Issue 60 – October 2016

IT Skills Development E-bulletin

Welcome to the Team Kevin

We're delighted to announce that we have recruited Kevin Whittaker to the team as a Senior Developer. Many of you will know Kevin from his role with University Hospitals of Morecambe Bay NHS Foundation Trust and brings with him a wealth of experience with the IT Skills Pathway.

Speaking about his appointment Kevin said "I am thrilled to be part of the NHS Digital IT Skills Pathway team. I have been involved in the service from the beginning and I'm relishing the opportunity to help shape the IT Skills Pathway learning platform as it continues to develop to meet the changing needs of its users".

Training Dates

Content Management System (CMS) - Training Dates

There has been a high demand for CMS training this month with dates for October filling up quickly. Further dates have been released for November and more dates will be made available throughout the year. **Centre Managers should attend along with their team** and after training all attendees will be provided with user access to the system.

It's easy to book a place for your organisation with Eventbrite, just click here to view the training dates and follow the 5 easy steps of the Eventbrite booking process.

IT Skills Pathway Tracking System Training Webinars
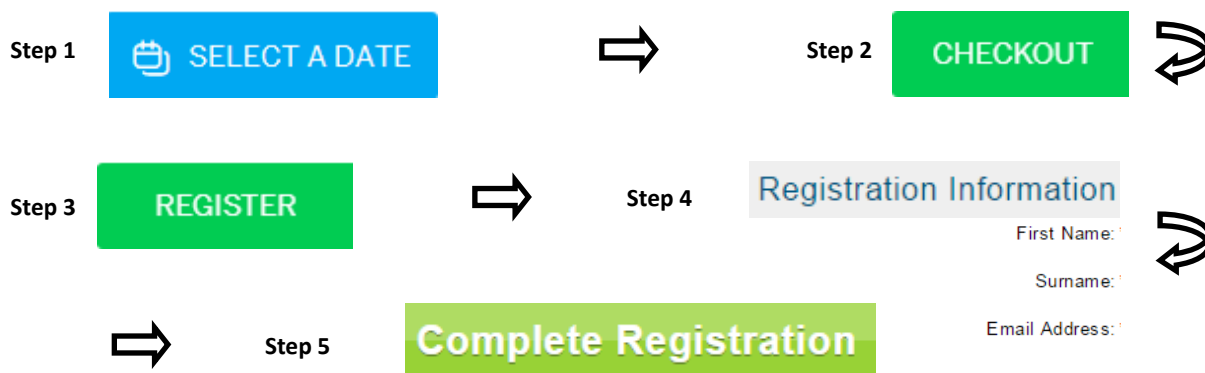
Monthly team training webinars are available to book in November, to see dates and book a place for your centre click here and follow the 5 easy steps of the Eventbrite booking process.

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

Eventbrite Booking Process—5 Easy Steps

The new easy way to book events and training with the IT Skills Pathway

Eventbrite

Step 1 | SELECT A DATE | ⇒ | Step 2 | CHECKOUT | ↪

Step 3 | REGISTER | ⇒ | Step 4 | Registration Information
First Name:
Surname:
Email Address: | ↪

⇒ | Step 5 | Complete Registration

That's it your place is booked

Reminders Checklist

Click reminder for more information

✓ **Centre Managers**

☐ [Completed the Annual Survey](#)

☐ [Read and accepted the Terms and Conditions](#)

☐ [Booked some CMS Training for your Centre](#)

☐ [Updated your contact details on the Tracking System](#)

☐ [Checked your Centre Logins tab and deleted administrators who have left/moved](#)

☐ [Checked that your Centre's security settings are compliant](#)

✓ **All Tracking System Administrators**

☐ [Set up the new HTML 5.0 Digital Skills Course](#)

☐ [Read and accepted the Terms and Conditions](#)

☐ [Booked a place to receive some Tracking System refresher training](#)

☐ [Updated your contact details on the Tracking System](#)

Annual Survey - Last Chance to Have Your Say

We know you're doing a great job in the IT Skills Pathway Centres, but how are we doing?

A final call to all Centre Managers to complete the **2016 IT Skills Pathway Annual Survey** if you haven't all ready done so. Links to the survey have been emailed to all Centre Managers if you need a link please contact the IT Skills inbox. We only need one survey per centre, the survey takes less than 5 minutes to complete the survey will be available until 31/10/2016.

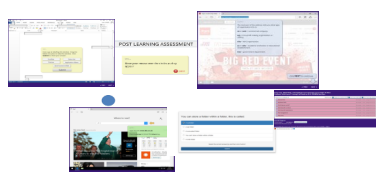A big thank you to all the Centres who have now completed the survey.

IT Skills Pathway Updated Terms and Conditions - Action Required

All Centre administrators, trainers and managers registered on the IT Skills Pathway Tracking System have received an updated version of the IT Skills Pathway terms and conditions of use.

It is important that **everyone** electronically accepts the terms and conditions of use to continue using the system.

Digital Skills - New Course Available Now

As mentioned in last months bulletin the new entry level HTML 5.0 Digital Skills course is now live with diagnostic and post learning assessments. These learning materials are not dependent on Adobe Shockwave and will work in any modern Internet browser.

To add the Digital Skills course to your centre's course list, from the **Course Setup** tab in the Tracking System, select **Entry Level—Digital Skills, Create New Course**. From here you can customise the course or save as a full certificate course.

Autumn Tracking System Tidy Up - Are Your Contact Details up to Date?

To help with your queries and keep you up to date with new developments please ensure we have the correct contact details registered for you. To check this please take the following action:-

Centre Managers and Administrators: -

- Log into the Tracking System
- Click on **My Details**
- Check your details
- Enter your Tracking System centre password if anything is incorrect
- Update
- Click **OK** to confirm changes

Centre Managers:-

- Check your Centre Details on the dashboard
- Updated by clicking **Edit Details**
- **Confirm** details to update

Go to the *Centre Logins Tab* and delete the user accounts of Administrators who are not currently active on the Tracking System. A change of Centre Manager must be notified by raising a ticket on the Tracking System.

Christmas 2016 Countdown—with only 58 days to go, we need to be prepared……

Support over the Christmas Period

Date	IT Skills Pathway Technical Support Morecambe Bay	IT Skills Support it.skills@hscic.gov.uk
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

Important Security Information for your Centre - Reminder

The IT Skills Pathway Service takes Information Governance very seriously and understand that this is also of paramount importance to all our Centres. It has come to our attention that there have been 2 isolated cases where a Centre has been directed to another Centre's Tracking System pages. This is unacceptable and we need to take action to ensure that this never happens again.

This issue is due to session tokens (unique identifiers) being stored in the address bar when cookies are disabled by the browser. It is therefore proposed that the safest solution is to switch off cookieless access to prevent this.

To support this important security work immediate action needs to be taken by all Centres as follows:

- **Ensure www.itskills.nhs.uk is added to your trusted sites**
- **Always access the Tracking System from a "pure" link i.e. https://www.itskills.nhs.uk/tracking/ there should be no other alpha or numeric content following the address, these suffixes are the session tokens***
- **Learning links should be the address created from the URL/email links in the course set up with no session tokens***
- **Never create or distribute links that include a session token***
- **Don't add links to Favorites that include a session token***

* Example Session Token

🔒 https://www.itskills.nhs.uk/tracking/(X(1)S(lnua0x3twxosrt55g305kw45))/learn.aspx?CentreID=101&Custom

Completing the steps above will ensure that a new session token* is issued each time you visit and you won't be incorrectly identified by the server.

Please share this information with your teams. Regular reminders will appear in this bulletin and centres who have not either added the IT Skills Pathway to trusted sites or enabled cookies within 6 months will have their access turned off.

Top Pathway centres:

1	University of Manchester	6	Lancashire Care NHS Foundation Trust
2	Teesside University	7	University of Liverpool
3	University of Portsmouth	8	Devon Partnership NHS Trust
4	Sheffield Teaching Hospital NHS Foundation Trust	9	Northumbria Healthcare NHS Trust
5	Birmingham Community Healthcare NHS Trust	10	Southern Health and Social Care Trust

Pathway learning:

No. of learners in September 2016	2717
Total pathway learners (since release 4)	210480

IT SKILLS PATHWAY

Contact us:

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