

LMS USER GUIDE

SKILLS MATRIX

INFORMATION – A detailed Skills Matrix can be generated from a Job Role/Job Skill to enable Managers to clearly see where training has taken place or is still required. In the same way the Activity Matrix allows Managers to view all training that has taken place or is still required

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

Section Administrators

Organisation Administrators

INSTRUCTIONS

1) Navigate to [Skills Matrix](#) using the following procedure

Dashboard

Skills Matrix

SKILLS MATRIX

1 To create a Skills Matrix. Select **Skills Matrix** from the dashboard

The screenshot shows the LMS dashboard interface. At the top, there is a navigation bar with links for Home, Manage Users, Help & Support, and Logout. Below this is a breadcrumb trail: >> Section Admin Dashboard. The date 07 November 2011 is displayed in the top right corner. The main content area is divided into two columns. The left column is titled 'Recently Viewed Items' and contains a list of links for viewing various courses and modules. The right column is titled 'Quicklinks' and contains a list of links for navigating to different parts of the system. The 'Skills Matrix' link is highlighted with a green box. An arrow points from the text on the left to this link.

Home | Manage Users | Help & Support | Logout

>> [Section Admin Dashboard](#) 07 November 2011

Recently Viewed Items [Help](#)

Page

- [View Course: Learner Manager Functionality](#)
- [View Course: COSHH V.2](#)
- [View Course: DH Test](#)
- [View Module: DH Test](#)
- [View Course: Pauls Food](#)
- [View Course: Training Scheme For Defender/Transit Vehicle Operator](#)
- [View Course: Getting the Most from E>nable](#)
- [View Course: Dept Monitor](#)
- [View Course: Cleared Release](#)

Quicklinks

Users

- [Users](#)
- [Groups](#)
- [Training Events](#)
- [Skills Matrix](#)
- [Existing Skills Matrix](#)
- [Record SOP Session](#)
- [Personal Development](#)
- [Pending Certificates](#)
- [My Profile](#)

Courses & Modules

2 From this screen you can filter on which learners you wish to view.

- Finance Advisor
- FIREFIGHTER - Training and Assessment Record
- Gunsmith
- HR Assistant
- IOCM-Support Worker- Client Steve
- Investigation Officer
- Jenny
- Job Role Test
- JOY JEFFREY DRESSER MINER OPERATOR
- L&D Manager
- Litcom
- Literacy and Numeracy
- Literacy and Numeracy V2
- Literacy and Numeracy V3
- MACHINIST**
- MACHINIST
- Mechanic
- Networking Test
- Paul test

Include / Exclude

MACHINIST Include These Only These Ignore

Show Expired Learners

Vertical Headers Horizontal Headers

MACHINIST (Job Roles)

MACHINIST							
	To have a good understanding of measuring and gauging processes	To have a working knowledge of program editing, and programming. With good control skills.	To adhere to all Health & Safety requirements / support safety program	To ensure that the machine is set correctly so that the job is performed with minimum adjustments	To have a working knowledge of program editing, and programming. With good control skills.	Safety Focused	
Paul Butler1 (pabel_d416544)							16 %
Paul Acres (paulacres2_d499033)							83 %
Paul Acres20 (paulacres20_d574025)							16 %
Paul Butler (paulacres101_d947429)							0 %
Paul Acres (paulacres341_d987877)							50 %
Paul Acres1001 (pacres1001_d1019089)							100 %
Paul Walter2 (pwalter2_d1252254)							0 %
Paul Manager104 (Paulmanager104)							0 %
Paul Manager105 (Paulmanager105)							66 %

Red segments indicates that the competency has been achieved but the learner is still below the required level

Green segments indicates that the required competency level has been achieved or exceeded

Grey segments indicates a the relevant level(s) have not been achieved

This field shows percentage completion of a learner across a specific Job Role(s)

3 You can now view the competency levels for your learners and also a Radar Chart

Home Manage Users Help & Support Logout 07 November 2011

> Section Admin Dashboard >> Existing Skills Matrix >> Skills Matrix

Skills Matrix

Include / Exclude

MACHINIST

Vertical Headers Horizontal Headers

Driver (Job Roles), MACHINIST (Job Roles)

Driver	MACHINIST	To ensure that the machine is set correctly so that the job is performed with minimum adjustments	To have a good understanding of measuring and gauging processes	To have a working knowledge of program editing, and programming. With good control skills.	To have a working knowledge of program editing, and programming. With good control skills.	To adhere to all Health & Safety requirements / support safety program	Safety Focused
Paul Butler100 (butler100)		+					
Paul Acres (paulacres3)		+	+	+	+	+	+
Paul Acres18 (paulacres18)		+					
Paul Acres3 (paulacres3)							
David Bailey (davidbailey5_d550842)							
David Bailey (davidbailey6_d550814)							
Paul Butler101 (butler101)							
Paul Butler1 (pabel)		+	+	+	+	+	+
David Bailey (davidbailey1_d550598)							
David Bailey4 (davidbailey4_d550810)		+	+	+	+	+	+

Skills Radar Chart