

## Learning &amp; Development Requirements (optional module)

No	Requirement	Essential (E) Desirable (D)	Compliant ? Yes or No	A brief description of how you would meet the essential requirements
1.	Data load and Migration <ul style="list-style-type: none"> <li>- Ability to upload existing records/existing data transfer into the system from various formats/applications: e.g. Zipporah, Learning Pool Learning Management System, document library, ORACLE HRMS, ILM Unit tracking</li> <li>- Data loader functionality e.g. mass user creation, mass training log generation etc.</li> </ul>	E		
2.	System Access <ul style="list-style-type: none"> <li>- Ability for access at various permission levels dependant on role / user/ multi-level security, e.g. End User Self-Service Access (learner, manager etc.), Professional User Views, Administrator, customer</li> <li>- Ability for different types of access e.g. editing/ viewing/reporting information/application management</li> <li>- Ability for non DCC users to access the functionality</li> </ul>	E		
3.	System configurability <ul style="list-style-type: none"> <li>- Landing pages and functionality tailored to meet internal and external customer requirements e.g. logo, colour brands etc.</li> <li>- Agility to allow for platform transition during a</li> </ul>	E		

	workflow process e.g. begin course booking on smart phone, complete the evaluation process on a laptop			
4.	<p>Report wizard functionality:</p> <ul style="list-style-type: none"> <li>- Provide reporting data on all aspects of learning management activity, current and historic; and all aspects of user accounts.</li> <li>- Ability to customise, analyse, create, print, export, archive, publish to a dashboard, &amp; share reports within a user's permission settings</li> <li>- Ability to schedule regular standard reports to run routinely e.g. monthly , annually</li> <li>- Agility for report trending (over time) &amp; benchmarking (against agreed standards, both DCC and industry standards e.g. SCORM)</li> <li>- Functionality for reports to provide summary, grouped &amp; detailed data on any given criteria</li> </ul>	E		Please supply a list of standard user friendly Learning Management reports that are built into the system
5	Learning Management data application and associated workflow processes fully integrated with HR processes e.g. performance management/competency management workflows, supervisions/appraisals functionality, personal information changes etc. The ability to upload appraisal and supervision documents.	E		
6	Ability for the Learning management application to integrate with pre-existing systems e.g. Finest, E commerce facility for external client charging, Learning Pool Learning Management System, Adapt courses	E		
7.	<p>Invoicing and costings Facility</p> <ul style="list-style-type: none"> <li>- Ability to invoice internal and external customers following a learning activity</li> <li>- Functionality to allow for online payments to be made</li> </ul>	D		

	<ul style="list-style-type: none"> <li>- Ability to invoice clients on an individual and bulk invoice basis</li> </ul>			
8.	<p>Training/ Development catalogue</p> <ul style="list-style-type: none"> <li>- A training catalogue providing information on learning resources and courses available, that is editable , searchable, configurable</li> <li>- Contains guidelines and eligibility criteria for programmes and courses</li> <li>- Library of links to external complementary content e.g. you tube, Wikipedia, SharePoint, the source, etc.</li> <li>- A catalogue which allows learners to access a range of deployment methods in regards to a learning activity e.g. e-learning, PDF's, PowerPoint</li> <li>- Real time information held on course details, to include, course location and tutor, current booking numbers (as well as min &amp; max numbers for course to run), course costs, course material etc.</li> <li>- Pre, ongoing and post training materials accessible and editable to learners and functionality for electronic submission for evaluation/scoring/management and reporting</li> <li>- Links to Digital Apprenticeship Service (DAS) account and national apprenticeship training search facility, to enable the identification and management of apprenticeship qualifications training</li> <li>- The ability for the learner to create pathways and complete training linked to a particular area, supporting career development and succession planning</li> <li>- Configurable notifications for learner and manager</li> </ul>	E		Please supply a list of any standard e-learning courses/ learning suites/templates that may come as part of your application

	<ul style="list-style-type: none"> <li>- Automated 'spaced practice' configurable by administrator</li> </ul>			
9.	<p>Workflow Processes to include</p> <ul style="list-style-type: none"> <li>- Course bookings - self-service management of course bookings, managers approvals/rejections, charging etc.,</li> <li>- auto-generation of joining instructions, course details and materials, certificates of completion/attendance, course evaluation/feedback</li> <li>- Full integration with Microsoft Outlook Calendar and email</li> <li>- waiting list management and auto delegate generation</li> <li>- CPD logged on learner record with complementary workflow processes to manage learning paths (linked via job requirements and/or individual identified needs) and refresher training,</li> </ul>	D		Please supply a list of standard workflow processes linked to learning and development management activities
10.	<p>Alerts</p> <ul style="list-style-type: none"> <li>- Alerts generated for refresher training to learner and manager e.g. First Aid</li> </ul>	E		Please supply a standard list of alerts linked to learning and development management