



# Redkite Course Management

## Electronic Course Booking System

The Redkite Course Booking System is web based and has been designed to compliment and integrate with Redkite Tracker Personal and Workforce Development System.

The Redkite Course Booking system comprises of:

- ✓ A course prospectus
- ✓ Fully featured course booking management
- ✓ Course attendance records
- ✓ Reports and statistics

The system has been designed to integrate with Redkite Tracker from where the generic course information can be drawn to form the basis of the electronic prospectus.

The screenshot displays a web-based interface for viewing course booking details. The course title is 'FIRE RISK ASSESSMENT'. Other details include Course Code (FRAS/SS/08), Course Type (External), Venue (London), Start Date (5/8/2008), End Date (7/8/2008), Start Time, and End Time. It also shows Catering? (Yes), Caterer (A Caterer), Room Booked (Yes), Status (Open), Last Updated (30/07/2008), Updated By (Paul S), Booking Inst (Yes), and Certificate (Yes). There is a 'Training Staff' dropdown menu and a 'Notes' text area. At the bottom, there is a table with columns for ID No., Role, Name, Status, Booking Inst, and Attend. The table lists three staff members: 5485 (PI, HUGHES, D), 5889 (PCOP, HALE, CC), and 5879 (Culinar, TERRY, D). Buttons for 'Edit' and 'Back' are visible at the bottom of the form.

Staff can browse the on-line prospectus at any time. Nomination forms can be found on-line for each course. The prospectus can be viewed by staff at all levels although the ability to nominate staff can be restricted to line management, if required.

Nominations automatically update the Course Booking system and are appended to appropriate course waiting lists.

Successful nominees can receive their confirmation electronically together with any necessary joining instructions. The despatch of joining instruction can be deferred until a preset time prior to the course, if required.

Fully featured course management functions, in addition to managing waiting lists and matching nominees and delegates to suitable courses, will also allow you to confirm room bookings and resource requirements, allocate trainers and any catering facilities required.

On completion of the course, course directors, trainers or staff with authorisation can update course attendance records detailing individual outcomes. Outcomes from courses undertaken will be recorded in individual personal portfolios on Redkite Tracker and the system will automatically update competence profiles where training is mapped to the competence framework.

Course evaluation forms, reports and statistics are also available.

Full integration with Redkite Tracker will help staff obtain the training they need to ensure maintenance of competence.