

# Training Module Training Manager User Manual

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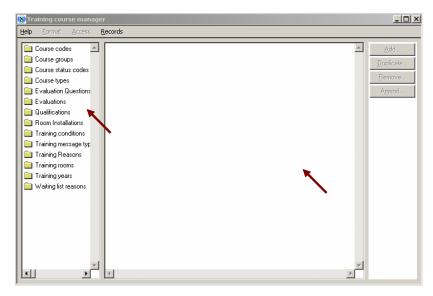
# Training Manager

The Training Manager allows the user to setup all of the static/lookup information used by the training system. It also provides a single access point for the performing of setup procedure.

- Click onto Training
- Scroll Down to Administration
- Click onto Training Manager



The Training Course Manager window will appear



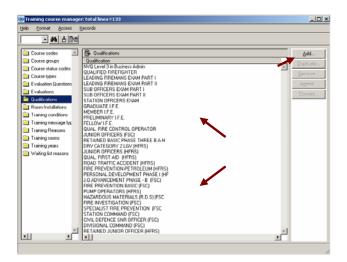
As you can see there are many folders on the left hand side of the window

 By clicking onto one of these folders any entries that were entered previously will appear in the window on the right

Let's have a look at the folders...

### Qualifications

Here, you would setup your Qualifications. This can include both Internal and External Qualifications. The Qualification displayed replicate the qualifications held in the 'Qualifications' window of the Personal System'. The Qualification can be used to identify Qualifications attained after the successful completion of a course, alternatively Qualifications can be used to identify the Qualification required by candidates prior a course attendance.



- Click onto the Qualifications folder
- Click onto the Add button



The qualifications window will appear

• Enter the name of the Qualification into the 'Description' box

Qualification				
Description:	Di,s Training Qually	~	•	
	,		Cancel	ок

p Eormat Access Records		
- A 500		
Course codes 🔄 🕒		≜dd
Course groups Qualification		
Course status codes RRST AID AT WORK (RE-QUALIFY)	A .	Wobsons-
COMMAND & CONTROL ICCARUS (HFRS)		Benove
Evaluation Questions I.T EXCEL 4 BASIC (HFRS)		Agend
LT LOTUS NOTES LODGINGED		Allena
LT - WORD 6 (HERS)		Courses
Qualifications TERIAN FIRE SAFETY - SUPERVISOR		
Room Installations I.T. • EXCEL • BASIC (HFRS)		
Training conditions I.T. EXCEL 4 ADVWNCED (HFRS)		
Training message by: I.T THE PC AND WINDDWS		
Training Reasons DATAEASE - USER		
Training tooms HAZARDOUS MATERIALS S.O.SEMINAR P	SC	
Training years COMM'S OFFICER SEMINAR (FSC)		
Waiting list reasons DRV CONTINUATION (2 Days)(HFRS) N.E.B.D.S.H. (H.C.C.)		
LEADERSHIP IN THE OUTDOORS (HFRS		
FINANCE MANAGEMENT MODULE FSC		
H.P. INSTRUCTOR (3 DAY) (HFRS)		
RETAINED JUNIOR OFFICER B/R.T.A.FSC		
RETAINED JUNIOR OFFICER A/B.A. PSC		
INTERVIEWING & SELECTION MANGMT P I.T EXCEL REFRESHER (HFRS)	sc	
CCC		
WCC		
012		
MSCE Pt1 (MS Cert Profession)		
TREASURERS		
Dia Training Qualy		

As you can see the Qualification you have entered is now at the bottom of the Qualification list These Qualifications can be associated to the course top identify where on completion the Qualification is gained.

To do this: -

- Highlight the Qualification
- Click onto the Courses button



The 'Set Course' window will appear

To associate the selected Qualification to the required course,

- Click into the relevant box(s)
- Click onto the OK button

Di,s Tra	aining Qually Attained On Completion Of		
Code	Description	?	
000	Retained BA Practical Phase 2		-
001	Qualified First Aider		
003	LGV Driving Category II (9 Day Basic)		
003Ь	LGV Driving Category II (5 Day Basic)		
004	Driving Continuation		
005	HP Operator (Initial)		
005a	HP Cage Operator		
006	First Aid at Work		
006R	First Aid at Work Retained		
007	First Aid Hazards Cyanide		
008	First Aid Hazards Hydroflouric		
009	First Aid Hazards Oxygen Administering		
010	First Aid at Work Re-Qualify		
DTCC	Di's Training Course Code	<b>v</b>	
011	Emergency First Aider		
012	First Aid Instructor		
013	Casualty Care		-
•			•



To view 'Di's Training Qually' Click onto 'Training Course Manager' – Click onto the 'Course Code' folder

- Click onto the 'Qualification' button – 'Di's Training Qually' will be displayed in the 'Set Qualifications' list.

Qualifications	2		
Advanced Driving Qualification			-
Army Qualified Test Officer Motorcycle			
Army Qualified Test Officer Motorcycle Stage 2			
BA			
Basic Driving Qualification			
DR - Large Good Vehicle			
Dis Training Qually			
English A' Level			
GCSE English			
GSDE Geography			
GSCE Mathe			
Inventive use of a ping pong ball			
Pass Plus Driving Qualification	E		
Prerequisite 1 Qualification			
Volley Ball Champion			
Water Qualification 1			
Water Qualification 2			
best			
<u>.</u>			1
		Cancel	DK.



You will also find this drop down list in the 'Personal Record Card' window within the Sub-Menu - Click onto 'Qualification' - Click on 'Add' – Scroll down the 'Qualification' arrow.

Personal Details 📃 🔺
Photo ID
Planning for New Procedures
Posting amendynents
Probations 🕨 👘
Qualifications
Regional Employee Details
Religious Beliefs
Retained Pay Lite 🧊 🧊
للساحية متعا

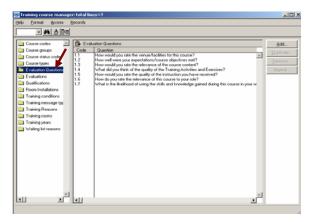
Please enter the relevant detail: Year gained: 2007 Qualification:	Cancel OK
Advanced Driving Qualification Army Qualified Test Officer Motorcycle Army Qualified Test Officer Motorcycle Stage 2 BA Basic Driving Qualification DR - Larce Good Vehicle	
Dis Training Gualy English A' Level GCSE English GSCE Geography	T

Once set up you can click onto the OK button an the Qualification earned will display in the window below the PRC



### **Evaluation Questions**

Evaluations can be stored against a course once it has been completed. This is where all possible questions are stored.



Click onto Evaluations Questions folder

Any questions that have been previously entered will appear in the window

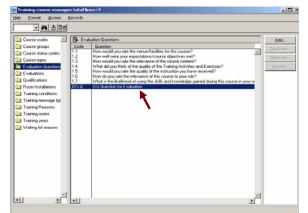
• Click onto the Add button



The Evaluation Question window will appear

- Enter a Code
- Enter a Description of the Code
- Click onto the OK button

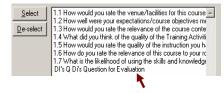
Evaluation Qu	estion	
Code:		
Description:	Di's Question for Evaluation	
	<b>X</b>	
		<u> </u>
		Cancel OK



As you can see the Evaluation Question that you have just entered is now displayed at the bottom of the list

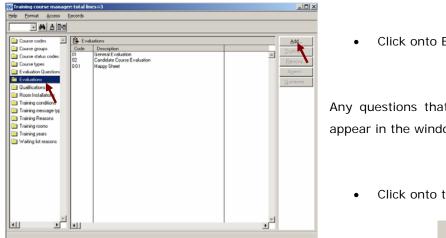
NOTE: The questions will be ordered in Code order.

The 'Evaluation Questions' will appear in 'Evaluations' folder – Click onto a Question - 'Questions' Button - the 'Question Assigned' window.



### **Evaluations**

Evaluations allow you to bring together collections of questions to be used against different types of courses.



Click onto Evaluations Questions folder

Any questions that have been previously entered will appear in the window

Click onto the Add button

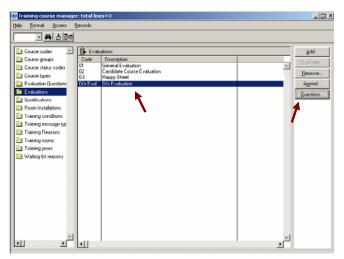


The Evaluation Question window will appear

- Enter a Code •
- Enter a Description of the Code ٠
- Click onto the OK button .

Evaluation			
Code:	Di's Eval		
Description:	Di's Evaluation	<b>`</b>	1
	<b>N</b>		
	N N	Cancel OK	

As you can see the Evaluation that you have just entered is now displayed at the bottom of the list



To assign the questions to certain Evaluations (course headings)

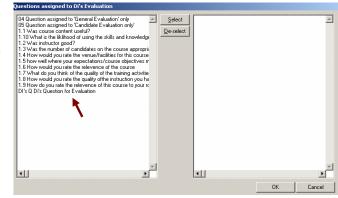
- Click onto the Evaluation heading .
- Click onto the Questions button

Questions.

As you can see the Question that you set up in 'Evaluation Questions' has appeared in the 'Question Assigned' box.

To assign these Questions to your Evaluation (Course Heading)

• Highlight the Question(s)



#### To select individual questions



- Click onto the 1<sup>st</sup> question,
- Hold down the Ctrl key
- Click onto the questions you
   want to select

To select more than one question



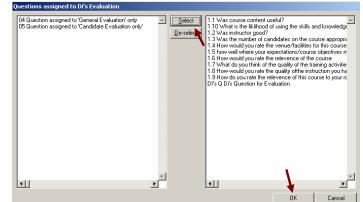
- Click onto the 1<sup>st</sup> question,
- Hold down the left mouse key
- Drag down the list of questions you want to select

Once you have selected your Questions

• Click onto the Select button



As you can see all the questions have now moved over to the right hand side of the window



• Click onto the OK button

Evaluations Course Groups are set up only for that group not for any other groups.



Click onto the Training, Click onto Training Planner, Click onto the Analysis icon, Select a Course - Click onto the Planner button - Select a Candidate (Green) - Click onto the Evaluation button – a list of the questions will appear in this window

🛯 Trainin	g Evaluation for M Mouse on Course Di's Traini	ng Co	urse (	ode				LO X
Help								
🔁 Train	ing Evaluation for M Mouse on Course Di's Training Co	urse C	ode	_	_			
	Question	A	B	Ç	D	Ε	Value	
1.1 1.10 1.2 1.3 1.4 1.5 1.6 1.7 1.8 1.9 Dfs Q	Wat course content until? What is the Billion of using the sitilat and traveleting what the mutder of candidates on the course approx- tion and the mutder of candidates on the course approx- tion will have mutder of candidates to the course there mutder out the mutder the mutder billion to the how will have mutder out the mutder the theory have mutder out the mutder of the mutder out have mutder out the mutder of the source of the how mutder out the mutder of the source of the how mutder out the mutder out the source of the how mutder out the mutder out the source of the how mutder out the mutder out the source of the how mutder out the source of the source of the how mutder out the source of the source of the how mutder out the source of the source of the how mutder out the source of the source of the how mutder out the source of the source of the how mutder out the source of the source of the how mutder out the source of the source of the how mutder out the source of the source of the how mutder out the source of the source of the how mutder out the source out the source of the how mutder out the source out the source of the how mutder out the source out the source out the how mutder out the source out the source out the how mutder out the source out the source out the how mutder out the source out the source out the how mutder out the source out the source out the how mutder out the source out the source out the how mutder out the source out the source out the how mutder out the source out the source out the how mutder out the source out the source out the how mutder out the source out the source out the how mutder out the source out the source out the how mutder out the source out the source out the how mutder out the source out the source out the how mutder out the source out the source out the how mutder out the source out the source out the how mutder out the source out the source out the how mutder out the source out the source out the how mutder out the source o						00000000000	4
								-
1								OK Cancel
Note	•							Uncel Lancel

Once the status of a person is set to Result; green, an Evaluation of the course can be entered.

# Course Groups

Course Groups can be used in one of two ways. Firstly groups can be used to describe the type of course – i.e. Initial, Refresher, Fire Service College, Seminar, Qualification.



Click onto the 'Course Groups' folder

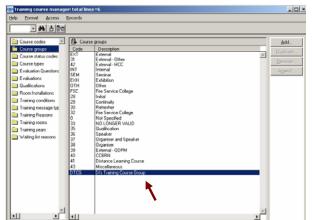
Alternatively this can be used to record the function of the course – ie Breathing Apparatus, Fire Safety, First Aid, Driving.

Click onto the Add button



- Enter a meaningful Code
- Enter a description of the Code
- Click the OK button

Course group			
Code:			
Description:	Di's Course Group		
		Cancel	ОК



As you can see your entry has now been entered at the bottom of the 'Course Group' window

Courses

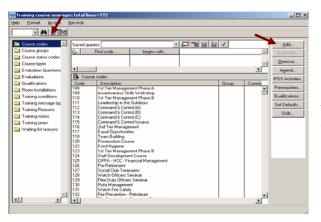


The 'Course Group you have just entered will be displayed in the 'Course Code' folder – Click on 'Add' – Click on 'Course Group Arrow – Drop Down Menu.

Help		
Course Group:	<select group=""></select>	-
Course Code:	39 External - ODPM 40 CCBBN	-
Description:	41 Distance Learning Jourse 42 External - HCC DCG Di's Course Group	-

# Course Codes

The number and variety of courses undertaken by the Brigade are extensive; it is for this reason that courses are associated to Course Groups. These are generic Course Codes as opposed to instances of courses which will be covered later in this document. Each different type of course should have it's own 'Course Code'.



Click onto the 'Course Code' folder

Any Courses that have been entered previously will appear in the 'Course Code' window

• Click onto the Add button



The 'Courses' window will appear

**Course Group** - This is a list of the Training Groups that you set up in the 'Course Groups' folder. The group is used as a grouping mechanism used by reports.

**Course Code** - Unique Code to identify this type of course.

**Description** - Details of the course which will be displayed alongside the Course Code.

**Notes** - If you need to enter any notes about the course, do this by clicking into the Notes box

If you want to make this course a follow-up / repeat / refreshers course, you will need to close the window first...

• Click onto the OK button

To reopen the Course Code and make the course as an follow-up / repeat / refreshers course

Amend...

- Click onto the Course you have just entered
- Click onto the Amend button

ourse Help Course Group: DTCG Di's Training Course Group -DTCC 🔶 Course Code: Description: Di's Training Course Code Notes: --Allow update by divisions Refresher details: 🔲 Refresher required Effective From: Course Code: Effective To: Frequency: Months Apply pre and post course leave OK Cancel

**Refresher Required** - Ensure that this is selected for courses that require a follow-up in order report on personnel that are due for a refresher course.

**Course Code** - If refresher selected, select the refresher course code.

Frequency (Months) - How long until the next refresher course is required.

**Apply Pre and Post Course Leave** - The pattern for pre and post course leave has been identified as follows:

If a 2 week course (e.g. BA refresher) starts on a Monday and a nominated candidate is working days on the previous Saturday & Sunday, they get the Sunday off. If they are working Nights, they get both shifts off. Regardless of shifts worked on the two days preceding the end of the course, they will get these off.

**Effective From and Effective To** - Allows the course to be archived. If left blank then course will always be available, otherwise it will only be available for selection between the Effective Date Range.

Once completed entering the details

Click onto the OK button

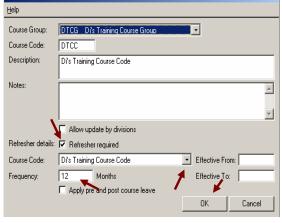
You will be returned to the 'Training Course Manager' window

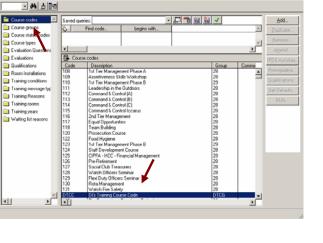
As you can see your 'Course Code' has been entered at the bottom of the list



Let's have a look at how the other buttons relate to the 'Course Code'

scroll down and select your Course





#### Prerequisites

It is possible to set up Prerequisite Courses, Skills and Qualifications for a Course.

At the point of nominating somebody on a course, the system will check whether the person meets these criteria.

From the main 'Course Code' window there will be a number of buttons on the right.

o Eormat Access	Records			
· 44 15 170	1			
Course codes			1 ₩ ₩ ✓	Add
Course groups	Saved qu			800
		Find code begins with	<u>^</u>	Duplicate
Course statu				Remove
Course types			2	
Evaluation Questions	•		•	Amend
Evaluations	Cour	e codes		IPDS Activitie
Qualifications	Code	Description	Group Comme	IPDS Activitie
Boom Installations	108	1st Tier Management Phase A	28	Prerequisites.
	109	Assertiveness Skills Workshop	28	
Training conditions	110	1st Tier Management Phase B	29	Qualifications
Training message typ	111	Leadership in the Outdoors	28	Set Defaults.
I Training Reasons	112	Command & Control (A)	28	<b>_</b>
Training rooms	113	Command & Control (B)	28	Skills
	114 115	Command & Control (C) Command & Control Iccarus	28 28	
Training years	115	2nd Tier Management	28	
Waiting list reasons	117	Equal Opportunities	28	
	118	Team Building	28	
	120	Prosecution Course	28	
	122	Food Hygiene	28	
	123	1st Tier Management Phase B	29	
	124	Staff Development Course	28	
	125	CIPFA - HCC - Financial Management	28	
	126	Pre-Retirement	28	
	127 128	Social Club Treasurers Watch Officers Seminar	28 28	
	128	Flexi Duty Officers Seminar	28	
	130	Rota Management	28	
	131	Watch Fire Safety	28	
*	DTCC	Di's Training Course Code	DTCG	1
•	11	1	1.1	-

#### Set Qualifications

Specify the Qualifications that will be attained by successfully completing this type of course.

• Click onto the Qualifications button.

Qualifications...

The Set Qualifications window will appear

Select the Qualifications that a person must have in order to qualify for the selected course.

Set Qualifications			
Set Qualifications Gained On Completion Of Di's Training Co	urse Code		
Qualifications	?		
Advanced Driving Qualification			
Army Qualified Test Officer Motorcycle			
Army Qualified Test Officer Motorcycle Stage 2			
BA			
Basic Driving Qualification			
DR - Large Good Vehicle		X	
Di,s Training Qually			
English A' Level		•	
GCSE English			
GSCE Geography			
GSCE Maths		<b>F</b>	
Inventive use of a ping pong ball			
Pass Plus Driving Qualification			
Prereguisite 1 Qualification			
Volley Ball Champion			
Water Qualification 1	1 🗐		
Water Qualification 2			
test		L \	
T			
		Cancel	OK

• Click the OK button

#### Set Skills

To specify the Skills that will be attained by successfully completing this type of course.

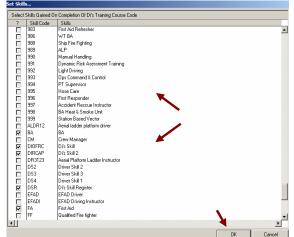
• Click onto the Skill button.

Skills...

The Set Skills window will appear

Select the Skills that a person must have in order to qualify for the selected course.

• Click the OK button

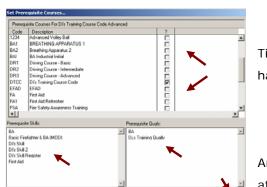


#### Set Prerequisite Courses

The Prerequisite Courses are courses that have to be completed before the candidate can access the course, this is not always required.

• Click onto the Prerequisites button.

Prerequisites...



The Set Prerequisite Courses window will appear

Tick the box(s) beside the prerequisite courses that the candidate has to have to enter the course.

Any 'Prerequisite Skills' and or 'Prerequisite Qualifications' that are attached to the Courses will appear in the boxes, below the list.

Some courses will not require any skills or Qualifications; if that is the case then these boxes will be blank.

#### Set Defaults

It is possible to specify the above details against each occurrence of a course, but by specifying these here, they will appear by default against each new course of the selected type.

Click onto the 'Set Default' button.
 Set Defaults...

The Set Default window will appear

Enter the requirements information in order for the person to do/have in order to attend the selected course.

Take to Course:Enter what you require for thecandidate to take with them to the course.

**Dress:** You could request you candidates to come in Uniform / Non-Uniform, Casual, Smart, Gym Gear, or Overalls will be provided. You can also request what type of shoes, boots or trainers they must wear.

**Transport:** Enter if there will be transport available or if they need to make their own way you can even enter directions.

iet defaults	
Help	
Take to course:	Pen / Pencil Note Bock
Dress:	Nor- Uniform - Smat
Transport	Transport to and from HQ Pick-Up: 0800 Depart: 17:00
Meals:	Buffet Provided at 12:30
Notes:	Training will be held in room 101 first floor. Starting at 09:30 Any lale comers may have to be re-scheduled
Joining Instructions:	Sign in at the reception before proceeding to the training room
	Evaluation: Di's Evaluation
	Minimum attendees: 4 Start time: 09:30 Duration: 2.00 Days
	Maximum attendees: 8 Finish time: 16:30
	OK Cancel

Meals: Enter if there will be a Buffet, Meal, or they need to bring a Pack Lunch.

Notes: Enter any additional information here.

Joining Instructions: Additional instructions can be entered here, like signing in at reception.

**Evaluation:** Click onto the arrow and select the type of Evaluation you wish the candidate to fill in after the course.

Min / Max Attendees: Enter the minimum you will accept to start the course and the maximum.

Start / Finish Times: Enter the start and Finish times of the course.

**Duration:** Enter how many days the course will be running for.

Once you are happy with the requirements for the selected course:-

• Click onto the OK button

#### Search for a Corse Code

When you have entered all your Course Codes (courses) there could be quite a lot to scroll through. By using the Search facility it will make your life a lot easier in finding the course.

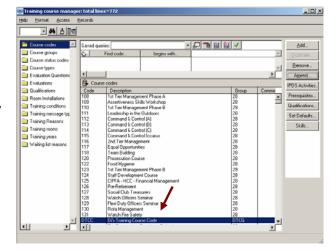
• Click onto the Course Code folder

At the top of your window you will see the Search facility

Look at the 'Find Code' and 'Begins With'

• Click onto one of these headings

A drop down menu will appear



Saved queries:		- 🖓 🐴 🕍 🗸		
S Find	d code begins with Code	Equal to	<u> </u>	You can choose here what you want to search by
•	Description Group	Not equal to Greater than or equal to		
Course co	Comments Qualifications	Less than or equal to Begins with	up Comme	Either by Code Description Ends with sta
108 1 109 4	Progression Refresher required	Ends with <sup>2</sup> Contains	up Comme	Either by Code, Description, Ends with, etc
110 1 111 L	Frequency of refreshers ID of refresher course	Is empty Is not empty		
112 ( 113 ( 114 (	Effective From Effective To	Does not begin with Does not end with		
115 (	Apply Training Leave	Does not contain		

Next to the 'Find Code' and 'Begins With' headings is a blank box

- Enter a letter or number into the blank box
- Click onto the 'Green Tick'



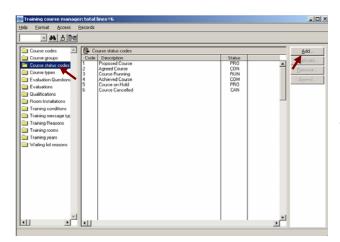
As you can see from my two examples the search jumped to all courses starting with the letter 'D' and all courses starting with the number '7'. If you know the name of the course you can type the mane in the same box.

Saved qu	ieries:		- 🗗 🛅 🕍		
<u> </u>	Find code	begins with	D		-
•					
🗳 Cour	rse codes				
Code	Description			Group	Comme
DTCC	Di's Training Cour	se Code		DTCG	A
DTCCA	Di's Training Cour	se Code Advanced		DTCG	

Saved qu	ueries:		- 💭 🎦 🔛		
<b>S</b>	Find code	begins with	7		-
					~
💁 Cou	irse codes				
Code	Description			Group	Comme
700		ent Training Course		31	▲
701	Live, Learn and F	ass It On conference		31	
702	Powered Boat for	Rescue		32	
703 🍗	Institution of Fire I	Engineers Annual Con	ference	31	
704 🗖	Hazmat and HML			28	

### Course Status Codes

The Course Status Code is set up to enable a Brigade to determine a course Status. This is an effective and efficient way which distinguishes e.g. those courses which are 'Confirmed', 'Complete' from the 'Proposed', 'Cancelled'.



• Click onto the Course Status Codes folder.

Any codes that have been previously entered will appear in the window

• Click onto the Add button



The following groups must be setup:

Code	Description	Status	
1	Proposed Course	Proposed	A course has been created the minimum number of
		(PRO)	candidates has not been reached
2	Agreed Course	Confirmed	A course has been approved to run
		(CON)	
3	Course Running	Running	The number of candidates has reached the minimum
		(RUN)	number specified
4	Achieved Course	Complete	The course has been completed and candidates have
		(COM)	achieved results
5	Course On Hold	Proposed	A course has been created the minimum number of
		(PRO)	candidates has not been reached
6	Course Cancelled	Cancelled	Course was cancelled due to a variety of reasons e.g.
		(CAN)	adverse weather conditions

The description can be changed, but none of the above should be removed, nor the Status changed

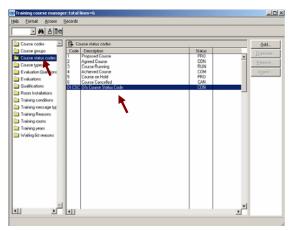
The Courses Status Code window will appear

Course status c	ode
Code:	DICSC
Description:	Di's Course Status Code
Available:	Confirmed
	Proposed
	Confirmed OK
	Cancelled

- Enter your Code •
- Enter the Description of the Code ٠
- Click onto the Available arrow
- Select on of the options
- Click onto the OK button

You should now be back at the Training Course Manager window

As you can see your 'Course Status codes' has been entered at the bottom of the list



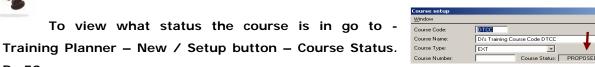
	P	<u>A</u>
Ş	K	20
	R	
	14	

You can find the Course Code Status in the drop down menu in the Training Planner under Status. pg 57

8 Train	ing Planne	r				
Print	Clear	L Close	<b>√</b> Analysis			1
Group:	All			•	Status:	All
Course:	All			-	Year:	AII A
	Include.	Archived				COMPLETE Di's Course Statu PBOPOSED



Code	Status description	Transaction type	
PRO	PROPOSED	PRO	
СОМ	COMPLETE	СОМ	
CAN	CANCELLED	CAN	
RUN	Course Running	RUN	
DI CSC	Di's Course Status Code	CON	









Pg 59

Planner – Planner button – Status icon.

### Course Types

The Course Types is set up to give you a drop down list to say the course is Internal, External, Other, Fire Safety College, etc

• Click onto the 'Course Types' folder

Any entries that have been previously entered will appear in the window

• Click onto the Add button



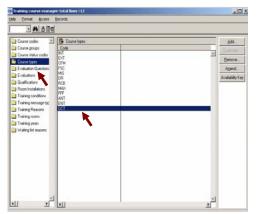
#### The Course Type window will appear



- Enter your Code
- Click onto the OK button

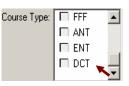
This is another	method	for	grouping	instances	of	courses.	Generally
this includes:							

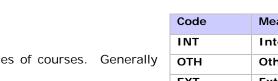
Code	Meaning
INT	Internal
ОТН	Other
EXT	External
FSC	Fire Service College



As you can see the Course Type that you have just entered has now appeared at the bottom of the list.

To view the drop down list for Course Type - Click onto Training – Training Planner – the course Types is on the right hand side of the window.





🗀 Course codes 🛛 🔺 🔂 Course types	6di
Code Code NT Code	Dudicate
Course types OTH	Berrove
Evaluation Questions FSC MIS	Aggend
DB	Acvallability Key
Cualifications RCB	
Room Installations MAX FFF	
I training conditions ANT	
Training message typ: ENT	
Training Reasons	
Training rooms	
Training years	
Waling list reasons	
비 고 티	× .
	2



You can also view the drop down list for Course Type - Click onto Training – Training Planner – New Course / Setup – course Type arrow – Select one of the options.

Course setup	
Window	
Course Code:	
Course Name:	<select course=""></select>
Course Type:	INT
Course Number:	
Location Code:	FSC EXT

Against each of the course types it is possible to specify the 'Availability Key' that is updated to the 'Duty Rota System' when a person is booked on a course of this type.

Click onto the Availability Key

Availability Key

A Select Availability Key window will appear

Select availab	ility key	
Availability key:	Ti Training Internal	•
	ET AVA - External Training AT AVA - Internal Training	
	DK Di's Training Availability Key Te Training External	
	Ti Training Internal	•
		Cancel OK

- Click onto the 'Select Availability Key' arrow
- Select an option
- Click onto the OK button



You can setup The Availability Key by clicking onto Rotas and Availability button (in Global Navigator) – configure Duty Systems – Availability Keys – Click Add button – Status - Select Training – enter your Description of the Key – Enter a Code & Key(usually the same) – fill in required boxes – Click OK

You can view the Availability Key via the Duty Rota Book

- Click onto Rotas and Availability(in Global Navigator) -

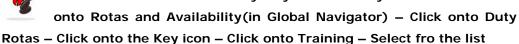
Click onto Duty Rotas - Select a Location - Click onto Rota icon -

Status:	Training (T)
Description:	Di's Training Availability Key
Internal code:	DK Key DK
Effective from:	
Effective to:	
Allowance:	
Default start time	
Default hours:	0.00
	C Available C Unavailable
	🔽 Do not allow if confidence deficit
	P Show in Duty Rota Summary table
	F Show as AVA when entry is confirmed



click onto a gray box – Status Arrow – Select Training – Remarks arrow – Select your Availability Key – the grey box will now show the availability key initials that you set up.





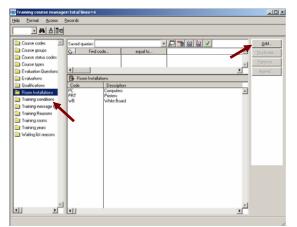


DK D



### **Room Installations**

This allows the user to setup and specify the equipment that may be required for a course.



Click onto the Room Installations folder

Any previous entries will appear in the Room Installation window

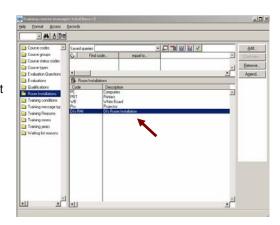
Click onto the Add button



- Enter a Code
- Enter a Description of the Code

Fixed installation attributes					
Code	Di's RMI				
Description	Di's Room Installation				
		Cancel	ОК		

As you can see the entry you have just entered will be displayed at the bottom of the list





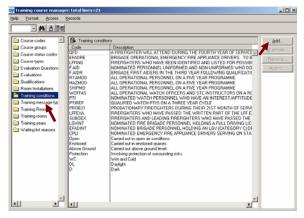
The entry you have just entered can be viewed in – Training Course Manager – Training Rooms – Add – Location Room Attributes -Scroll though the list



### **Training Conditions**

This allows the user to assign attributes to a training course which can then be reported on. This may include Weather Factors. For example: an individual undertaking a driving related course would be required to display proficiency in both wet and dry conditions.

•



• Click onto the Training Conditions folder

Any entries that may have been entered previously will appear in the window

Click onto the Add button

<u>A</u> dd	
-------------	--

• Enter a Code	
----------------	--

• Enter a Description of the Code

Training conditi	on details		
Condition code			
Desciption	Di's Training Conditions	X	
		Cancel	ОК

🔀 Training course manage	r: total lines=21		
Help Eormat Access	Becords		
· * * *			
Course codes Course stabus codes Course stabus codes Course types Valuation Questions Room Installations Training message by: Training Reasons	Training conditions of the condition of	A FIRE THE WALL AT TEND DURING THE FOUNT HYEAR OF SERVICE A FIRE FIRE HER WALL AT TEND DURING THE FOUNT HYEAR OF SERVICE THE THE THE WALL AT TEND DURING THE APPLIANCE DRIVERS. TO IM- PAREITHE THE WALL AT TEND DURING THE APPLIANCE DRIVERS. TO IM- PAREITHE THE WALL AT TEND DURING THE APPLIANCE DRIVERS. TO IM- PAREITHE THE AND THE APPLIANCE DRIVERS THE APPLIANCE DRIVERS. TO IM- BILGADE FIRST DRIVEL UNIT OF MAD TO THE APPLIANCE DRIVERS ON THE BILGADE FIRST DRIVEL UNIT OF MAD THE APPLIANCE DRIVERS ON THE APPLIANCE ALL OFFERATIONAL PERSONNEL ON A FIVE YEAR PROGRAMME ALL OFFERATIONAL PERSONNEL ON A FIVE YEAR PROGRAMME ALL OFFERATIONAL PERSONNEL ON A FIVE YEAR PROGRAMME ALL OFFERATIONAL VARCH OFFERS AND ST. CHIESTICTORS ON A RE MOUNTED WALCH FITS DAIL THEY REAR OF CILE PROBATIONARY PREFIDENTES DAIL THEY REAR OF CILE	Add Duploste Eemove Amend
Isaning neasons     Teaning coms     Teaning years     Walting list reasons	LFFEXA SUBDEX LGVINT EFADINT CPLI Open Enclosed Above Ground Protection WC DL D D	IRREFIGHTERS WHO HAVE PASSED THE WRITTEN PART OF THE LYFE IRREFIGHTERS AND LEADING REPORTING THE WHO HAVE PASSED THE NOMINATED FIRE BRIGADE PERSIONNEL HOLDING A FULL OWNING LIC NOMINATED FIRE BRIGADE PERSIONNEL HOLDING AN EVALUATION OF TO NOMINATED ENERGISTORY THE AVELANCE DRIVER'S SERVING ON STA Carried out in open at conditions Carried out in open at conditions Carried out anovagiound livel. Involving addression of Lansanding fulls. You gold Dayle.	
<b>N N</b>	Ф/н тс 	0/1 Traning Consteins	

As you can see the entry you have just entered will be displayed at the bottom of the list

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9 Ar
<b>*</b> 5
-

The 'Conditions' can be found – Training – Competency Training Needs – Click onto a row that has something written in it like, 2/0 (?%) – Click onto Get Personnel button – Click onto Enter Personnel Training button.

Conditions	Participated as	
🔲 Wet and	Cold	
🔲 🗖 Daylight		
🗖 Dark		
🔲 🗖 Di's Trair	ning Conditions	
		-

### Training Message Types

Training Message Types are what enables the successful nomination, acceptance; results and withdrawal of candidates form the course. Although the facility exists to 'Add', 'Amend' and 'Delete', it is advised that these functions are not used as the system will only use the four mandatory 'Training Message Types'. These will be entered by the System Owner at the time the system is implemented.

Click onto the 'Training Message Types' folder

Anything that has been previously entered, by the System Owner, will appear in the Training Message Types window.

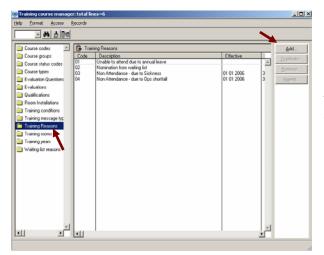
🚷 Training course manager: to	otal lines=4		_ 🗆 ×
Help Format Access Reco	ords		
- #4 ± 14			
📄 Course codes 🛛 🖻			<u>A</u> dd
	Code Description TH Withdrawn	Туре	Duplicate
Course status coues Nf	DM Nominated	<u></u>	Remove
Course types AC			
Evaluation Questions RE	ES Result		Amend
Evaluations			
Qualifications     Room Installations			
Training conditions			
Training conditions			
Training Reason			
Training rooms			
Training years			
🗎 Waiting list reasons			
	Ш	<u> </u>	

The following Should exist: The terminology of descriptions can be changed if completely necessary.

Code	Description	Туре
RES	Result	RES
WTH	Withdrawn	WTH
NOM	Nomination	NOM
ACC	Accept	ACC

### Training Reasons

These are the reasons for the current status of a person on a course – whether that will be for nomination, acceptance, result or withdrawal. Effective Dates can be used to archive these reasons.



• Click onto the Training Conditions folder

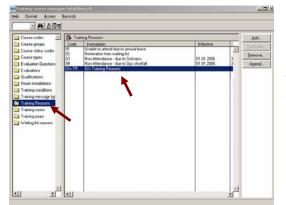
Any entries that may have been entered previously will appear in the window

• Click onto the Add button



- Enter a Code
- Enter a Description of the Code
- Enter the dates (optional)
- Click onto the boxes that apply
- Click onto the OK button

Training Reas	on		
Code:			
Description:	Di's Training Reasons		
Effective From:	Τα		
	🔽 Apply to Nomination 🚤		
	Apply to Acceptance		
	Apply to Result		
	Apply to Withdrawal		
		Cancel	ОК



As you can see the entry you have just entered will be displayed at the bottom of the list

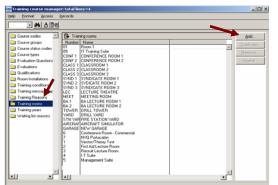
To view the entry you have just entered go to Training Planner – click onto Planner button – Click onto the Reasons arrow – Scroll down the list.

Service Number	121457		Name Moliny	en Diane		E Eden	al carolidate		Presquistes
Name	McGmem	Diarys .							
Location	Di Locato	n Texting			- flar	E DIFLANK	Rota Dis RC 0	ATR.	
Cont	10.00	Budg	-	Date with	hànn	18 06 2007	17.28.00		
Ren.A.	r	- 6	. Not applicable	C Comp	tert C t	Not yet competer	10000000000000000000000000000000000000		
Attendance	C.F.I.	CPatid	OF Norm	Reason:	Select	Reason			
					(Select I	Reacon)			-
	-				Drange Dranger	of Department			
					Company	ionate Leave Cancelled by Dist	-		-
					Course C	Cancelled by Tran	ring Centre		
					Course o Course o Course o	uit recorded on D	noufficient nonination huty Flota Book	ne .	-

### Training Rooms

This allows the Brigade to specify which rooms can be used for training, the seating capacity and the equipment available in each room.

**Please Note:** If e.g. a 'Hazardous Material Seminar' and a FP Seminar' are being held at the same day and have been assigned to the same room the system will NOT notify the user that the training room has all ready been booked, and thus double booking can still occur.



Click onto the Training Conditions folder

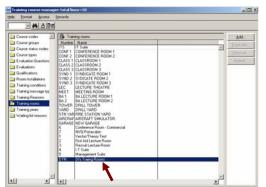
Any entries that may have been entered previously will appear in the window

Click onto the Add button



- Enter a Room Number (or code)
- Enter a Description of the Code
- Enter the seat capability (if needed)
- Click onto the Installations you will need to be set up





As you can see the entry you have just entered will be displayed at the bottom of the list

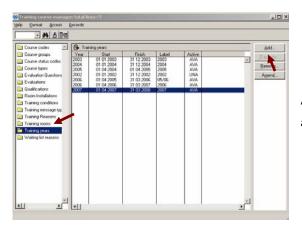


To view the entry you have just entered go to Training Planner – Click onto a Course - Click onto New Course button – Click onto Rooms button– Scroll down the list.

Select instructors					_
It Suite	From		Until		-
Conference Room 1	From	09 05 2007 00:00:00	Until	17 05 2007 00:00:00	
Conference Room 2	From		Until		1
Classroom 1	From		Until		
Classroom 2	From		Until		
Classroom 3	From		Until		
Di's Traing Rooms	From		Until		
4					

### Training Years

This allows the user to specify when training years should start and end. If a year is set to unavailable then it will not be possible to create new instances of courses during that date range.



Click onto the Training Years folder

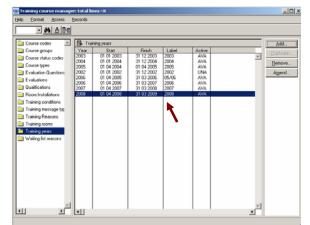
Any entries that may have been entered previously will appear in the window

Click onto the Add button

Add...

- Enter a year
- Enter the start date for that year
- Enter the end date for that year
- Click onto the arrow & choose Available or Unavailable
- Enter a Label usually the year your setting up
- Click onto the OK button





As you can see the entry you have just entered will be displayed at the bottom of the list

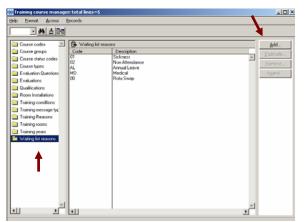


To view the entry you have just entered go to Training Planner – click onto New Course button – Click onto the Training Year arrow – Scroll down the list.



### Waiting List Reasons

These are the reasons for somebody being put on to the Waiting List. The system provides the facility to specify a waiting list reasons, enabling an explanation to be appended to every individual who appears in the waiting list. For example: an individual could be on the Waiting List because he/she has recently joined the Brigade and training needs have been identified.



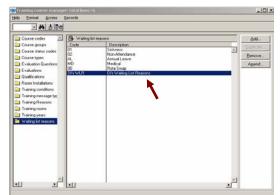
• Click onto the Waiting List Reasons folder

Any entries that may have been entered previously will appear in the window

• Click onto the Add button

- Enter a Code
- Enter a Description of the Code
- Click onto the OK button

Waiting list (	reason al	ttributes	
Code	DI's WLF		
Description	Di's Waiti	ing List Reasons	
		Cancel	ОК



As	you	can	see	the	entry	you	have	just	entered	will	be
dis	playe	d at	the b	ottor	n of th	e list					

To view the entry you have just entered go to Training Planner – click onto Waiting List button – Click onto the Training Course arrow – Scroll down the list.

Name	Langley K		
Toring course	Breaking Appendix 1		
Fear	Sidness		
Notes	Non Altendance Annual Leane Medical Rota Swap KANALISE MILLER INFO	¥	
Extend by	SOPHT_STATS	# 03-02 3005	