

IT Skills Development E-bulletin



Annual Survey coming soon....



Yes, it's that time of year again when we need to know that we're providing your centre with the high level of service quality you have come to expect from us.

We need to identify what you **like** and what you **don't like** to help us develop and work towards continual improvement.

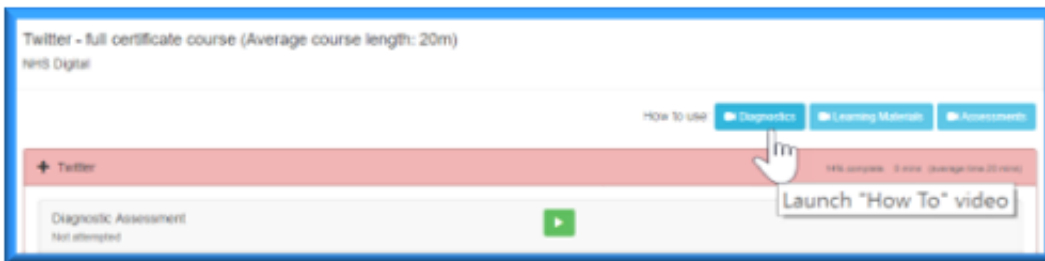


The 2018 Annual Survey will arrive during September. We'll need only **one** completed survey from each centre, this will automatically enter your centre into the free prize draw for a Content Creator licence.

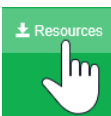
Welcome Back to the "How To" Videos

We've been missing for a little while but we're back now!

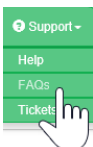
The Learning Menu "How To" videos have returned. The videos now reflect the new look Learning Menu and demonstrate to delegates how to navigate and use the materials and assessments.



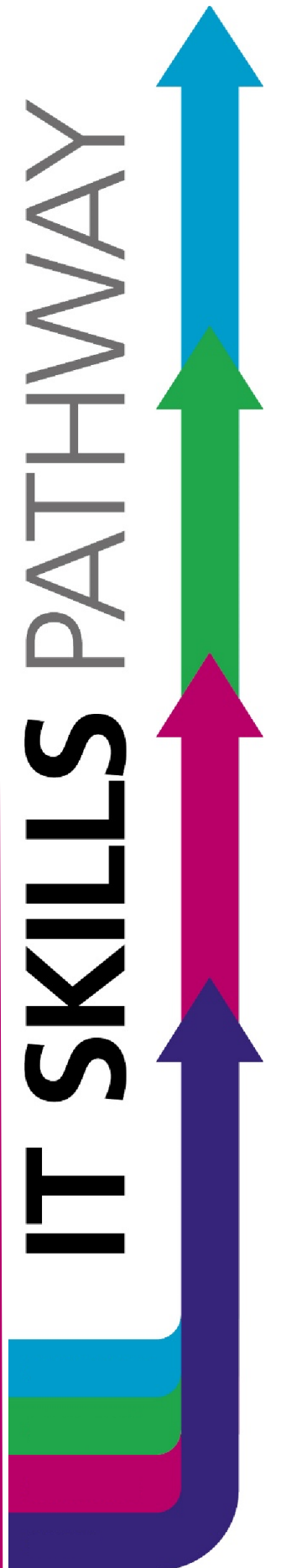
What's new in Resources and FAQ's



The Delegate User Guide has been refreshed and can be downloaded from the **Resources** tab in the Tracking System: **ITSP008—IT Skills Pathway—Delegate User Guide**. The Learning Portal guide has been updated to reflect mandatory passwords: **ITSP009—Learning Portal Delegate Quick start Guide**



All FAQ's have been reviewed and updated to match new Tracking System processes.





Announcing the arrival of: **Digital Skills for the Workplace**

The new refreshed and reworked with Content Creator **Digital Skills for the Workplace** course which includes **diagnostics** and **learning materials** has been published to all centres. The materials have new up to date screen grabs including Office 365/2016 backgrounds bringing the course bang up to date for your learners.

Please note: Post learning assessments for this course will be available soon.

This course is now available from the **Create new course** panel in your centres Tracking System, to learn **"How to"** make this course available at your centre please read on.

"How to....."

Each month we share with centres the most common question raised via our Service Desk tickets and the response.....

Q. I'm a Tracking System administrator, you've published some new courses recently, how can I make these available at my centre?

A. It's easy to make a new course available at your centre:-

1. Go to the Tracking System, **Course setup** tab, below the **centre courses** grid is the **Create new course** panel.
2. From the drop down menu select one of the available courses to create, for example: **Digital Skills for the Workplace** and click **Add**. The drop down will contain all of the master courses that have been published and are available to you centre.
3. Use the **Edit Course** form to name your course and customise it to your requirements (see Tracking System **Help** for **Customisation Options**).
4. Click **Submit** to save your course.

The newly created course should now appear on the **Course Setup** centre courses grid.



Autumn User Groups—Save the Date

Attendees at the Autumn 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:
Leeds - Save the Date	Tuesday	13/11/2018	10:30 to 13:00
Newcastle - TBA		November	10:30 to 13:00
North West - TBA		November	10:30 to 13:00
Redditch - Save the Date	Tuesday	06/11/2018	14:00 to 16:30
London - TBA		November	10:30 to 13:00
National Webinar - Save the Date	Wednesday	28/11/2018	10:00 to 12:00

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](#).



Webinar

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.

Content Creator (charges apply) - Content Creator is an authoring tool for developing your own local content and a 30 day free trial is available to centres. Please raise a ticket on the Tracking System if you are interested in this trial.

Top Pathway centres:

1	Teesside University	6	Worcestershire Acute Hospitals NHS Trust
2	University of Manchester	7	NHS Pathways
3	Northumbria Healthcare NHS Foundation Trust	8	University Hospitals of Leicester NHS Trust
4	NHS England	9	Coventry & Warwickshire Partnership NHS Trust
5	Welsh Ambulance Services NHS Trust	10	North West Skills Development Network

Pathway learning:

No. of learners last month	1970
Total pathway learners	265184



Contact us:

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