

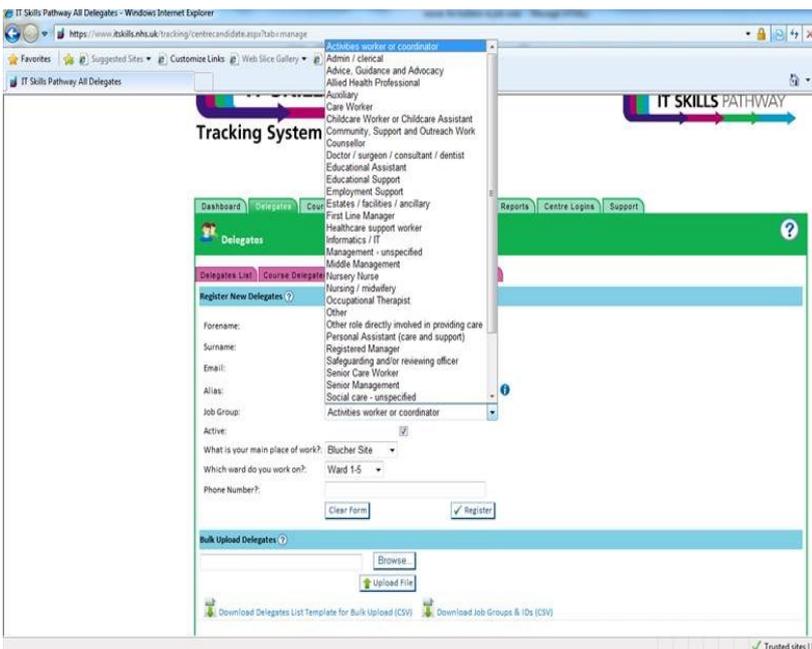
# IT Skills Development E-bulletin

## New Job Roles on the IT Skills Pathway Tracking System

On 20 April we released an update to the list of job roles that can be used when registering delegates on the Tracking System.

This new list now includes additional job roles for social care as well as more job roles suitable for all organisations.

Existing delegates don't need to change their job roles but can do so if desired. If you have any queries regarding the new list, please get in touch with us via [it.skills@hscic.gov.uk](mailto:it.skills@hscic.gov.uk)



## “Old” style menu courses support has been discontinued

**REMINDER!!:** On March 31st 2015 technical support for the “old” style menu courses was discontinued. The courses will still be available to centres and learners until we are sure that centres are no longer using them. If you have not done so already we actively encourage you to switch to the new style menu courses as soon as possible. If you need any help or advice please e-mail [it.skills@hscic.gov.uk](mailto:it.skills@hscic.gov.uk) and we will be happy to help.



IT SKILLS PATHWAY



LEVEL THREE

LEVEL TWO

LEVEL ONE

ENTRY

## How to change your Centre Manager

We are regularly asked by Centres to help them through the process of changing their Centre Manager. Below are a number of scenarios and the solution:

Scenario	Solution
1) The Old Centre Manager is still available and can access the system. The New Centre Manager is an existing administrator on the system.	Contact the support team via the e-ticket system giving details of the old manager and the new manager. The support team will process the request and let you know the switch has been completed via e-ticket.
2) The Old Centre Manager is still available and can access the system. The New Centre Manager is not an administrator on the system.	Firstly get the new Centre Manager to register on the tracking system and the old centre manager to approve them as an administrator. Contact the support team via the e-ticket system giving details of the old manager and the new manager. The support team will process the request and let you know the switch has been completed via e-ticket.
3) The Old Centre Manager is no longer available and therefore cannot access the system. The New Centre Manager is an existing administrator on the system.	The new manager should contact the support team via the e-ticket system giving details of the old manager and themselves. The support team will process the request and let you know the switch has been completed via e-ticket.
4) The Old Centre Manager is no longer available and therefore cannot access the system. The New Centre Manager is not an existing administrator on the system.	Firstly get the new Centre Manager to register on the tracking system. Then contact the support team by emailing <a href="mailto:elearning@mbhci.nhs.uk">elearning@mbhci.nhs.uk</a> giving details of the old manager and explaining they have not yet been approved as an administrator but giving details of their login username. The support team will process the request and let you know the switch has been completed via email. The new administrator should then book onto one of the IT Skills Pathway Tracking System Webinars for further training on the system.

Once it has been confirmed your Centre Manager has been changed, the final step is to change the details of the Centre Manager that appear on your Centre Locator. This is done by logging on to the tracking system dashboard and then clicking on the edit details button. Enter the details you wish to appear on the locator and click on the confirm button.

Edit Centre Details

**Update Your Centre Details**

Region: National

Centre Name: Health and Social Care Information Centre

**Centre Manager:**

Forename: David

Surname: Levison

Email:

Telephone: Required

Notify Email:  ⓘ

Banner text on LMs:  ⓘ

**Registration Questions for Delegates:** ⓘ

Note that existing answers may be invalid if you change the questions.

Question 1:  Mandatory  ⓘ

Blucher Site  
 Wansbeck Site  
 Newburn Site

Enter options on separate lines if required (max 2000 characters):

Question 2:  Mandatory  ⓘ

Ward 1-5  
 Ward 6-10  
 Ward 11-15

Enter options on separate lines if required (max 2000 characters):

Question 3:  Mandatory  ⓘ

**Update Your Centre Website Profile**

Centre telephone:

Centre email:

Centre postcode:

(Geocode for centre map): Lat:  Long:

Opening hours:

Centre web address:

Trusts covered:

Training venues:

Other information:

Office versions:  Office 2003  Office 2007  Office 2010

Delivery methods:  Class room  Workshop  E-learning  Self-study

Official exams offered?

External candidates accepted?

External candidates charged?

**Please note:** The details entered above will be published on the IT Skills Pathway website. Please consider this when entering the details above - only the postcode field is mandatory.

**Contact us:**

Email: [it.skills@hscic.gov.uk](mailto:it.skills@hscic.gov.uk)  
 Web: [www.itskills.nhs.uk](http://www.itskills.nhs.uk)

## IT Skills User Groups - Spring 2015 - It's not too late!

The dates below are for the Spring IT Skills User Groups. If you wish to attend then please reserve your place now, by e-mailing [it.skills@hscic.gov.uk](mailto:it.skills@hscic.gov.uk). We will be sharing the latest IT Skills Pathway updates, however on this occasion the TQI team will be unable to join us so the timings below have been adjusted from previous bulletins.

Location	Date	Time
Newcastle	Tuesday 28th April	10:30—13:00
Leeds	Wednesday 29th April	10:30—13:00
Redditch	Thursday 30th April	10:30—13:00
Cambridge	Thursday 7th May	10:30—13:00
National Webinar	Thursday 14th May	10:30—12:00
London	Wednesday 20th May	10:30—13:00

## IT Skills Pathway Tracking System Webinar

We run monthly two hour training webinars for new centres or centres wanting a refresh about using the Pathway and materials. The IT Skills Pathway Tracking System webinars go through the tracking system and materials in lots of detail and give attendees an opportunity to ask lots of questions.

The May session will be held on Tuesday 12th May, 10 - 12. If you would like to attend please contact us by email ([it.skills@hscic.gov.uk](mailto:it.skills@hscic.gov.uk)) and we'll book you in. The dial in details will be sent out to those who have booked approximately a week before each session.

If you would like to attend a webinar but are unavailable on the above date the next two will be held on Tuesday 23rd June 10-12 and Tuesday 21st July 10-12. Please also contact us by email ([it.skills@hscic.gov.uk](mailto:it.skills@hscic.gov.uk)) if you are interested in these sessions but are not as yet set up as a centre.

### Top Pathway centres:

- |   |  |
|---|--|
| 1 North Tees and Hartlepool NHS Foundation Trust    | 6 Sheffield Teaching Hospitals NHS Foundation Trust    |
| 2 Teesside University                               | 7 University of Manchester                             |
| 3 North East Ambulance Service NHS Foundation Trust | 8 Birmingham & Solihull Mental Health Foundation Trust |
| 4 Northumbria Healthcare NHS Trust                  | 9 Sussex Partnership NHS Foundation Trust              |
| 5 NHS Business Services Authority                   | 10 Birmingham Community Healthcare NHS Trust           |

### Pathway learning:

No. of learners in March 2015 4664

Total pathway learners (since release 4) 148407



### Contact us:

Email: [it.skills@hscic.gov.uk](mailto:it.skills@hscic.gov.uk)  
Web: [www.itskills.nhs.uk](http://www.itskills.nhs.uk)