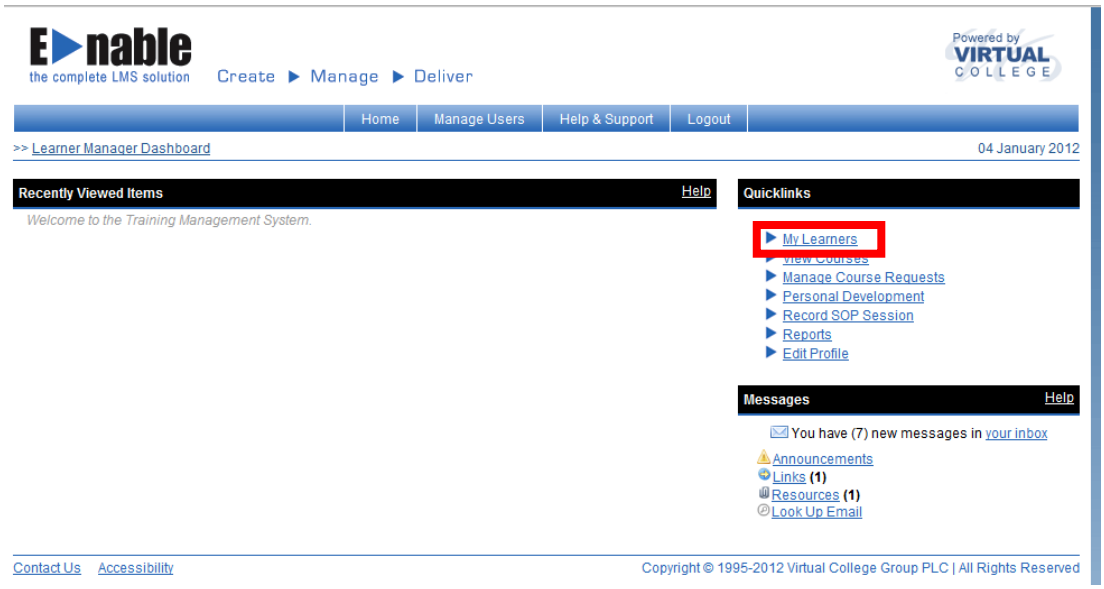
LMS USER GUIDE

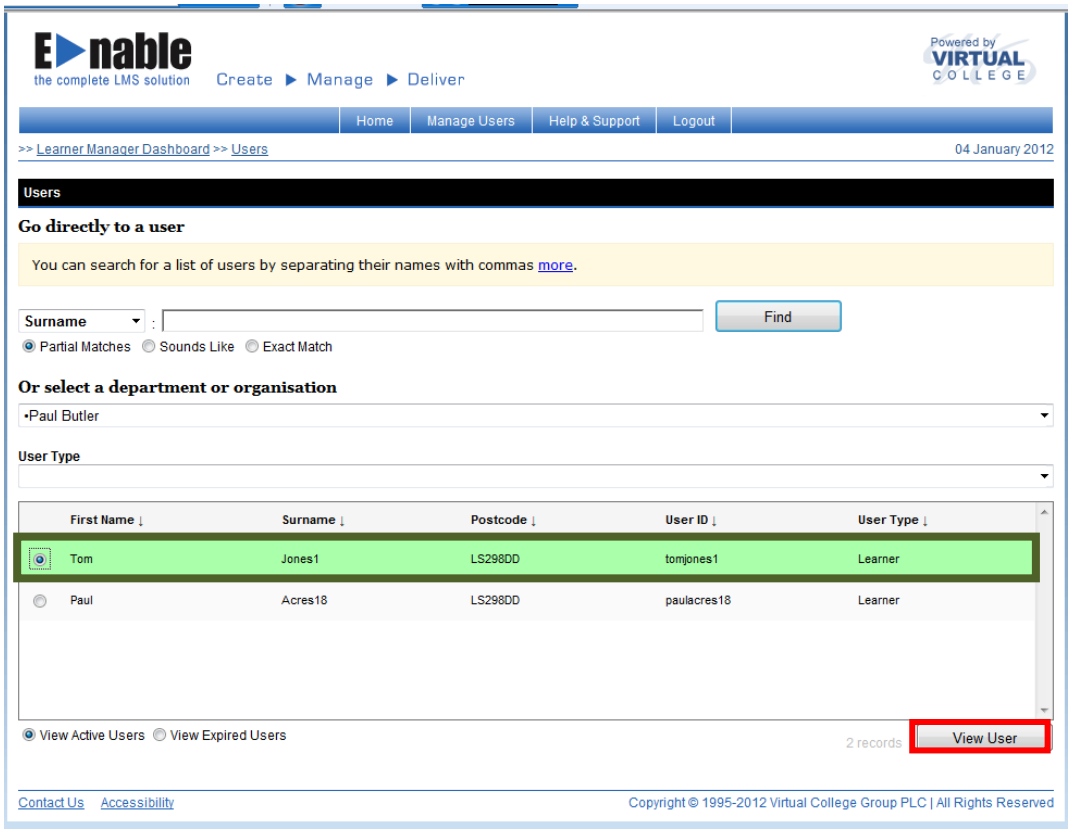
ASSESSING LEARNER COMPETENCIES AND SETTING TARGETS

ASSESSING LEARNERS' COMPETENCIES

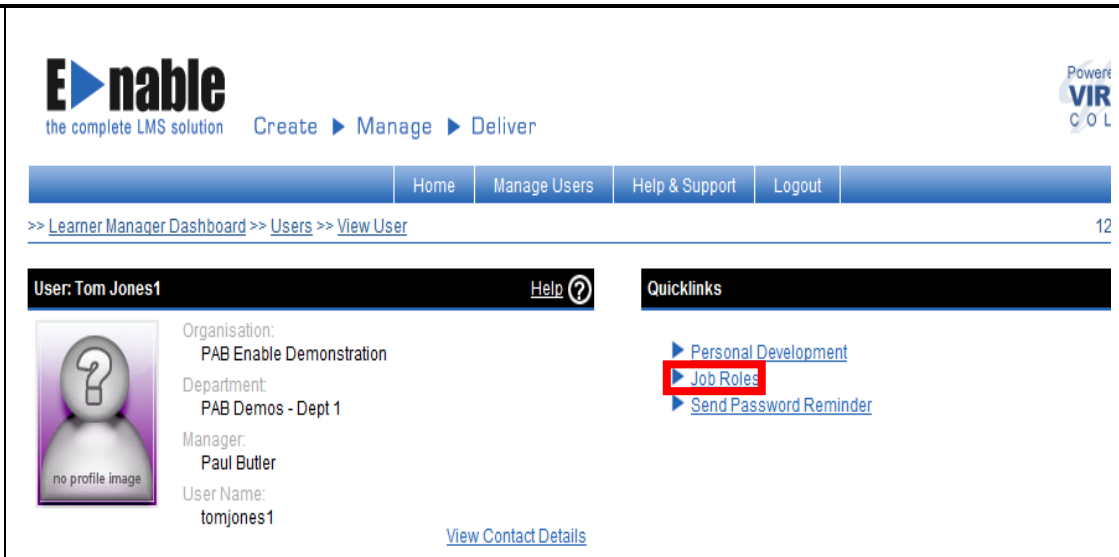
1) Select **My Learners** quicklink



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



3) Select **Job Roles**

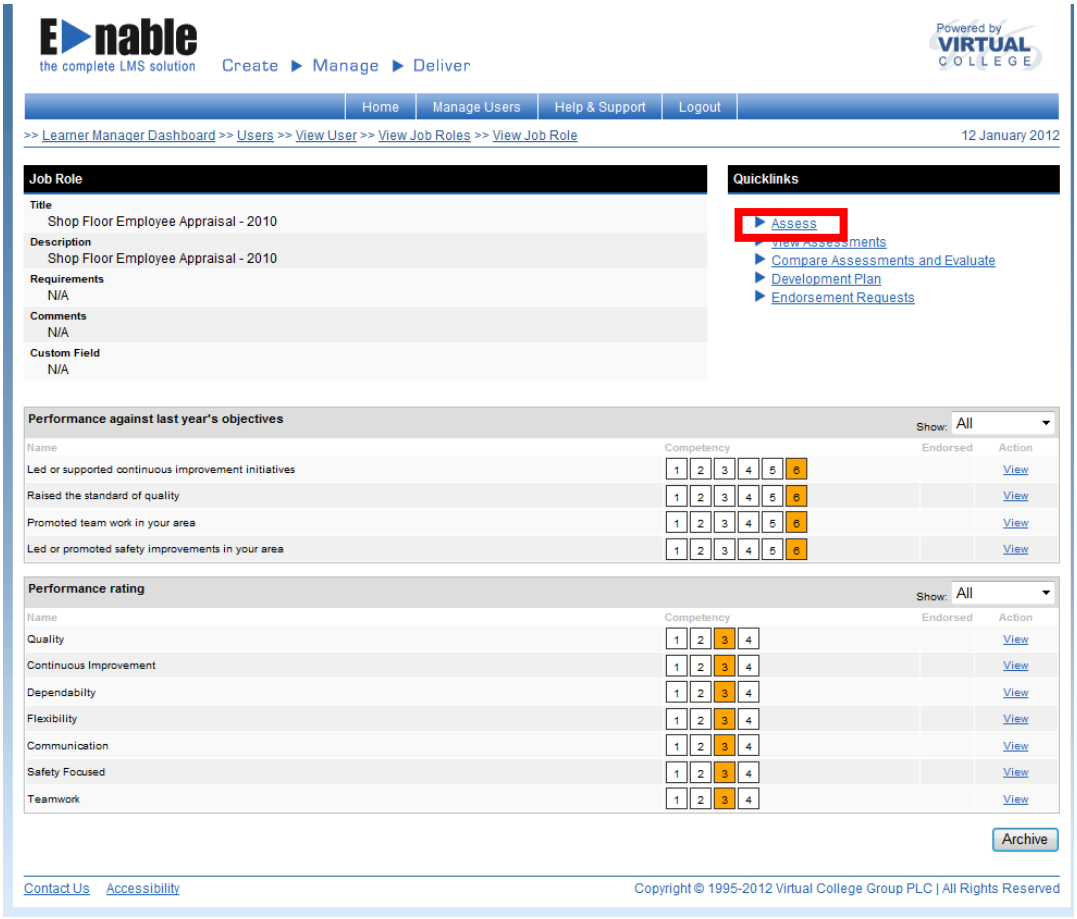


4) This screen will display any Job Roles assigned to the Learner. To view the job role click **View**

5) You can also view any archived job roles by clicking the **View Archived Job Roles** link

6) To archive a job role click the **Archive** link More information on this functionality can be found in the user guide on " Archiving Competency Assessments and Archiving Job Roles"

7) To assess the competencies assigned to this Job Role, select the **Assess** link

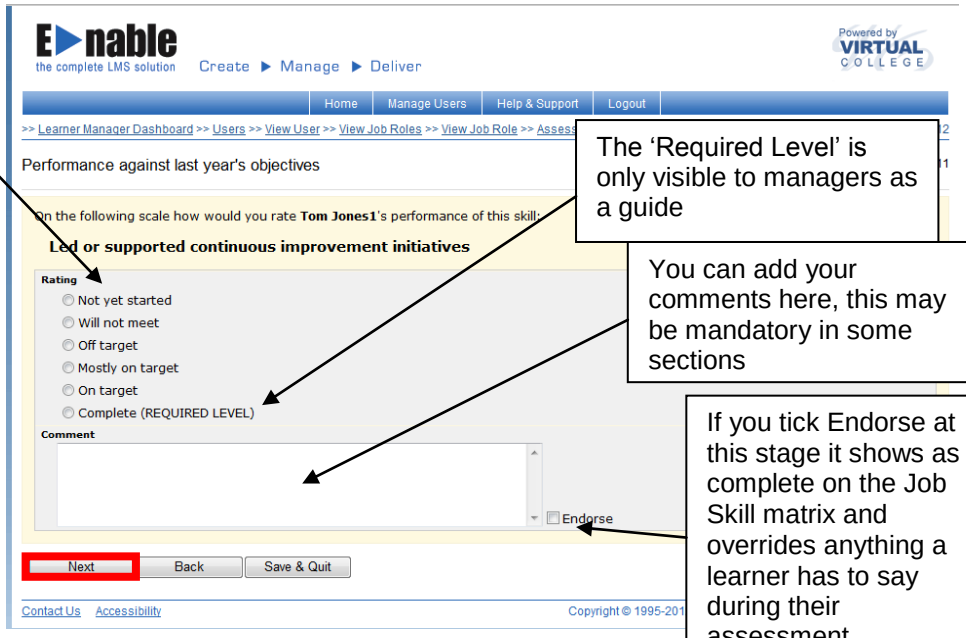


8) At this screen select **Assess**

9) Select the competency level for each Job Skill

10) Select **Next** to continue the assessment

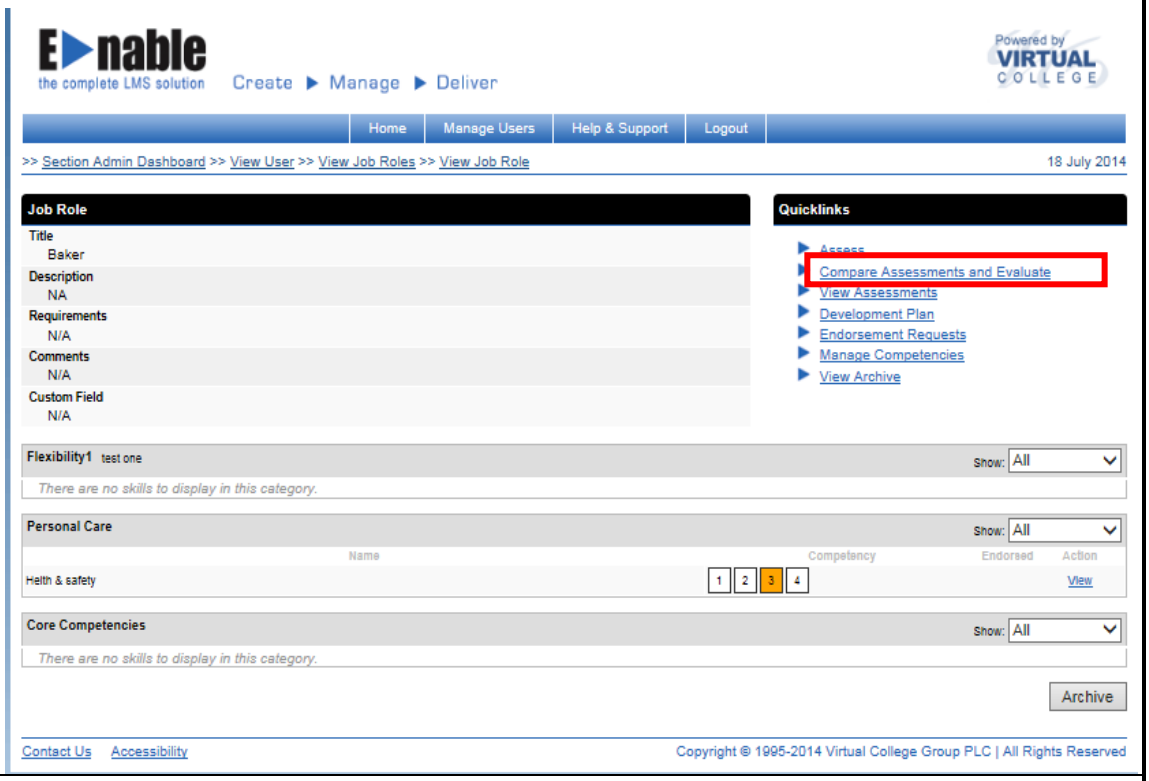
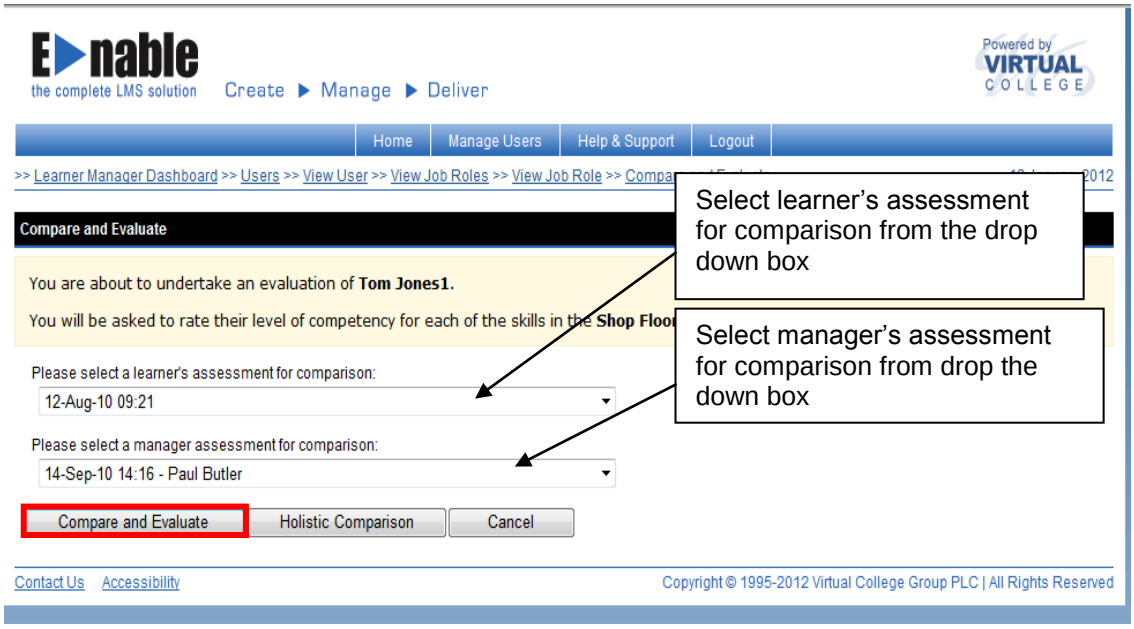
You can now carry out your assessment of the learner



The 'Required Level' is only visible to managers as a guide

You can add your comments here, this may be mandatory in some sections

If you tick Endorse at this stage it shows as complete on the Job Skill matrix and overrides anything a learner has to say during their assessment.

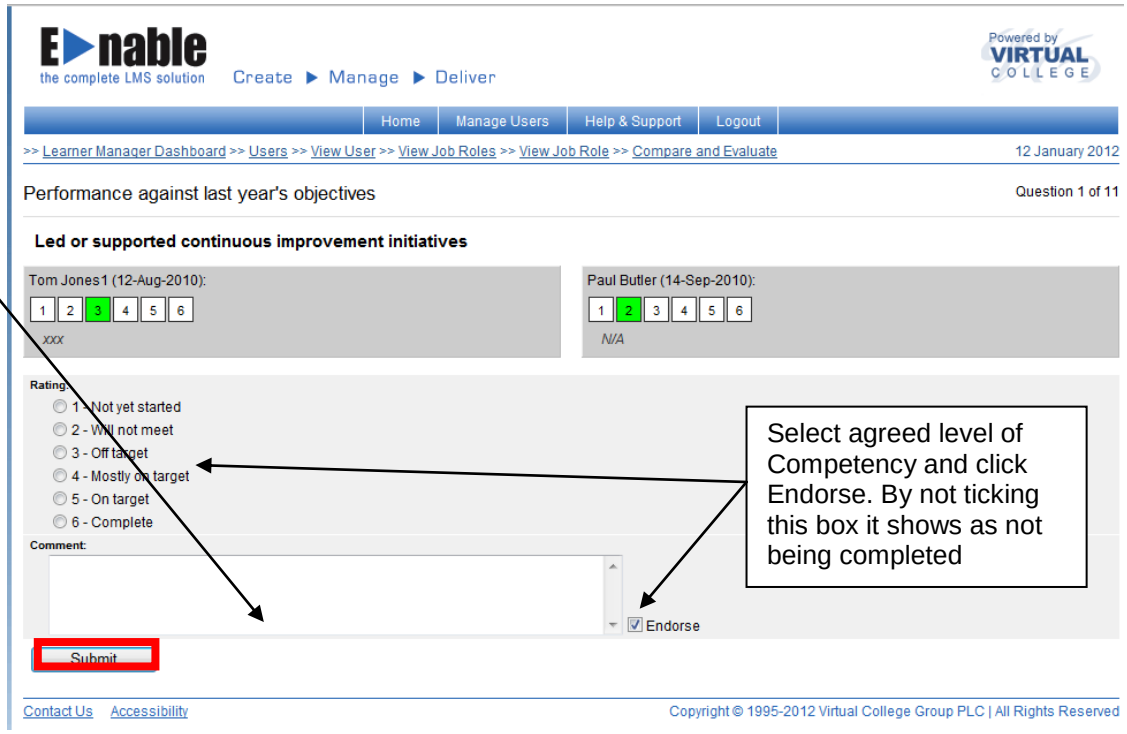
11) Select **Compare Assessments and Evaluate**	If the learner has completed their own assessment you can compare your assessment with theirs 
12) Select assessments for comparison and select **Compare and Evaluate**	

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

14) Add your comments here

15) Select **Submit**

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

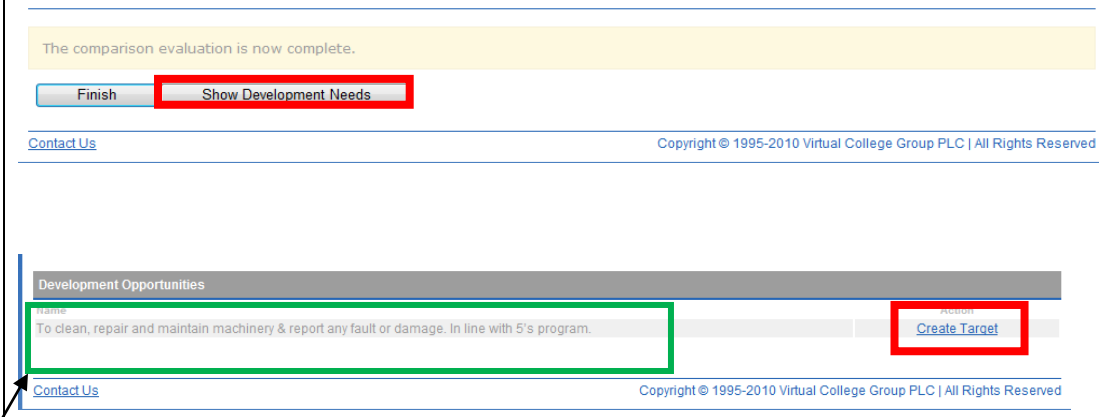


Select agreed level of Competency and click Endorse. By not ticking this box it shows as not being completed

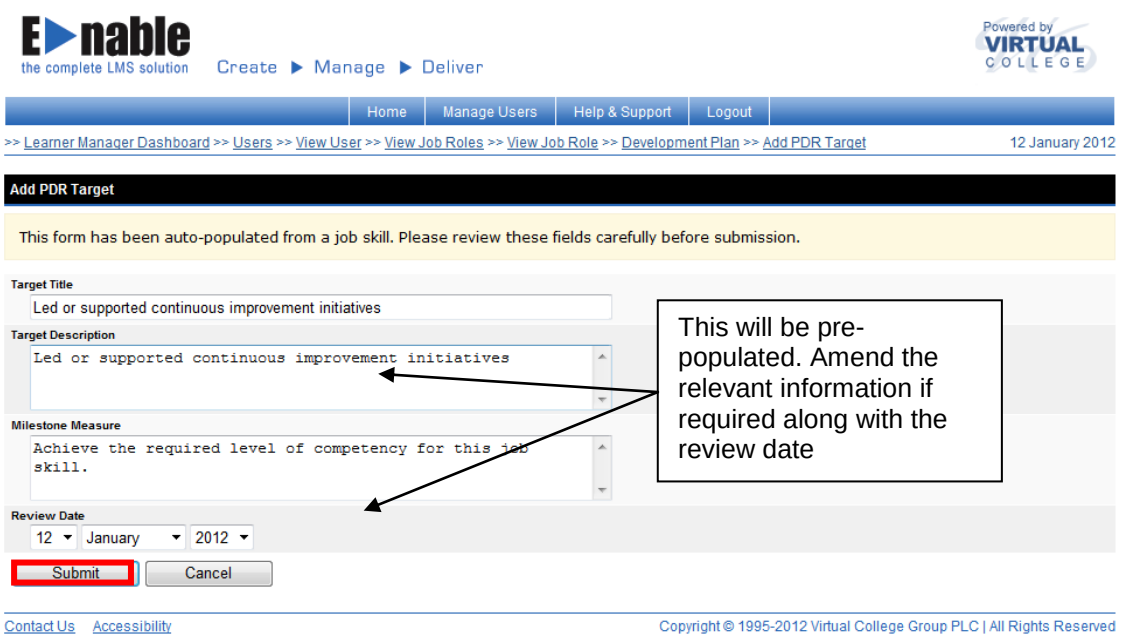
16) Select **Development Plan** to view where further action is required. Selecting **Finish** will take you to the Job Role main screen

17) Any competencies which have not been marked as achieved will be displayed here. Targets can then be set to help learners achieve the required level

18) Select **Create Target**

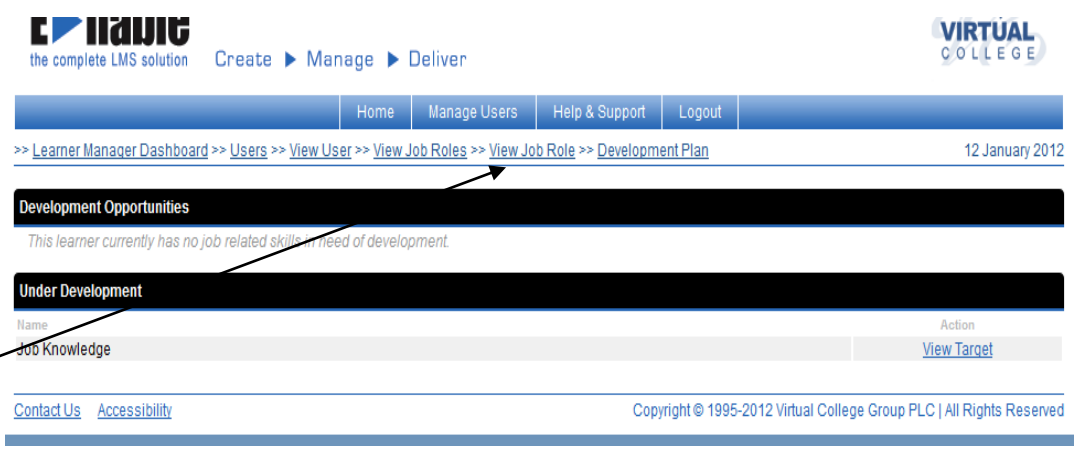


19) Enter details and select **Submit**



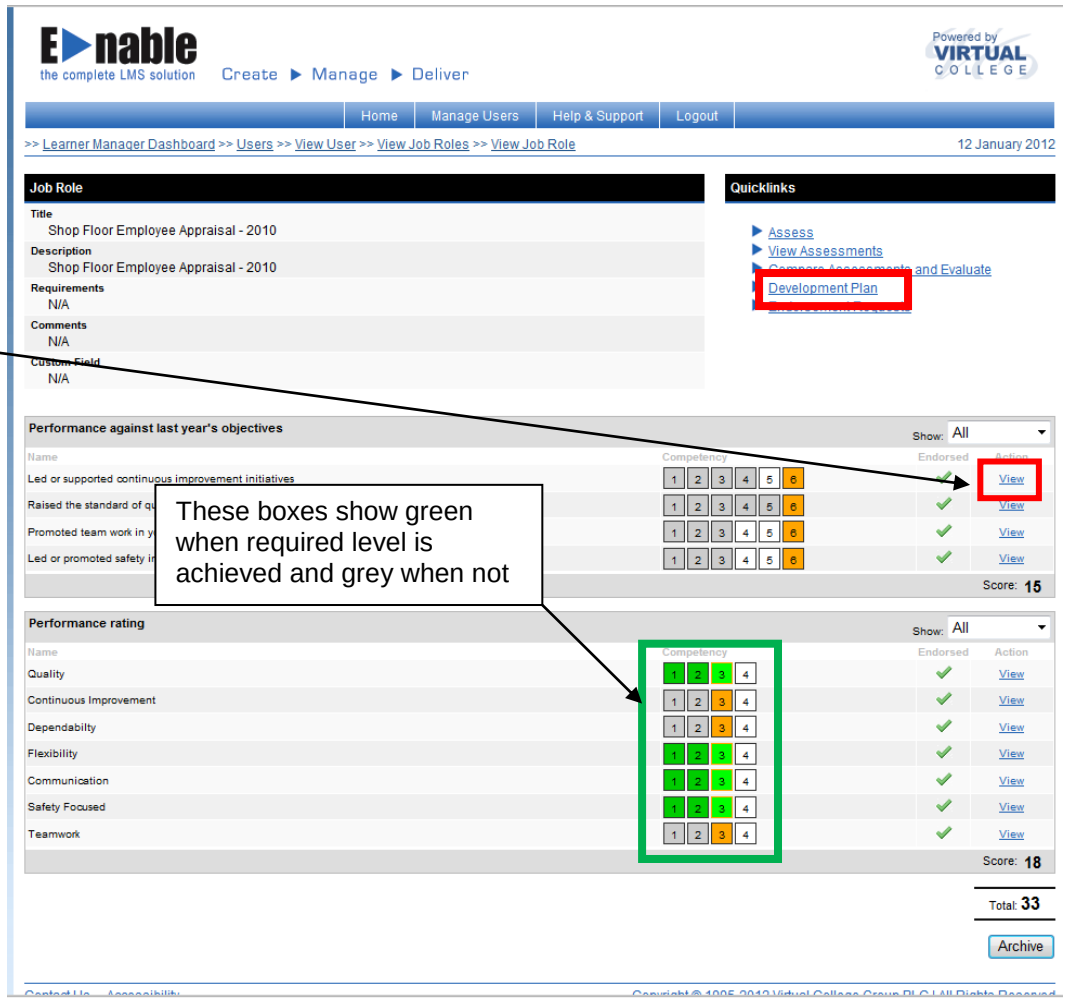
This will be pre-populated. Amend the relevant information if required along with the review date

20) Once you have completed creating targets this screen will appear.
You can return to the main page by selecting the **View Job Role** link on the bread crumb trail

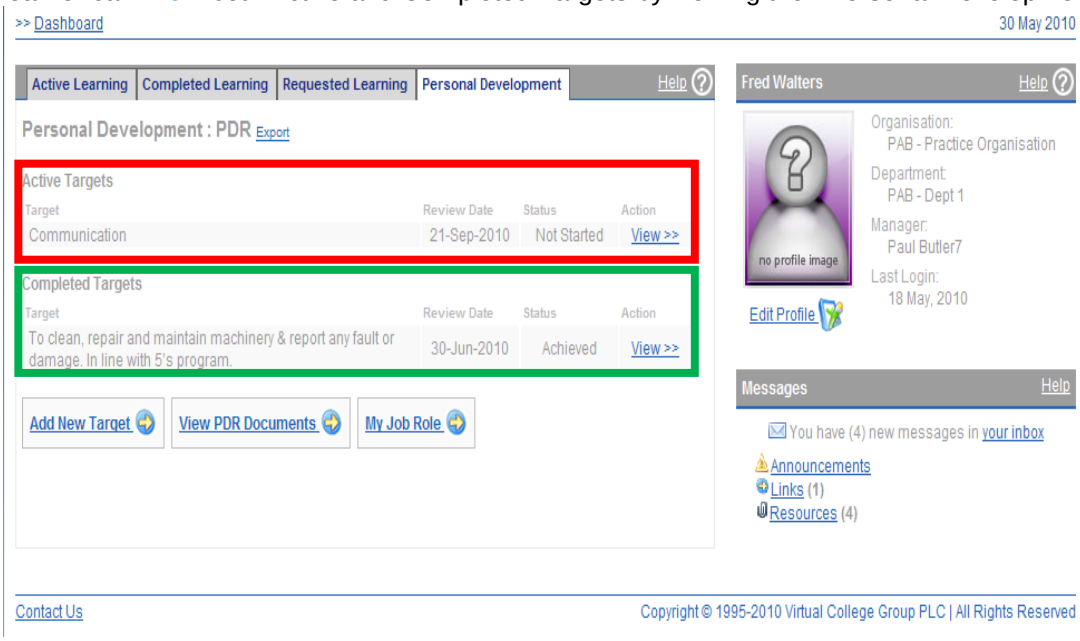


21) To view any targets that have been set. Select the **Development Plan** link.

22) Any comments made will appear when you select **View**

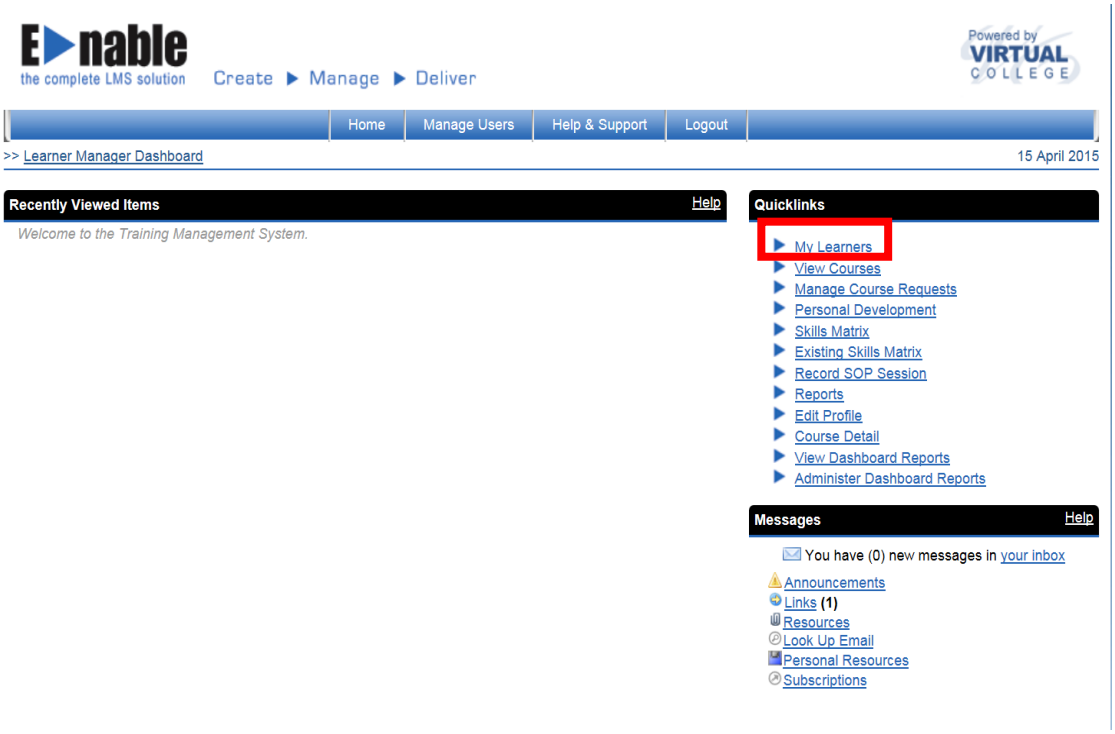


The Learner can **View** both Active and Completed Targets by viewing their Personal Development tab.

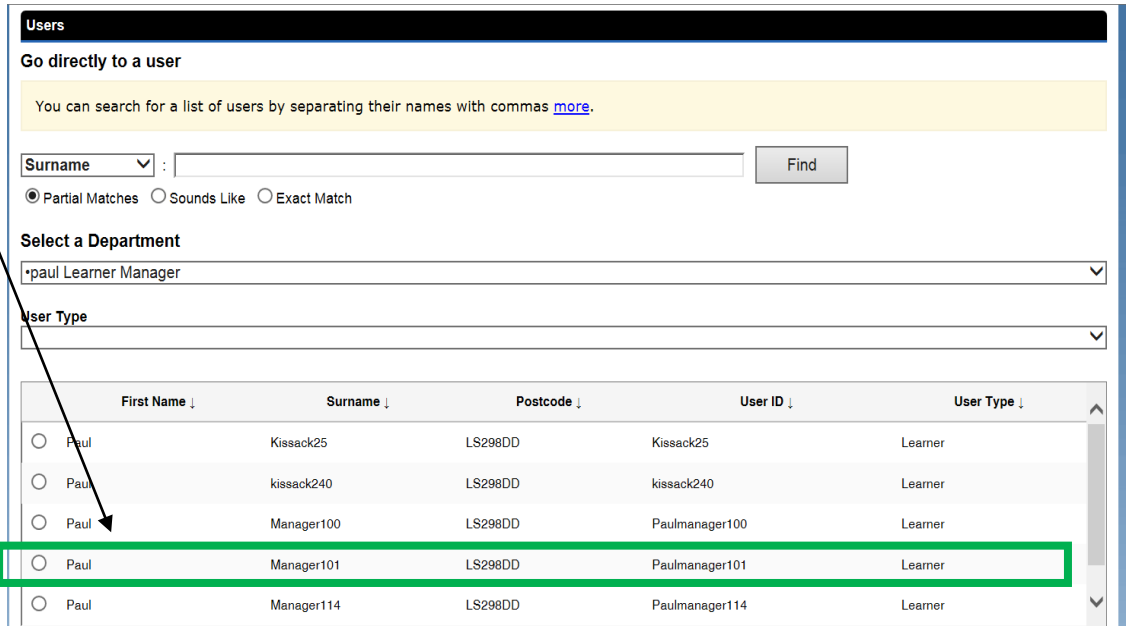


How to create a new PDR and move targets from a previous PDR

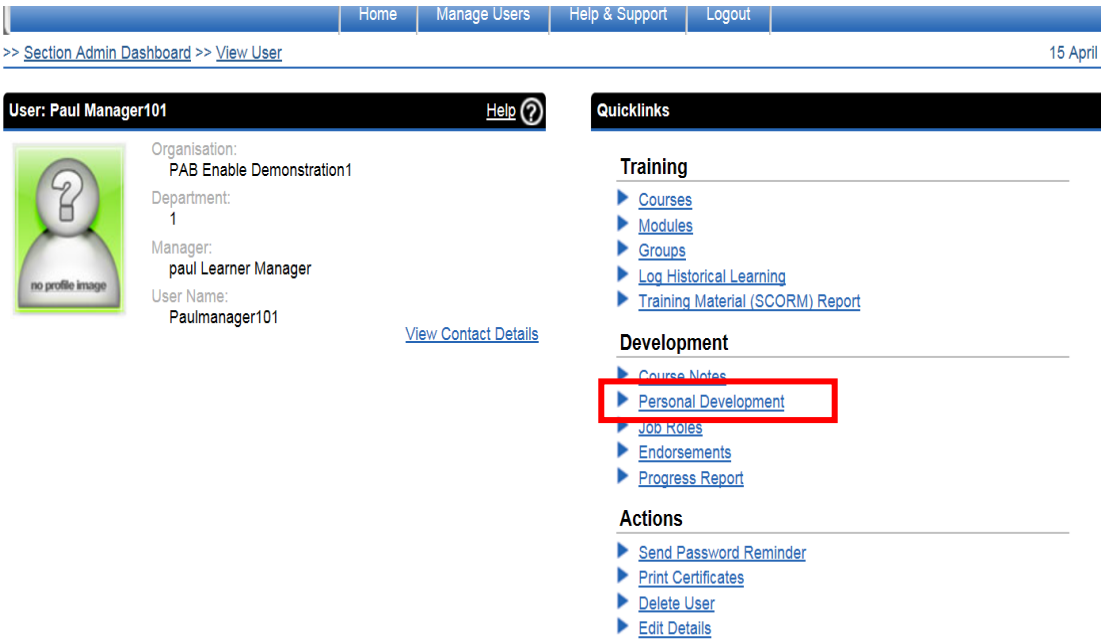
23) Login as a learner manager. From the dashboard select **My Learners**



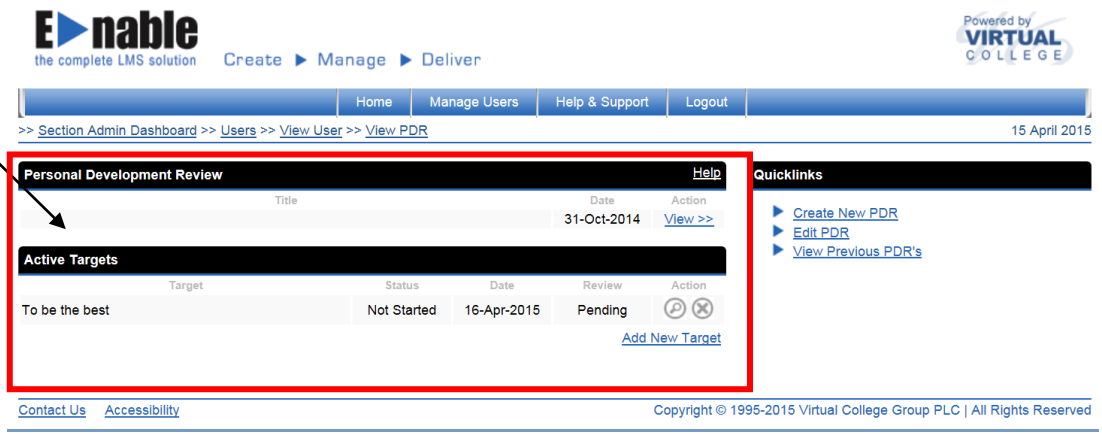
24) Select the learner you wish to **View**



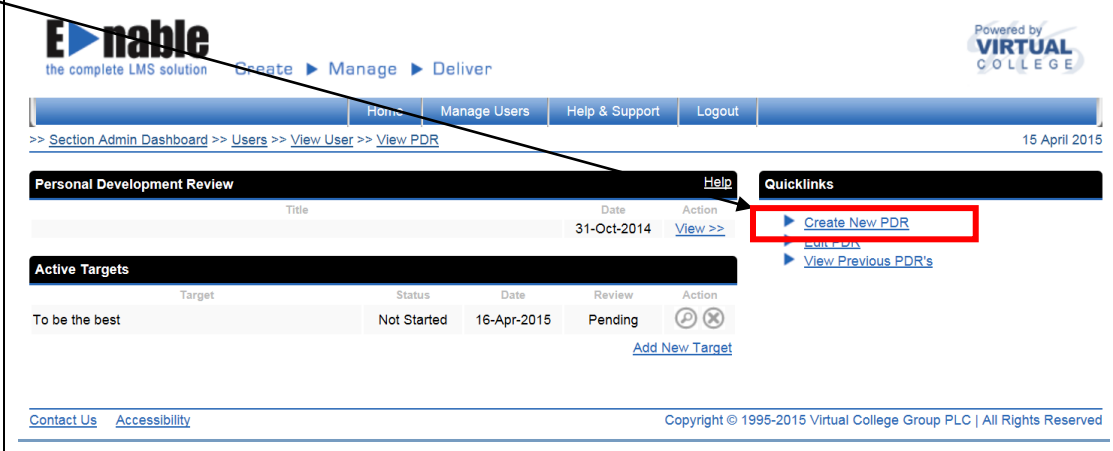
25) Click **Personal Development** link from Quicklinks on the right hand of the screen



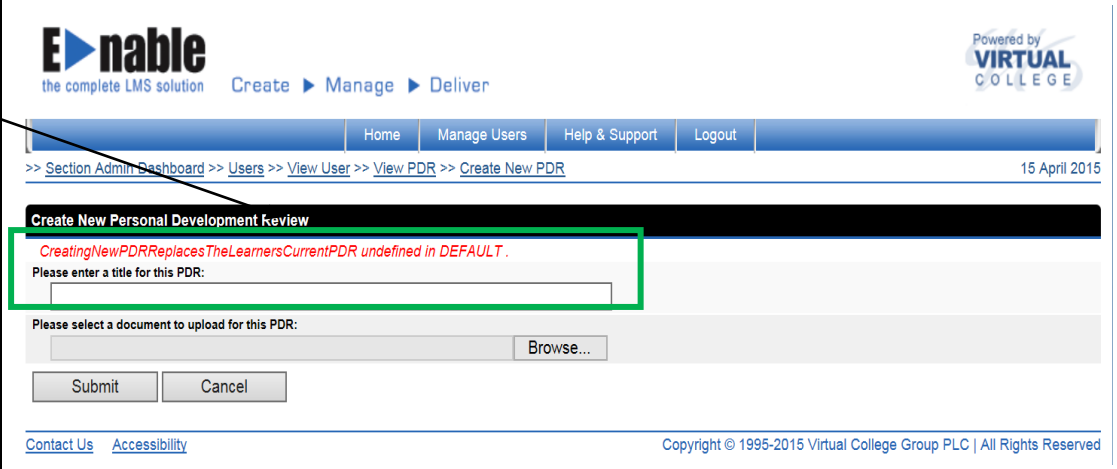
26) You will see the present PDR with all associated targets



27) Select the **Create New PDR** quicklink

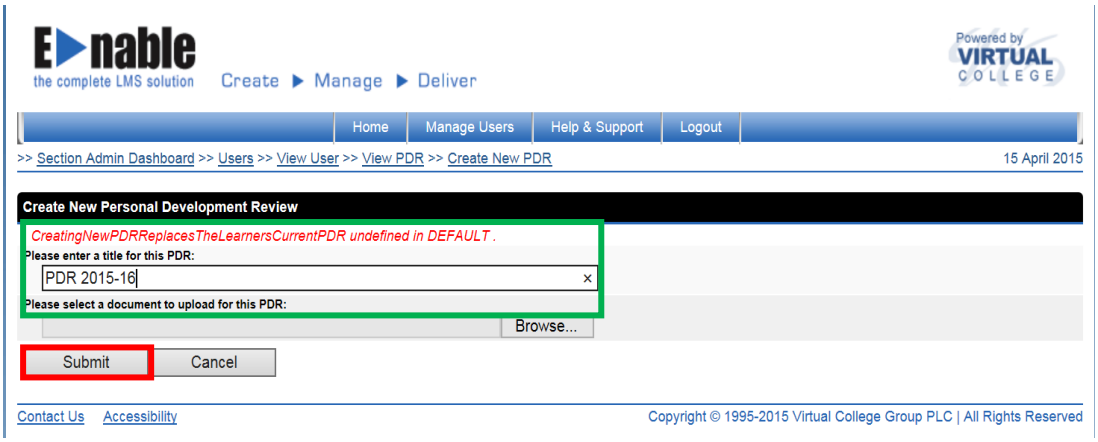


28) Creating a new PDR will archive the learners current PDR

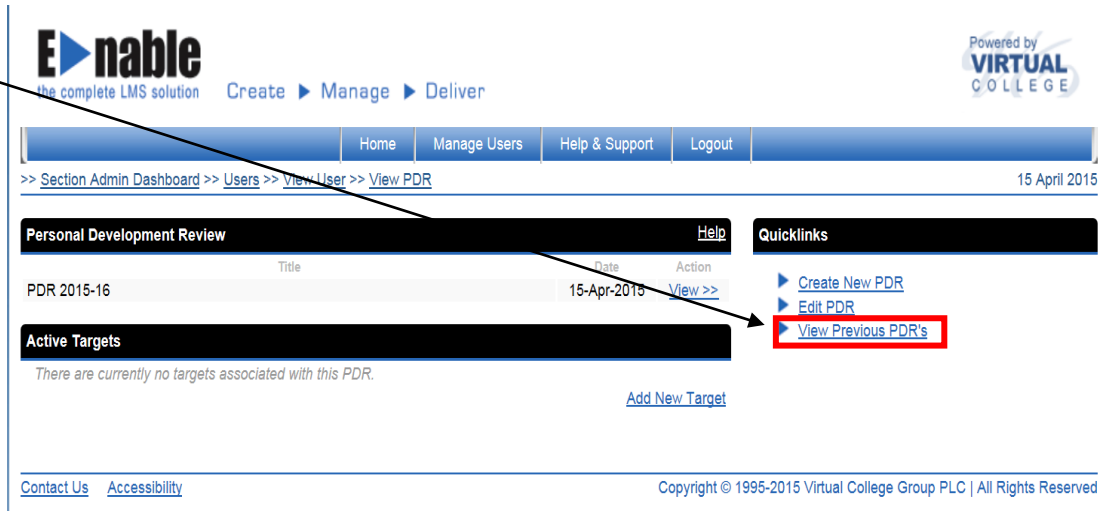


29) Type in a title for the new PDR and click **Submit**

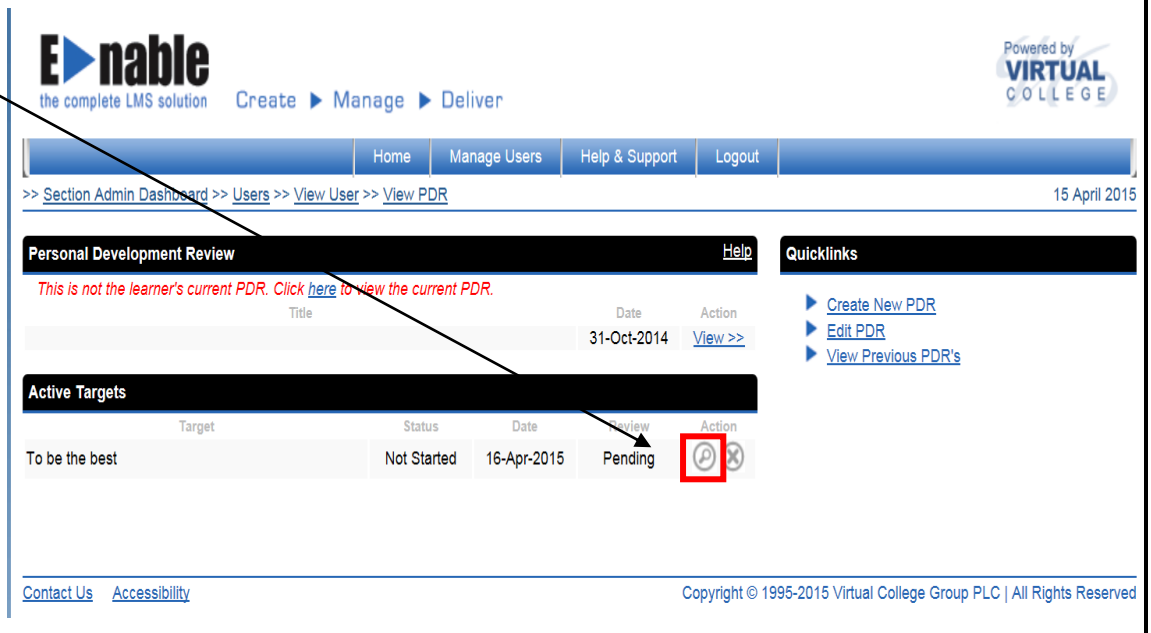
You can optionally upload a Word document if required.



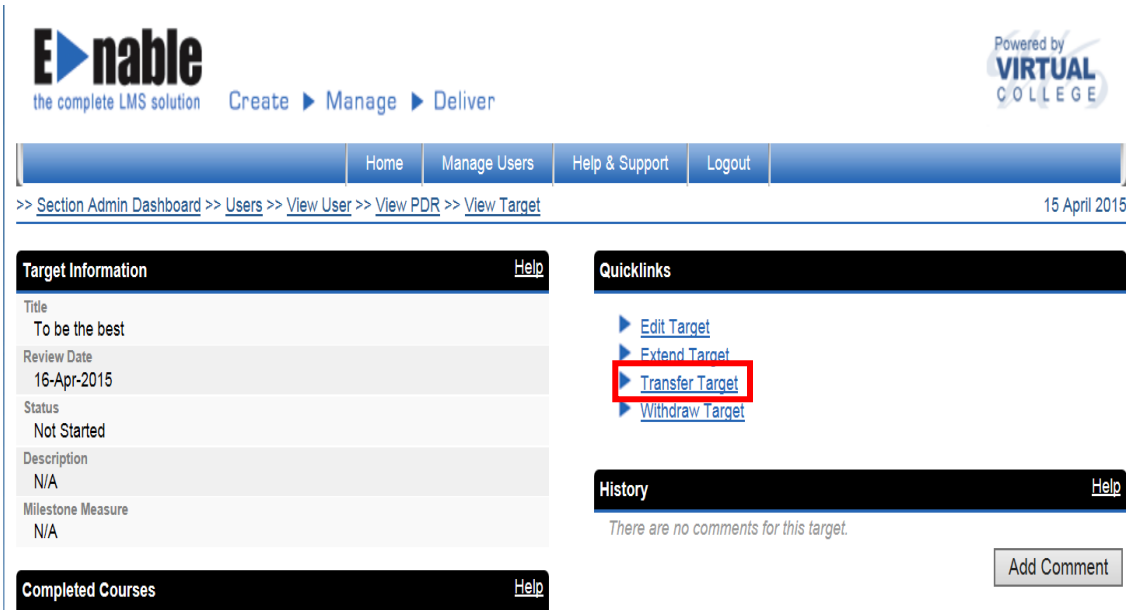
30) If you require to transfer a target which is outstanding from a previous PDR Select the **View Previous PDRs** quicklink



31) Select the magnifying glass relative to the target you wish to move



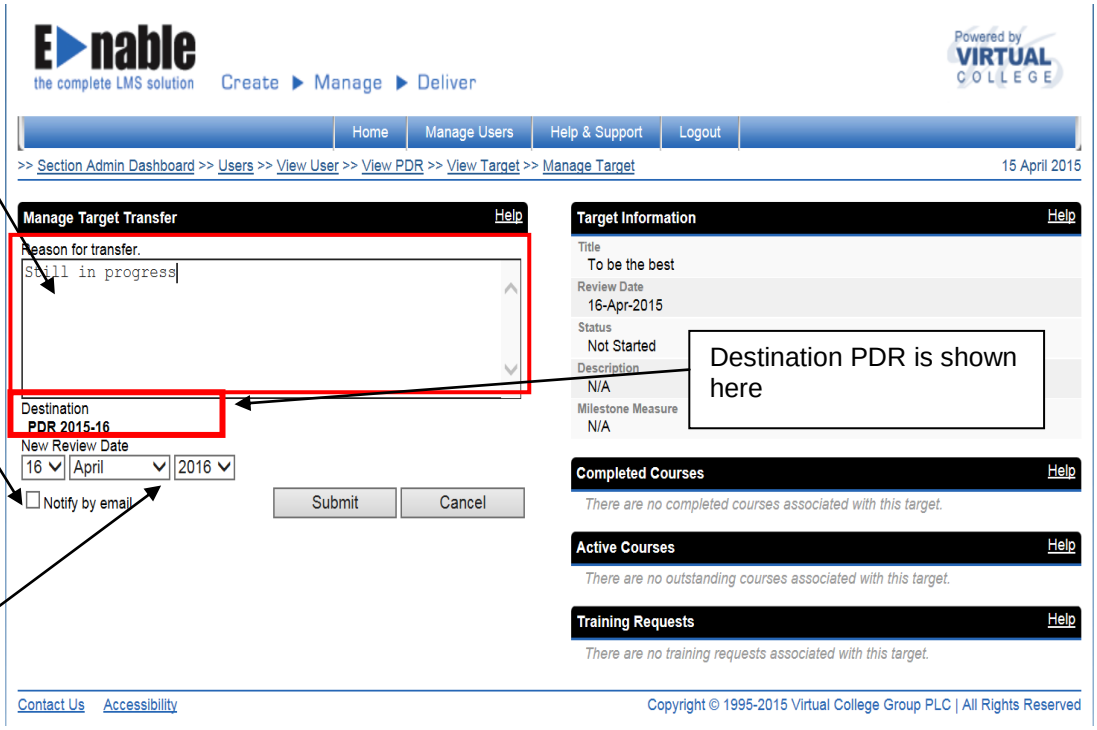
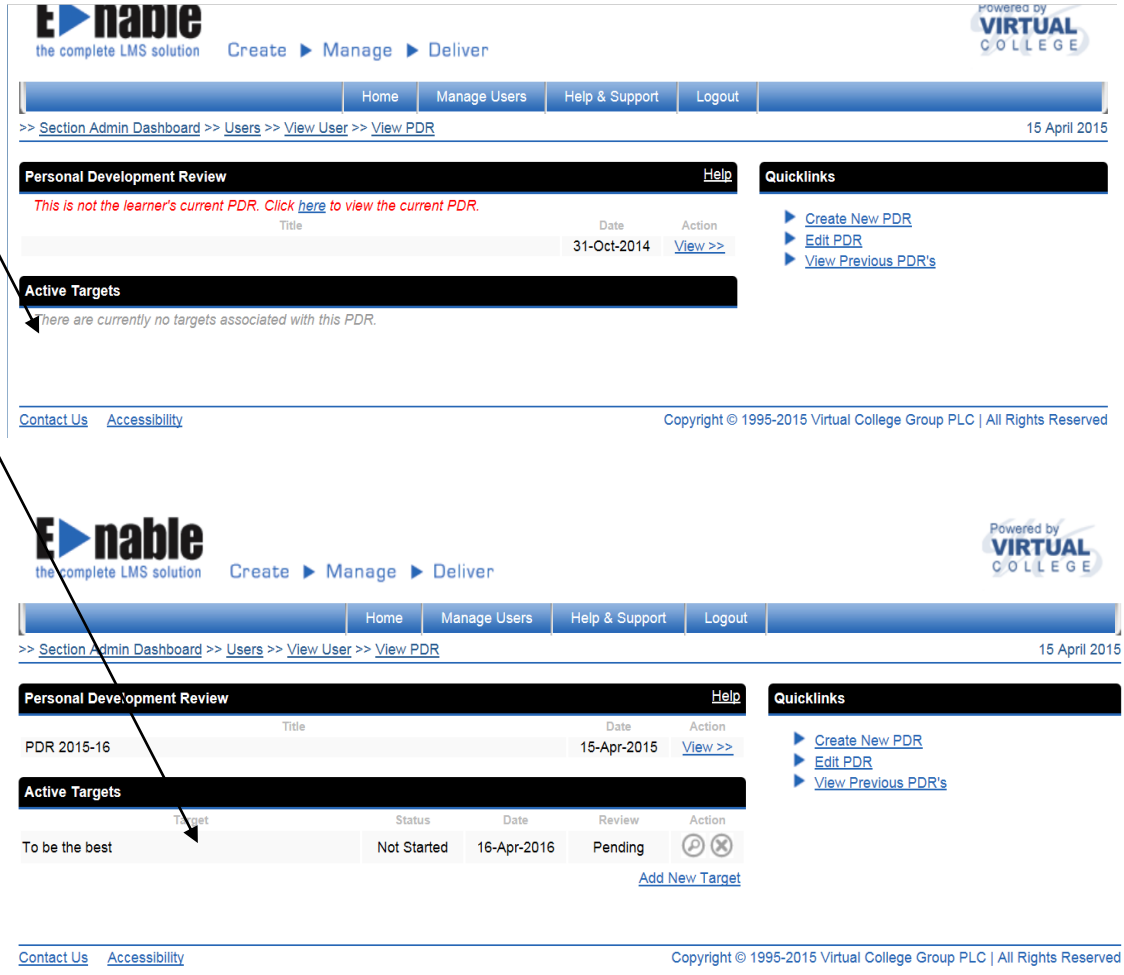
32) Select the **Transfer Target** quicklink



33) Enter a reason for the target transfer

34) You can also inform the learner via email (if you so wish). When you have finished click **Submit**

35) Enter a new review date as required



36) The target has now moved from the archived PDR to the latest PDR