

LMS USER GUIDE

CREATING A JOB ROLE/COMPETENCY STRUCTURE

INFORMATION – This functionality enables the system to match Job Skills to Job Roles along with relevant Competency Levels

COMPETENCY STRUCTURE – CREATING A NEW STRUCTURE

1) Navigate to **Competency Structures** using the relevant procedure for your level of access as shown below

Section Admin Procedure	Section Admin Dashboard>Competency Structures
Organisation Admin Procedure	Organisation Admin Dashboard> Competency Structures

2) Select **Competency Structures** from the Dashboard

3) Select **Create New** button

4) Type in the name of your competency structure

5) Click **Submit** button

- 6) Select **Add Level** button to start adding levels

You must now add two or more Competency Levels

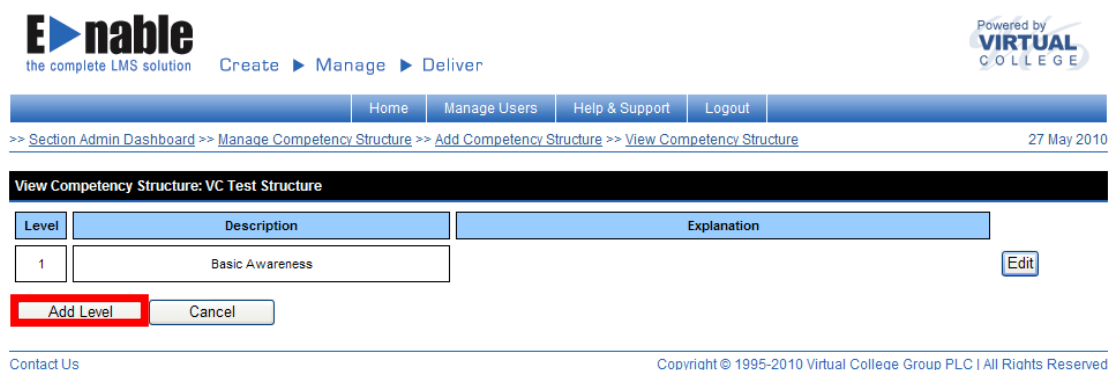
The screenshot shows the E-nable LMS interface. At the top, there is a navigation bar with the E-nable logo and the text 'the complete LMS solution' and 'Create ► Manage ► Deliver'. To the right, it says 'Powered by VIRTUAL COLLEGE'. Below the navigation bar, there is a breadcrumb trail: '>> Section Admin Dashboard >> Manage Competency Structure >> Add Competency Structure >> View Competency Structure'. The date '27 May 2010' is displayed on the right. The main content area has a header 'View Competency Structure: VC Test Structure'. Below this, a yellow box contains the following text: 'There are currently no competency levels defined for this competency structure. A competency structure must have two or more competency levels before it can be used. Please click 'Add Level' to create new competency levels.' At the bottom of this box, there are two buttons: 'Add Level' (highlighted with a red border) and 'Cancel'. At the very bottom, there is a 'Contact Us' link on the left and a copyright notice 'Copyright © 1995-2010 Virtual College Group PLC | All Rights Reserved' on the right.

- 7) Complete the form and select **Submit**

The screenshot shows the E-nable LMS interface with the 'Add Competency Level' form. The breadcrumb trail is the same as in the previous screenshot. The main content area has a header 'View Competency Structure: VC Test Structure'. Below this, a yellow box contains the text: 'Please add competency levels from lowest level to highest level.' To the right of this box, there is a callout box with the text 'Describe the Competency level' and an arrow pointing to the 'Description' field. The form itself has a title 'Add Competency Level' and two fields: 'Description *' and 'Explanation'. The 'Description' field is a text input with a small dropdown arrow on the right. The 'Explanation' field is a larger text input with a small dropdown arrow on the right. To the right of the 'Explanation' field, there is a callout box with the text 'Give an explanation of what is required to meet this level of competency (this field is not mandatory)' and an arrow pointing to the field. At the bottom of the form, there are two buttons: 'Submit' (highlighted with a red border) and 'Cancel'. At the very bottom, there is a 'Contact Us' link on the left and a copyright notice 'Copyright © 1995-2010 Virtual College Group PLC | All Rights Reserved' on the right.

- 8) To add the next competency levels select **Add Level**

Repeat the process of adding new levels until you have entered your required levels



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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Manage Competency Structure >> Add Competency Structure >> View Competency Structure 27 May 2010

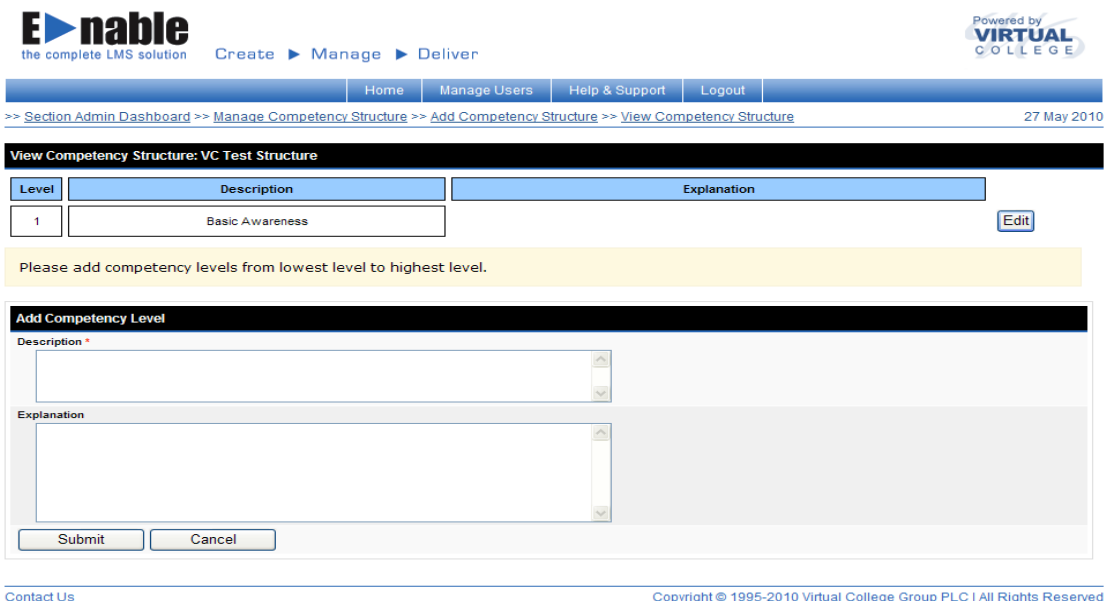
View Competency Structure: VC Test Structure

Level	Description	Explanation
1	Basic Awareness	

Add Level Cancel

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- 9) Complete the form and select **Submit**



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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Manage Competency Structure >> Add Competency Structure >> View Competency Structure 27 May 2010

View Competency Structure: VC Test Structure

Level	Description	Explanation
1	Basic Awareness	

Please add competency levels from lowest level to highest level.

Add Competency Level

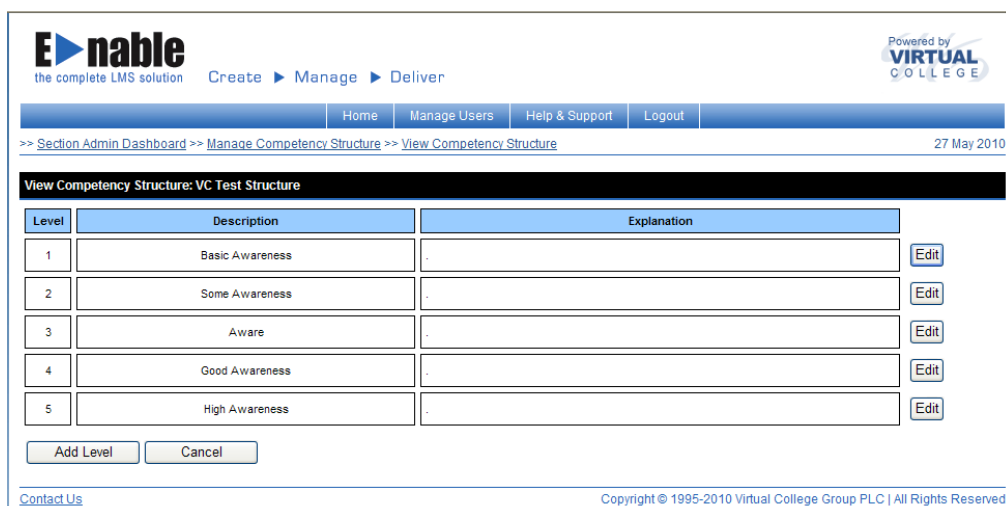
Description *

Explanation

Submit Cancel

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This shows you the completed structure where you can edit and add further levels if required



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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Manage Competency Structure >> View Competency Structure 27 May 2010

View Competency Structure: VC Test Structure

Level	Description	Explanation
1	Basic Awareness	
2	Some Awareness	
3	Aware	
4	Good Awareness	
5	High Awareness	

Add Level Cancel

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JOB ROLES – CREATING JOB ROLES

Navigate to Job Roles using the relevant procedure for your level of access as shown below

Section Admin Procedure	Section Admin Dashboard>Job Roles
Organisation Admin Procedure	Organisation Admin Dashboard> Job Roles

- 1) From the Dashboard select **Job Roles**
- 2) From the Manage Job Roles screen select **Create New**

The screenshot displays the 'Manage Job Roles' interface within the E-nable LMS. The top navigation bar includes links for Home, Manage Users, Help & Support, and Logout. The breadcrumb trail indicates the current path: >> Section Admin Dashboard >> Manage Job Roles. The main section, titled 'Manage Job Roles', features a 'Quick Search' input field. Below this is a table with the header 'Job Role' and a single row stating 'There are no items to display in this list'. At the bottom right of the table, there are two buttons: 'Create New' (highlighted with a red box) and 'View'. The footer contains a 'Contact Us' link and the copyright notice: 'Copyright © 1995-2010 Virtual College Group PLC | All Rights Reserved'.

- 3) Complete the form and select **Submit**
- 4) If you only select the **allow learners to self-assess only** this disables the learner's ability to request/automatically update an endorsement

The screenshot shows the 'Edit Job Role' form in the E-nable LMS. The form includes fields for Title, Description, Requirements, Comments, and Custom Field. It also has an 'Assessment Options' section with checkboxes for 'Allow learner to self assess' and 'Learner assessment updates skills'. The 'Submit' button is highlighted with a red box. Annotations with arrows point to various parts of the form:

- Assessment Options:** A green box highlights the 'Assessment Options' section at the top and bottom of the form. An arrow points from the text 'You can customise the Assessment Option' to the top section.
- Enter Job Title:** An arrow points from the 'Title' field to the label 'Enter Job Title'.
- Job Description:** An arrow points from the 'Description' field to the label 'Job Description'.
- Job Requirements:** An arrow points from the 'Requirements' field to the label 'Job Requirements'.
- Any Comments:** An arrow points from the 'Comments' field to the label 'Any Comments'.
- Submit Button:** A red box highlights the 'Submit' button at the bottom of the form.

On the right side of the form, there are instructions for formatting text:

- Underline:** [u]Enclose with
- Bold:** [b]Enclose within these tags to make text bold[/b]
- Italicise:** [i]Enclose within these tags to italicise[/i]
- List:** To create a list use the following convention
[list]
[*]List item one
[*]List item two
[*]etc
[/list]
- Links:** To add a link use the following
[url=http://www.url.com]Link text[/url]

The form also includes a navigation bar with links: Home, Manage Users, Help & Support, Logout. The page number '05 August 2014' is displayed in the top right corner. The footer contains 'Contact Us', 'Accessibility', and 'Copyright © 1995-2014 Virtual College Group PLC | All Rights Reserved'.

CREATING A JOB SKILLS CATEGORY AND ADDING TO A JOB ROLE

1) From the Administrator Dashboard select **Job Roles**

2) Select required **Job Role**

3) Select **View**

4) Select **Add Skill Category**. Then select **New** on the subsequent screen

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Manage Job Roles 27 May 2010

Manage Job Roles

Quick Search

Job Role ↓

MACHINIST

1 records Create New View

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Add Skill Category

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Manage Job Roles >> View Job Role 12 June 2010

Job Role

Title
MACHINIST

Description
To manufacture the component to product specification & drawings, observing quality, health & safety and industry standards and working to the Company competency standards

Requirements
Time served within an engineering manufacturing environment (preferably engineering) with a continuous improvement attitude. Apprentice trained within engineering manufacturing as a minimum

Comments
The post holder is required to have an understanding of both the duties and responsibilities of the role and also the Company mission, vision and values along with an understanding and working knowledge of Continuous Improvement, 5'S, Procedures and how to implement them. It is also understood that the post holder will adopt a flexible attitude towards their work and cope with the ongoing demands of change by adjusting priorities to meet business demands and training other employees as and when required

Custom Field
N/A

Quicklinks

- Add Learner
- Manage Learners
- Add Skill Category**
- Remove Skill Category
- Manage Skills
- Edit Details

- 5) Enter details and select **Submit**

Repeat steps 4 – 5 until all Job Skills Categories have been created

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Manage Job Roles >> View Job Role >> Add Skill Category >> Create Skill Category 27 May 2010

Create Skill Category

Title *
Communication

Description

Organisation
PAB Enable Demonstration

Submit Cancel

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- 6) To add the skills categories to the job role, choose the relevant skill categories and select **Add**

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Manage Job Roles >> View Job Role >> Add Skill Category 27 May 2010

Add Skill Category To Role

Quick Search

Title ↓	Description ↓	Org Name ↓
<input checked="" type="checkbox"/> Communication		PAB Enable Demonstration

Check All Uncheck

1 records Add New Cancel

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CREATING JOB SKILLS AND ADDING THEM TO THE RELEVANT SKILL CATEGORIES

- 1) To add a Job Skill to a Skill Category select the relevant **Add** button, then at the subsequent screen select **New**

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Manage Job Roles >> View Job Role 12 June 2010

Job Role

Title
MACHINIST

Description
To manufacture the component to product specification & drawings, observing quality, health & safety and industry standards and working to the Company competency standards

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Custom Field
N/A

Quality Focused Add

Safety Driven Add

Job Knowledge Add

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- 2) Enter the details and select **Submit**

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Manage Job Roles >> View Job Role >> Add Job Skill To Job Role >> Add Job Skill 27 May 2010

Add Job Skill

Title *
To ensure that the machine is set correctly so that the job is performed with minimum

Competency Structure
VC Test Structure

Submit Cancel

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- 3) If you do not wish to add any learning activities at this time select **No,thank you**

You now have the option to attach learning activities to this Job Skill

The screenshot shows the E-nable LMS interface. At the top, there's a navigation bar with 'Home', 'Manage Users', 'Help & Support', and 'Logout'. Below it, a breadcrumb trail reads: '>> Section Admin Dashboard >> Manage Job Roles >> View Job Role >> Add Job Skill To Job Role >> Add Job Skill'. The date '27 May 2010' is in the top right. The main content area has a yellow background with the text: 'Would you like to attach learning activities to this job skill?' and 'Note: You can add activities at a later time by viewing the job skill and selecting the 'Add Activities' option.' Below this are two buttons: 'Yes, please' and 'No, thank you'. The 'No, thank you' button is highlighted with a red rectangle. At the bottom, there's a 'Contact Us' link and a copyright notice: 'Copyright © 1995-2010 Virtual College Group PLC | All Rights Reserved'.

- 4) Select the relevant Competency Level from the drop down box

Endorsement options

This screenshot shows the 'Endorsement' section of the interface. It contains three radio button options: 'Request Endorsement Automatically', 'Learner Requested Endorsement' (which is selected), and 'Automatically Endorse'. The entire section is enclosed in a green rectangular box.


- 5) Choose the Endorsement method that you require(only functions when Learner can update skill function is selected)

- 6) Select **Submit**

This screenshot shows the 'Add Job Skill To Job Role' form in the E-nable LMS. The form has a yellow header with the text: 'You have chosen to add the To ensure that the machine is set correctly so that the job is performed with minimum adjustments skill to the MACHINIST job role. Please select from the options below.' Below this is a section titled 'Learning Activities' with the text: 'There are no learning activities associated with this job skill'. Underneath is an 'Options' section with a checkbox 'Allocate associated learning activities to learners with this role.' and a 'Competency Level Required' dropdown menu. The dropdown menu is highlighted with a red rectangle and shows the text: '-- Please select the level of competency required --'. Below the dropdown is the 'Endorsement' section, which is the same as in the previous screenshot, with 'Learner Requested Endorsement' selected. At the bottom of the form are 'Submit' and 'Cancel' buttons. The 'Submit' button is highlighted with a red rectangle. An inset box on the right shows the full list of competency levels: '-- Please select the level of competency required --', 'Basic Awareness', 'Some Awareness', 'Aware', 'Good Awareness', and 'High Awareness'.

Repeat steps 1 – 6 until all Job Skills have been added to the relevant Job Skill Categories

When a Job Skill has been added to a Job Skill Category this is what you would see



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[Home](#) [Manage Users](#) [Help & Support](#) [Logout](#)

[>> Section Admin Dashboard](#) >> [Manage Job Roles](#) >> [View Job Role](#)
12 June 2010

Job Role

Title
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Description
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Custom Field
N/A

Quicklinks

- ▶ [Add Learner](#)
- ▶ [Manage Learners](#)
- ▶ [Add Skill Category](#)
- ▶ [Remove Skill Category](#)
- ▶ [Manage Skills](#)
- ▶ [Edit Details](#)

Quality Focused

Name
To ensure that the machine is set correctly so that the job is performed with minimum adjustments

Required Competency

1

2

3

4

5

Action
[View](#)

Add

Safety Driven

Add

Job Knowledge

Add

ADDING LEARNERS TO A JOB ROLE

7) Select **Add Learner**

You now need to add learners to the job role

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Manage Job Roles >> View Job Role 12 June 2010

Job Role

Title: MACHINIST

Description: To manufacture the component to product specification & drawings, observing quality, health & safety and industry standards and working to the Company competency standards

Requirements: Time served within an engineering manufacturing environment (preferably engineering) with a continuous improvement attitude. Apprentice trained within engineering manufacturing as a minimum

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Custom Field: N/A

Quicklinks

- Add Learner**
- Manage Learners
- Add Skill Category
- Remove Skill Category
- Manage Skills
- Edit Details

Quality Focused

Name: To ensure that the machine is set correctly so that the job is performed with minimum adjustments

Required Competency: 1 2 3 4 5

Action: View

Name: To have a good understanding of measuring and gauging processes

Required Competency: 1 2 3 4 5

Action: View

Safety Driven

Name: To be involved with quality, safety and production continuous improvements.

Required Competency: 1 2 3 4 5

Action: View

Name: To adhere to all Health & Safety requirements / support safety program

Required Competency: 1 2 3 4 5

Action: View

Job Knowledge

Name: To have a working knowledge of program editing, and programming. With good control skills.

Required Competency: 1 2 3 4 5

Action: View

Name: To have a working knowledge of program editing, and programming. With good control skills.

Required Competency: 1 2 3 4 5

Action: View

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8) Choose the required Learner(s) and click **Add**

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>> Section Admin Dashboard >> Manage Job Roles >> View Job Role >> Assign Job Role 27 May 2010

Go directly to a user

You can search for a list of users by separating their names with commas [more](#).

Surname: [Search Box] Find

☒ Partial Matches ☐ Sounds Like ☐ Exact Match

Or select a department or organisation

• PAB Enable Demonstration

User Type

Check	Name	Surname	LS298DD	Username	Role
<input type="checkbox"/>	Paul	Butler	LS298DD	pabeoab	Organisation Admin Basic
<input type="checkbox"/>	Paul	Butler	LS298DD	pabeda	Department Admin
<input type="checkbox"/>	Sue	Butler	LS298DD	isbel	Learner
<input type="checkbox"/>	Paul	Butler10	LS298DD	pabi10	Learner
<input checked="" type="checkbox"/>	Paul	Butler30	LS298DD	pabi30	Learner

Check All Uncheck

23 records **Add**

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ASSESSING LEARNERS' COMPETENCIES

1) Select **Manage Learners**

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Manage Job Roles >> View Job Role 12 June 2010

Job Role

Title
MACHINIST

Description
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Custom Field
N/A

Quicklinks

- ▶ Add Learner
- ▶ **Manage Learners**
- ▶ Add Skill Category
- ▶ Remove Skill Category
- ▶ Manage Skills
- ▶ Edit Details

Quality Focused Add

Name	Required Competency	Action
To ensure that the machine is set correctly so that the job is performed with minimum adjustments	1 2 3 4 5	View
To have a good understanding of measuring and gauging processes	1 2 3 4 5	View

Safety Driven Add

Name	Required Competency	Action
To be involved with quality, safety and production continuous improvements.	1 2 3 4 5	View
To adhere to all Health & Safety requirements / support safety program	1 2 3 4 5	View

Job Knowledge Add

Name	Required Competency	Action
To have a working knowledge of program editing, and programming. With good control skills.	1 2 3 4 5	View
To have a working knowledge of program editing, and programming. With good control skills.	1 2 3 4 5	View

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2) Select required Learner and click **View Member**

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Manage Job Roles >> View Job Role >> Manage Role Members 27 May 2010

Current Role Members

Go directly to a record

Search for multiple records by separating your search terms with commas in the box below.

Name : Find

☒ Tick here to find partial matches

Name

- ☒ Paul Butler10
- ☐ Paul Butler30
- ☐ Paul Butler40
- ☐ Paul Butler50

[Check All](#) [Uncheck](#)

4 records Remove Member **View Member**

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3) Select Job Roles

>> Section Admin Dashboard >> Manage Job Roles >> View Job Role >> Manage Role Members >> View User 27 May 2010

User: Paul Butler10 [Help ?](#)

Organisation: PAB Enable Demonstration
 Department: PAB Demos - Dept 1
 Manager: N/A
 User Name: pab110 [View Contact Details](#)

Quicklinks

Training

- ▶ Courses
- ▶ Modules
- ▶ Groups
- ▶ Training Material (SCORM) Report

Development

- ▶ Course Notes
- ▶ **Personal Development**
- ▶ Job Roles
- ▶ Endorsements
- ▶ Progress Report

Actions

- ▶ Send Password Reminder
- ▶ Print Certificates
- ▶ Delete User
- ▶ Edit Details

E-Learning Courses [Help ?](#)

Title	Status	Progress	Action
eQuals 408 Networking - por...	Applied	0%	View >>
Test Course - Allocate on Pass	Studying	50%	View >>

Offline Courses [Help ?](#)

This learner has no offline courses assigned to them.

Login Summary [Help](#)

Date	Time	Duration
18-May-2010	12:26	3 minutes, 59 seconds
18-May-2010	12:18	3 minutes, 40 seconds
04-May-2010	11:29	16 seconds

Total Login Time: 16 minutes, 48 seconds

Course Requests [Help](#)

This learner has not made any course requests.

Automated Messages to User

Template	Date	Action
----------	------	--------

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4) Select Perform Assessment

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Home Manage Users Help & Support Logout 12 June 2010

>> Section Admin Dashboard >> Manage Job Roles >> View Job Role >> Manage Role Members >> View User >> View Job Role

Job Role

Title: MACHINIST

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Custom Field: N/A

Quicklinks

- ▶ **Perform Assessment**
- ▶ Evaluate
- ▶ Compare Assessments and Evaluate
- ▶ Development Needs
- ▶ Endorsement Requests

Quality Focused - View: All

Name	Competency	Endorsed	Action
To ensure that the machine is set correctly so that the job is performed with minimum adjustments	1 2 3 4 5	<input type="checkbox"/>	View
To have a good understanding of measuring and gauging processes	1 2 3 4 5	<input type="checkbox"/>	View

Safety Driven - View: All

Name	Competency	Endorsed	Action
To be involved with quality, safety and production continuous improvements.	1 2 3 4 5	<input type="checkbox"/>	View
To adhere to all Health & Safety requirements / support safety program	1 2 3 4 5	<input type="checkbox"/>	View

Job Knowledge - View: All

Name	Competency	Endorsed	Action
To have a working knowledge of program editing, and programming. With good control skills.	1 2 3 4 5	<input type="checkbox"/>	View
To have a working knowledge of program editing, and programming. With good control skills.	1 2 3 4 5	<input type="checkbox"/>	View

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- 5) At this screen select **Continue**

>> Section Admin Dashboard >> View User >> View Job Roles >> View Job Role >> Assess 10 November 2011

You are about to undertake an assessment of **Paul Acres** .
You will be asked to rate their level of competency for each skill in the '**Driver**' job role.

Assess **Cancel**

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You can now carry out your assessment of the learner

- 6) Select the competency level for each Job Skill
- 7) Select **Submit** to continue the assessment

>> Section Admin Dashboard >> View User >> View Job Roles >> View Job Role >> Assess 10 November 2011

Job Knowledge Question 1 of 1

On the following scale how would you rate **Paul Acres's** performance of this skill:

Job Knowledge

Rating

☐ Unsatisfactory
☐ Improvement desired
☐ Meets expectations (REQUIRED LEVEL)
☐ Exceeds expectations

Comment

Next **Back** **Save & Quit**

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8) Select
Compare Assessments and Evaluate

If the learner has completed their own assessment you can compare your assessment with theirs

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>> Section Admin Dashboard >> Manage Job Roles >> View Job Role >> Manage Role Members >> View User >> View Job Role 12 June 2010

Job Role

Title
MACHINIST

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Custom Field
N/A

Quicklinks

- ▶ Perform Assessment
- ▶ Evaluate
- ▶ **Compare Assessments and Evaluate**
- ▶ Development Needs
- ▶ Endorsement Requests

Quality Focused - View: All

Name	Competency	Endorsed	Action
To ensure that the machine is set correctly so that the job is performed with minimum adjustments	1 2 3 4 5	<input type="checkbox"/>	View
To have a good understanding of measuring and gauging processes	1 2 3 4 5	<input type="checkbox"/>	View

Safety Driven - View: All

Name	Competency	Endorsed	Action
To be involved with quality, safety and production continuous improvements.	1 2 3 4 5	<input type="checkbox"/>	View
To adhere to all Health & Safety requirements / support safety program	1 2 3 4 5	<input type="checkbox"/>	View

Job Knowledge - View: All

Name	Competency	Endorsed	Action
To have a working knowledge of program editing, and programming. With good control skills.	1 2 3 4 5	<input type="checkbox"/>	View
To have a working knowledge of program editing, and programming. With good control skills.	1 2 3 4 5	<input type="checkbox"/>	View

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9) Select assessments for comparison and select **Compare**

>> Section Admin Dashboard >> Manage Job Roles >> View Job Role >> Manage Role Members >> View User >> View Job Role >> Compare and Evaluate 29 April 2010

You are about to undertake an assessment comparison evaluation of **Fred Walters**.

You will be asked to rate their level of competency for each skill in the 'Maintenance Fitter' job role.

Please select a learner's assessment for comparison:
21/04/2010 15:40:29

Please select a manager assessment for comparison:
21/04/2010 15:38:40 - Sue Butler SA

[Compare](#) [Cancel](#)

Select learner's assessment for comparison from drop down box

Select manager's assessment for comparison from drop down box

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10) Select **Endorse** when competency level has been agreed

11) Add your comments here

12) Select **Submit**

At this point you would be discussing the Competency Levels with the learner

Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> View User >> View Job Roles >> View Job Role >> Compare and Evaluate 10 November 2011

Job Knowledge Question 1 of 1

Job Knowledge

Paul Acres (21-Oct-2011):

1	2	3	4
---	---	---	---

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

enable sa (10-Nov-2011):

1	2	3	4
---	---	---	---

N/A

Rating:

☐ 1 - Unsatisfactory

☐ 2 - Improvement desired

☐ 3 - Meets expectations

☐ 4 - Exceeds expectations

Comment:

☒ Endorse

Submit

Select agreed level of Competency and click Endorse

13) Select **Development Needs** to view where further action is required

Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Manage Job Roles >> View Job Role >> Manage Role Members >> View User >> View Job Roles >> View Job Role 12 June 2010

Job Role

Title: Maintenance Fitter

Description: To manufacture the component to product specification & drawings, observing quality, health & safety and industry standards whilst working to the Company competency standards

Requirements: Time served within an engineering manufacturing environment (preferably engineering).

Comments: The post holder is required to have an understanding of both the duties and responsibilities of the role and also the Company mission, vision and values along with an understanding and working knowledge of Continuous Improvement, 5'S, Procedures and how to implement them. It is also understood that the post holder will adopt a flexible attitude towards their work and cope with the ongoing demands of change by adjusting priorities to meet business demands and training other employees as and when required

Custom Field: N/A

Quicklinks

- Perform Assessment
- Evaluate
- Compare Assessments and Evaluate
- Development Needs**
- Endorsement Requests

Key Skills - n/a

Name: To adhere to all Health & Safety requirements and support safety program and carry out maintenance functions to comply with HS & E Legislation.

To carry out equipment calibration and service to industry standards.

To clean, repair and maintain machinery & report any fault or damage. In line with 5's program.

test2

Personal & People Development

Key Competencies - n/a

View: All

Competency	Endorsed	Action						
<table border="1"><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr></table>	1	2	3	4	5	6	<input checked="" type="checkbox"/>	View
1	2	3	4	5	6			
<table border="1"><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr></table>	1	2	3	4	5	6	<input checked="" type="checkbox"/>	View
1	2	3	4	5	6			
<table border="1"><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr></table>	1	2	3	4	5	6	<input checked="" type="checkbox"/>	View
1	2	3	4	5	6			
<table border="1"><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr></table>	1	2	3	4	5	6	<input type="checkbox"/>	View
1	2	3	4	5	6			
<table border="1"><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr></table>	1	2	3	4	5	6	<input type="checkbox"/>	View
1	2	3	4	5	6			

These boxes show green when required level is achieved and grey when not

14) Select **Show Development Needs**

>> [Section Admin Dashboard](#) >> [Users](#) >> [View User](#) >> [View Job Role](#) >> [Compare and Evaluate](#) 29 April 2010

The comparison evaluation is now complete.

[Finish](#) [Show Development Needs](#)

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15) Select **Create Target**

>> [Section Admin Dashboard](#) >> [Users](#) >> [View User](#) >> [View Job Role](#) >> [Compare and Evaluate](#) >> [Development Plan](#) 29 April 2010

Development Opportunities

Name	Action
To clean, repair and maintain machinery & report any fault or damage. In line with 5's program.	Create Target

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16) Enter details and select **Submit**

>> [Section Admin Dashboard](#) >> [Users](#) >> [View User](#) >> [View Job Role](#) >> [Compare and Evaluate](#) >> [Development Plan](#) >> [Add PDR Target](#) 29 April 2010

Add PDR Target

This form has been auto-populated from a job skill. Please review these fields carefully before submission.

Target Title
To clean, repair and maintain machinery & report any fault or damage. In line with 5's

Target Description
To clean, repair and maintain machinery & report any fault or damage. In line with 5's program.

Milestone Measure
Achieve the required level of competency for this job skill.

Review Date
30 June 2010

[Submit](#) [Cancel](#)

Enter relevant information and review date

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The Learner can **view** both Active and Completed Targets

>> [Dashboard](#) 30 May 2010

Active Learning

Completed Learning

Requested Learning

Personal Development

Help ?

Personal Development : PDR [Export](#)

Active Targets

Target	Review Date	Status	Action
Communication	21-Sep-2010	Not Started	View >>

Completed Targets

Target	Review Date	Status	Action
To clean, repair and maintain machinery & report any fault or damage. In line with 5's program.	30-Jun-2010	Achieved	View >>


[Add New Target](#)

[View PDR Documents](#)

[My Job Role](#)

Fred Walters

Help ?



no profile image

Organisation:
PAB - Practice Organisation

Department:
PAB - Dept 1


Manager:
Paul Butler7


Last Login:
18 May, 2010


[Edit Profile](#)


Messages

Help

 You have (4) new messages in [your inbox](#)

 [Announcements](#)

 [Links](#) (1)

 [Resources](#) (4)

[Contact Us](#)

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COMPETENCY STRUCTURE – Archiving

16. From the admin dashboard. Select the user you wish to view

17. Then select Job Roles from the quicklinks

The screenshot displays the E-nable LMS admin dashboard. At the top, the 'Development' menu is highlighted with a green box, containing links for Course Notes, Personal Development, Job Roles, Endorsements, and Progress Report. A red arrow points to 'Job Roles'. Below this, the 'Quicklinks' section is visible, with 'Job Roles' also highlighted by a green box. A black arrow points from the 'Job Roles' link in the 'Development' menu to the 'Job Roles' link in the 'Quicklinks' section. The dashboard also shows user information for Paul Acres, a list of e-learning courses, and a login summary table.

Development

- ▶ [Course Notes](#)
- ▶ [Personal Development](#)
- ▶ [Job Roles](#)
- ▶ [Endorsements](#)
- ▶ [Progress Report](#)

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Users >> View User 21 October 2011

User: Paul Acres Help ?

Organisation: PAB Enable Demonstration
Department: PAB Demos - Dept 1
Manager: Paul Butler
User Name: paulacres2

[View Contact Details](#)

Quicklinks

Training

- ▶ [Courses](#)
- ▶ [Modules](#)
- ▶ [Groups](#)
- ▶ [Log Historical Learning](#)
- ▶ [Training Material \(SCORM\) Report](#)

Development

- ▶ [Course Notes](#)
- ▶ [Personal Development](#)
- ▶ [Job Roles](#)
- ▶ [Endorsements](#)
- ▶ [Progress Report](#)

Actions

- ▶ [Send Password Reminder](#)
- ▶ [Print Certificates](#)
- ▶ [Delete User](#)
- ▶ [Edit Details](#)

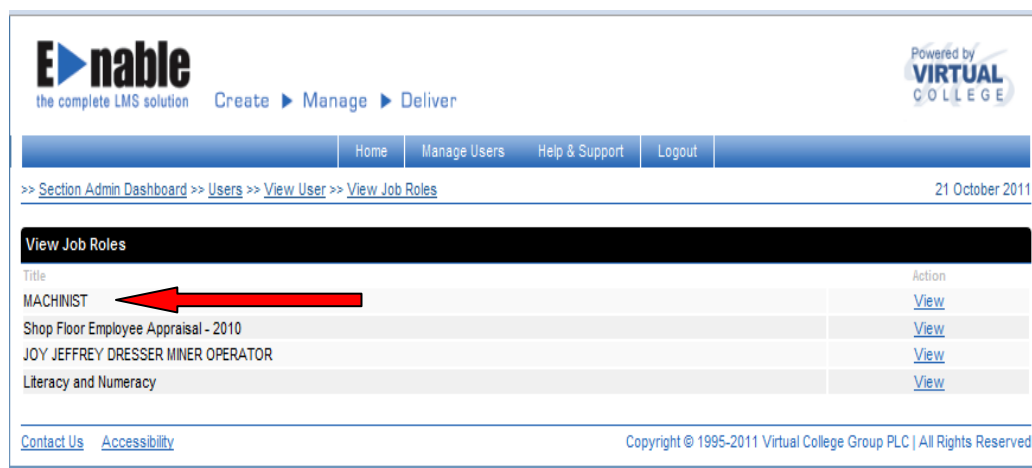
E-Learning Courses Help

Title	Status	Progress	Action
A new course	Applied	0%	View >>
Cleveland Potash 2	Competent	100%	View >>

Login Summary Help

Date	Time	Duration
21-Oct-2011	12:19	4 minutes, 7 seconds
21-Oct-2011	12:12	44 seconds

18. Then select the required Job Role and click the **view** link



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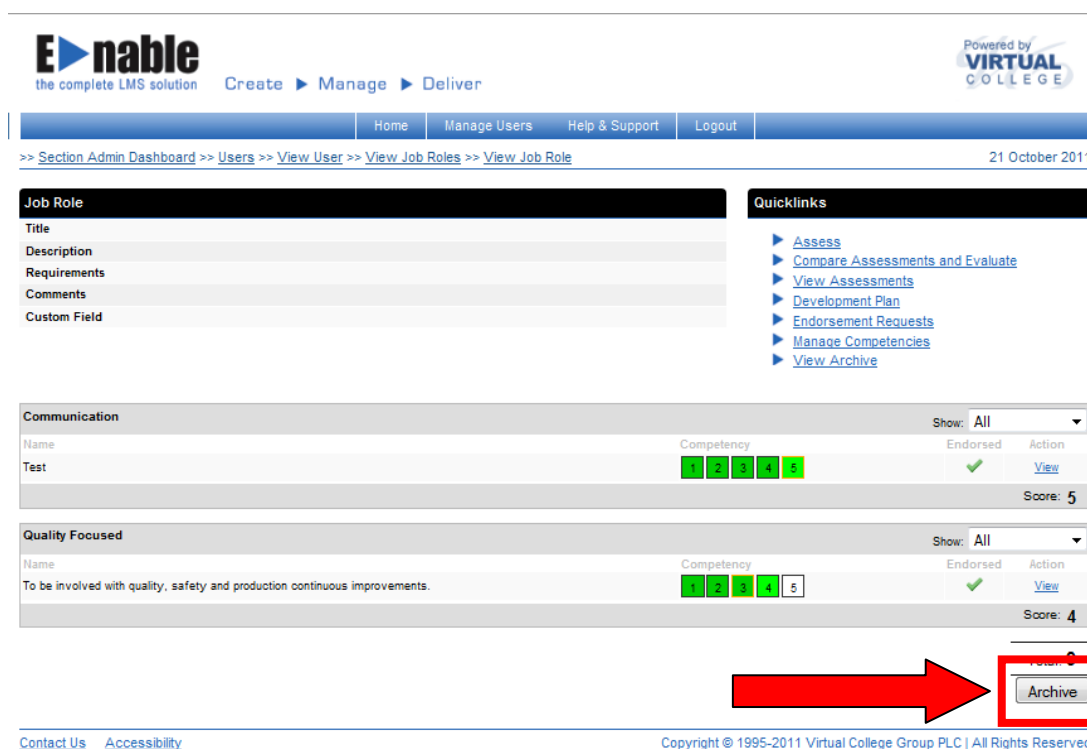
>> Section Admin Dashboard >> Users >> View User >> View Job Roles 21 October 2011

View Job Roles

Title	Action
MACHINIST	View
Shop Floor Employee Appraisal - 2010	View
JOY JEFFREY DRESSER MINER OPERATOR	View
Literacy and Numeracy	View

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19. You can now archive this Job Role competency by click the **Archive** button



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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Users >> View User >> View Job Roles >> View Job Role 21 October 2011

Job Role

Title

Description

Requirements

Comments

Custom Field

Quicklinks

- ▶ [Assess](#)
- ▶ [Compare Assessments and Evaluate](#)
- ▶ [View Assessments](#)
- ▶ [Development Plan](#)
- ▶ [Endorsement Requests](#)
- ▶ [Manage Competencies](#)
- ▶ [View Archive](#)

Communication

Name

Competency

Endorsed

Action

Test

Score: 5

Quality Focused

Name

Competency

Endorsed

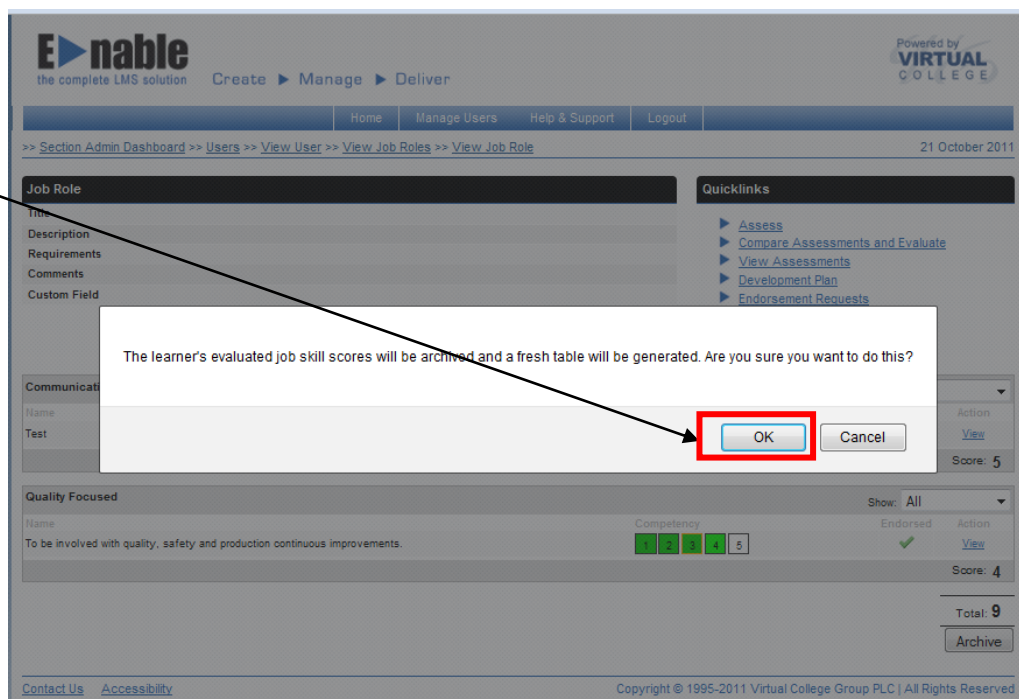
Action

To be involved with quality, safety and production continuous improvements.

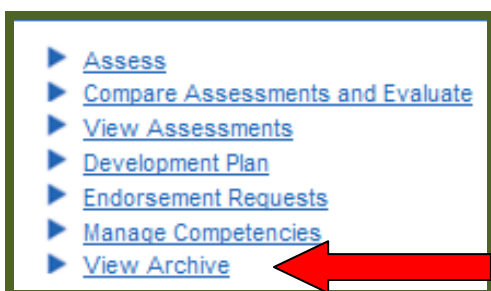
Score: 4

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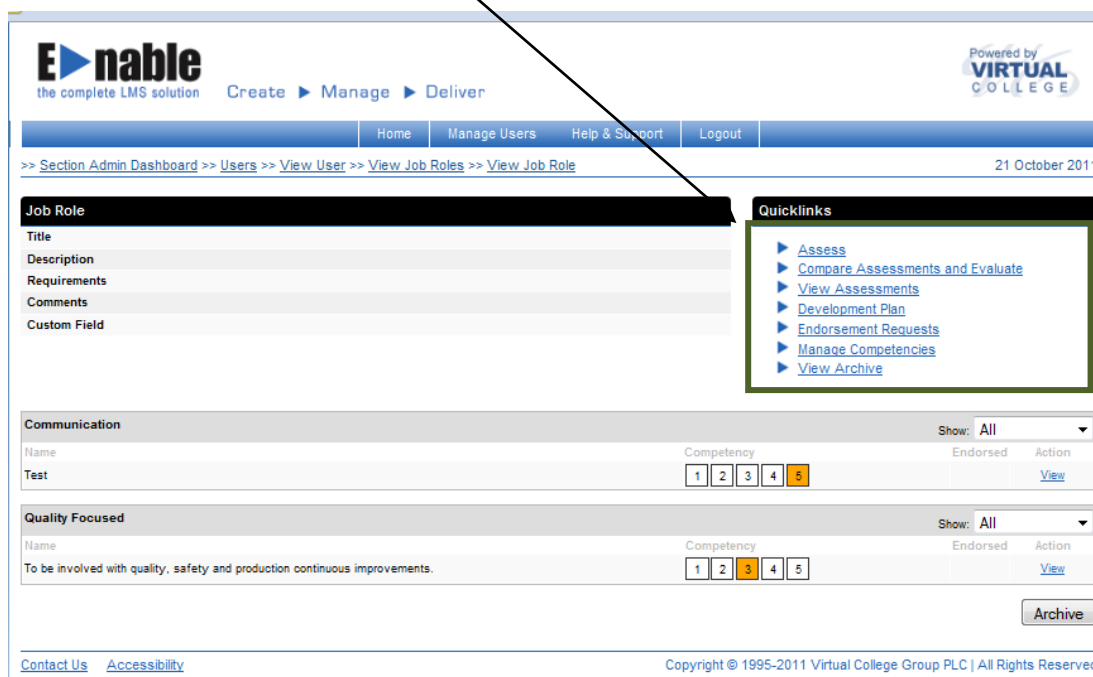
20. You will receive this message click **OK**



21. A reset view of the Job Role will now show Allowing you to start the review process again



22. To view archived assessments select the **View Archive** link



23. From this screen select the archive to view (they will be dated)

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Users >> View User >> View Job Roles >> View Job Role >> Job Role Archive 21 October 2011

Job Role Archive

Quick Search

TimeArchived |

21/10/2011 14:26:44

1 records View

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23. You are now presented with the archived view

Endorsed Action

✓ View

Score: 5

24. If you select **View a Details** page appears

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Users >> View User >> View Job Roles >> View Job Role >> Job Role Archive >> Historical Job Role Evaluation 21 October 2011

Historical Job Role Evaluation

Communication

Name Competency

Test 1 2 3 4 5

Show: All

Endorsed Action

✓ View

Score: 5

Quality Focused

Name Competency

To be involved with quality, safety and production continuous improvements. 1 2 3 4 5

Show: All

Endorsed Action

✓ View

Score: 4

Total: 9

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View Job Skill

Description

Test

Job Role

MACHINIST

Assessments

Level	Endorsed	Updater	Update Reason	Comment	Date
High Awareness	✓	enable sa	Manager Assessment	Good	19-May-2011
High Awareness	✓	enable sa	Manager Assessment		19-May-2011
High Awareness	✓	enable sa	Manager Assessment	Manually set.	19-May-2011
High Awareness	✓	enable sa	Manager Assessment	Manually set.	21-Oct-2011

Endorsements

Name	Status	Date	Action
Test	Endorsed	19-May-2011	View
Test	Endorsed	19-May-2011	View
Test	Endorsed	19-May-2011	View
Test	Endorsed	21-Oct-2011	View

LMS USER GUIDE

LINK LEARNER STATUS ON TRAINING EVENT TO COMPETENCIES

INFORMATION – This functionality will enable users to link training events to job skill competencies. This feature works in a similar way to the “Link Module Quiz” option by enabling users to specify the competency level to be obtained for attending a training event.

If your **LMS / Organisation** has access to this functionality, then it will be available to:

Section Administrator

Organisation Administrator

INSTRUCTIONS

- 1) Navigate to **Job Roles** using the following procedure

Dashboard → Job Roles

- 2) In order to set-up the training event mapping users should select to “View” a job skill from the View Job Role page.

>> Section Admin Dashboard >> Manage Job Roles >> View Job Role 24 January 2014

Job Role		Quicklinks	
Title	Account Manager	Add Learner	
Description	Account Manager	Manage Learners	
Requirements	Account Manager	Add Skill Category	
Comments	Account Manager	Manage Skill Categories	
Custom Field	Account Manager	Remove Skill Category	
		Sequence Skill Categories	
		Manage Skills	
		Manage Skill Allocation	
		Manage Role Allocation	
		PDR Target Allocation	
		Edit Details	

Communication		Add Skill	
Name	Required Competency	Action	
Asking effective questions	1 2 3 4	View	
Able to achieve individual targets without relying on others to act.	1 2 3 4	View	
Production of Standardised Work documentation	1 2 3	View	
Can use Microsoft Office to an appropriate level	1 2 3 4 5	View	

- 3) From here you will see a new quicklink called "Link to Training Event".

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Manage Job Roles >> View Job Role >> Edit Job Role Skill 24 January 2014

Edit Job Role Skill

Role Name
Account Manager

Skill Name
Asking effective questions

Competency Structure
Unite The Union Competency Structure

Quicklinks

- ▶ Link to Module Quiz
- ▶ Link to Training Event

Learning Activities

There are no learning activities associated with this job skill.

Options

Activities

☐ Allocate associated learning activities to learners with this role.

Required Competency Level
Good

Endorsement

☐ Request Endorsement Automatically

☒ Learner Requested Endorsement

☐ Automatically Endorse

Submit Cancel

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- 4) Selecting the above quicklink will provide a list of the available training events. You should select the required event and press "Submit" to proceed.

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>> Section Admin Dashboard >> Manage Job Roles >> View Job Role >> Edit Job Role Skill >> Training Event Mapping 24 January 2014

Training Event Mappings: Asking effective questions

Please select a training event to associate with this job skill.

Title ↓

- ☒ Art & Design
- ☐ Asbestos Workshop 1
- ☐ bbb test
- ☐ Beverage video - how wine is made

96 records

Submit

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5) From this screen you can then select the “Competency Level” to be obtained by attending the selected Training Event. By selecting “Apply” a training event mapping is obtained.

The user is also provided with the following options:

- 1) Change Training Event – this will allow the user to select another training.
- 2) Change To Module – this will allow the user to replace the training event mapping with module.

Note: The same options apply when setting up a module mapping using the “Link to Module Quiz” quicklink.

6) Once the event mapping is in the place, any learner that is marked as ‘Present’ on the event will have the competency level for that job skill allocated. Note: this will not retrospectively update for any learners already added to the specified event).

If a user selects to link a Module Quiz once event mapping is already set up they will be displayed with the warning message below.

7) If the learners status is updated to ‘Absent’ the competency level allocated will be removed.