

# USING AT-LEARNING FOR RISK REPORTING & ACHIEVING COMPLIANCE WITH NHSLA AUDIT

*Designed for Learning and Development Managers and Teams*

## Workshop Overview

The management of organisational and individual risk through compliance to statutory and mandatory training standards is a focus within all Learning and Development teams. Annual reporting to the NHSLA and the financial benefits to be gained from reduced insurance premiums are one of the key drivers behind the implementation of learning management systems and specifically AT-Learning within the NHS.

The AT-Learning Development Team ensure the tool is updated and developed in line with not only individual user needs but also national reporting requirements such as the NHSLA and NCRS to facilitate this process. However there is specific functionality within the system that must be utilised to drive these reports so the purpose of the workshop is not only to provide you with information on how your organisation is currently performing but also how to use the system to maximise the efficiency of processes and minimise organisational risk .

Within the standard three day training plan delivered as part of all AT-Learning deployments we cover the key aspects of system reporting, however additional benefit can be realised by running an additional one day workshop with more focus on the content of specific reports following extended use of the system.

Section	What you will learn
Workshop overview	We will outline the topics that we will be covering throughout the day and the benefits that you will obtain from the workshop.
What reports?	We will help you to identify local and national reporting requirements and how you currently compile this information. The format will be in small groups to look at recognition of what is mandatory and statutory, who asks for reports in your organisation and also why the reports are requested and if they are necessary. We will also look at NHSLA and HCC reporting requirements and how AT-Learning can provide this data for your organisation.
Using systems to assist with reporting	In this section we will demonstrate the importance of understanding and using correctly a system to collect information for reports. This will include demonstration of the correct use of a system and incorrect use of a system and the difference it makes to the outcome in the reports. We will use some practical exercises to demonstrate the above.
AT-Learning key system reports	In this section we will show you how to: <ul style="list-style-type: none"> <li>• find key reports</li> <li>• understand report filtering tools</li> <li>• interpret and understand the reports</li> <li>• export the data into different formats using AT-Learning</li> <li>• NCRS / Mandatory / Risk reports</li> </ul>
Project / Action planning	In this section we will help you to begin to identify the key processes needed to set up an effective and accurate reporting system. This will be an action planning exercise to identify revised processes, and any changes required to existing process within your organisation.
Questions and answers	

### **Who Will Run This Workshop?**

This workshop will be facilitated by one of our AT-Learning implementation consultants who have had first hand experience of managing a Learning and Development team within the NHS so you will benefit from not only expert systems knowledge but also individuals who have successfully achieved compliance within the NHS to NHSLA standards.

### **Workshop Cost**

The charge for this workshop is our standard daily rate of £950+VAT\*<sup>1</sup>.

### **Additional Information**

For more information on this workshop please contact you AT-Learning Account Manager or email [info@think-workshops.co.uk](mailto:info@think-workshops.co.uk).

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<sup>1</sup> Plus reasonable travel expenses.