
@ accessplan lms : feature list

User Interface

- 100% web based, accessible 24/7 from any location
- Web gadgets enable familiar and fully-customisable learner interfaces to be created
- Integrates seamlessly with Web 2.0 and social media sites including Twitter, Facebook, RSS feeds
- Highly customisable design
- Multi-lingual support

Managing Learner Information

- A single database containing all learner information can be accessed 24/7 from any location
- Store comprehensive information relating to learners including contact details, training history, employment history
- Track external or on the job training
- Assign learners to companies, departments, users groups or job roles
- Create custom fields
- Store notes and documents
- Powerful learner search facility
- Data import tools for bulk updates

Course Management

- Manage multiple course type including classroom, e-learning, NVQ, programmes or knowledge documents
- Build courses profiles including aims, objectives, summary, pre-requisites, suggested follow on
- Create course catalogues
- Assign qualifications, modules or competencies to courses
- Create private courses limited to certain learner groups
- Track and report on scores and grades, completions or failures
- Powerful reporting functionality

Knowledge Bank

- Upload any type of learning resource including PDF, PowerPoint, Video or Audio
- Multiple course registrations allowing learner groups to be booked onto multiple courses in seconds
- Knowledge documents available for download

E-Learning

- Scorm compliant e-learning (Scorm 1.2/2004)
- Quick and easy upload of e-learning content
- Bookmark and resume partially completed courses with one click
- Powerful reporting including Scorm 2004 data
- Multiple course registrations allowing learner groups to be booked onto multiple courses in seconds

Instructor led courses

- Create one off classroom courses, sessions, certification programmes
- Allocated resources to courses including trainers, venue's and equipment
- Specify max/min number of registrations required
- Auto generated correspondence including confirmations, joining instructions and reminder
- Automatic waiting list management
- Generate certificates, registers and sign in sheets
- Outlook synchronisation
- A wide range of reporting functionality based on key course metrics e.g. viability, attendance statistics, availability

Booking Management

- Real time online booking available through the learner portal
- Real time Course information including dates, availability, price and location easily accessed
- Quick and easy processing of bookings by training administration staff.
- Automatic checking to see if learners meet pre-requisites
- Group bookings
- Manager approval loop
- Cancellation requests

Feedback, Evaluation and Assessment

- Custom form builder
- Build a bank of reusable form items
- Check box, radio button or free text responses
- Pre, Post or trainer evaluations
- Online completion
- Report on any form or assessment, at any time, to any level of granularity
- Multiple choice or short answer questions

Communication and Auto Notification

- Receive auto generated notifications via email
- Administrator, candidate, manager notifications includes: courses bookings, reminders, expiring awards, candidates falling behind schedule, cancelled or non-attendance of training, course date reminders etc.
- Messaging facility. Target individuals, user types, companies or group with news and messages
- Bulk email tool
- SMS notifications

Learner Features

- Access 24/7 from any internet connected device
- Easy to use, customisable dashboard interface
- Permit self-registration
- Browse and search course catalogues for online, instructor led, document or video courses
- Online booking and registration
- Resume partially completed online courses
- Review training history, schedule and booking details
- Provide feedback through course evaluation
- Monitor and update personal development plans
- Compare skills and progress against job profiles or learning plans
- View system messages, news and updates
- Access discussion forums and social learning tools

Line Manager Features

- View all subordinates training history
- Make group bookings
- Line manager course booking approval
- Receive auto generated notifications
- Detailed line manager reporting

xLMS

- Support e-commerce
- Manage invoices, credit notes and discounts
- Integration with accounting packages

Learning and Development Features

- Personal development plans
- Learning plans
- Set and track learner targets or goals
- Auto-assign targets and content based on role
- Monitor expiration dates
- Track and monitor CPD points
- Track and forecast costs or budgets
- Social learning integration
- Powerful reporting

Succession Planning and Job profiling

- Create Organisational, departmental or individual competency profiles
- Identify competency shortages by organisation, team and individual
- Training needs analysis and related budgetary requirements
- Organisational risk analysis against job roles.
- Identify "best fit" individuals for new permanent and project team roles
- Assign development plans to candidates for potential or actual job openings
- Allows learners to track their skills v job roles

Reporting

- Real time reporting functionality gives access to business critical data, reporting and analysis
- Standard of ad-hoc reporting
- Dashboard reporting and metrics
- Drill down reporting and filtering by group, company or job role
- Graphical or statistical reporting
- Export reports to excel or PDF
- Share data by auto scheduling or emailing reports

Scalability

- Multiple licenses or portals on one system
- Nested companies, branches, departments or groups
- Customisable roles and levels of access
- Customisable design and terminology
- Hosted solution – 100% web based
- E-commerce integration
- Integration with existing systems