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

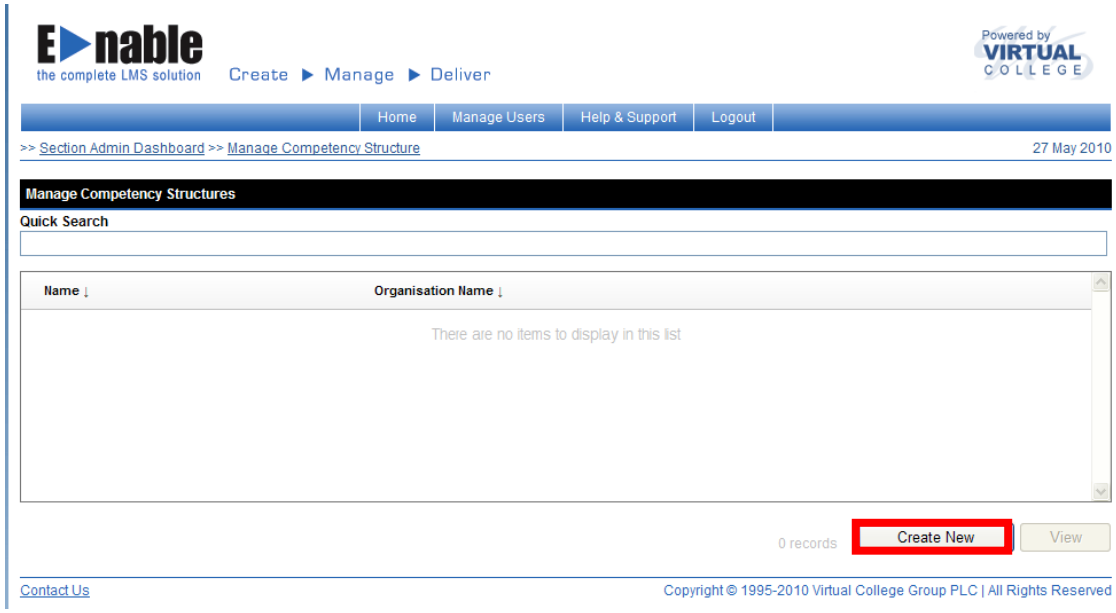
COMPETENCY STRUCTURE – CREATING A NEW STRUCTURE

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

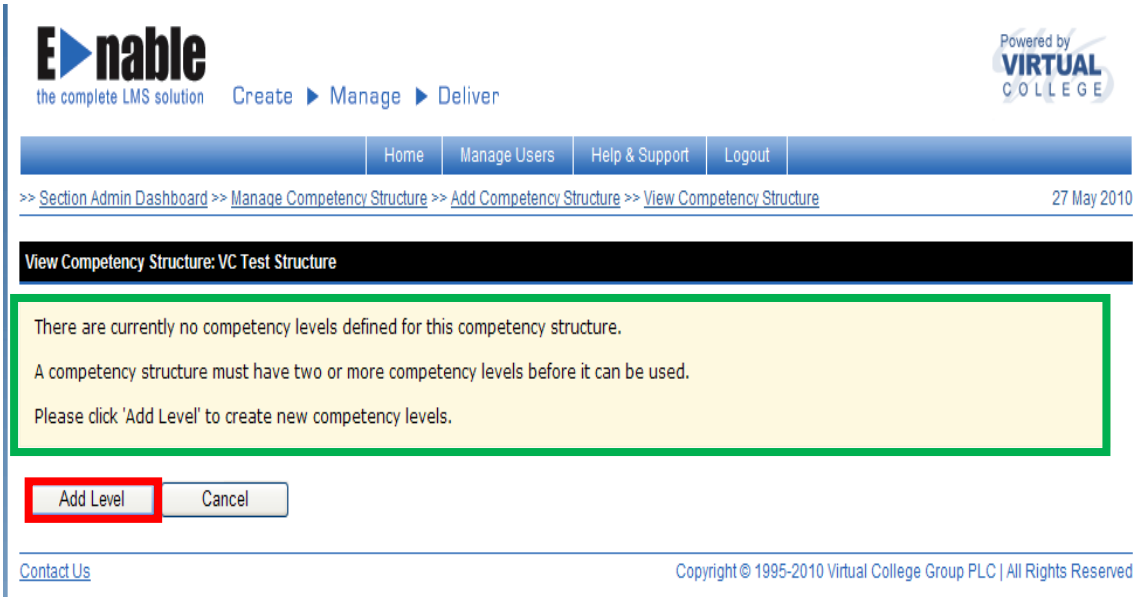
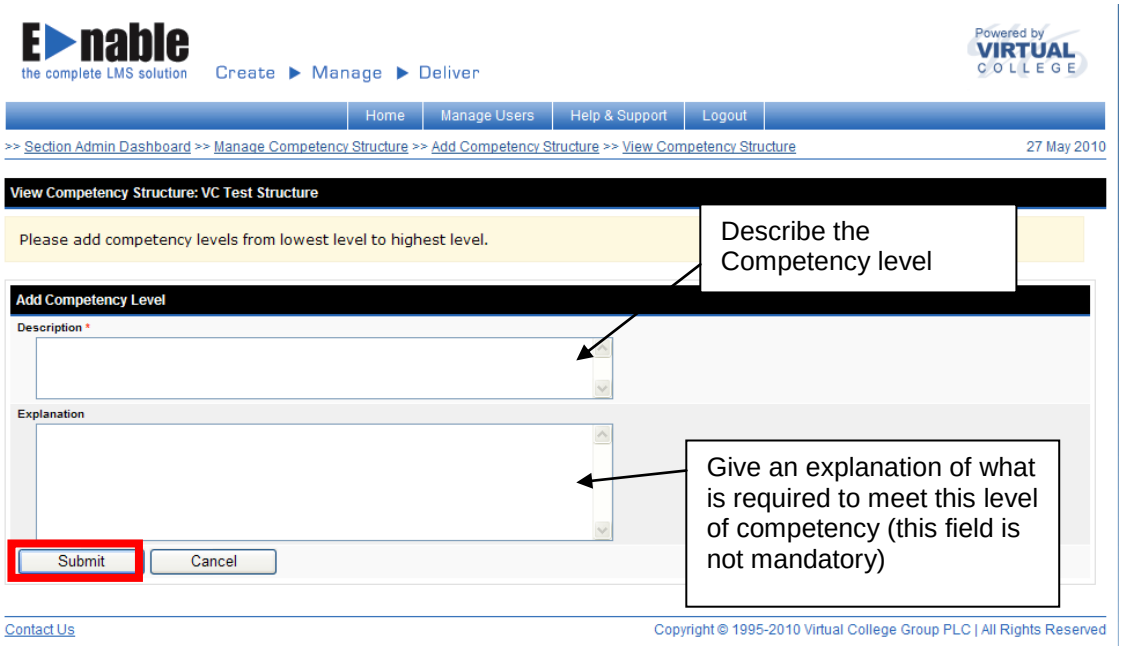
2) Select **Competency Structures** from the Dashboard

3) Select **Create New** button



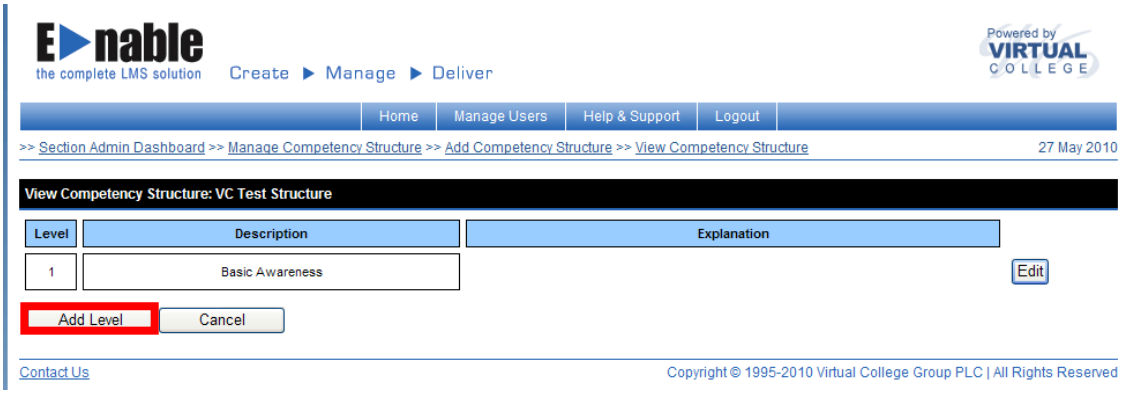
4) Type in the name of your competency structure

5) Click **Submit** button

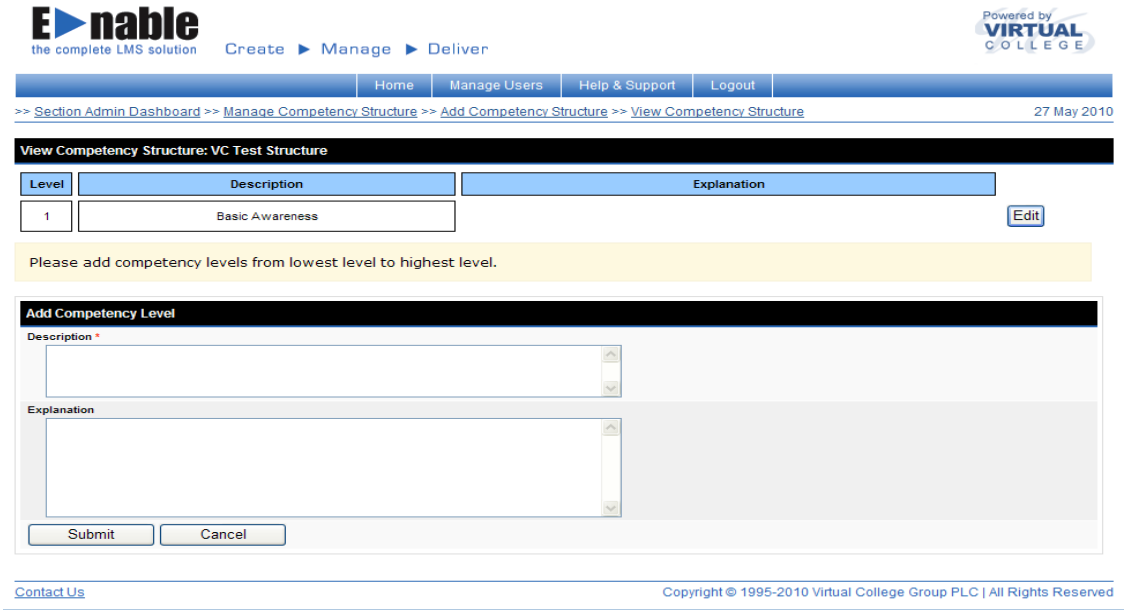
6) Select **Add Level** button to start adding levels	You must now add two or more Competency Levels 
7) Complete the form and select **Submit**	

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

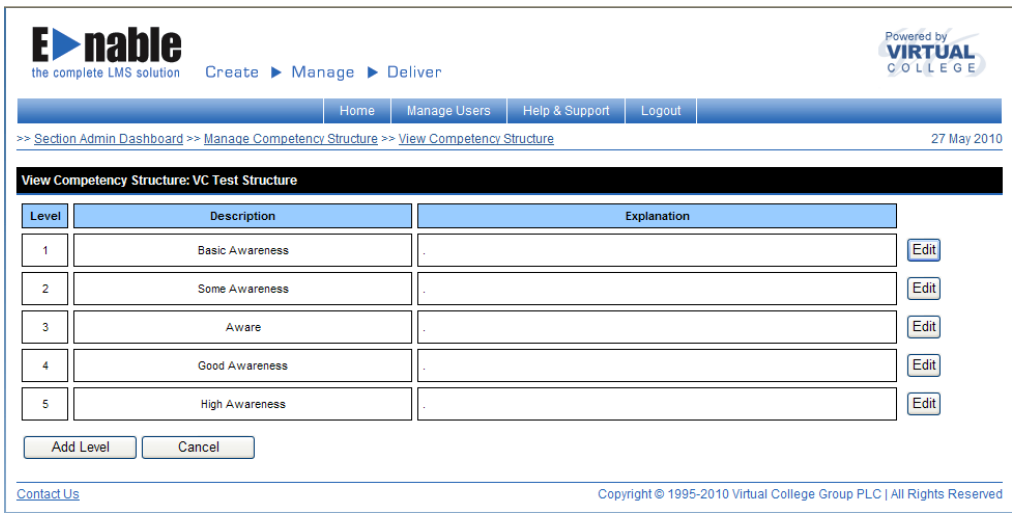
Repeat the process of adding new levels until you have entered your required levels

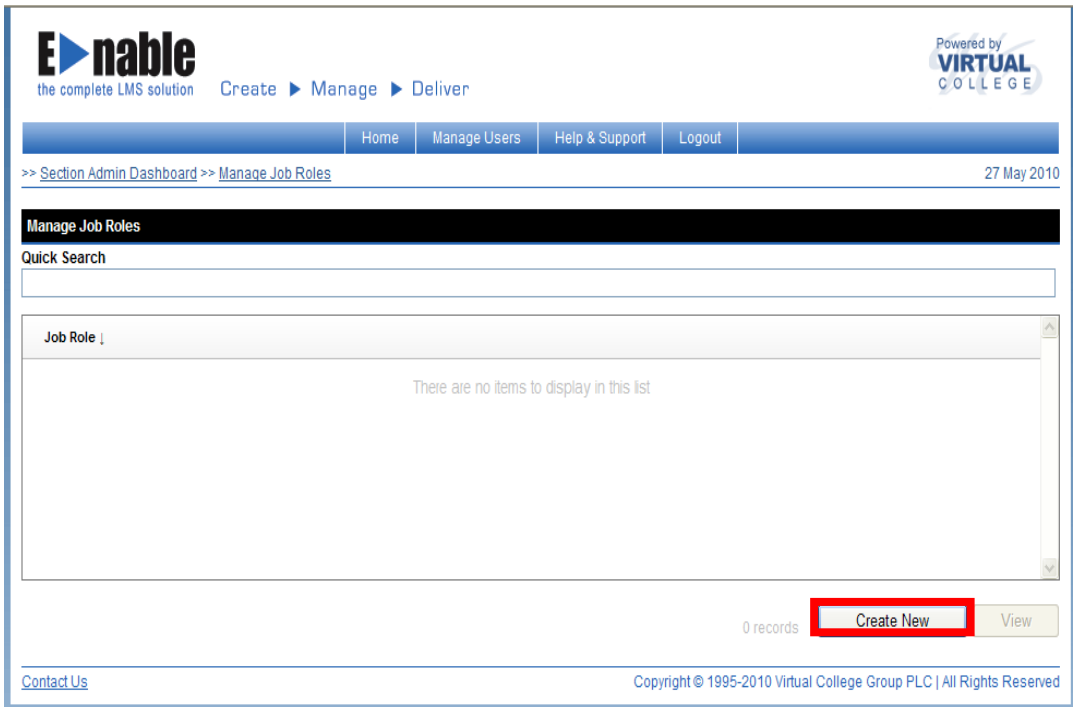


9) Complete the form and select **Submit**

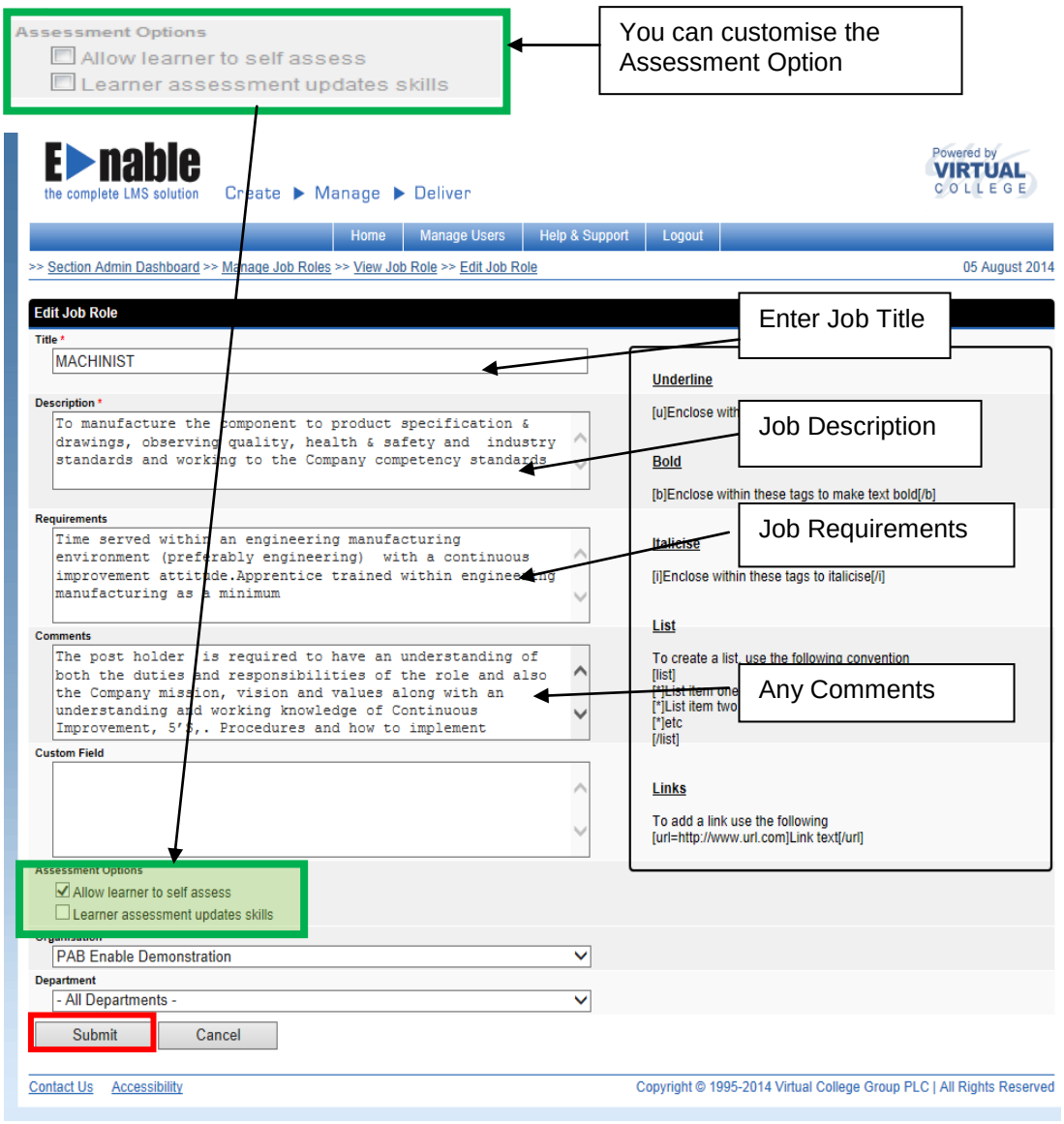


This shows you the completed structure where you can edit and add further levels if required



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**	

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

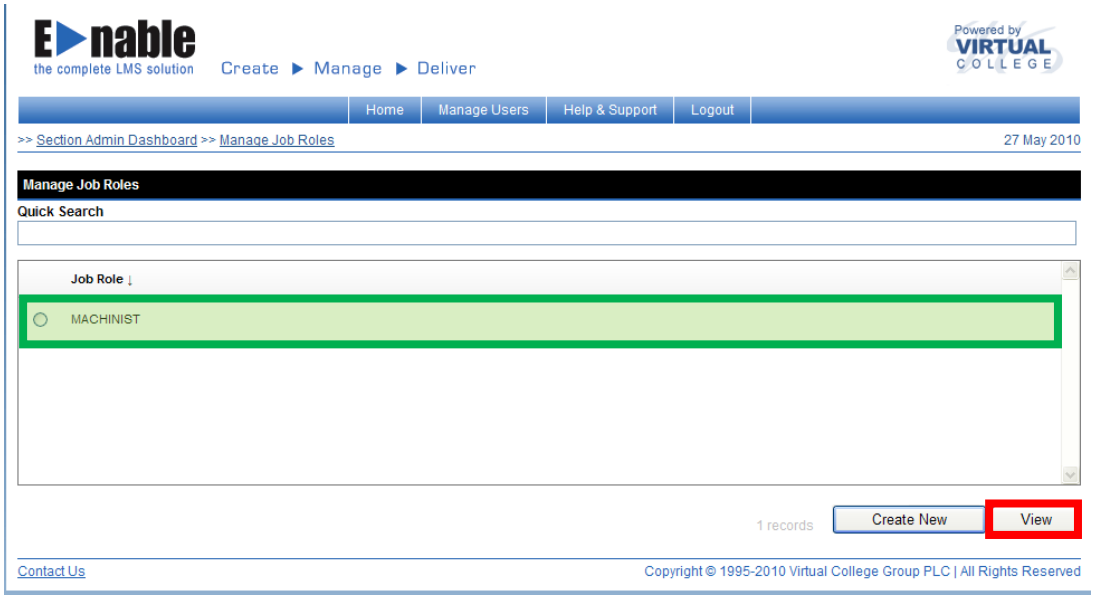


CREATING A JOB SKILLS CATEGORY AND ADDING TO A JOB ROLE

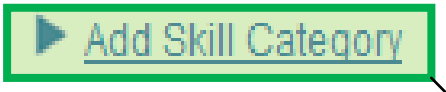
1) From the Administrator Dashboard select **Job Roles**

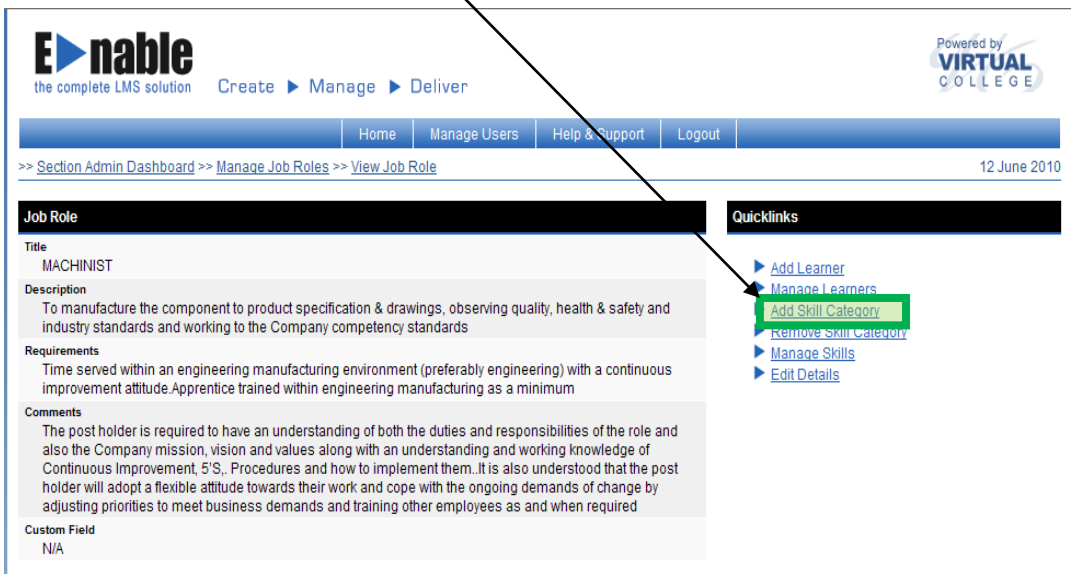
2) Select required **Job Role**

3) Select **View**

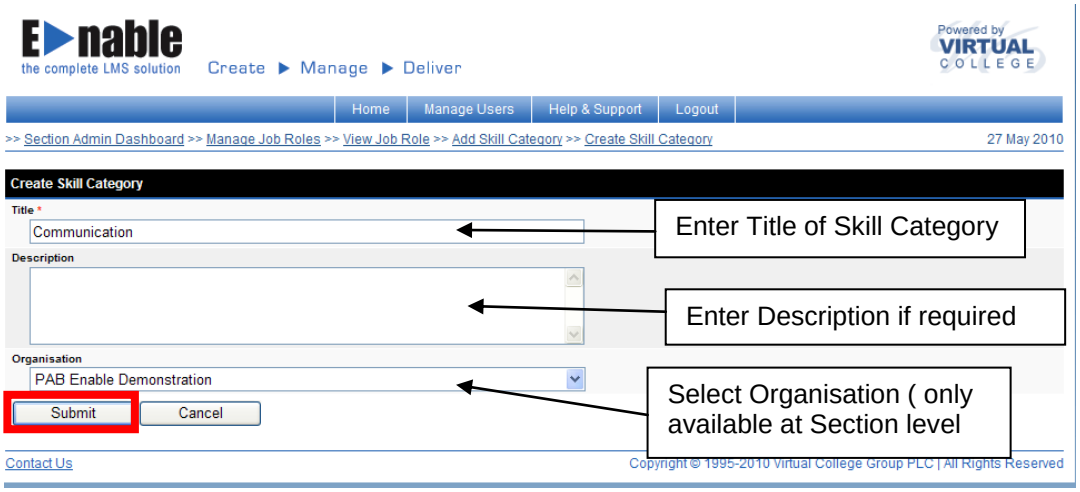


4) Select **Add Skill Category**. Then select **New** on the subsequent screen



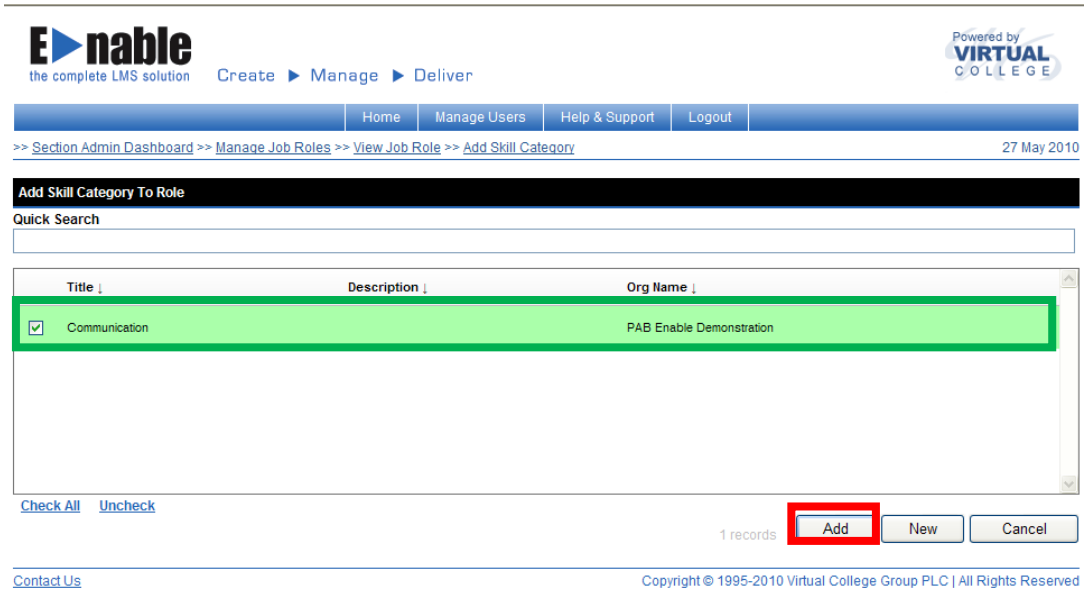


5) Enter details and select **Submit**



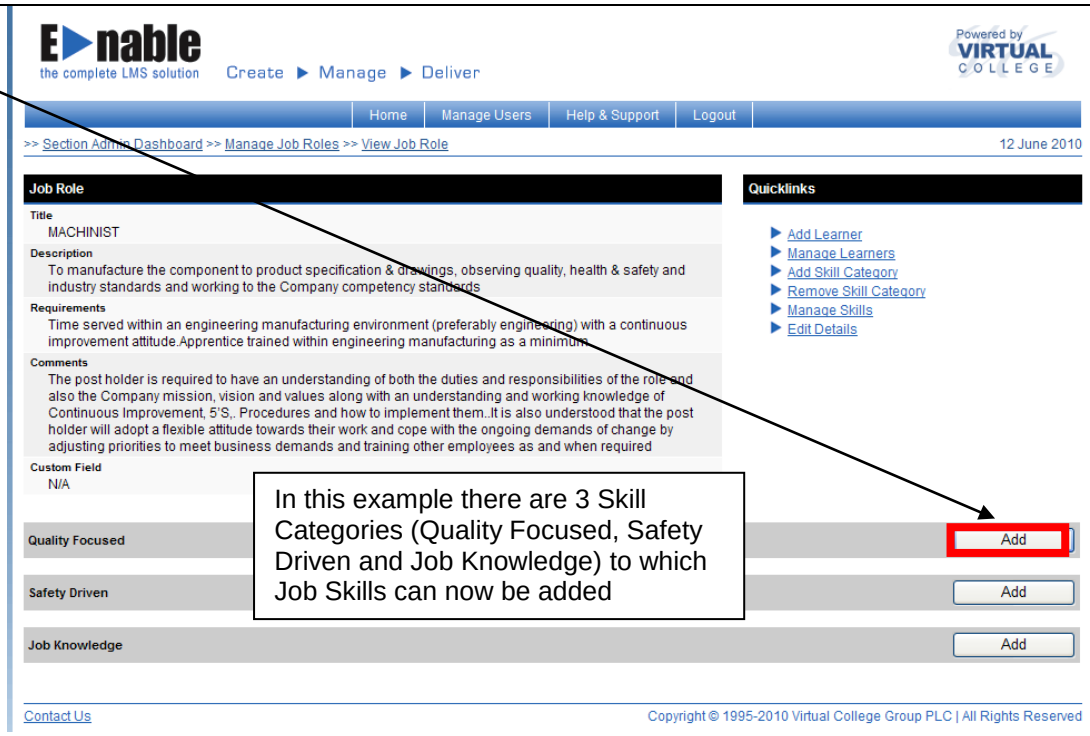
Repeat steps 4 – 5 until all Job Skills Categories have been created

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

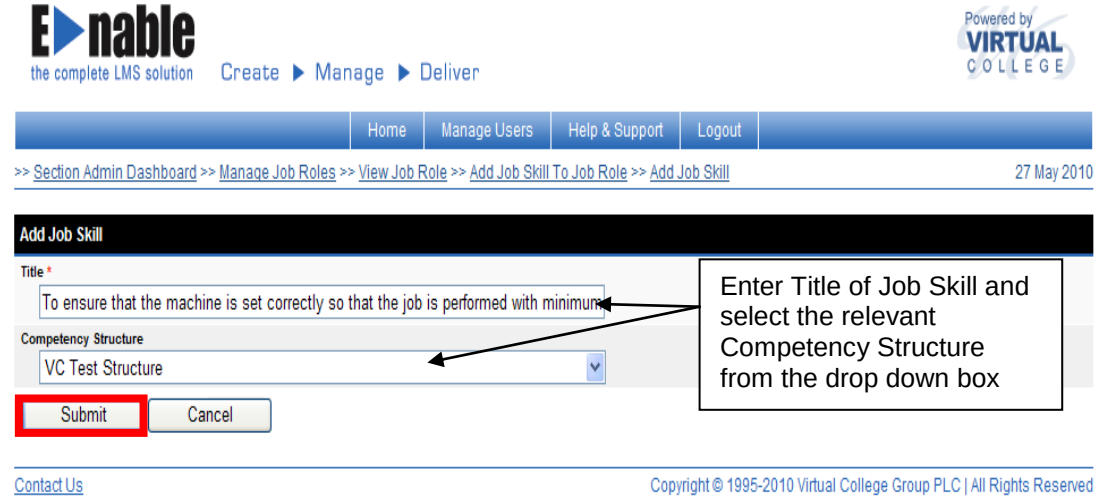


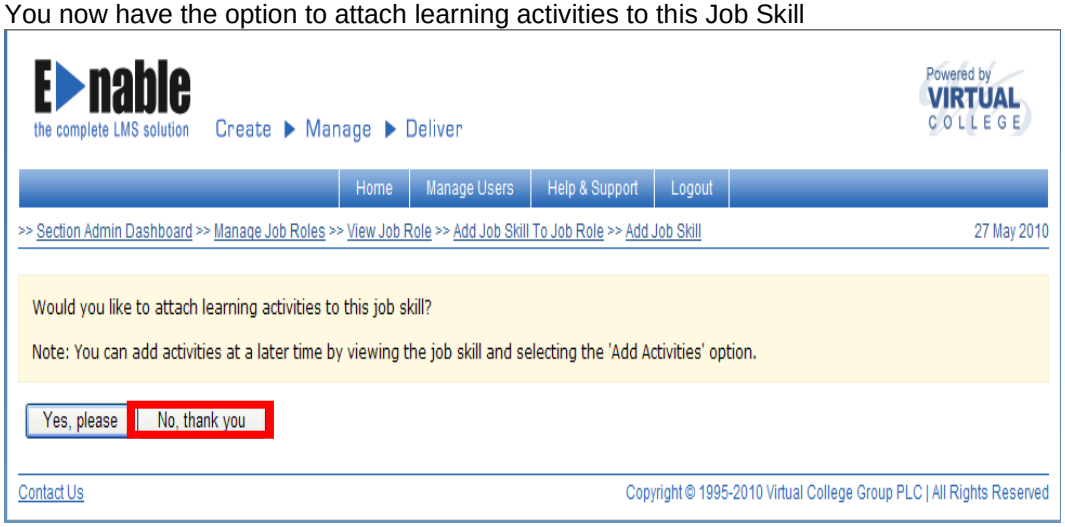
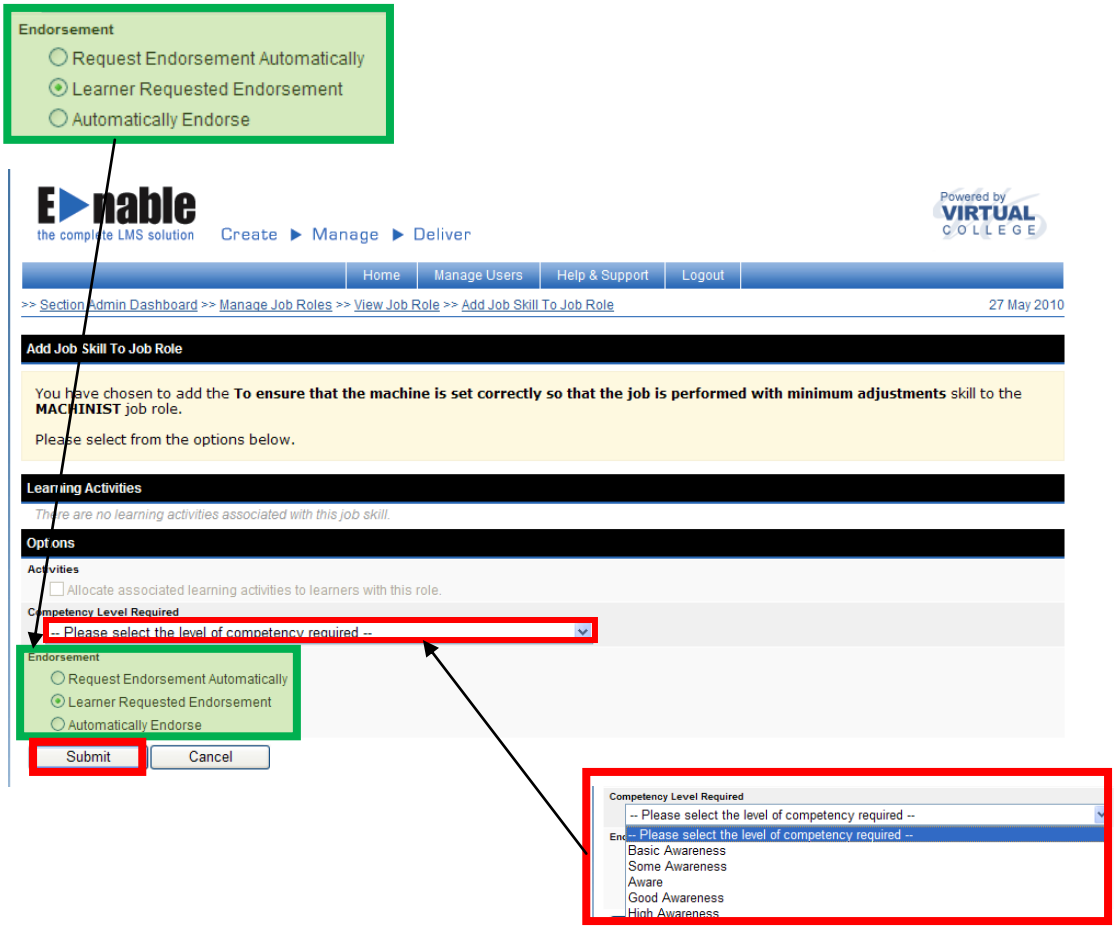
CREATING JOB SKILLS AND ADDING THEM TO THE RELEVANT SKILLS CATEGORIES

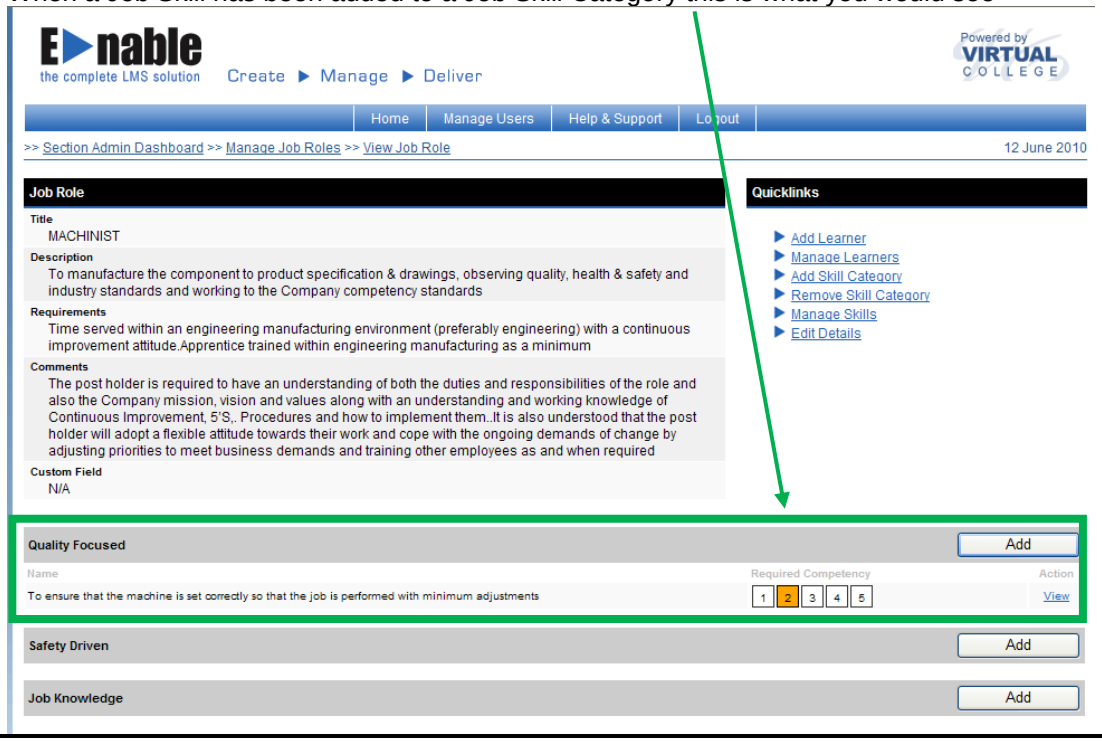
1) To add a Job Skill to a Skill Category select the relevant **Add** button, then at the subsequent screen select **New**



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



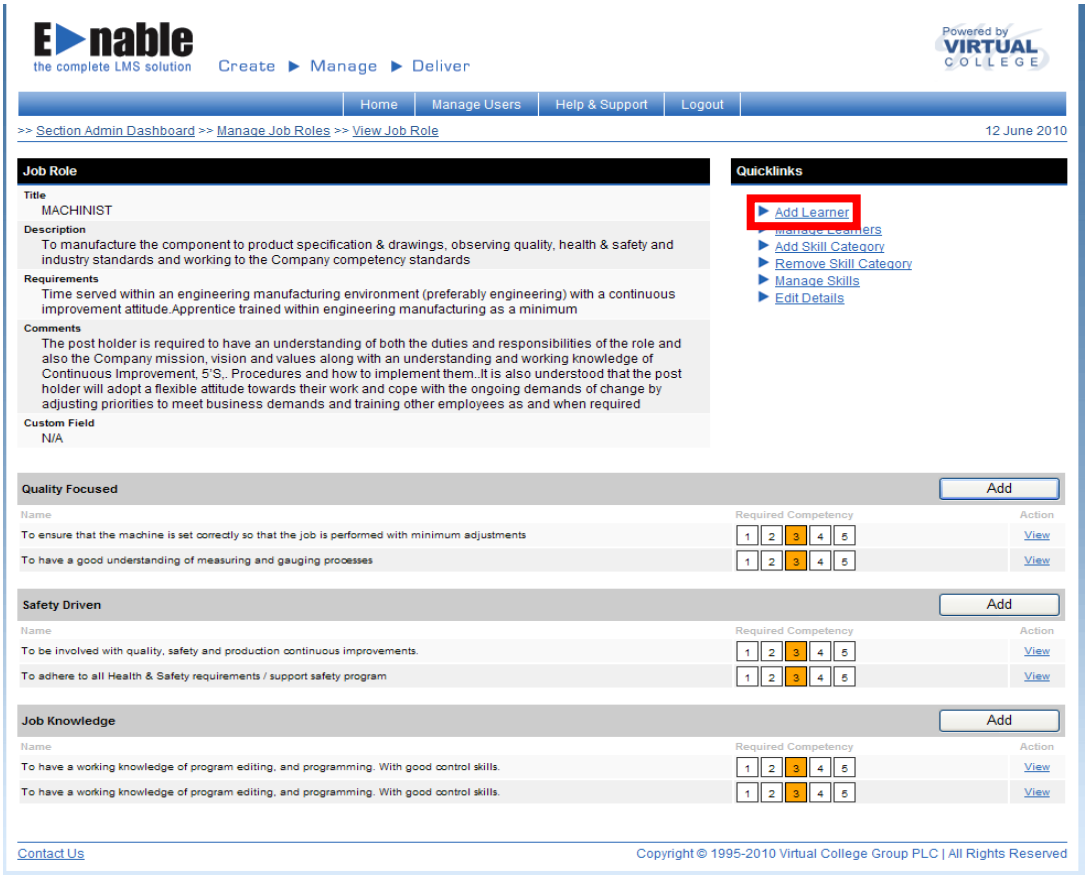
3) If you do not wish to add any learning activites at this time select **No,thank you**	You now have the option to attach learning activities to this Job Skill 
4) Select the relevant Competency Level from the drop down box 5) Choose the Endorsement method that you require(only functions when Learner can update skill function is selected) 6) Select **Submit**	Endorsement options 

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 

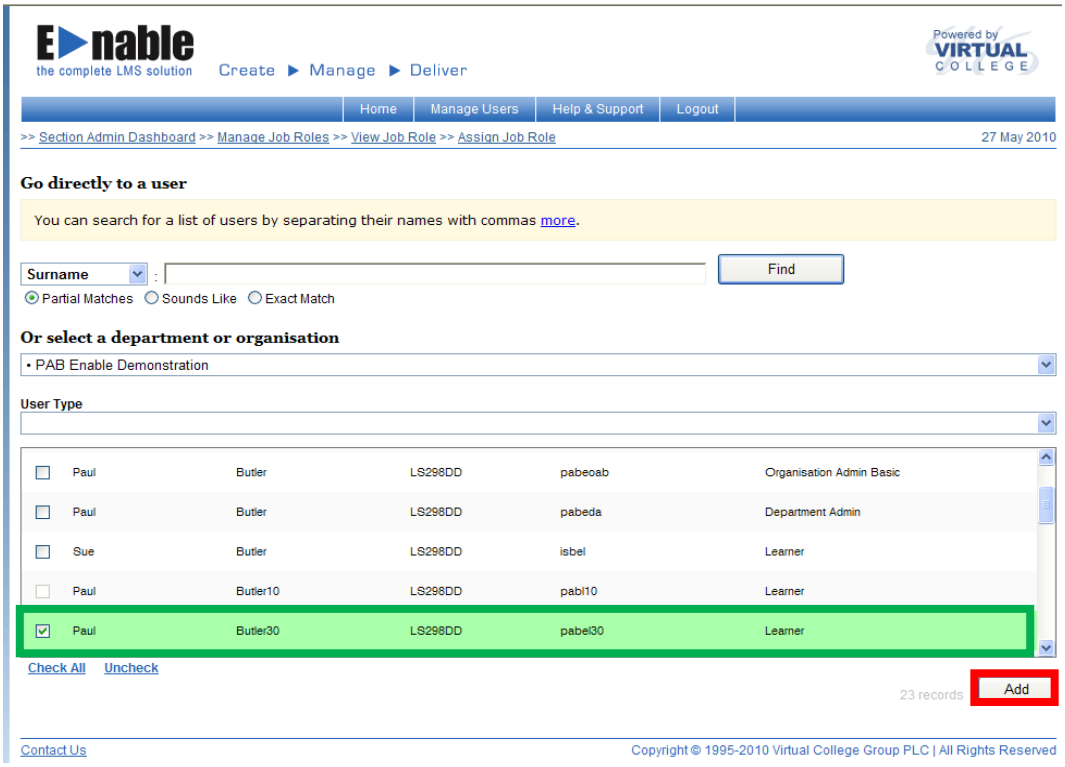
ADDING LEARNERS TO A JOB ROLE

7) Select **Add Learner**

You now need to add learners to the job role

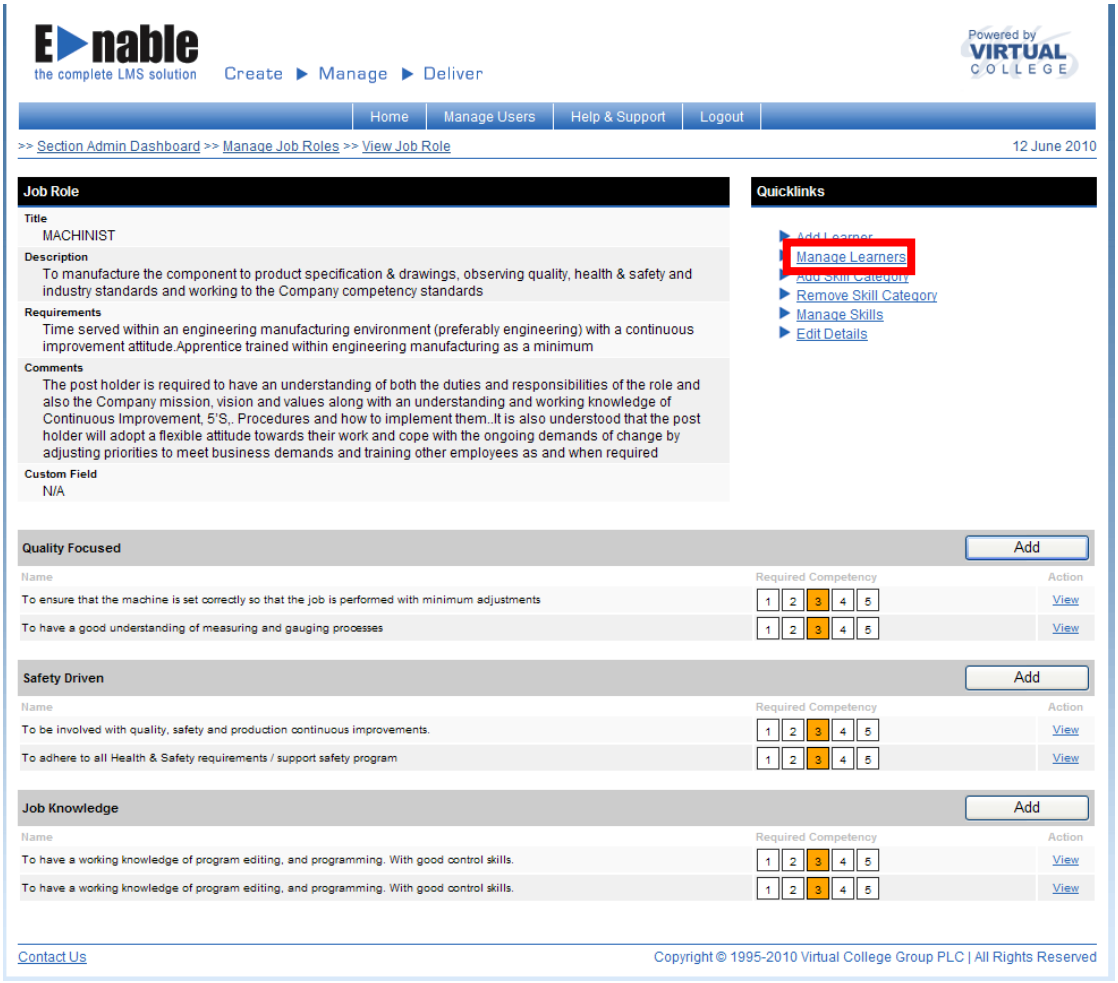


8) Choose the required Learner(s) and click **Add**

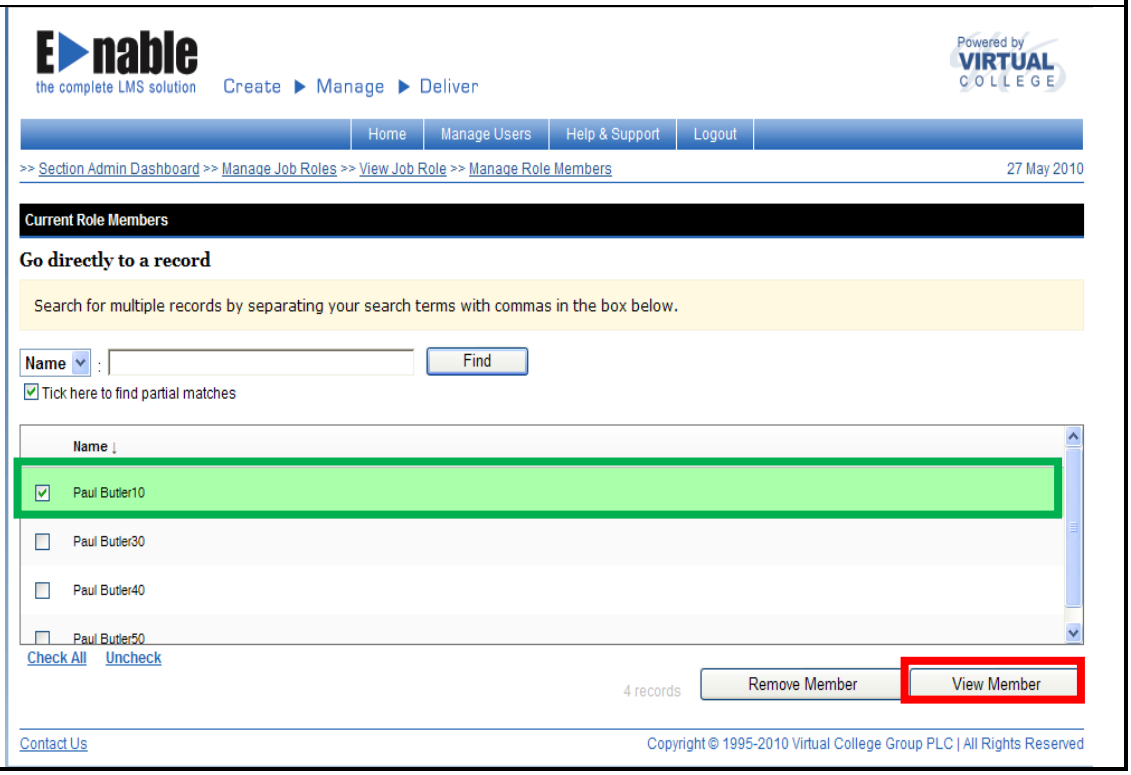


ASSESSING LEARNERS' COMPETENCIES

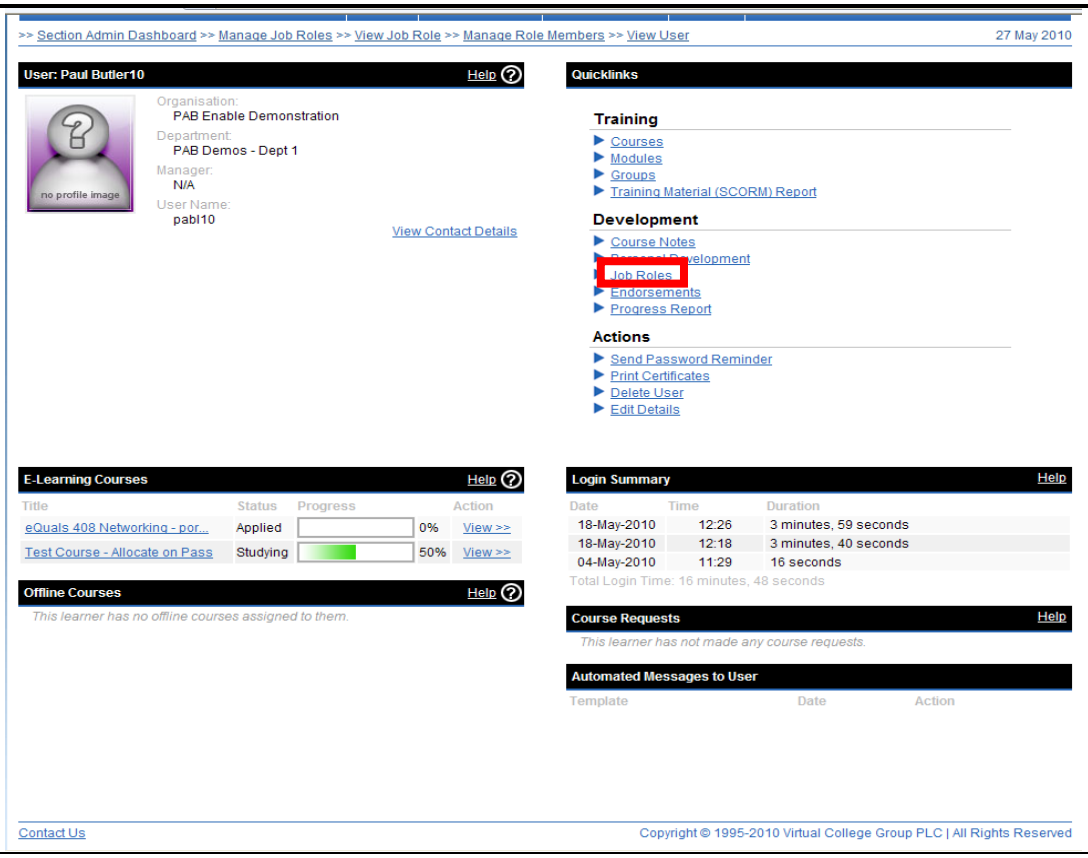
1) Select **Manage Learners**



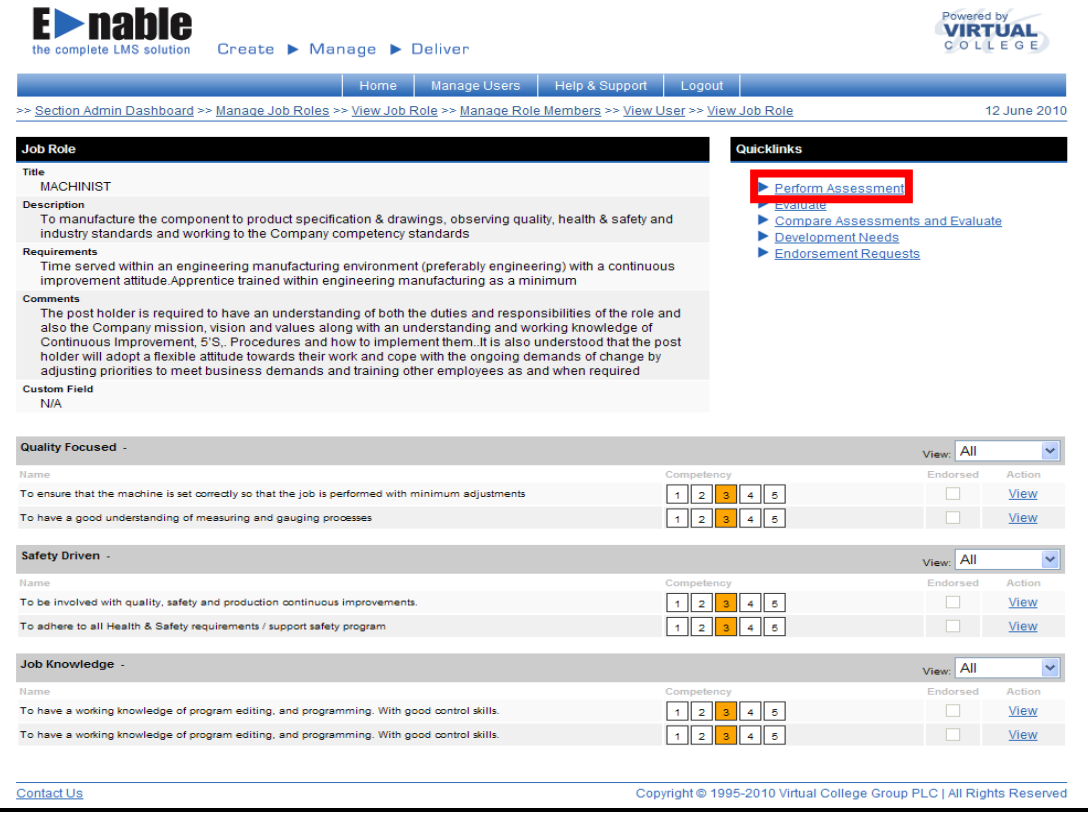
2) Select required Learner and click **View Member**



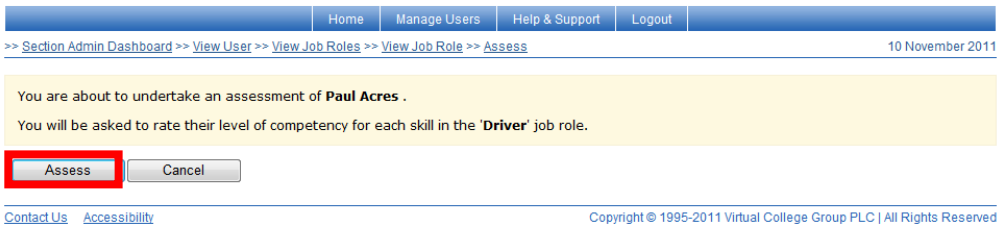
3) Select **Job Roles**



4) Select **Perform Assessment**



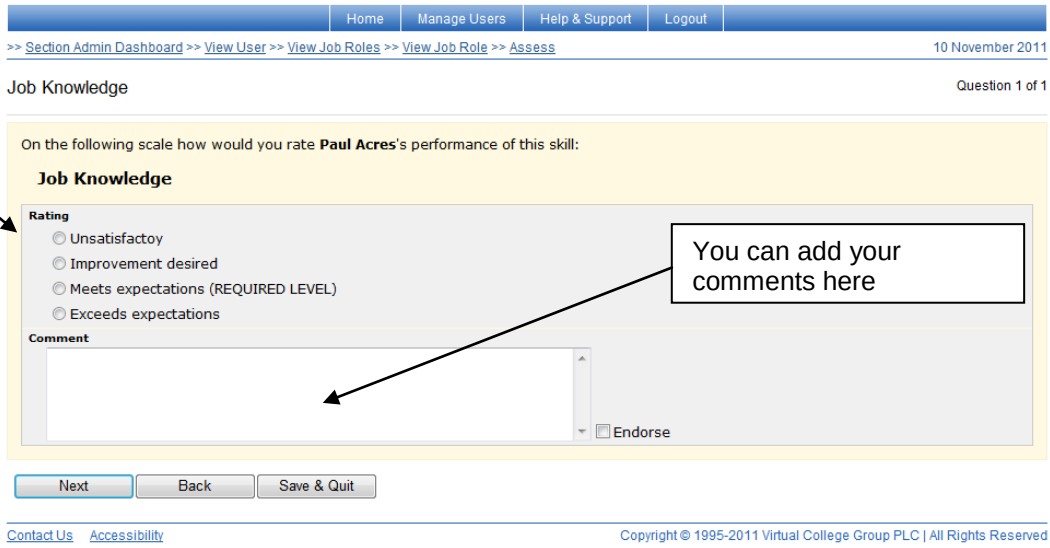
5) At this screen select **Continue**



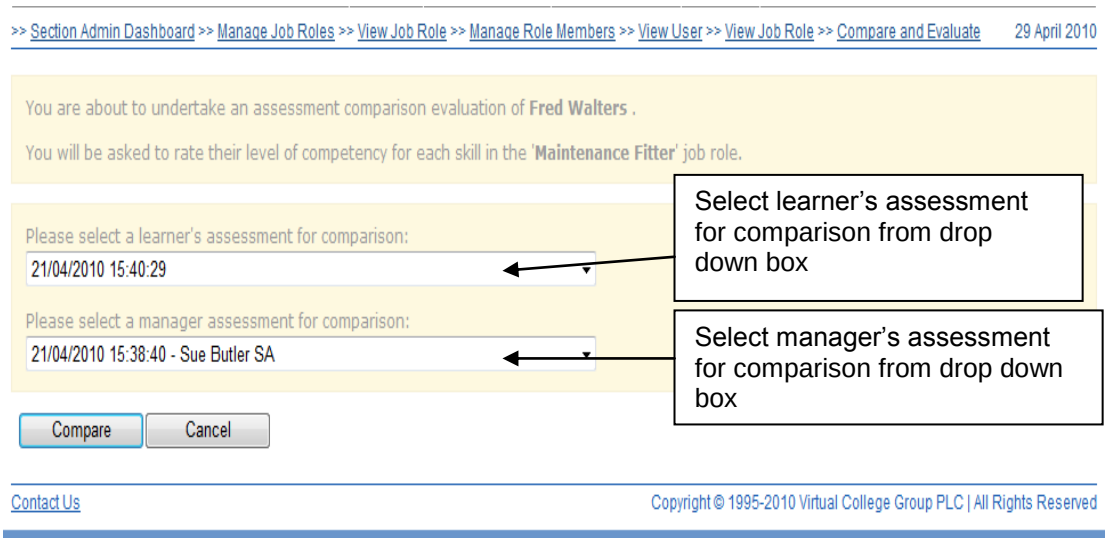
You can now carry out your assessment of the learner

6) Select the competency level for each Job Skill

7) Select **Submit** to continue the assessment



You can add your comments here

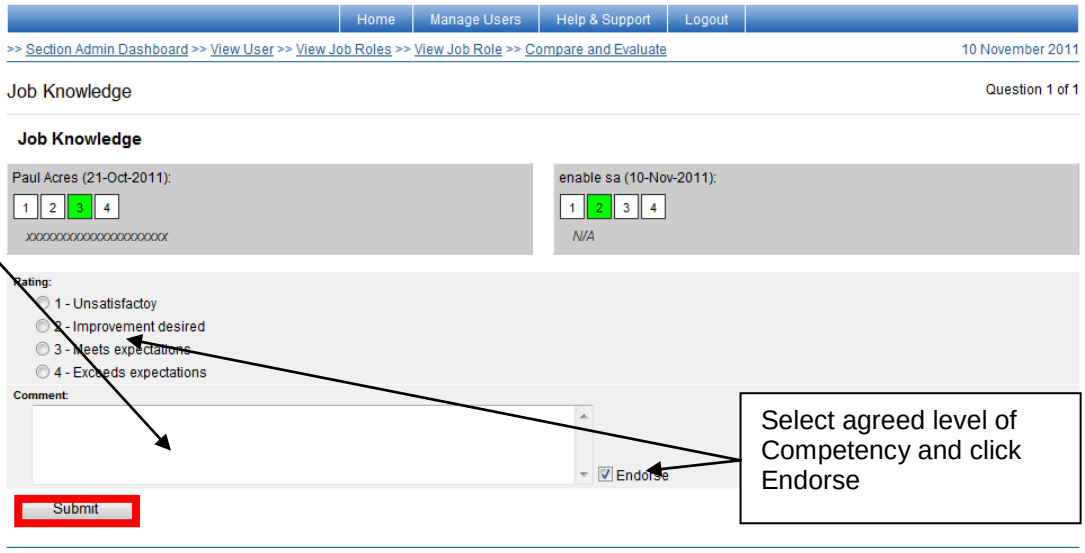
8) Select **Compare Assessments and Evaluate**	If the learner has completed their own assessment you can compare your assessment with theirs
9) Select assessments for comparison and select **Compare**	 Select learner's assessment for comparison from drop down box Select manager's assessment for comparison from drop down box

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

11) Add your comments here

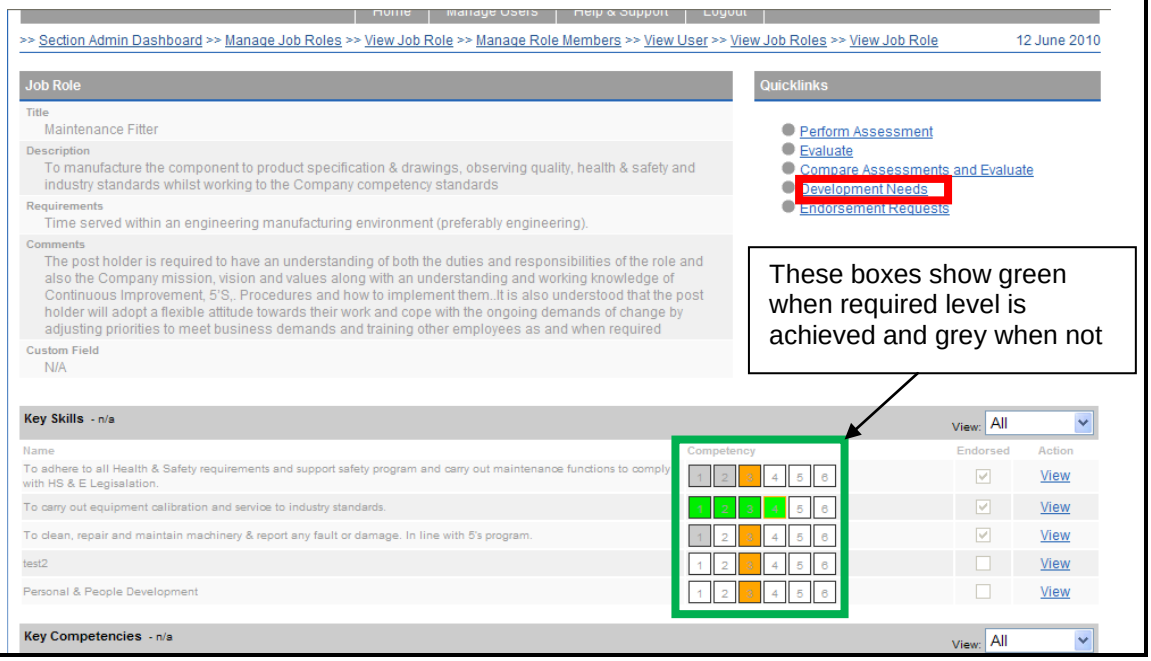
12) Select **Submit**

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



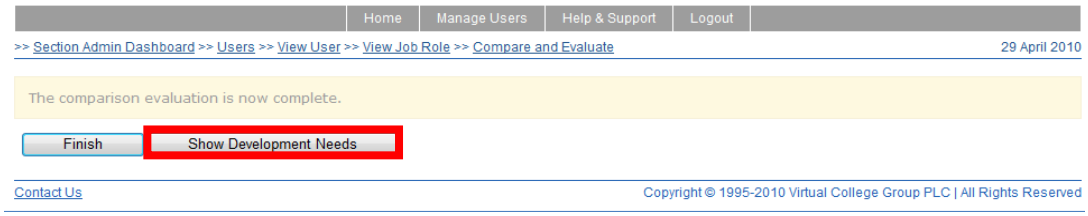
Select agreed level of Competency and click Endorse

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

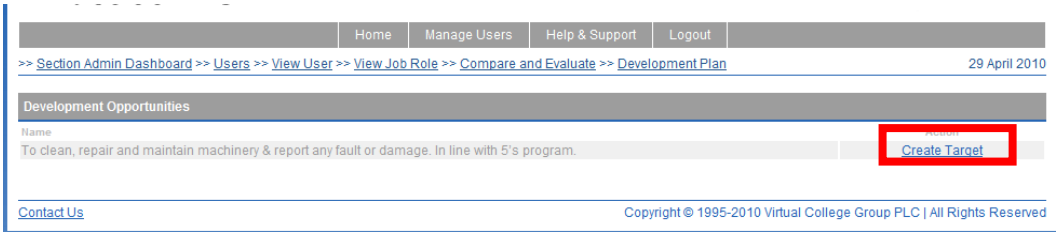


These boxes show green when required level is achieved and grey when not

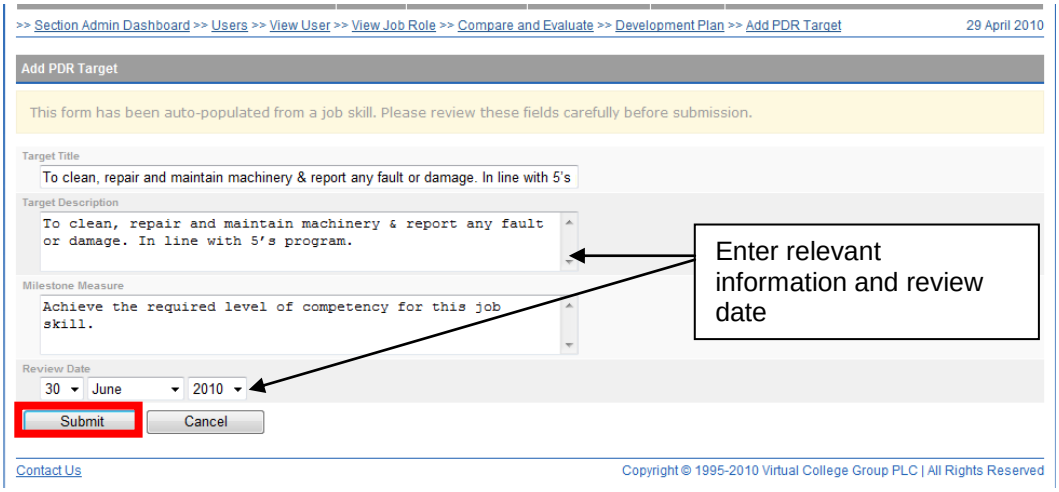
14) Select **Show Development Needs**



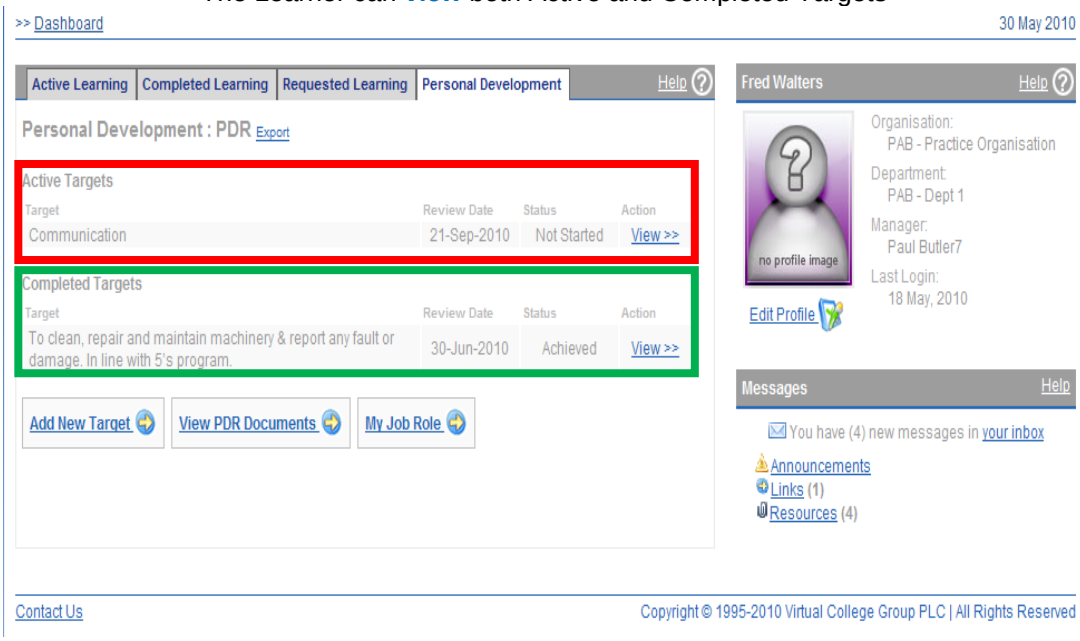
15) Select **Create Target**



16) Enter details and select **Submit**

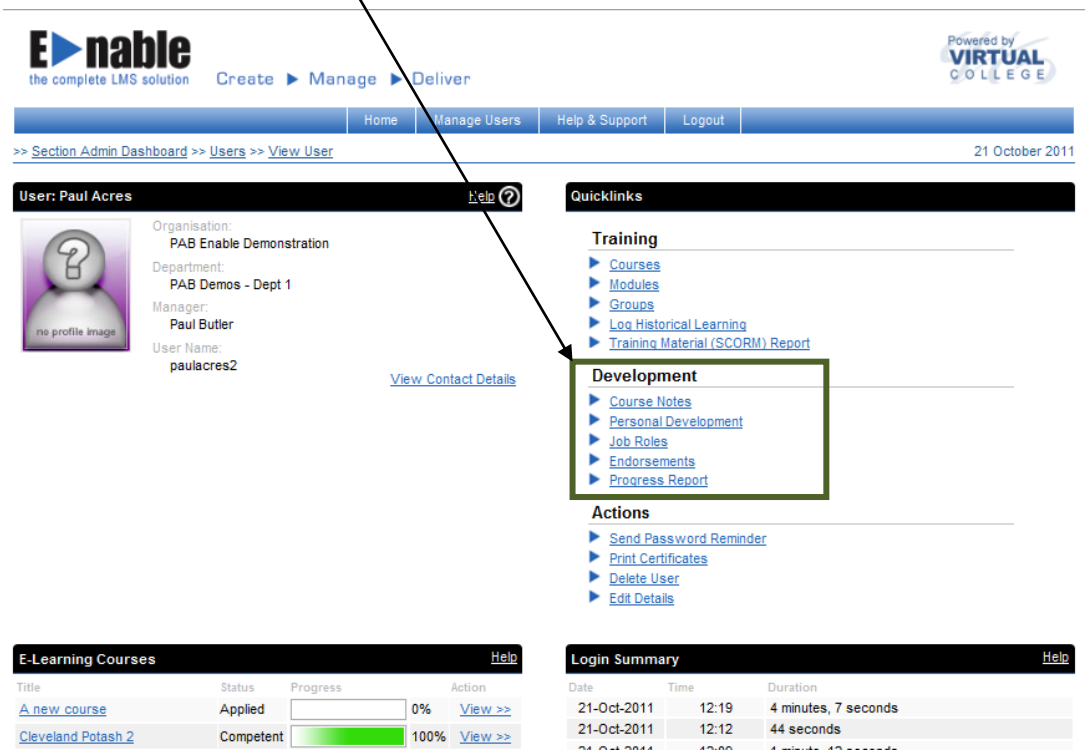


The Learner can **view** both Active and Completed Targets

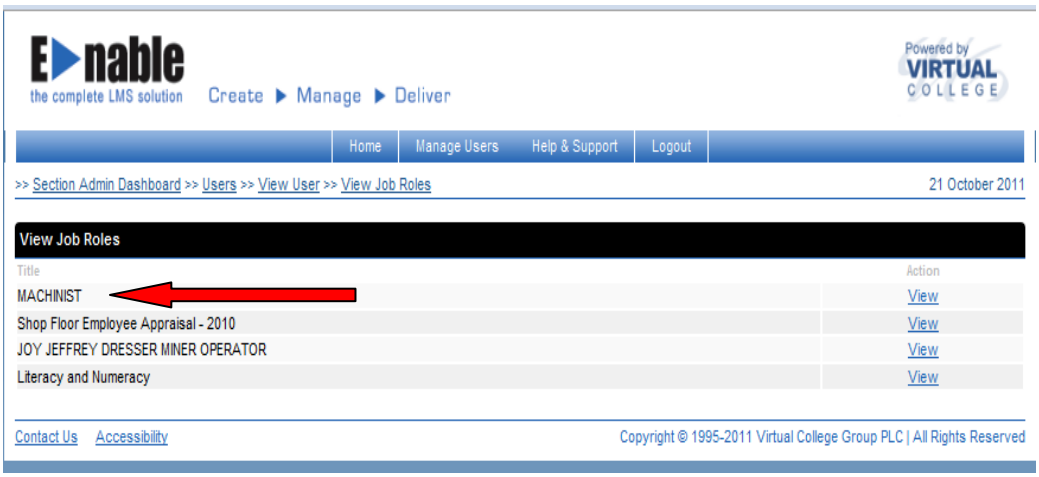


16. From the admin dashboard. Select the user you wish to view

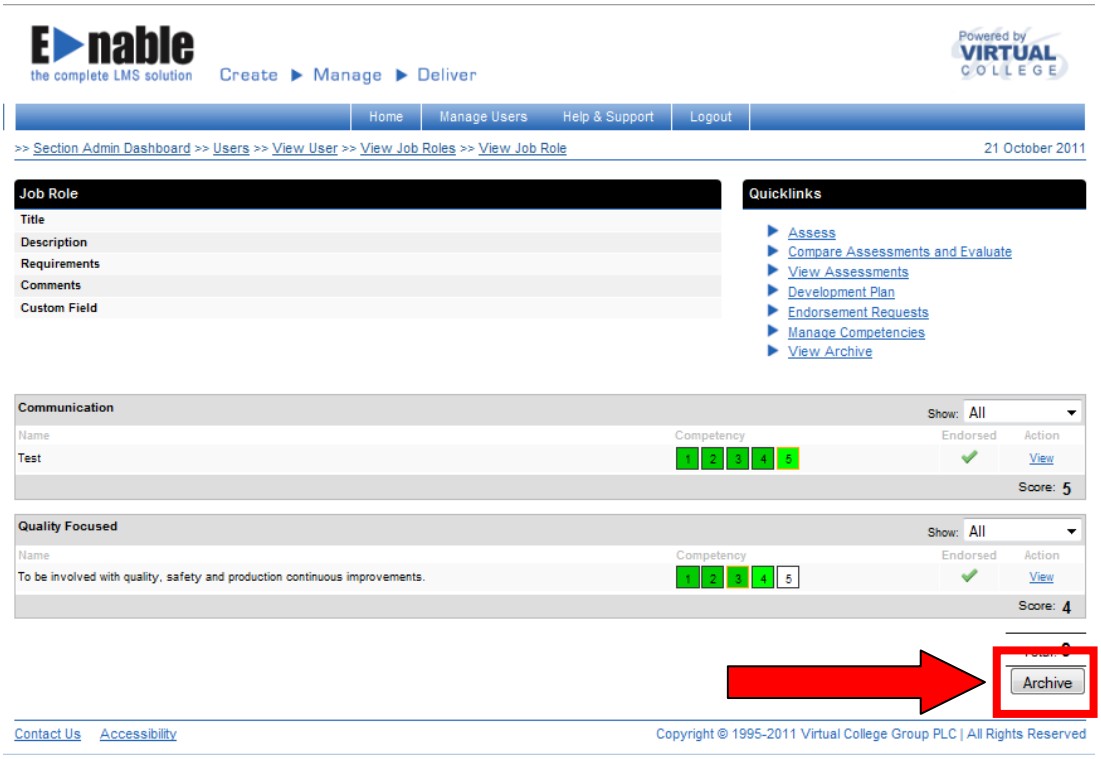
17. Then select Job Roles from the quicklinks



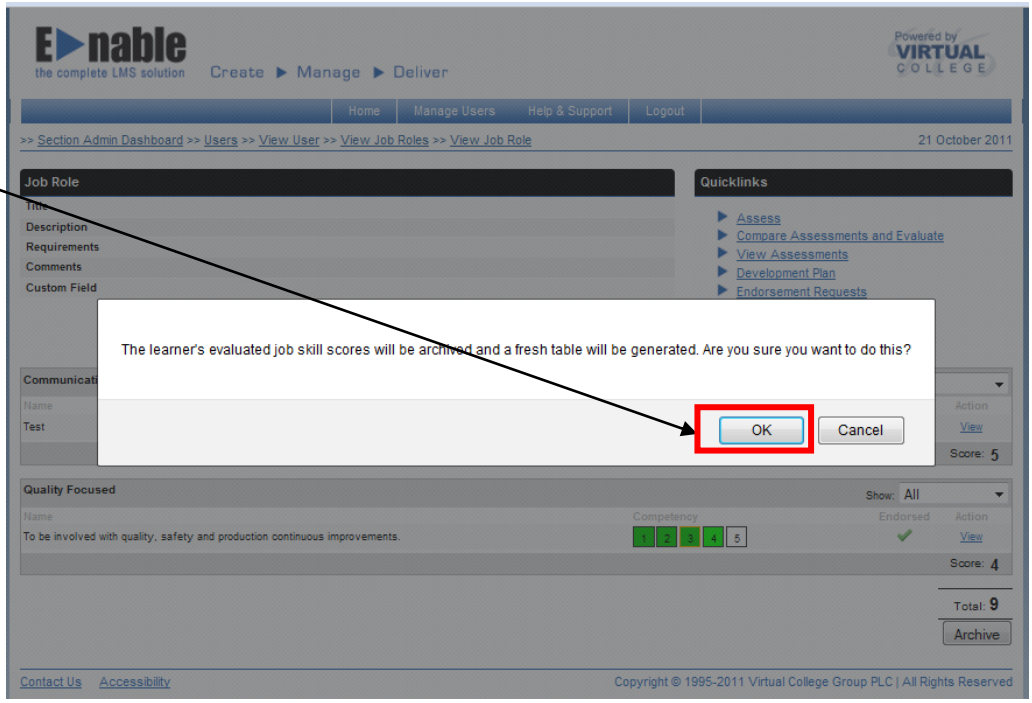
18. Then select the required Job Role and click the **view** link



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

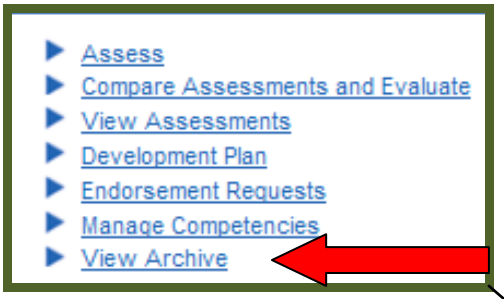


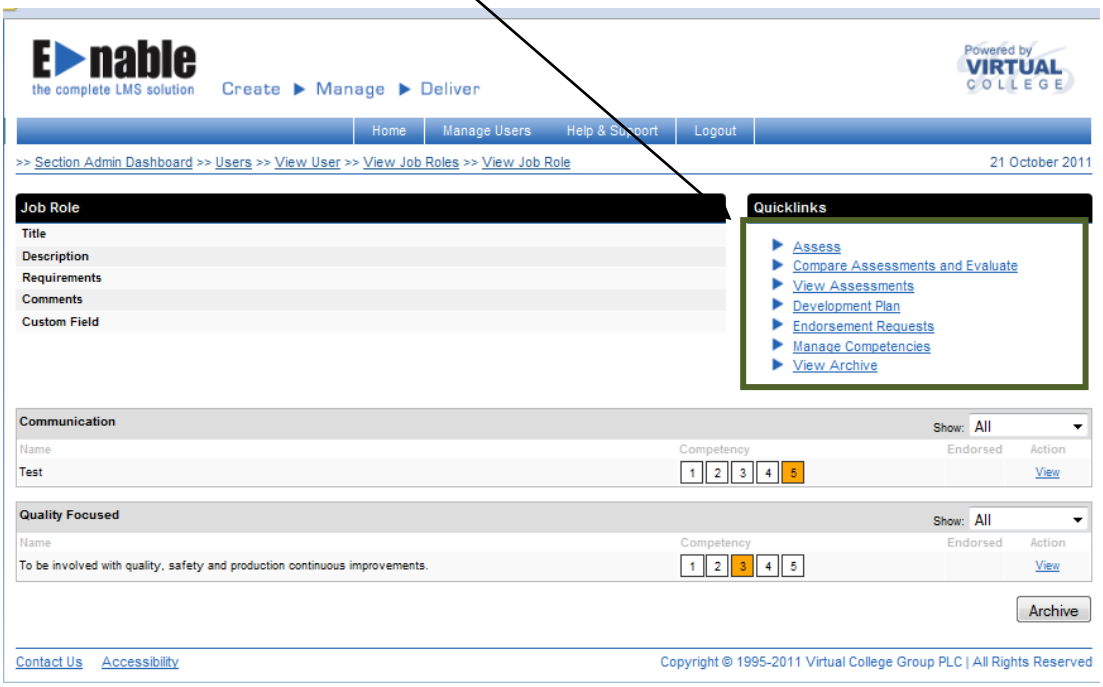
20. You will receive this message click **OK**



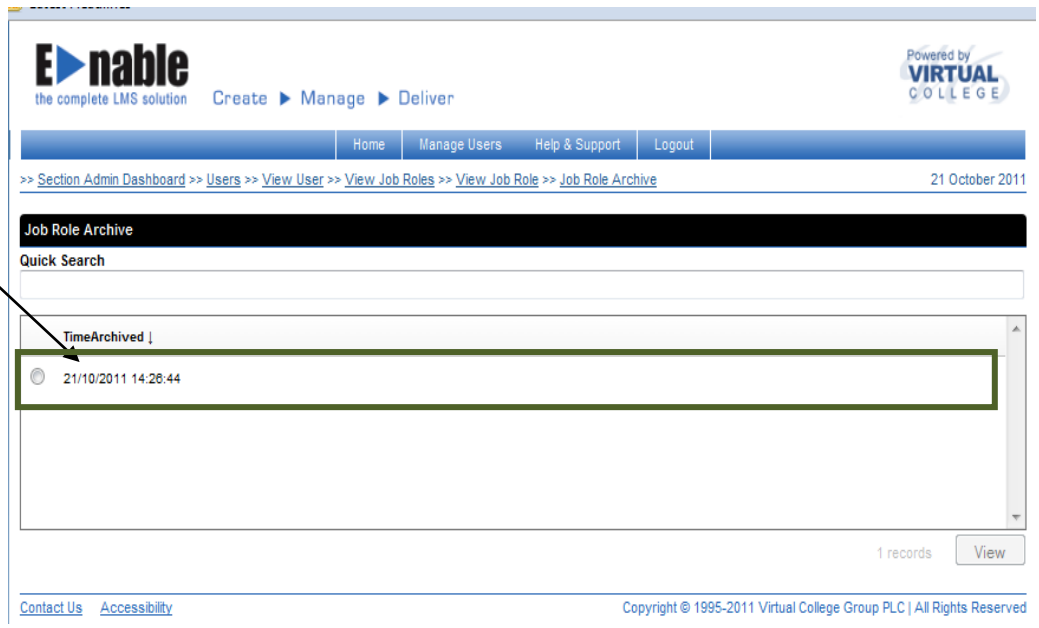
21. A reset view of the Job Role will now show Allowing you to start the review process again

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



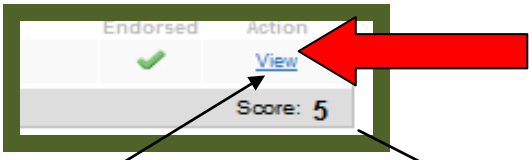


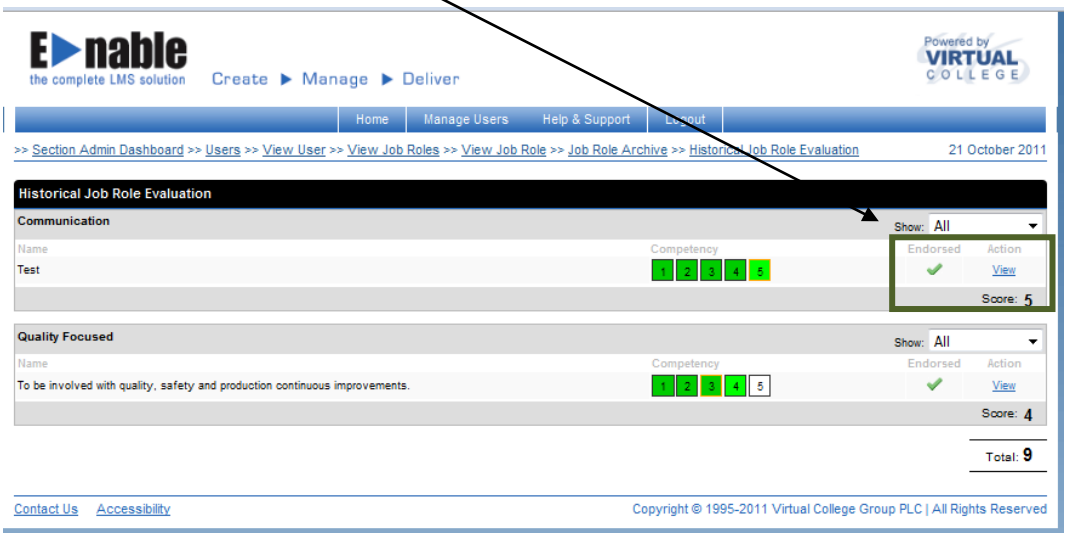
23. From this screen select the archive to view (they will be dated)

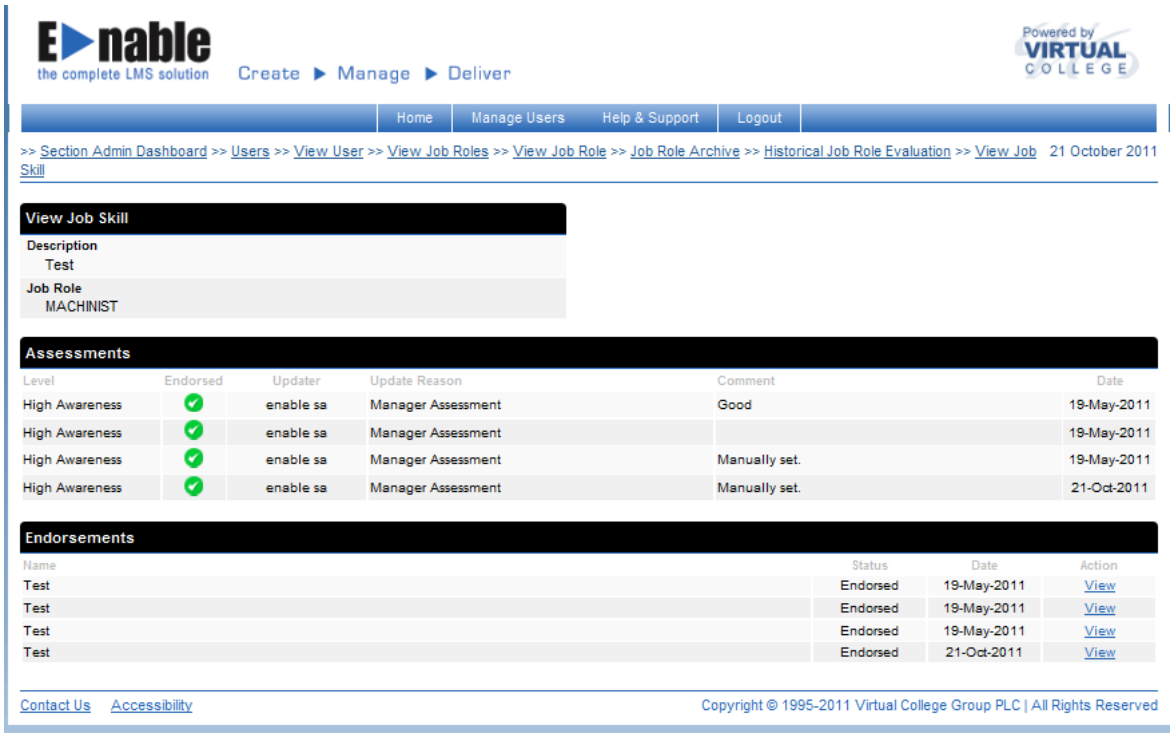


23. You are now presented with the archived view

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






Enable
the complete LMS solution
Create ▶ Manage ▶ Deliver
Powered by VIRTUAL COLLEGE
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 >> View Job 21 October 2011 Skill
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
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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:

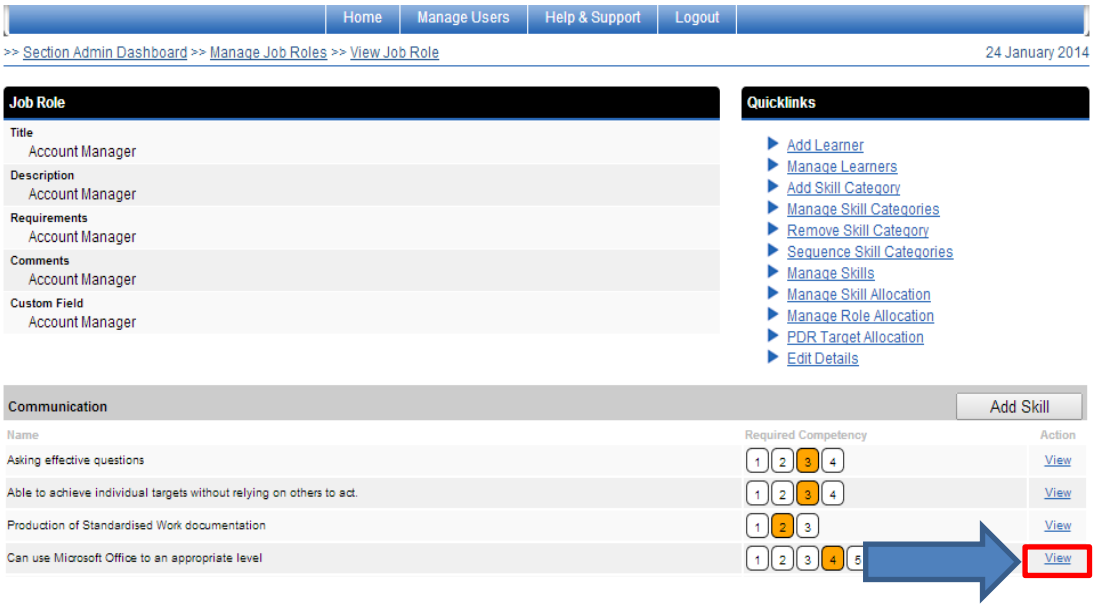
Section Administrator → Organisation Administrator

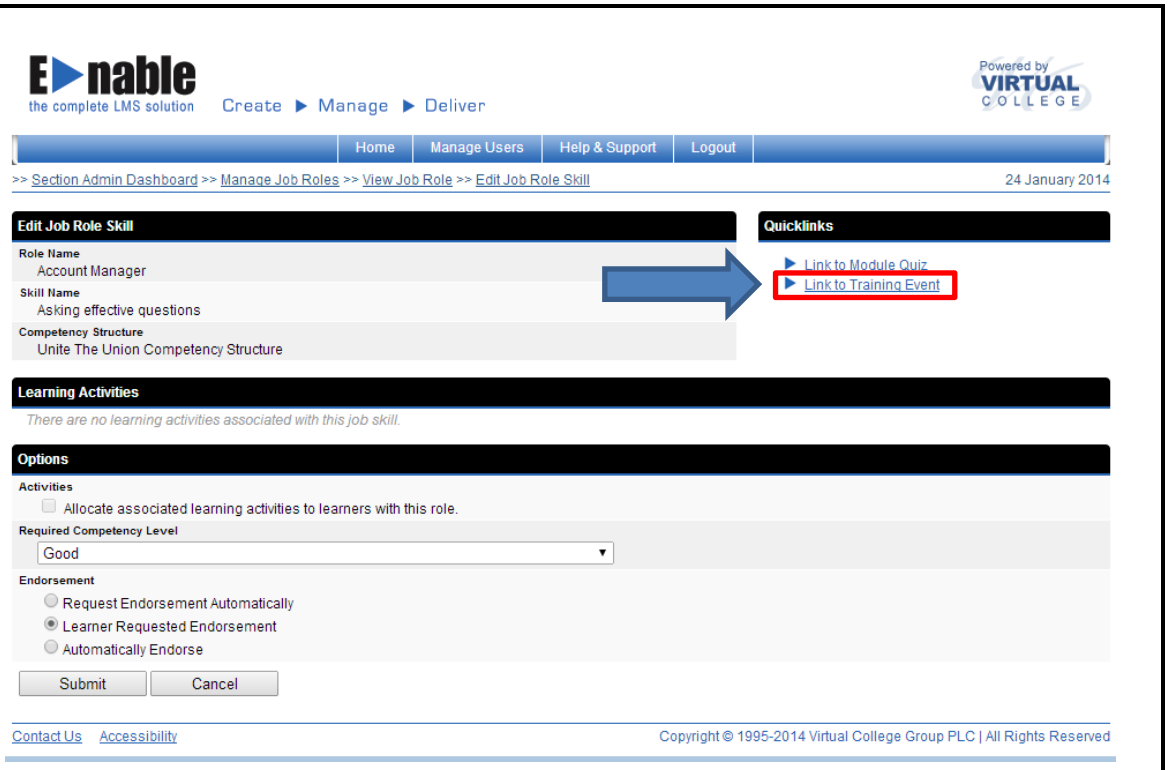
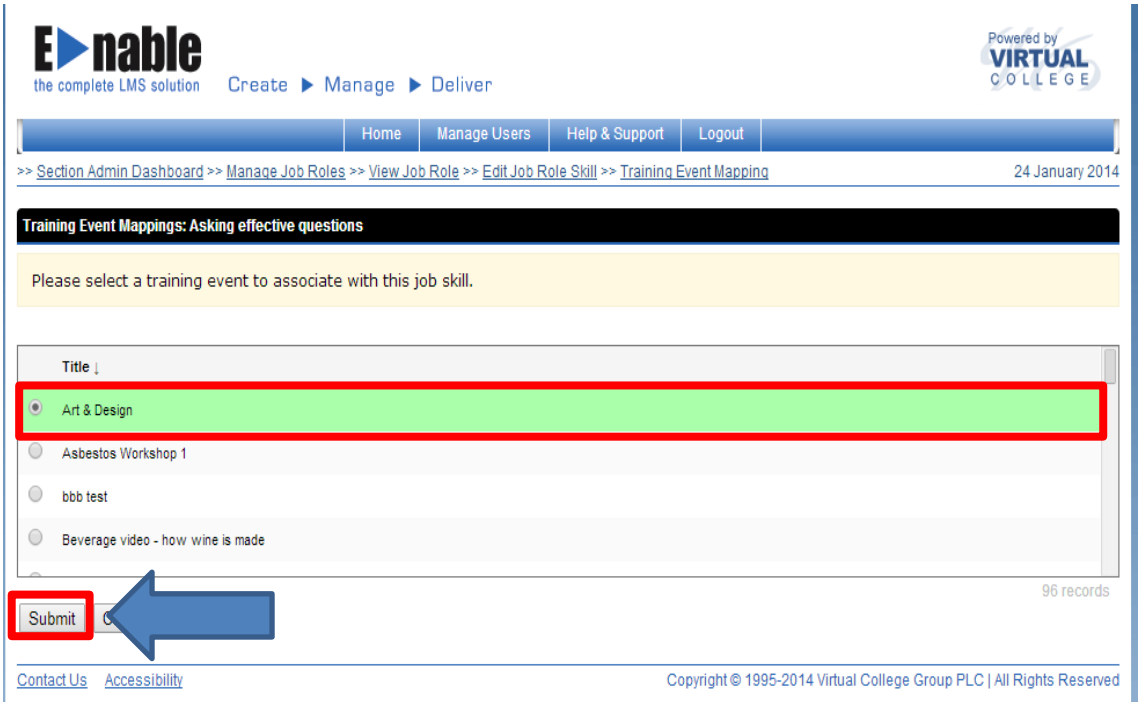
INSTRUCTIONS

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.



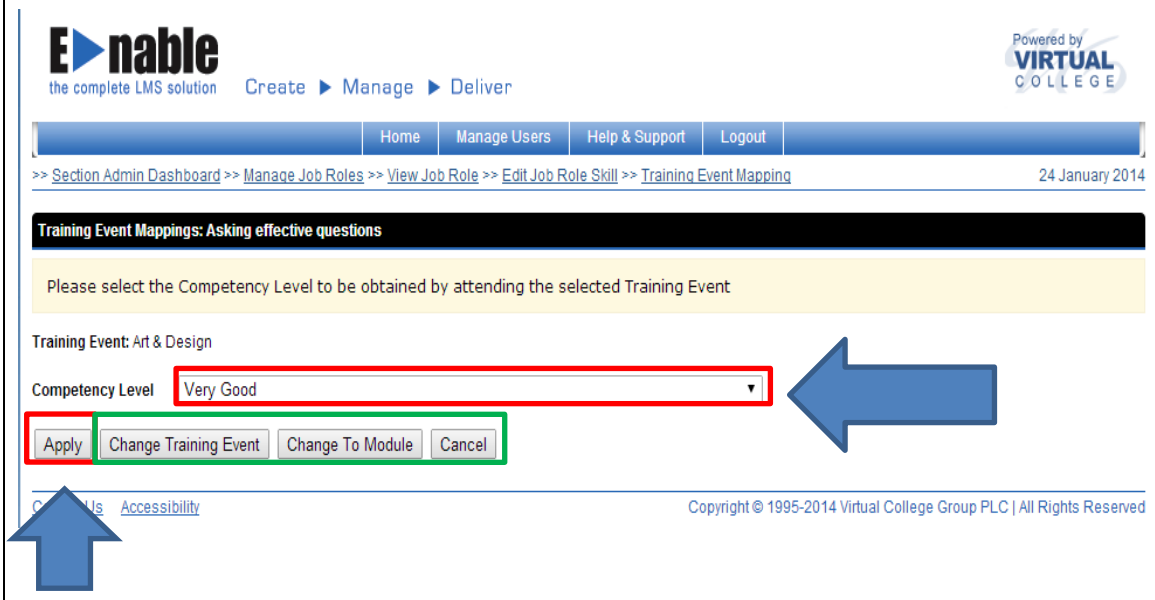
3) From here you will see a new quicklink called "Link to Training Event".	
4) Selecting the above quicklink will provide a list of the available training events. You should select the required event and press "Submit" to proceed.	

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:

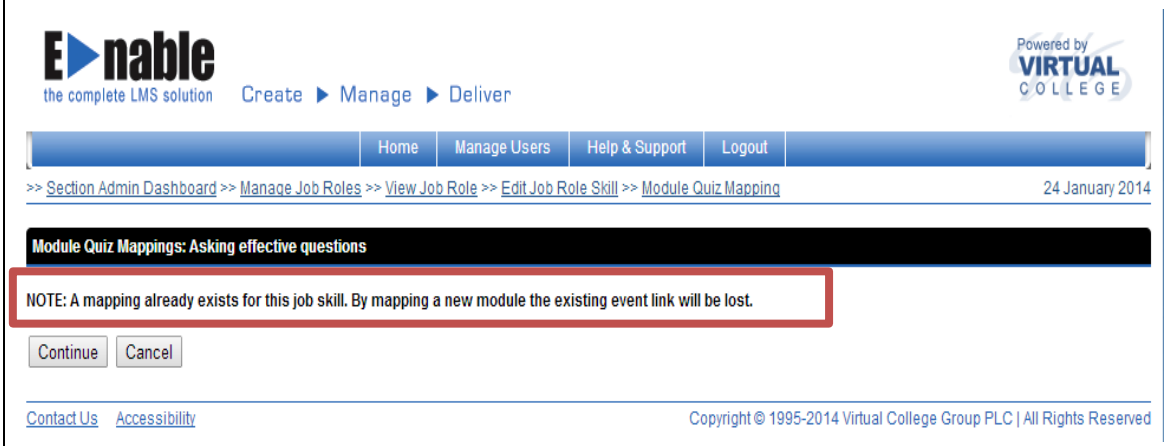
1) Change Training Event – this will allow the user to select another training.
2) Change To Module – this will allow the user to replace the training event mapping with module.

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.