

Effective Learning Management using AT-Learning

Core features of AT-Learning

Activity management

- » Create and manage standard, ad-hoc, modular, umbrella, and e-learning activities.
 - **Standard activities** are learning and development initiatives that are scheduled on a regular basis.
 - **Modular activities** are where an activity has multiple sessions where attendance / performance can be marked independently.
 - **Ad-hoc activities** require less information to be set up on the system than standard activities to allow administrators to efficiently record informal learning and development activities.
 - **Umbrella activities** can be set up to associate a group of activities and allow individuals to book on the single 'umbrella' activity as opposed to multiple activities, for example Corporate Induction.
 - **e-learning activities** can either be internal e-learning activities or external e-learning activities.
 - An internal e-learning activity is where e-learning content is accessible to you, (either on a disk or on a local server), that you have permission to upload onto AT-Learning. You can manage, track and report on all internal e-learning activities within the system.
 - An external e-learning activity is a link to third party e-learning content i.e. content on another Virtual Learning Environment (VLE), any other asynchronous web link for example, www.google.co.uk, and any other synchronous web link, for example to a forum or chat server. Another application of external e-learning is to link to content on a video streaming server, either hosted locally within the intranet, or externally for example, www.YouTube.com.
- » Schedule learning and development activities efficiently through the use of customisable schedules.
- » Manage scheduling conflicts to avoid double booking venues and trainers.
- » Create and customise an activity prospectus with the ability to download in PDF, Word and Excel formats.
- » Manage financial budgets associated with learning and development activities. Administrators can define costs that can be pulled into financial reports, along with individuals being able to complete additional expenses within online study leave applications.
- » Classify learning and development activities using customisable activity classifications so that reports to be produced for groups of activities.
- » Map activities to the KSF and national occupational competence frameworks, to help individuals to find appropriate activities to help with competence gaps identified through the development review process.
- » Define refresher periods for activities to ensure compliance with mandatory and statutory training and continuing professional development requirements.
- » Push training activities to the individuals' e-KSF PDP based on individual names, staff groups, and or departmental structures. This enables effective exception reporting - who hasn't attended training that should have and track DNAs.
- » Associate pre and post requisite and refresher activities where appropriate to help define learning pathways for individuals.
 - Pre-requisite activities can be used to enforce local policy on staff attending statutory and mandatory training before non-essential to role learning.

Task management

- » Manage the tasks associated with learning and development activities, define who should be responsible for the task and replicate it automatically for future schedules.
- » Manage waiting lists for activities, to support the future planning and training needs analyses.
- » Manage venue, equipment and catering availability.

Correspondence management

- » Fully customisable correspondence templates, e.g. joining instructions, schedule cancellations, booking cancellations, DNA letters, refresher reminders and waiting list letters.
- » Paper and email correspondence to delegates that can be copied to an individuals' manager.
- » Management of trainer and delegate notes.

Trainer activity management

- » Manage trainer availability.
- » Create customisable attendance registers.

Attendance management

- » Record attendance and / or performance for individuals.
- » Manage schedule cancellations and booking cancellations.
- » Manage DNA including the ability to send correspond to individuals and their managers. (A traffic lighting system allows individuals who frequently DNA to be flagged to administrators.)

e-learning

- » AT-Learning has a fully integrated e-learning platform which is both SCORM 1.2 and 2004 compliant. In brief, it enables you to publish, manage, track and report on e-learning activities.

For further information on the e-learning functionality available on AT-Learning please see our additional fact sheet on the e-learning platform.

Evaluation of learning and development

- » Create fully customisable course evaluation forms for online completion by learners or central upload from paper based forms. Anonymous evaluation forms can also be created and entered.
- » Report on learning and development evaluation forms.

Organisational reporting

AT-Learning has the ability to allow all system users to:

- » Create customisable reports and export to PDF, Word or Excel for additional data analysis or manipulation. Reports include:
 - Positive and negative (exception) reporting of statutory and mandatory training activities.
 - Key risk management reports in line with national standards including NHSLA, Care Quality Commission, Welsh Risk Pool and the Clinical Standards Board for Scotland.
 - Reports required for the roll out of the National Care Record System (NCRS).
 - General attendance reports.
 - e-learning reports.
- » If organisations have specific reporting requirements then the AT-Learning Support Team can provide any reports based on data in the system on an ad-hoc or regular basis depending on an organisations' requirements.

Self-Service

- » Staff can request learning and development activities, either via the e-KSF PDP or via AT-Learning, this then initiates manager or central authorisation and study leave processes as defined by the system administrators. Alternatively managers can book training for their staff.
- » Staff can launch e-learning activities either via the e-KSF PDP or via AT-Learning.

...and more!

Further Information

For further information on the benefits that AT-Learning can offer your organisation or to arrange a full demonstration of the system please contact your Regional AT-Learning Account Manager or email info@think-associates.co.uk

ikonami

Managing Technology & Transformation



Think...what you could do