

IT Skills Development E-bulletin

Important Security Information for your Centre

The IT Skills Pathway Service takes Information Governance very seriously and understand that this is also of paramount importance to all our Centres. It has come to our attention that there have been 2 isolated cases where a Centre has been directed to another Centre's tracking system pages. This is unacceptable and we need to take action to ensure that this never happens again.

This issue is due to session tokens (unique identifiers) being stored in the address bar when cookies are disabled by the browser. It is therefore proposed that the safest solution is to switch off cookieless access to prevent this.

To support this important security work immediate action needs to be taken by all Centres as follows:

- Ensure www.itskills.nhs.uk is added to your trusted sites
- Always access the tracking system from a "pure" link i.e. <https://www.itskills.nhs.uk/tracking/> there should be no other alpha or numeric content following the address, these suffixes are the session tokens*

* Example Session Token



The screenshot shows a browser address bar with the URL [https://www.itskills.nhs.uk/tracking/\(X\(1\)S\(Inua0x3twxosrt55g305kw45\)\)/learn.aspx?CentreID=101&Custom](https://www.itskills.nhs.uk/tracking/(X(1)S(Inua0x3twxosrt55g305kw45))/learn.aspx?CentreID=101&Custom). The session token part of the URL, `(X(1)S(Inua0x3twxosrt55g305kw45))`, is highlighted in yellow.

- Learning links should be the address created from the URL/email links in the course set up with no session tokens*
- Never create or distribute links that include a session token*
- Don't add links to Favorites that include a session token*

Completing the steps above will ensure that a new session token* is issued each time you visit and you won't be incorrectly identified by the server.

Please share this information with your teams who access the tracking system to manage, administer and support training. Regular reminders will appear in this bulletin and centres who have not either added the IT Skills Pathway to trusted sites or enabled cookies within 6 months will have their access turned off.

Content Management System (CMS) goes live

Content Management System

Welcome.

The first centres to go live with CMS were trained last week and have already started to use the system to develop combined customised courses and assessments from existing IT Skills Pathway resources. Be it for existing delegates, recruitment assessments or other projects this free tool widens the scope of what you can do with our products. To access this free tool, please sign your centre up for a training session (page 3).

Good Housekeeping

To help with your queries and keep you up to date with new developments please ensure we have the correct contact details registered for you. To check this now please take the following action:-

Centre Managers and Administrators: -

- Log into the Tracking System
- Click on **My Details**
- Check your details
- Enter your Tracking System centre password if anything is incorrect
- Update
- Click **OK** to confirm changes

Centre Managers:-

- Check your Centre Details on the dashboard
- Updated by clicking **Edit Details**
- **Confirm** details to update

Go to the **Centre Logins Tab** and delete the user accounts of Administrators who are not currently active on the Tracking System.

IT Skills Pathway Tracking System Training Webinars

We've made some changes to the monthly training webinars. These can be attended by whole teams or on a one to one basis. There are webinar dates available to book in September on: Friday 23rd, 14:00 to 15:00, Monday 26th, 11:00 to 12:00 and Tuesday 27th, 09:00 to 10:00 Book a place for your centre [here](#) by following the 5 easy steps of the new [Eventbrite booking process](#).

The IT Skills Pathway Tracking System 1 hour webinars go through the tracking system and materials in detail giving attendees an opportunity to ask lots of questions.

IT Skills User Groups - Autumn 2016 - last chance to book

Last chance to book a place at this Autumn's IT Skills User Groups to see the new Content Creator (our own eLearning development application) as well as the usual updates, plus a chance to share your experiences of the IT Skills Pathway. **Please note the change of date for London from 29th September to 31st October.**

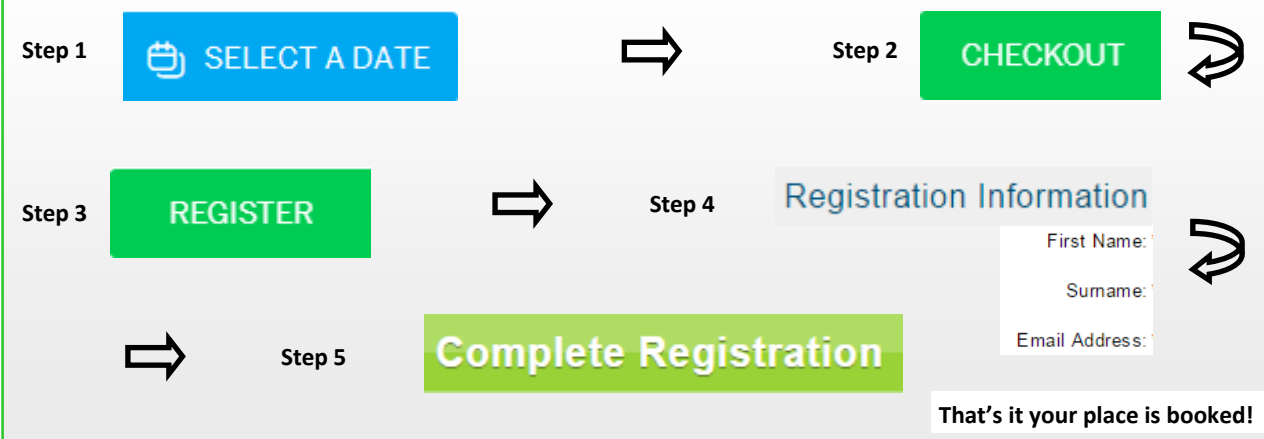
Location	Date	Time	Reserve a Place
Newcastle	Thursday 22nd September	10:00—13:00	For Newcastle
Manchester	Tuesday 21st September	10:30—12:30	For Manchester
London	Monday 31st October	10:00—13:00	For London
Leeds	Thursday 13th October	10:00—13:00	For Leeds
Redditch	Thursday 6th October	10:00—13:00	For Redditch
National Webinar	Tuesday 18th October	10:00—12:00	For National Webinar

To book for these events, simply click the link to your chosen user group venue in the "reserve a place" column above and follow the new [Eventbrite booking process](#) from Step 3.

Eventbrite Booking Process—5 Easy Steps

The new easy way to book events and training with the IT Skills Pathway

Book a place for IT Skills Pathway events and training using **Eventbrite** in 5 easy steps.....
Follow the link provided by the IT Skills Pathway Team then:-



Content Management System (CMS) - September Training Dates

Following high demand for CMS training in August, further dates have been released for September and October. Centre Managers should attend along with their team and after training all attendees will be provided with user access to the system. It's easy to book a place for your Organisation with Eventbrite, just click [here](#) and follow the 5 easy steps of the new [Eventbrite booking process](#).

Training Date	Time
Tuesday 20th September	14:00 to 15:00
Monday 26th September	14:00 to 15:00
Wednesday 28th September	14:00 to 15:00
Tuesday 4th October	10:00 to 11:00
Tuesday 4th October	14:00 to 15:00
Wednesday 5th October	10:00 to 11:00
Wednesday 5th October	14:00 to 15:00
Friday 14th October	10:00 to 11:00
Thursday 20th October	10:00 to 11:00
Wednesday 26th October	10:00 to 11:00

Some of the benefits of using CMS are:-

- Create one course of learning that combines content from a range of course content e.g. Word, Excel and PowerPoint
- Create a combined diagnostic assessment for recruiting staff
- Combine courses to meet individual or project specific requirements
- Reorder and rename content

Future developments to the CMS will enable centres to host locally developed learning and assessment content within our Tracking System (charges apply).

Annual Survey - Your Views Really Matter

We know you're doing a great job in the IT Skills Pathway Centres, but how are we doing?



If you are a Centre Manager reading this bulletin, the 2016 IT Skills Pathway annual survey will have already arrived in your Inbox, thank you to all who have already completed this.

If you haven't already done so please take this opportunity to tell us about your centre, let us know what we do well and where we could improve.

This feedback is important to ensure the continual improvement of everything we do here at the IT Skills Pathway from the provision of good service to the development of quality training products used by your organisation.



The survey takes less than 5 minutes to complete, so treat yourself to a coffee break today while you complete our survey.

IT Skills Pathway updated terms and conditions

An updated version of the IT Skills Pathway terms and conditions of use will be released shortly.

All registered administrators accessing the IT Skills Pathway Tracking System will be emailed a copy and are required to electronically accept the terms and conditions of use to continue using the system.



At any time you can view a copy of the terms and conditions in the Trainer Resources area of the Tracking System.

Top Pathway centres:

- | | |
|--|--|
| 1 Teesside University | 6 University Hospital Southampton NHS Foundation trust |
| 2 Birmingham Community Healthcare NHS Trust | 7 NHS England |
| 3 Devon Partnership NHS Trust | 8 Northumbria Healthcare NHS Trust |
| 4 Sheffield Teaching Hospital NHS Foundation Trust | 9 North East Ambulance Service NHS Foundation Trust |
| 5 Milton Keynes Hospital | 10 South London and Maudsley NHS Foundation Trust |

Pathway learning:

No. of learners in July 2016	3194
Total pathway learners (since release 4)	206002



Contact us:

Email: it.skills@nhs.uk
Web: www.itskills.nhs.uk