

## Effective Learning Management using AT-Learning

### User roles on AT-Learning

There are six different user roles that can be assigned to individuals on AT-Learning; Super Users, Training Provider, Trainer, Speaker, Manager, Staff and Booking Desk Administrator. These can either be individuals employed by the organisation (internal system users) or individuals not employed by the organisation (external system users). In addition to this it is possible to record training for individuals who you do not want to have any level of access to the system but want to record their attendance on training. Depending on an individuals' role they can be assigned any combination of user roles and there is no limit to the number of people with each level of access.

Having these different levels of access to the system offers a very flexible way of managing and rolling out the system across an organisation(s).

Below is a summary of the main responsibilities undertaken by each user role:

#### Super Users

- » Manage system users and can assign individuals with Super User and Training Provider access.
- » Manage client organisations that the organisation provides training to. This includes NHS organisations (e.g. neighbouring Trusts) and non-NHS organisations (e.g. Social Care, County Councils, GP Practices, Nursing Homes etc).
- » Generate organisation wide reports, including risk management reports.
- » Manage central lists such as 'activity classifications', 'activity levels' and mandatory training requirements.
- » Block training activities to hide them from system users, for example historical activities.

#### Trainers & Speakers

- » View the schedule details and bookings for activities they deliver.
- » Download materials associated with their courses.
- » Create attendance lists.
- » Mark the attendance and performance of delegates on schedules they have delivered.
- » Manage their availability to help with future scheduling.
- » Manage tasks they have been assigned on the system.

#### Training Providers

- » Assign individuals with Booking Desk Administrator, Trainer and Speaker user access. They can also associate Booking Desk Administrators to Training Providers which can help to ensure that people can only access details relevant to them.
- » Create and manage user groups that can be set up to target training to outside of existing work structures (staff groups and Departmental structures).
- » Create and manage their own activities and schedules.
- » Create and manage tasks.
- » Create and manage Course Evaluation Questionnaires (CEQs).
- » Create and manage correspondence templates for joining instructions, booking cancellations, schedule cancellations, DNA, refresher reminders and waiting list letters.
- » Create and manage venues, equipment and caterers.
- » Mark attendance and performance of delegates.
- » Create reports on their own training activities.
- » Create monthly or annual course plans.
- » Upload and manage signatures and logos to be used on certificates and attendance registers.

## Booking Desk Administrators

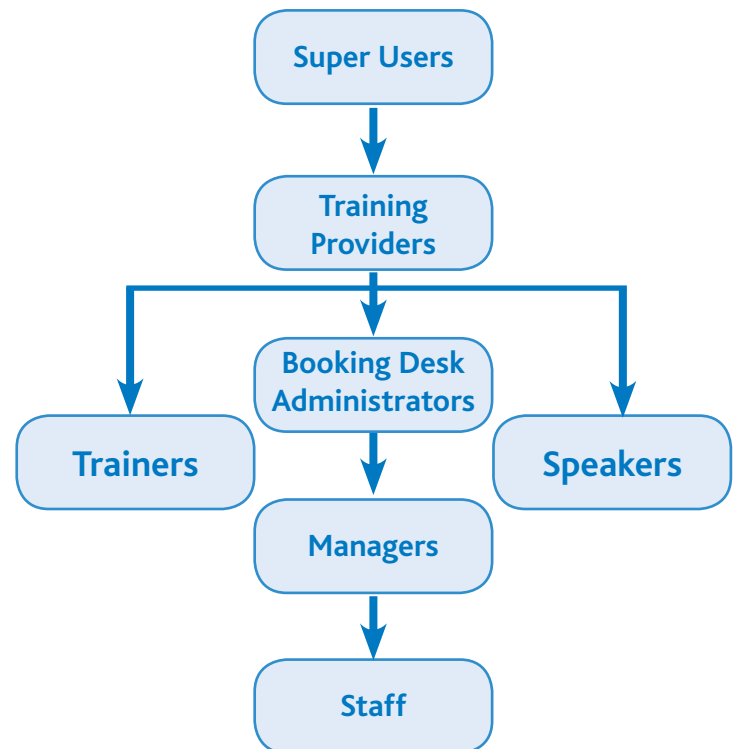
- » Booking Desk Administrators can be assigned with the rights to authorise individuals on training activities or not.
- » Create and manage activities and schedules.
- » Manage correspondence distributed to individuals.
- » Create and manage tasks.
- » Create and manage bookings, including cancellations and activity authorisations.
- » Create attendance lists.
- » Mark attendance and performance of delegates.
- » Manage waiting lists.
- » Manage users – including the addition of any new starters not yet entered in ESR / e-KSF and non-NHS users.
- » Create reports for activities, delegates, CEQ's, and e-learning activities.

## Managers

- » Recommend activities to staff.
- » Book activities for their staff.
- » Authorise staff booking requests, including the completion of study leave forms as required.
- » View pending internal and external development requests.
- » Manage their staffs' attendance at mandatory training activities.
- » Create reports of learning and development undertaken by their staff.

## Staff

- » Book learning and development activities – pending manager / administrator authorisation.
- » Make internal and external activity requests for learning and development initiatives not currently available on the system.
- » Complete study leave forms, where required.
- » Bookmark activities for future reference.
- » View monthly course plans.
- » View current bookings, historic bookings, cancelled activities, authorised activities, rejected activities and DNA history.
- » View and launch e-learning activities.
- » View 'due' activities – to manage compliance with mandatory and statutory training requirements.



## Further Information

For further information on AT-Learning or to arrange a full demonstration of the system please contact your Regional AT-Learning Account Manager or email [info@think-associates.co.uk](mailto:info@think-associates.co.uk)