities; and manager and training function users each approve the request. After the learning activity has been completed, both training function and individual users record attendance and evaluate the activity. Finally the individual and their manager complete the learning cycle by reviewing how the individual’s work has been influenced.



What does it cost?

AT-L is a cost effective solution that will meet all of your Learning Management needs. There is a small charge for the initial system set up and a low annual user license fee. The costs are in line with NHS funding as evidenced by the growing user group within the service. AT-L's flexible structure and web-based processes also mean that organisations can see a rapid return on their investment when the tool is rolled-out effectively. We can work with you and provide support wherever necessary to help you implement and run AT-Learning, and indeed any other employee development processes, effectively.

All support is included in the fees and as the functionality of the tool extends you will benefit from the developments for no extra cost!

What next?

Online solutions such as AT-L do not require the resources that installed solutions do. There is no need to involve your IT department and no hardware or installation is required. However, implementing an effective learning management solution such as AT-L does not just require the purchase of a software license, but the effective management of the deployment within your organisation.

To organise a demonstration of the tool's capabilities and to discuss the opportunities for implementing the solution in your organisation, please contact us at info@think-associates.co.uk