

LMS USER GUIDE

FRAMEWORKS

Section Admin Procedure

Section Admin Dashboard > Frameworks

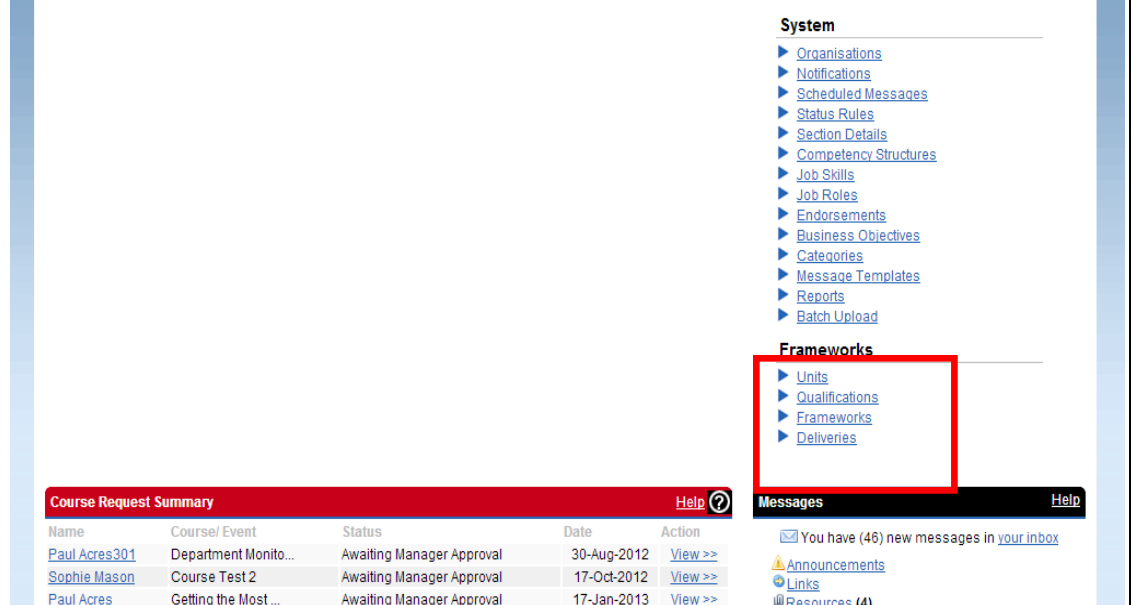
Organisation Admin Procedure

Organisation Admin Dashboard > Frameworks

SETTING UP FRAMEWORKS

1) Select **Units** under **Frameworks**

The first step when creating a framework is to create the units (this will usually represent the module titles) that are included in the qualification.



The screenshot shows the 'System' menu on the right side of the interface. The 'Frameworks' section is highlighted with a red box, containing the following links:

- Units
- Qualifications
- Frameworks
- Deliveries

Below the menu, there is a 'Course Request Summary' table and a 'Messages' section.

Name	Course/ Event	Status	Date	Action
Paul Acres301	Department Monito...	Awaiting Manager Approval	30-Aug-2012	View >>
Sophie Mason	Course Test 2	Awaiting Manager Approval	17-Oct-2012	View >>
Paul Acres	Getting the Most ...	Awaiting Manager Approval	17-Jan-2013	View >>

Messages Help

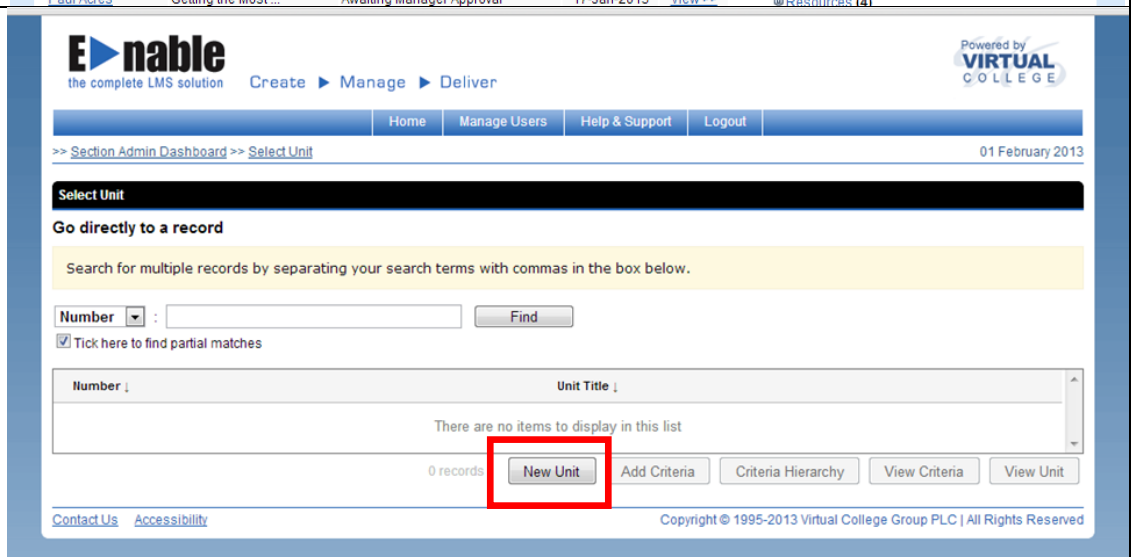
You have (46) new messages in [your inbox](#)

[Announcements](#)

[Links](#)

[Resources \(4\)](#)

2) Select **New Unit**



The screenshot shows the 'Select Unit' page in the LMS. The 'New Unit' button is highlighted with a red box. The page includes a search bar and a list of units.

Select Unit

Go directly to a record

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

Number : Find

☒ Tick here to find partial matches

Number : Unit Title :

There are no items to display in this list

0 records [New Unit](#) [Add Criteria](#) [Criteria Hierarchy](#) [View Criteria](#) [View Unit](#)

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- 3) Complete the New Unit form
You should enter as a minimum the 'Unit Title'.
Note: The Credit Value is set at 1 by default and can be altered accordingly.

>> Section Admin Dashboard >> Select Unit >> Edit Unit 01 February 2013

Edit Unit

Fields with a red star (*) are mandatory.

Unit Details	
Unit Title *	Understanding the Role of the Manager
Awarding Body	
Awarding Body Unit Number	
Sector Unit Number	
Level	1
Credit Value	1
Guided Learning Hours	
Expiry Date	-- Day -- -- Month -- -- Year --

Further Information	
Unit Purpose & Aim	
Evidence Requirements	
Guidance on Assessment	
Additional Information	

Save Cancel

- 4) Once saved, return to the [Select Unit](#) page

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>> Section Admin Dashboard > [Select Unit](#) > Edit Unit >> View Unit 01 February 2013

View Unit: Understanding the Role of the Manager

Unit Title:	Understanding the Role of the Manager
Unit Number:	
Sector Unit Number:	
Level:	1
Credit Value:	1
Guided Learning Hours:	

Quicklinks

Portfolios

- Assessment Methods
- Portfolio Criteria
- Criteria Hierarchy
- Batch Number

General Options

- Delete Unit
- Edit Details

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You should then repeat this process until all Units within the Qualification are created

Select Unit

Go directly to a record

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

Number :

☒ Tick here to find partial matches

Number ↓	Unit Title ↓
<input type="radio"/>	Understanding the Role of the Manager
<input type="radio"/>	How to Delegate Effectively
<input type="radio"/>	How to Develop a Culture of Openness and Trust
<input type="radio"/>	How to Develop an Effective Induction
<input type="radio"/>	How to Manage Capability
<input type="radio"/>	How to Manage Coaching
<input type="radio"/>	How to Manage Conflict
<input type="radio"/>	How to Manage Discipline and Grievance
<input type="radio"/>	How to Manage Effective Meetings
<input type="radio"/>	How to Manage Equality and Diversity
<input type="radio"/>	How to Manage Learning and Development
<input type="radio"/>	How to Manage Performance Reviews
<input type="radio"/>	How to Manage Recruitment and Selection
<input type="radio"/>	How to Manage Redundancy
<input type="radio"/>	How to Manage Retirement
<input type="radio"/>	How to Manage Sickness and Absence
<input type="radio"/>	How to Manage Through Change
<input type="radio"/>	How to Manage Volunteers
<input type="radio"/>	How to Manage Working Parents
<input type="radio"/>	How to Recognise and Reward Your Team

20 records

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5) The next step is to create a qualification. The qualification will be made up of the units that were previously defined.

From the Section Admin Dashboard select **Select Qualification**

Select **New Qualification**

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Select Qualification 01 February 2013

Select Qualification

Go directly to a record

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

Code :

☒ Tick here to find partial matches

Code ↓	Qualification Title ↓
There are no items to display in this list	

0 records

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6) Complete the New Qualification form. You should enter as a minimum: Qualification Title and Credit Value (this figure represents the total number of credits the qualification includes)

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>> Section Admin Dashboard >> Select Qualification >> Edit Qualification 01 February 2013

Edit Qualification

Fields with a red star (*) are mandatory.

Qualification Details

Qualification Title * The People Manager's Toolkit - Essentials Level

Awarding Body

Entry Code

Credit Value 6

Credit Level Breakdown (Optional) 0 From Any Level + More

Save Cancel

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7) You now need to define the Units in the Qualifications. Select **Qualification Units** from the View Qualification page.

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>> Section Admin Dashboard >> Select Qualification >> Edit Qualification >> View Qualification 01 February 2013

View Qualification: The People Manager's Toolkit - Essentials Level


 Title: The People Manager's Toolkit - Essentials Level
 Entry Code:
 Credit Value: 6

Quicklinks

- ▶ Qualification Units
- ▶ Link Units
- ▶ Qualification Delivery
- ▶ Create Direct Delivery
- ▶ Link Direct Delivery
- ▶ Delete Qualification
- ▶ Edit Details

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8) Complete the Qualification Units form.

Mandatory Units:
Enter the units here that must always be completed by the learners

Optional Units:
Enter the units here that must be chosen by the learners. The number they are able to choose from is based on the Total Credit Value assigned to the qualification.

>> [Section Admin Dashboard](#) >> [Select Qualification](#) >> [Edit Qualification](#) >> [View Qualification](#) >> [Qualification Units](#) 01 February 2013

Qualification Units

Use this form to enter the units for the qualification: **The People Manager's Toolkit - Essentials Level**.
If all spaces are filled, more spaces will appear below when the units are saved.
Qualification units outlined in **red** are not yet linked to Units in the LMS.

Mandatory Units

Unit No.	Unit Title	Credit Value
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Optional Units

Unit No.	Unit Title	Credit Value
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Exclusive Units

The following barred combination applies to this qualification:

Unit No.	Unit Title
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

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9) In this instance we have:

- 1 Mandatory Unit
- 19 Optional Units
- 0 Exclusive Units

To add more fields to the form at any time select **Save & Continue** once all those originally available are full.

Once complete, select **Save & Done**.

Mandatory Units

Unit No.	Unit Title	Credit Value
M1	Understanding the Role of the Manager	1

Optional Units

Unit No.	Unit Title	Credit Value
O1	How to Manage Effective Meetings	1
O2	How to Manage Volunteers	1
O3	How to Manage Coaching	1
O4	How to Manage Performance Reviews	1
O5	How to Manage Retirement	1
O6	How to Develop an Effective Induction	1
O7	How to Manage Equality and Diversity	1
O8	How to Manage Conflict	1
O9	How to Manage Recruitment and Selection	1
O10	How to Delegate Effectively	1
O11	How to Manage Sickness and Absence	1
O12	How to Manage Discipline and Grievance	1
O13	How to Manage Working Parents	1
O14	How to Manage Capability	1
O15	How to Recognise and Reward Your Team	1
O16	How to Manage Redundancy	1
O17	How to Manage Through Change	1
O18	How to Develop a Culture of Openness and Trust	1
O19	How to Manage Learning and Development	1

Exclusive Units

The following barred combination applies to this qualification:

Unit No.	Unit Title

Save & Done

Save & Continue

Cancel

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10) You now need to define the delivery mechanism. There are two options to consider when defining the delivery mechanism:

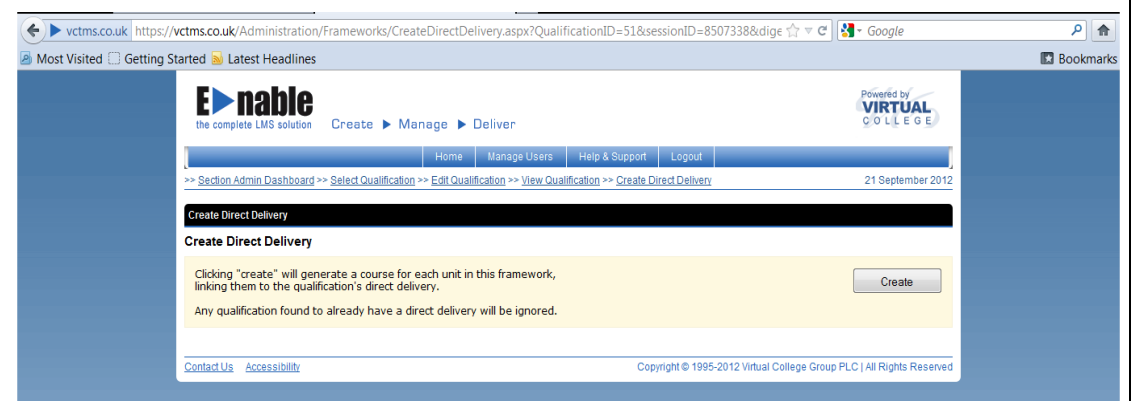
Create Direct Delivery or **Link Direct Delivery**



11) Selecting **Create Direct Delivery** will auto create a delivery mechanism for the qualification.

If a unit within the qualification is present within an existing qualification and has a delivery mechanism specified it will copy that delivery for the unit in this new qualification

If a unit does not have a delivery mechanism specified in any existing qualifications the system will automatically create a course within the LMS to be used to deliver this unit



12) Selecting **Link Direct Delivery** will require you to match each unit with a course set up in the LMS by selecting that course from the drop down list.

This is the option we will use in this example to create The People Managers Toolkit framework.

Where there are optional units available to the learner you should also ensure the **Use framework builder** tick box is activated. The framework builder ensures that any rules of combinations specified are explained to the learner when it comes to selecting their units.

Note: When a qualification within a framework comprises of all the same units you will need to attach a course that is unique. In this instance we have created 3 courses:

Understanding the Role of Manager – Essentials Level

Understanding the Role of Manager – Advanced Level

Understanding the Role of Manager – Best Practice Level

This will ensure learner is allocated the correct level.

Link Direct Delivery

Framework Builder

☒ Use the framework builder

Qualification	Unit	Course
The People Manager's Toolkit - Essentials Level	Understanding the Role of the Manager	Understanding the Role of the Manager – VC-M01010
The People Manager's Toolkit - Essentials Level	How to Delegate Effectively	UHNS Contingence Care and Screening Tool WIP
The People Manager's Toolkit - Essentials Level	How to Develop an Effective Induction	UHNS Safe and Effective Use of Bedrails for Adult Patients Refresher Quiz - HEA
The People Manager's Toolkit - Essentials Level	How to Manage Learning and Development	UHNS Safe and Effective Use of Bedrails for Adult Patients Refresher Training - HEA
The People Manager's Toolkit - Essentials Level	How to Manage Coaching	UHNS Statutory and Mandatory Refresher Training - HEA 2009
The People Manager's Toolkit - Essentials Level	How to Manage Conflict	UKPSF Air Training
The People Manager's Toolkit - Essentials Level	How to Manage Discipline and Grievance	Understand How to Support Individuals with Autistic Spectrum Conditions - VC-M0856
The People Manager's Toolkit - Essentials Level	How to Manage Redundancy	Understand how to Support Individuals with Autistic Spectrum Conditions WIP
The People Manager's Toolkit - Essentials Level	How to Manage Effective Meetings	Understanding Gypsy and Irish Traveller Identity in Society - VC-M0865
The People Manager's Toolkit - Essentials Level	How to Manage Recruitment and Selection	Understanding Gypsy and Irish Traveller Identity in Society DEMO WIP
The People Manager's Toolkit - Essentials Level	How to Develop a Culture of Openness and Trust	Understanding HACC
The People Manager's Toolkit - Essentials Level	How to Manage Capability	Understanding Principles, Practices and Legislation for the Initial Verification of Electrical Installations WIP
The People Manager's Toolkit - Essentials Level	How to Manage Equality and Diversity	Understanding the Internet Society

This process should be complete for all the qualifications that are included within the Framework:

Select Qualification

Go directly to a record

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

Code : Find

☒ Tick here to find partial matches

Code	Qualification Title
	The People Manager's Toolkit - Essentials Level
	The People Manager's Toolkit - Advanced Level
	The People Manager's Toolkit - Best Practice Level

13) The final stage is to create the Framework.

From the Section Admin Dashboard select **Framework**

Select **New Framework**

The screenshot shows the 'Select Framework' page in the E-nable LMS. The header includes the E-nable logo, the tagline 'the complete LMS solution', and navigation links 'Create', 'Manage', and 'Deliver'. A secondary header shows 'Powered by VIRTUAL COLLEGE'. The main navigation bar contains links for 'Home', 'Manage Users', 'Help & Support', and 'Logout'. The breadcrumb trail is '>> Section Admin Dashboard >> Select Framework'. The date '07 February 2013' is displayed in the top right. The page title is 'Select Framework'. Below the title, a message says 'Go directly to a record'. A search box is provided with the instruction 'Search for multiple records by separating your search terms with commas in the box below.' The search box contains a 'Title' dropdown and a 'Find' button. A checkbox labeled 'Tick here to find partial matches' is checked. Below the search box is a table with the header 'Title ↓' and a single row containing the text 'There are no items to display in this list'. At the bottom right of the table area, it says '0 records' and has two buttons: 'New Framework' and 'View Framework'. The footer contains links for 'Contact Us' and 'Accessibility', and a copyright notice: 'Copyright © 1995-2013 Virtual College Group PLC | All Rights Reserved'.

14) Complete the new framework form. You should complete as a minimum the 'Framework Title'

The screenshot shows the 'Edit Framework' page in the E-nable LMS. The header and navigation elements are identical to the previous screenshot. The breadcrumb trail is '>> Section Admin Dashboard >> Select Framework >> Edit Framework'. The date '07 February 2013' is displayed in the top right. The page title is 'Edit Framework'. Below the title, a message says 'Fields with a red star (*) are mandatory.' The form is titled 'Framework Details' and contains several fields: 'Framework Title *' (highlighted with a red box and containing the text 'The People Manager's Toolkit'), 'Issued By', 'Issue Number', 'Framework ID', 'Review Date' (with dropdowns for Day, Month, and Year), and 'Framework Document' (with a 'Choose File' button and the text 'No file chosen'). At the bottom of the form are 'Save' and 'Cancel' buttons. The footer contains links for 'Contact Us' and 'Accessibility', and a copyright notice: 'Copyright © 1995-2013 Virtual College Group PLC | All Rights Reserved'.

15) You now need to structure the framework so it incorporates all the qualifications created.

Select **Qualification** when viewing the Framework

First of all you need to add a level. You should input the level number and the qualification title before selecting **Add Level**

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>> Section Admin Dashboard >> Select Framework >> View Framework 07 February 2013

View Framework: The People Manager's Toolkit

Title: The People Manager's Toolkit
Issued By:

Quicklinks

- ▶ Qualifications
- ▶ Sequence Qualifications
- ▶ Create Direct Delivery
- ▶ Link Direct Delivery
- ▶ Delete Framework
- ▶ Edit Details

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Select Framework >> View Framework >> Framework Qualifications 07 February 2013

Framework Levels

Level	Title	
		Add Level
The People Manager's Toolkit - Essentials Level Delete Level		
	The People Manager's Toolkit - Essentials Level	6 Add Pathway

Save Cancel

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16) Enter the qualification title and the total credit value before selecting **Add Pathway**

To delete a level select **Delete Level**

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Select Framework >> View Framework >> Framework Qualifications 07 February 2013

Framework Levels

Level	Title	
		Add Level
The People Manager's Toolkit - Essentials Level Delete Level		
	The People Manager's Toolkit - Essentials Level	6 Add Pathway

Save Cancel

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- 17) The framework level should then be completed attaching the relevant qualification. This can be done by entering the title into the 'Qualification Title' field and entering a figure into the 'No' field.

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the complete LMS solution

Create ▶ Manage ▶ Deliver

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HomeManage UsersHelp & SupportLogout

>> [Section Admin Dashboard](#) >> [Select Framework](#) >> [View Framework](#) >> [Framework Qualifications](#)07 February 2013

Framework Levels

LevelTitle

Add Level

The People Manager's Toolkit - Essentials LevelDelete Level

TitleCredits

Add Pathway

The People Manager's Toolkit - Essentials Level

Pathway Credits

Total Credits6

Credit Breakdown (Optional)0From Any Level+ More


No.
(mandatory)Ref No. Qualification Title

Q1Q1The People Manager's Toolkit - Essentials Level


SaveCancel

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This process should be repeated for all the qualification levels created



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Home
Manage Users
Help & Support
Logout

>> Section Admin Dashboard >> Select Framework >> View Framework >> Framework Qualifications
07 February 2013

Framework Levels

Level

Title

Add Level

The People Manager's Toolkit - Essential Levels

Delete Level

Title

Credits

Add Pathway

The People Manager's Toolkit - Essentials Level

Pathway Credits

Total Credits

6

Credit Breakdown (Optional)

0

From Any Level

+ More

No. (mandatory)	Ref No.	Qualification Title
M1		The People Manager's Toolkit - Essentials Level

The People Manager's Toolkit - Advanced Level

Delete Level

Title

Credits

Add Pathway

The People Manager's Toolkit - Advanced Level

Pathway Credits

Total Credits

12

Credit Breakdown (Optional)

0

From Any Level

+ More

No. (mandatory)	Ref No.	Qualification Title
M1		The People Manager's Toolkit - Advanced Level

The People Manager's Toolkit - Best Practice Level

Delete Level

Title

Credits

Add Pathway

The People Manager's Toolkit - Best Practice Level

Pathway Credits

Total Credits

18

Credit Breakdown (Optional)

0

From Any Level

+ More

No. (mandatory)	Ref No.	Qualification Title
M1		The People Manager's Toolkit - Best Practice Level

Save

Cancel

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There are a number of additional features:

Level Certificates – a certificate can be attached to each of the levels within a Framework to provide learners with recognition of their achievement as they progress

Framework Certificate - a certificate can be attached to the entire Framework to provide learners with recognition of their achievement of the full framework

Level Products – products can be created and associated with a level to promote the stage to the learner

