

IT Skills Development E-bulletin



Ready, Steady, GO.....



Fitness check—Is your centre ready for the **14th May**?



[Password changes](#)



[The New Tracking System](#)



[GDPR Compliance](#)



[New Terms and Conditions of Use, Privacy Notice and Accessibility Help](#)



Everything you need to know is coming up in this bulletin.....

Get Ready for Passwords in 2018—*Important information for all centres*

Password access to the IT Skills Pathway will become mandatory for your learners on:

14th May 2018

All learners who access IT Skills Pathway learning and testing materials will be prompted to set up a password, if one hasn't already been set, when they access the **Learning Portal** and **Learning Links** from **14th May 2018**.



New resources are now available to centres from the **Tracking System, Resources, Trainer Resources, Documents—ITSP001, ITSP002, ITSP003, ITSP004 & ITSP005** to help manage the change.

Below is a summary of the new password security changes learners can expect:-

- **Passwords will no longer be optional.** A user must set a password when they log in if one hasn't already been set.
- Passwords must meet minimum complexity rules: 8 characters with at least one letter, one number and one symbol.
- If a delegate has already set a password that doesn't meet the complexity criteria they will be prompted to set a new one that does when they next try to log in.
- Learners can receive an automated email to reset the password should it be forgotten.
- Failed login attempts won't trigger an account lock-out.

Mandating passwords is in line with best practice, proves identity, and protects security and confidentiality for your learners.

Learners can prepare and learn more about passwords in the **Entry Level - Digital Literacy** course, **Staying Safe, Password Security** module.

IT SKILLS PATHWAY



Revealing the new look Tracking System, coming soon to your centre.

We've been updating our look, out with the old and in with the new! As well as looking good, the **new Tracking System** has improved features and functionality. We plan to release the new Tracking System to all centres on **Monday 14th May**. This month in the lead up to the release date we're introducing some further "what's new" features. If you want to see more revisit our bulletins from January to March available on our [website](#).

This month we **focus on Course Setup & the Learning menu...**



- A. New layout ~ clear, clean improved screens and graphics
- B. Scrolling news and updates ~ keep up to date with news and developments
- C. New free text search field ~ get there quicker
- D. Filter and Sort headers ~ find it
- E. New quick Learning Portal view ~ At a glance view active Learning Portal courses
- F. New Prev and Next buttons ~ move back and forward to view multiple pages
- G. Create new course ~ new position below the course list

The screenshot shows the 'IT SKILLS PATHWAY Tracking System' interface. At the top, there is a navigation bar with 'IT SKILLS PATHWAY' and 'Tracking System' logos. Below this is a green navigation menu with options: Dashboard, Delegates, Course Setup, Centre Logins, Learning Portal, Resources, Reports, and Support. The main content area is titled 'Course Setup' and features a search bar (C) and a table of courses (D). The table has columns for Edit, Course, Launch, Application, Office Vets, Learn Mins, Active, LP, Total Dets, In Prog, Copy, and Email. Below the table are pagination controls (F) and a 'Create new course' section (G) with a text input field and an 'Add' button. The NHS logo is visible in the bottom left corner.

Edit	Course	Launch	Application	Office Vets	Learn Mins	Active	LP	Total Dets	In Prog	Copy	Email
	Word 2016 for the Workplace - Testing		Word	365	11h 30m			1	1		
	Word 2013 for the Workplace - Full Certificate Course		Word	2013	2h 13m			2	2		
	PowerPoint 2016 for the Workplace - Learning materials test		PowerPoint	365	N/A			2	2		
	PowerPoint 2013 for the Workplace - Full Certificate Course		PowerPoint	2013	1h 26m			2	2		

Edit or create a course

Edit Course

Course details Active learners: 0 Completions: 0 Current version: 1

Course name:

Password:

Course Options:

- Active
- Allow self-registration
- Hide in Learning Portal
- Allow diagnostic objective selection
- Include post learning assessment

Course Content

	Diagnostic	Learning
+ Getting started	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
+ Digital devices	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Apps, applications and files	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manufacturers, operating systems and applications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Managing files	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Using external devices and storage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sharing information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
+ Staying safe	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
+ Communication	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
+ The Internet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Launching the Learning Menu



New Login and Password screens

IT SKILLS PATHWAY

Learning Menu

Digital Literacy for the Workplace - Full Certificate Course (Average course length: 2h 5m)
HHS Digital

Sign in to your learning

Forgotten your delegate ID? Type your e-mail address into the ID field above and click [Remember](#).

Digital Literacy for the Workplace - Full Certificate Course (Average course length: 2h 5m)
HHS Digital

Sign in to your learning

Forgotten your password? [Reset](#).

See [Get Ready for Passwords in 2018](#) for more information

The new look Learning Menu

IT SKILLS PATHWAY
Learning Menu

Digital Literacy for the Workplace - Full Certificate Course (Average course length: 2h 5m)
NHS Digital

+ Getting started	0% complete	0 mins	(average time 18 mins)
+ Digital devices	0% complete	0 mins	(average time 7 mins)
+ Apps, applications and files	0% complete	0 mins	(average time 23 mins)
+ Staying safe	0% complete	0 mins	(average time 30 mins)
+ Communication	0% complete	0 mins	(average time 15 mins)
+ The Internet	0% complete	0 mins	(average time 15 mins)

+ **Course Incomplete** To complete this course, you must pass all post learning assessments with a score of 85% or higher. Summary

New Tracking System—What will happen on 14th May?

Q. **How do I login?**

A. Just click the usual link to the Tracking System: <https://www.itskills.nhs.uk/tracking>
You may be asked to set a new password if your current password does not meet the secure password criteria, see [Get Ready for Passwords in 2018](#).

Q. **How do I get help?**

A. Comprehensive **Help** is available throughout the system

- ? Click and Help button
- ? Searchable FAQ's
- ? Quick Guides and Resources
- ? Raise a Ticket on the Tracking System



Q. **Do we need to send out new links to courses and the Learning Portal?**

A. **NO**, learners will continue to use the same links.

Q. **What about our learners?**

A. They'll need to set a secure password next time they login, see [Get Ready for Passwords in 2018](#).
When they login they'll see the new look [learning menu](#).

To reassure centres, for a temporary period, all centres will be able to access the legacy system should they need to.



David Update

We have been overwhelmed by your support and good wishes for David as he recovers from his cycling accident and he wanted us to pass on this message to you all.

"Thanks for all your messages and enquiries about my well being. The Halo will remain in place for quite a while yet but in the meantime my wrist and shoulder seem to be making good progress. The medical staff are all very happy with my neck position and they all seem pretty competent using the computers too!"

As you can see David remains in good spirits, we miss him here and look forward to his return once he has recovered and learnt how to ride his bike!



New rules relating to how we collect and process personal data - the EU General Data Protection Regulation (GDPR) - will come into effect in the UK from 25 May 2018.

Here at the IT Skills Pathway we're getting ready for GDPR, we expect you'll be involved with this activity at your centre and will have some insight into the new regulations for protecting data. GDPR expects us to know and tell individuals what personal data we hold and what we do with it and have a legal reason to do so. We can't do this when centres are able to define their own custom fields for learner registration.

So as we prepare to ensure that we all comply with GDPR we need to bring to the attention of centres the collection of data at registration and as delegates enrol to new courses. Historically centres have been able to set up free text "extra questions" supplementary to the standard questions in the custom fields. This is now the area of the system that is of most concern in relation to GDPR.

For all of us involved with the collection of data within the IT Skills Pathway to meet our GDPR responsibilities we are obliged to modify the **Registration Custom Fields** and consolidate to a pick list as below.

From 14th May the free text fields will no longer be available. IT Skills Pathway centres can choose to collect any three of the following pieces of information in the **Registration Custom Fields**, to enable them to effectively manage learning:

- Assignment / employee number
- Base / office / place of work
- Contact telephone number
- Department / team
- Division / directorate / service
- Group
- Job title
- Manager
- Organisation / company
- Organisation identifier (e.g. ODS Code)
- Organisation type
- Programme of study / course
- Region
- Role type
- Sector
- Team
- Work address



Existing data will be mapped, where possible, to these fields and we'll be contacting centres over the next few weeks so they are aware of the data that will be mapped and what will be removed.

To comply with GDPR we will be removing the **Course Custom Fields** from the system and erasing the data as the questions asked are too wildly varied for us to consolidate.

We've updated our **Terms and Conditions of Use, Privacy Notice and Accessibility Help** and added a footer link from on all our web applications. These documents are also available in the Tracking System from the **Resources** tab, **Technical Support**, please familiarise yourselves with this important information about the protection of data when you use our systems.

Spring User Group Dates — Last chance to book for Redditch, London and the National Webinar

Attendees at the **Spring User Groups** will get information and updates on all the latest IT Skills Pathway developments. This is also a good opportunity to meet and network with other centres and hear about what is happening in your local region.

Location:	Day:	Date:	Time:
Redditch - Last chance to book	Wednesday	02/05/2018	14:00 to 16:30
London - Last chance to book	Thursday	03/05/2018	10:30 to 13:00
National Webinar - Last chance to book	Friday	04/05/2018	10:00 to 12:00

Follow the location link to Eventbrite for venue details and to book a place.

NB. If you are unable to attend one of the face to face meetings or have missed our earlier dates please book a place on the National Webinar where we provide most of the information available to attendees at the User Group Meetings.

Attendees at the Spring user groups will be the first centres to get access to the new look Tracking System.

Training Webinars

Content Management System (CMS) The CMS System enables centres to create bespoke courses using all of the content available from the IT Skills Pathway. Click [here](#) to view training dates and register for your preferred date.



IT Skills Pathway Tracking System Monthly team training webinars are now available to book. To see dates and book a place with Eventbrite click [here](#).

Hosting Content (charges apply) - Want to learn more about hosting your own in-house content on the Tracking System? Raise a ticket on the Tracking System and let us know your availability for a 30 minute webinar.

Learning Portal If your centre would like to arrange a training webinar to learn how to set up, configure and launch the Learning Portal please raise a ticket on the Tracking System.

Top Pathway centres:

1	Teesside University	6	University of Manchester
2	Northumbria Digital Solutions	7	Skills Development Network - East Midlands
3	Sheffield Teaching Hospital NHS Foundation Trust	8	Brighton and Sussex University Hospitals NHS Trust
4	NHS Pathways	9	Royal Cornwall Hospital NHS Trust
5	Coventry & Warwickshire Partnership NHS Trust	10	University Hospital Southampton NHS Foundation Trust

Pathway learning:

No. of learners last month	1443
Total pathway learners	264765



Contact us:

ITSP Centre: [Raise a Ticket](#)
 Email: itskills@nhs.net
 Web: www.itskills.nhs.uk