Issue 61 – November 2016

IT Skills Development E-bulletin

New "for the Workplace" Learning Materials—Testing

An exciting new range of "for the Workplace" learning materials are under development. 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.**

Outlook for the Workplace— Testing will take place in December and anyone who would be interested in testing these materials should email the inbox before Friday 2nd December.

Word for the Workplace—Currently out for testing, thank you to all the centres who volunteered to help with these materials.

Office Essentials for the Workplace—We have rebranded the new Office Essentials learning to reflect the new for the workplace naming convention.

Once these courses have been quality tested they will be published to all centres from the **Course Setup** tab, where they can be customised and made available for your learners. **PowerPoint and Excel for the Workplace** will follow on in the New Year.

New HTML 5.0 Courses

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.

Training Dates

Content Management System (CMS) - Training Dates

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. With CMS ,centres can tailor courses to combine content from different applications and levels and include only the relevant section assessments that are applicable for your courses.

CMS is free to centres and Centre Managers can attend training along with their team. After training, all attendees will be provided with user access to the system. Dates for December 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.
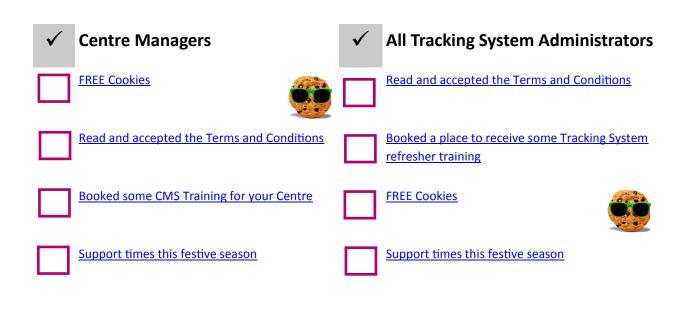
IT Skills Pathway Tracking System Training Webinars

Monthly team training webinars are available to book in December. To see dates and book a place with Eventbrite for your centre click here .

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

Reminders Checklist

Click reminder for more information

☑ **Centre Managers**

☐ FREE Cookies

☐ Read and accepted the Terms and Conditions

☐ Booked some CMS Training for your Centre

☐ Support times this festive season

☑ **All Tracking System Administrators**

☐ Read and accepted the Terms and Conditions

☐ Booked a place to receive some Tracking System refresher training

☐ FREE Cookies

☐ Support times this festive season

Annual Survey - Closed

A big thank you to all centres who took part in this years Annual Survey, we really appreciate all your comments and suggestions about our services and products.

On the whole the survey has been very positive and the consensus is that we are offering the products that centres need with a good level of service support. There have been a few small issues and we are contacting individual centres directly to discuss these.

The full survey report will be published and made available soon.

IT Skills Pathway Updated Terms and Conditions - Action Required

Thank you to all centre administrators, trainers and managers registered on the IT Skills Pathway Tracking System who have accepted the IT Skills Pathway terms and conditions of use.

Anyone currently registered to the Tracking System who has **not** accepted the terms and conditions will receive an email during December to reply and accept. It is important that **everyone** electronically accepts the terms and conditions of use to continue using the system.

Anyone not accepting the terms and conditions by the end of January 2017 will have their access to the Tracking System removed.

User Groups

Date for South West User Groups Announced

Tuesday 10 January

Exeter @ 10:00 - For further details and to book your place on Eventbrite click here

Dorchester @ 14:00 - For further details and to book your place on Eventbrite click here

Please ensure you book a place using the links as we need the numbers for parking and security purposes.

Spring User Groups

Northern Ireland, Monday 27th January, date to be confirmed

Dates for all other Spring User Groups will be announced in the December bulletin.

Christmas 2016 Countdown - *be prepared - only 25 sleeps to go*

Support over the Christmas Period

Date	IT Skills Pathway Technical Support Morecambe Bay	IT Skills Support it.skills@nhs.net
Wed 21st Dec	Open	Open
Thurs 22nd Dec	Open	Open
Fri 23rd Dec	Open	Open
Mon 26th Dec **Boxing Day**	Closed	Closed
Tue 27th Dec **Boxing Day Bank Holiday**	Closed	Closed
Wed 28th Dec	Closed	Closed
Thurs 29th Dec	Closed	Closed
Friday 30th Dec	Closed	Closed
Mon 2nd Jan **New Year's Day Bank Holiday**	Closed	Closed
Tues 3rd Jan	Open	Open

Are Your Cookies Enabled?

Now we've grabbed your attention, 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 enable today.

Top Pathway centres:

1	University of Manchester	6	Southern Health and Social Care Trust
2	Teesside University	7	Birmingham Community Healthcare NHS Trust
3	The Royal Wolverhampton NHS Trust	8	South London and Maudsley NHS Foundation Trust
4	Sheffield Teaching Hospital NHS Foundation Trust	9	NHS England
5	Devon Partnership NHS Trust	10	The Shrewsbury and Telford Hospital NHS Trust

Pathway learning:

No. of learners in October 2016	1949
Total pathway learners (since release 4)	215282

IT SKILLS PATHWAY

Contact us:

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