

# IT Skills Development

## E-bulletin

### Spring 2014 IT Skills user group bookings

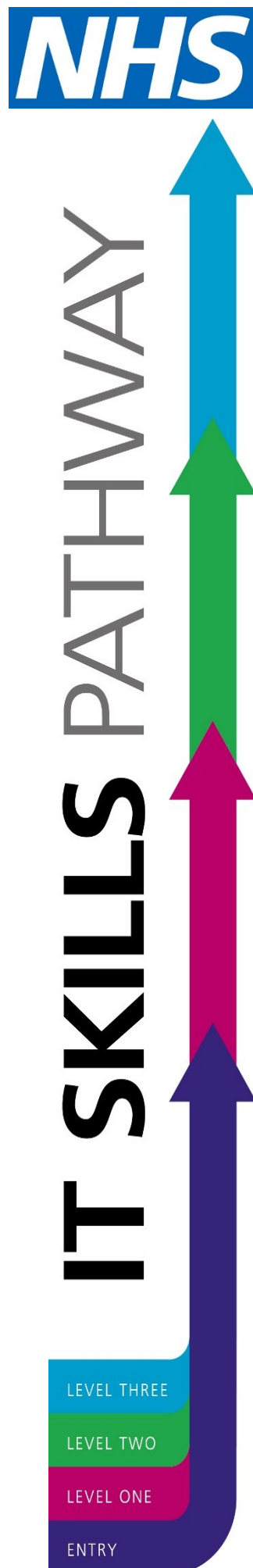
We gave you the dates and locations for the next round of user groups in last month's bulletin. We can now provide you with a little more detail and information about reserving a place.

The agenda for the day will include IT Skills Pathway updates and developments, centre sharing and updates from Training Service Accreditation (TSA) and Education & Training (E&T) standards.

Please refer to the table below for venue information, dates and timings.

Location	Venue	Date	Time
Newcastle	Training room, 8&9 Witney Way, Newcastle, NE35 9PE	Thursday 08 May	Full day
Leicester webinar	Webinar	Wednesday 14 May	10 - 12
Taunton	Priorswood room 1, Unit J, Crown Close, Crown Industrial Estate, Taunton, TA2 8RX	Thursday 15 May	Full day
Redditch	Boardroom, Prospect House, Fishing Line Road, Redditch, Worcestershire, B97 6EW	Tuesday 20 May	Full day
London	124A, Skipton House, 80 London Road, London, SE1 6LH	Wednesday 21 May	Full day
Manchester	Seminar room 1, Kings House Conference Centre, King's Church, Sidney Street, Manchester ,M1 7HB	Tuesday 03 June	Full day
National webinar	Webinar	Wednesday 04 June	10 - 12
Cambridge	Express By Holiday Inn, Coldhams Business Park, Norman Way, Cambridge, CB1 3JS	Thursday 05 June	Full day
Leeds	Boardroom, Vantage House, 40 Aire Street, Leeds, West Yorkshire, LS1 4HT	Wednesday 11 June	Full day

If you or your colleagues would like to attend any of the above please reserve a place by emailing us at [it.skills@hscic.gov.uk](mailto:it.skills@hscic.gov.uk)



## New menus nearly ready

**Course Setup**

**Course details:**

Course name: *Level 1 - Microsoft Excel 2010 NEW -* ☒ active  
New

Password:  (Leave blank if none)

Post learning assessment: ☐

Learning threshold:  % Diagnostic threshold:  %

Allow self registration: ☒ Diagnostic objective selection: ☒

Active learners: 0 Completions: 0 Current version: 1

**Custom login fields:**

Field 1 prompt:  ☐ mandatory

Field 1 options:  (Separate each option with return. Leave blank for free text)

Field 2 prompt:  ☐ mandatory

**Section / Tutorial**

	<input type="checkbox"/> Diagnostic	<input checked="" type="checkbox"/> Learning
Getting started with Excel	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Basic concepts	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working with Workbooks	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Managing your files	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Entering data in the Worksheet	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Manipulating the information	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Selecting cells	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Modifying data	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Copying, moving and Auto-Filling data	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sorting data	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Adjusting rows and columns	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Managing Worksheets	<input type="checkbox"/>	<input checked="" type="checkbox"/>

As you may already be aware, the team at Morecambe Bay are working on converting the menus for entry and level 1 to the same format and style as the level 2 and 3 menus.

Testing has begun on some of these new menus so we can show you what they'll look like. If you are already using the level 2 and 3 materials they will be familiar to you, the main difference is the colour. If you are and your learners are not using the level 2 or 3 materials then you will notice some significant changes that will improved functionality.

**Level 1 - Microsoft Word 2010 NEW - New Menu test**  
Call David on 0111 11828856 9am-5pm

expand all || collapse all

Getting started with Word	0% complete	0 mins	(average time 6 mins)
<b>Diagnostic Assessment</b>			
Not attempted			
Working with text	Not started	0 mins	(average time 2 mins)
Working with documents	Not started	0 mins	(average time 3 mins)
Changing the view of a document	Not started	0 mins	(average time 1 mins)
<b>Post Learning Assessment</b>			
Not attempted			
Manipulating text	0% complete	0 mins	(average time 21 mins)
Proofing and printing	0% complete	0 mins	(average time 7 mins)
Layout and formatting	0% complete	0 mins	(average time 6 mins)
Working with objects	0% complete	0 mins	(average time 5 mins)
Working with tables	0% complete	0 mins	(average time 6 mins)
Collaboration tools	0% complete	0 mins	(average time 5 mins)

**Overall Progress**

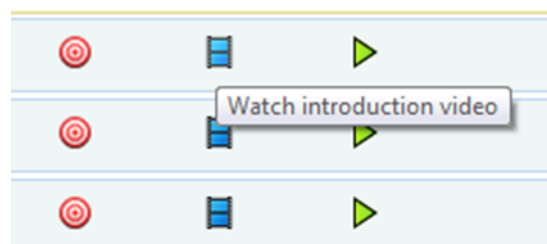
Course Status: **INCOMPLETE**

Assessments Passed: 0 out of 7

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

Your Shockwave version: 12,0,4,144

When the new menus go live you're learners will also have access to introductory videos for each module.



## Over 100,000 learners have accessed the IT Skills Pathway

This month we're celebrating another IT Skills Pathway milestone as we've surpassed 100,000 learners on the tracking system .

Thanks to all of the centres for their hard work and here's to the next 100,000!!



### New design group – The “IT skills project group”

You may be aware that for a number of years we have had a design group for the IT Skills Pathway. The function of the group has always been to ensure that the products and services provided are fit for purpose for our users. Historically the group has had face to face meetings in Manchester once per month.

We have now changed both the membership of the group and also the way it meets – moving to monthly webinar meetings. We were keen that the new membership of the group includes our top performing centres and those that regularly provide feedback. We also wanted representatives from a variety of organisations and a variety of geographical settings.

With this in mind we analysed, identified and contacted these people. We now have a full contingent of project group members who will be meeting monthly by webinar.

There will still be opportunities for you to be involved with future developments and testing even if you are not part of the project group. We continue to take your suggestions and always welcome more testers for any new materials.

If you have any suggestions or would like to be added to the testers list please email use at [it.skills@hscic.gov.uk](mailto:it.skills@hscic.gov.uk)

#### Top Pathway centres:

- |                                       |  |
|---------------------------------------|--|
| 1 University of Manchester            | 6 Bridgewater Community Healthcare Trust                         |
| 2 Teesside University                 | 7 Weston Area Health NHS Trust                                   |
| 3 Nottinghamshire HIS                 | 8 Blackpool Teaching Hospitals NHS FT - Community Health Service |
| 4 NHS England                         | 9 University of Portsmouth                                       |
| 5 Sheffield Teaching Hospitals NHS FT | 10 Lewisham and Greenwich NHS Trust                              |

#### Pathway elearning:

No. of learners in February 2014 1737

Total pathway learners (since release 4) 101131

## New menus webinar

You will have seen, earlier in the bulletin, that we will soon be releasing the new menus for entry and level 1 materials. If you are not familiar with these new menus why not attend one of the new menu webinars to find out what the differences are and how to use them?

The next session will be Thursday 24 April, 11:00 – 11:30. If you'd like to book a place please email us [it.skills@hscic.gov.uk](mailto:it.skills@hscic.gov.uk)

## April IT Skills Pathway Tracking System Webinar

We run monthly two hour training webinars for new centres or centres wanting a refresh about using the pathway and materials. The IT Skills Pathway Tracking System webinars go through the tracking system and materials in lots of detail and give attendees an opportunity to ask lots of questions.

The April session will be held on Wednesday 16 April, 10 - 12. If you would like to attend please contact us by email ([it.skills@hscic.gov.uk](mailto:it.skills@hscic.gov.uk)) and we'll book you in. We will send the dial in details out to those booked on about a week before each session.

If you would like to attend a webinar but are unavailable on this date please let us know and we'll look into adding another date into the diary.

Please also contact us by email ([it.skills@hscic.gov.uk](mailto:it.skills@hscic.gov.uk)) if you are interested in these sessions but are not yet set up as a centre.



### Contact us:

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

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