

# IT Skills Development E-bulletin

## Introducing the Learning Portal—Coming Soon

Some very exciting development work has been going on here at the IT Skills Pathway Service and we hope you will all be as excited as we are....



*This is our excited face!*

**The IT Skills Pathway Learning Portal** is a one stop shop for your learners to access current learning, see their achievements, enrol on new courses and search the Knowledge Bank.

After some initial testing by the IT Skills Pathway Expert Advisory Group, we are planning to make this available to all centres from 1st May. Centres attending the Spring User Groups will be provided with early access. **Sneak Preview....**

Course	Content	Enrolled	Last Access		
BCSS E-Testing - Examples		03/01/2017	03/01/2017	-	0/5
Combined Office Course - Word, Excel, and Outlook		01/08/2016	01/08/2016	-	0/7
IT Skills Certificate Course			24/11/2016	6%	0/7

## Your Suggestions are Important to us.....

Following a recent suggestion from a centre, the Delegate ID has now been added to the Progress Summary. This acts as an aide-memoire for future learning and to access the Knowledge Bank.

Progress as at: 25 January 2017



### Progress Summary for Carolyn Mawdesley (CM1440)

Entry Level - Digital Literacy - New\*

To complete this course, you must pass all post learning assessments

Course Status: **INCOMPLETE**  
 Learning Completed: 2%  
 Assessments Passed: 0 out of 6

Section	Diagnostic Score	Learning % / Time	Post Learning Assessment
Getting started	Not attempted	0% complete 0 mins	Not attempted
Digital devices	Not attempted	0% complete 0 mins	Not attempted

## IT Skills Pathway Terms and Conditions - Non Compliance



As communicated over previous months, work has started to remove administrators who have access to the IT Skills Pathway Tracking System and have **not** accepted the Terms and Conditions. Centre Managers will be informed by email if their administrators have had access withdrawn.

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## User Groups

### Spring User Groups—Dates Announced

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

Every centre that attends a Spring User Group will be given the opportunity get exclusive access for their learners to the new Learning Portal.

Location	Day	Date	Time
Northern Ireland	Monday	27/02/017	10:00 to 13:00
<a href="#">London</a> (venue TBC)	Wednesday	22/03/2017	10:30 to 13:00
<a href="#">Manchester</a>	Wednesday	29/03/2017	10:30 to 13:30
<a href="#">Newcastle</a>	Thursday	30/03/2017	10:30 to 13:30
<a href="#">Leeds</a>	Monday	03/04/2017	10:30 to 13:30
<a href="#">Redditch</a>	Wednesday	05/04/2017	10:30 to 13:30
<a href="#">National Webinar</a>	Friday	07/04/2017	10:00 to 13:00

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 please book a place on the National Webinar where we provide most of the information available to attendees at the User Group Meetings.

## Training Dates

### Content Management System (CMS) - Training Webinars

The CMS System enables centres to create bespoke courses using all of the content available from the IT Skills Pathway and then publish this to learners. Dates for February are now available and it's easy to book a place for your organisation with Eventbrite, just click [here](#) to view the training dates and register for your preferred date.

### IT Skills Pathway Tracking System Training Webinars

Monthly team training webinars are available to book in February. To see dates and book a place with Eventbrite click [here](#).

Why not book a centre refresher to coincide with your next team meeting so you and your teams can see what's new on the IT Skills Pathway?

### New HTML 5.0 Courses—IE9 or Higher Required

As you may be aware all new course materials developed for the IT Skills Pathway are in the **new HTML 5.0 format**, moving away from the requirement to have plug-in technology which can be problematic. This has many advantages with the main one being that the new courses will run on most modern browsers without issue. It should however be noted, for those centres who use Internet Explorer, that **IE9** (with compatibility mode turned off) is the **minimum requirement** to run the new courses. If you have any queries about browser compatibility please get in touch with us at [IT Skills](#)



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## New “for the Workplace” Learning Materials—Launched

An exciting **new** range of “for the Workplace” learning materials have been launched. The focus of these courses is to provide learners with the everyday application skills required within the workplace today. **These courses will be in the new HTML 5.0 format meaning they do not require Adobe Shockwave.**

Available now:-

- **Outlook for the Workplace**
- **Word for the Workplace**
- **Office Essentials for the Workplace**

These courses are now available from the **Course Setup** tab, where they can be customised and made available for your learners.

In development:-

- **PowerPoint for the Workplace**
- **Excel for the Workplace**

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## Hosting Your Local Content on CMS

**The Content Management System**, as well as helping centres customise content provided by the IT Skills Pathway, **has the capability to manage locally developed e-Learning and publish this content to the Tracking System for learners.** There are many benefits to managing your locally developed e-Learning from the Tracking System:-

- Manages SCORM content developed by most commercial authoring tools (Captivate, Lectora etc.)
- Easily tracks learner progress and performance
- Organises all eLearning content in one location
- Single point of access for learners
- Easily tracks learner progress and performance
- Quick and convenient to update eLearning courses
- Provides unlimited access to eLearning materials anytime, anywhere
- Makes progress and compliance reporting easy

To learn more about hosting your locally developed content and to receive a competitive quote please email the [IT Skills Inbox](#)

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## Reminders Checklist



### Centre Managers

[Book a place at the Spring User Group](#)

[Cookies](#)

[Final Reminder— is your centre compliant?](#)

[Book IT Skills Pathway refresher training](#)

[New course awareness and set up](#)

[Book CMS Training](#)

[T&Cs non Compliance](#)



### All Tracking System Administrators

[Book a place at the Spring User Group](#)

[Cookies](#)

[Final Reminder— is your centre compliant?](#)

[Book IT Skills Pathway refresher training](#)

[New course awareness and set up](#)



## Final Reminder—Are Your Cookies Enabled?



Please read on - this is important security information for your centre.

*At the end of February 2017 cookieless access to the IT Skills Pathway will be disabled, if session cookies are not enabled at your centre, you will no longer be able to use the IT Skills Pathway.*

This change will also affect your learners and you may need to engage the support of your local IT service desks to get the **\*itskills.nhs.uk** added to the Trusted Sites list. This change may require the submission of an organisation wide change request.

You may find the following site useful to determine whether you need to take any action:

<https://www.whatismybrowser.com/detect/are-cookies-enabled>

**To keep on using the IT Skills Pathway, make sure your cookies are enabled today.**



### Top Pathway centres:

- |  |   |
|--|---|
| 1 Teesside University                              | 6 Mid Cheshire Hospital NHS Foundation Trust              |
| 2 Sheffield Teaching Hospital NHS Foundation Trust | 7 The Shrewsbury and Telford Hospital NHS Trust           |
| 3 Devon Partnership NHS Trust                      | 8 NHS Business Services Authority                         |
| 4 Northumbria Healthcare NHS Trust                 | 8 Rotherham, Doncaster and South Humber Mental Health     |
| 5 Kent Community Health NHS Trust                  | 10 University Hospitals of Morecambe Bay Foundation Trust |

### Pathway learning:

No. of learners in December 2016	1222
Total pathway learners (since release 4)	216551

# IT SKILLS PATHWAY

### Contact us:

Email: [it.skills@nhs.uk](mailto:it.skills@nhs.uk)

Web: [www.itskills.nhs.uk](http://www.itskills.nhs.uk)