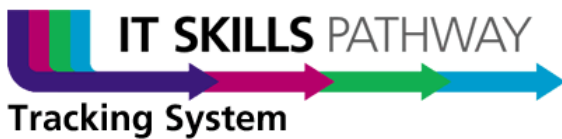


Issue 16 — February 2013

IT Skills Development E-bulletin



Level 3 Excel 2010 testing underway



NHS Connecting for Health

Level 3 MOST - Microsoft Excel 2010 - Expert - testing
Call David on 0111 11828856 9am-5pm

We are now nearing the end of our production schedule for the pathway elearning with the first of the Level Three courses (Excel 2010) about to be tested.

Thanks to all of those who have already come forward to confirm their availability to test. It's not

too late though so if you are interested in helping us to test the Excel Level Three module the testing period is 1 – 15 March. Get in touch by emailing us at it.skills@nhs.net

Assessments for Level 2 and 3 elearning confirmed!

We are very pleased to tell you that we will be producing assessments to sit with the Level 2 and 3 elearning materials on the IT Skills Pathway Tracking System.

This means that we will have diagnostic and post learning assessments for all of our elearning from beginner through to advanced. The diagnostic assessments allow learners to identify any gaps in their knowledge and signposts them to the learning they need to undertake to fill those gaps. As with the current post learning assessments that are available, both you and your learners will also have the ability to print a customised certificate to evidence achievement.

IT SKILLS PATHWAY

LEVEL THREE

LEVEL TWO

LEVEL ONE

ENTRY



Does effective IT Training save people time?

We reckon that the answer to this question from everyone who reads this bulletin will be a resounding "YES!" But how do we go about convincing other people within our organisations that this is truly the case?

At the last meeting of the IT Skills Pathway Design Group, we discussed this matter and came up with four courses (one per application) that we think are real time savers for staff. These are:-

Application	Course Level	Module	Components
Word	1	Collaboration Tools	<ul style="list-style-type: none"> Working with others
Excel	2	Working with Data	<ul style="list-style-type: none"> Sort Data
PowerPoint	1	Setting up the presentation	<ul style="list-style-type: none"> Creating a Master slide
Outlook	2	Using the Calendar	<ul style="list-style-type: none"> Request a meeting Use the Scheduling Assistant Make changes to a meeting Share your calendar with a colleague

So, how about setting up these very short customised courses via the tracking system for your staff and then see what they say?

We think the time savings from these courses could provide a very powerful message about the importance of IT training and the impact it has on the productivity of your organisation. If you do deliver them and would like to share your results we'd love to hear from you!!!

Top MOST centres:

- | | |
|---|---|
| 1 United Lincolnshire Hospitals | 6 Ashton, Leigh and Wigan PCT |
| 2 Dudley PCT | 7 Leicester HIS |
| 3 South Tees Hospitals NHS Trust | 8 Derbyshire HIS |
| 4 Guy's and St Thomas' NHS Foundation Trust | 9 North Cumbria Informatics Service |
| 5 Princess Alexandra Hospital Harlow | 10 Community Health Service - Blackpool Teaching Hospitals NHS FT |

NHS MOST:

No. of exams completed in January 2013 **300**

No. of exams completed since 1st July 2012 **2692**

Pathway elearning:

No. of learners in January 2013 **11303**

No. of learners accessing since 1st July 2012 **37801**

Top Pathway centres:

- | | |
|---|---|
| 1 Dorset PCT | 6 North Cumbria Informatics Service |
| 2 University of Liverpool | 7 Ipswich Hospital NHS Trust |
| 3 Powys Teaching Health Board | 8 United Lincolnshire Hospitals NHS Trust |
| 4 Lancashire Teaching Hospitals | 9 Kent Community Health NHS Trust |
| 5 Birmingham Community Healthcare Trust | 10 St Georges NHS Healthcare Trust |

Stuck with an IT Training Problem?

Do the sensible thing.....



This month, Maude is raising awareness of how sites can keep in touch with the latest developments



"Hi Maude, is there any way we can have a discussion forum?"



"Some kind of place where we can ask for advice and share best practice?"



"Yes of course."

"You can use our LinkedIn group page for precisely this purpose"



"Sounds good, so where do I find it?"

"Go to www.linkedin.com and then search for 'NHS IT Skills Pathway'."



"There are already over 100 members of the group. So if you haven't already joined - then do!"



"Thanks Maude"

March Tracking System webinar

For those who are new to the IT Skills Pathway these webinars are for people who are set up with access to the pathway tracking system to show you what it can do, including how to monitor learner progress, personalise certificates and provides some different scenarios as to how you can make the best use of the system. We also have live demonstrations of the tracking system so you can get an accurate view of what it looks like and how easy it is to use and navigate around.

The March session details are below, please use the link to book a place if you are interested in attending. Please let us know if you would like to attend but are unavailable to on this date and we'll look into adding another date into the diary.

If you book a place then please ensure that you read the 'How to use webinar' document found in the events system asap as you will need to ensure that your computer is set up to access the webinar. We will send the dial in details out to those booked on about a week before each session.

Date	Time	Booking link
Friday 22 March	10:00 — 12:00	http://etdevents.connectingforhealth.nhs.uk/3075

Please contact us by email (it.skills@nhs.net) if you are interested in these sessions but are not yet set up as a centre.

NHS Dudley Centre of Excellence

The ICT training team at NHS Dudley have been awarded a Microsoft Centre of Excellence award in recognition that 100 of their learners have successfully passed Microsoft Office Specialist exams.

David presented the award to Rob Bacon, Managing Director of Birmingham, Black Country and Solihull CSU on behalf of the ICT Training team and the CSU.

David said, "I am delighted to present this award to the training team at the CSU. The award recognises the hard work and enthusiasm of the team. I know that the whole organisation will benefit from this award through the increased productivity and efficiency that ensues through better use of IT."



IT Training team: Jenny Bailey (IT & Systems Training Team Administrator); Luke Ruddock (IT & System Trainer); Anne Parkes (IT & System Trainer); David Levison (NHS Connecting for Health); Rob Bacon (Managing Director of CSU); Catherine Smith (IT & Systems training manager); Craig Turnbull (IT & System Trainer); Nicola Boyes (PMO Lead); Charlotte Smith (IT & System Trainer) *not pictured*

Rob thanked the training team for their hard work in achieving the MOST Centre of Excellence award and highlighted that the training and development of staff within the CSU is key to their business success and is essential to ensure that they are able to meet the needs of their customers.



Contact us:

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Web: www.itskills.nhs.uk