

Course Management Module

The Redkite Course Management Module is tried and tested, robust, scalable and web-based. It automates many labour intensive paper-based activities to provide, manage and administer training courses to save time and money over paper based systems.



The Redkite Course Management Module facilitates, provides or allows:

- ✓ the creation of training course templates
 - ✓ the creation of specific instances of courses from templates
 - ✓ the setting of minimum and maximum numbers
 - ✓ managing nominees and delegates
 - ✓ managing waiting lists
 - ✓ assigning training personnel with an automated check for trainer qualifications
 - ✓ managing skills / competence required by trainers
 - ✓ powerful resource management facilities
 - ✓ Training Needs Analysis to help ensure staff are scheduled for courses according to needs with the facility to re-schedule staff on to alternative courses where required
 - ✓ the production of confirmation notification, joining instructions and post course evaluation forms
 - ✓ handles courses that take place over non-consecutive days
 - ✓ facilitates the enrolment for one or more additional courses when current course complete
 - ✓ notification by email / SMS to all relevant people when courses are cancelled or re-scheduled.
- ✓ **Web-based on-line prospectus** allows authorised users to view and nominate personnel for courses you are offering.
 - ✓ **Checks delegate and trainer availability** both in terms of spaces available on a course, staff holidays and duty rotas.
 - ✓ **Training need analysis** tools ensure staff attend courses in a timely manner.
 - ✓ **On-line training update** allows training personnel or system administrators to update training records on completion of a course and record non-attendance.
 - ✓ **Refresher training dates are automatically updated** and mapping to units of competence or associated training is undertaken automatically.
 - ✓ **Highlights courses that have been completed** and where training records have not been updated.
 - ✓ **Reports** – a wide range of standard and customisable management reports is available from pull down menus within the system.
 - ✓ **Resource Management** – extended resource management facilities allow any resource to be defined (rooms, equipment, personnel, etc.) and allocated to a course for part or whole courses. Resources can be allocated for periods in 30-minute segments. Resource managers are notified what resources are required and any subsequent changes.
 - ✓ **Trainer Management** – holds details of trainer's qualifications and matches qualifications to course requirements. Also checks for availability.