IT Skills Development E-bulletin

IT SKILLS PATHWAY
Knowledge Bank

Knowledge Bank is here!

After many months of development, we are pleased to announce that the Knowledge Bank will finally be released on **Monday 3rd November.**
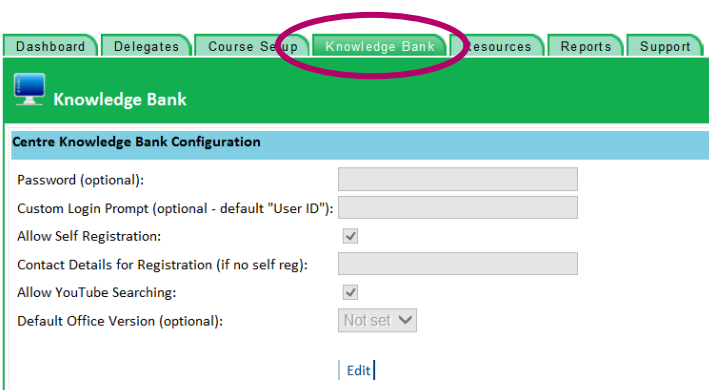
What is it?

The Knowledge Bank gives your entire organisation instant access to the full range of resources available via the IT Skills Pathway. Rather than doing a search via the Internet, or working through full courses, it gives your staff access to quality controlled, standard-ised answers to their Office queries in small, bite sized chunks delivering "just in time" training by way of e-learning and videos.

How do I track access?

Any resources that are accessed are recorded as training activity within your existing Tracking System history. You can also think of it as a self-service help desk for the vast majority of all Office related queries or as a useful reminder tool for staff that have al-ready undertaken more formal classroom or online training.

How do I access it?

You administer the Knowledge Bank by accessing a new tab that has been automatically added to the existing Tracking System site. If it does not appear on your system, please raise a service ticket.

| Dashboard | Delegates | Course Setup | Knowledge Bank | Resources | Reports | Support |

Knowledge Bank

Centre Knowledge Bank Configuration

Password (optional):
Custom Login Prompt (optional - default "User ID"):
Allow Self Registration: ☑
Contact Details for Registration (if no self reg):
Allow YouTube Searching: ☑
Default Office Version (optional): Not set ▾

| Edit |

IT SKILLS PATHWAY

LEVEL THREE
LEVEL TWO
LEVEL ONE
ENTRY

Knowledge Bank Configuration

You have a number of configurable options within the Knowledge Bank system. Before you can access any of these, you need to first select the 'Edit' link. Once you've done this, the boxes are active and can be changed.

Password

This is optional and can be added if you wish. All users will then require this password before they will be able to access the system.

Custom Login Prompt

If you wish your learners to be presented with different text to the default "User ID" label, then you can add your own text to this box. For example you could change this to say "Enter your payroll number" if you've used that as an alias id within your organisation. Please note, that existing users of the tracking system will continue to use their current learning login, there is no need for a new account to be created.

Allow self-registration

If you don't want to create accounts for your entire organisation, then allowing self-registration means that staff can all access the Knowledge Bank by following the same process as they would when accessing the learning.

Contact details for Registration

If you're not allowing self-registration then you can provide contact details in this box.

Allow YouTube Searching

Tick this box if you want your learners to have the option to see YouTube search results after the approved IT Skills Pathway results. This may well depend on your organisation's view on YouTube but also bear in mind that staff may wish to access the Knowledge Bank from home where they may be able to access YouTube.

Default Office Version

If you know that all of your organisation are on one version of Office (2007 or 2010) then you can automatically remove all other search results from the Knowledge Bank for the other Office version.

Once you've made the changes you want, then click on update and the changes will be saved and the boxes greyed out.

If you wish to access the Knowledge Bank direct from the Tracking System then you can click on the link and it will open.

IT Skills Pathway now on e-LfH

In collaboration with Health Education England, the IT Skills Pathway has now been signposted from the e-Learning for Healthcare website. This will allow more users searching for e-learning to find the IT Skills Pathway and in turn find their IT Skills Pathway Centre: http://www.e-lfh.org.uk/programmes/it-skills-pathway/

IT Skills Pathway Tracking System Webinar - Nov/Dec

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 detail and give attendees an opportunity to ask lots of questions.

The November and December sessions will be held on Tuesday 18th November and Wednesday 10th December respectively, between 10 - 12. If you would like to attend please contact us by email (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) if you are interested in these sessions but are not yet set up as a centre.

Top Pathway centres:

1	University of Manchester	6	University of Liverpool
2	Teesside University	7	Greater East Midlands CSU
3	University of Portsmouth	8	NHS England
4	University of Northampton	9	Gloucestershire Hospitals NHS Foundation Trust
5	Sheffield Teaching Hospitals NHS Foundation Trust	10	North Tees and Hartlepool NHS Foundation Trust

Pathway elearning

No. of learners in September 2014	2932
Total pathway learners (since release 4)	113515

IT SKILLS PATHWAY

Contact us:

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