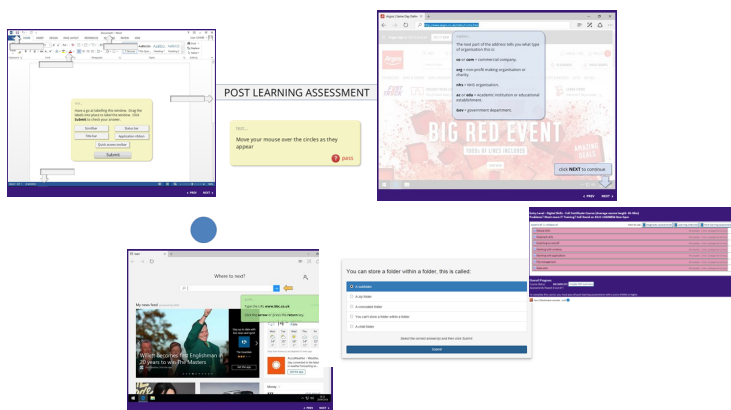


IT Skills Development E-bulletin

Digital Skills - New Course Available Now

The new Digital Skills course is now live with diagnostic and post learning assessments. Working in conjunction with the existing Digital Literacy course this now gives you a suite of entry level learning materials that 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.

The course can be customised in the same way as all other courses making it ideal for use as a learning needs analysis (LNA), a short course in basic mouse, keyboard and web skills or a full Entry Level course.

Testers -Volunteers Needed

The new **Office Essentials** diagnostics are ready to be tested. Testing is likely to take place mid-October and we are calling for volunteers from our Centres to test and feedback. Testing and feedback from Centres is vital, ensuring that we are able to publish a quality product for you to deliver to your learners.

Please email it.skills@nhs.uk to register as a tester.

Annual Survey - Reminder

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

If you are a Centre Manager reading this bulletin, the **2016 IT Skills Pathway Annual Survey** will have already arrived in your Inbox, thank you to all who have already completed this.

Reminders have been sent out to Centres who haven't already completed, so please take this opportunity to tell us about your centre, let us know what we do well and where we could improve. Alternatively ask another member of the team to complete on your Centres behalf, only one survey is required per Centre. The survey takes less than 5 minutes to complete and will be available until 31/10/2016.

This feedback is important to ensure we continually improve everything we do here at the IT Skills Pathway, from the provision of good service to the development of quality training products used by your organisation. Give us the full picture by completing your survey today.



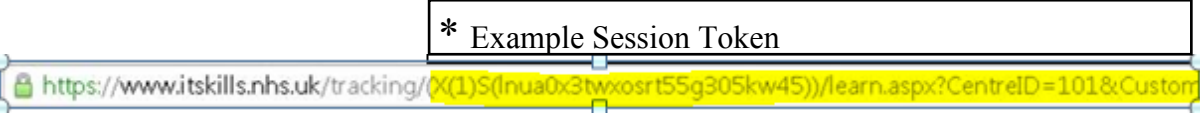
Important Security Information for your Centre - Reminder

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*



* Example Session Token

- 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*

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 who access the tracking system to manage, administer and support training. 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.

Content Management System (CMS) - Training Dates

We continue to have a high demand for CMS training, further dates have been released for October 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](#) and follow the 5 easy steps of the new [Eventbrite booking process](#).

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.

IT Skills Pathway Tracking System Training Webinars

Monthly team training webinars are available to book in October, to see dates and book a place for your centre click [here](#) and follow the 5 easy steps of the new [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.

IT Skills User Groups - Autumn 2016 - Final Places Available

The Autumn round of IT Skills User Groups has started, there are still some up and coming dates available to book in some regions. The attendees in Manchester and Newcastle have found the meetings informative and useful. If you are unable to attend a face to face meeting you may consider booking a place on a webinar. The webinars follow the same format and provide all the information and updates available at the face to face meetings. **Please note the Redditch User Group will now be delivered via Webinar and you can book to attend regardless of location.**

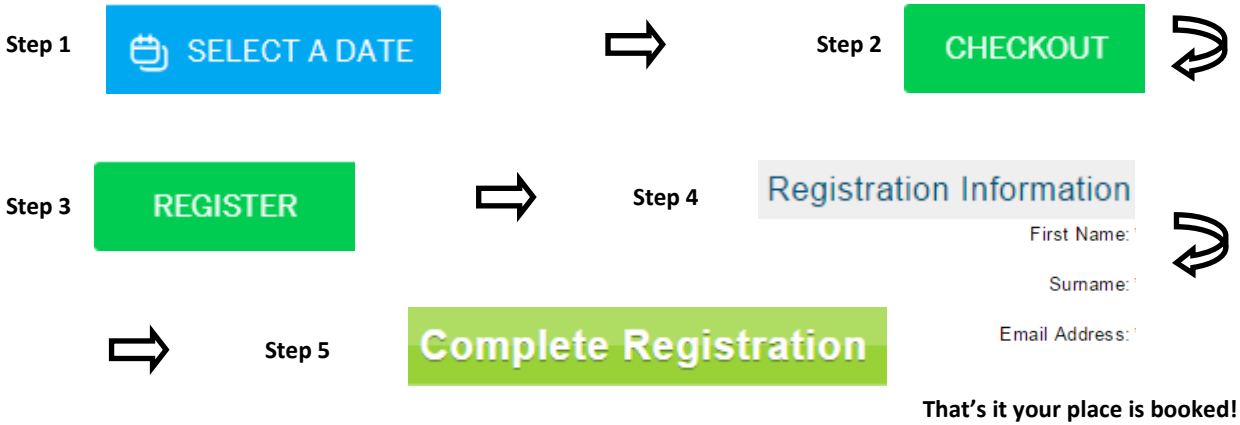
Location	Date	Time	Reserve a Place
London	Monday 31st October	10:00—13:00	For London
Leeds	Thursday 13th October	10:00—13:00	For Leeds
National Webinar	Tuesday 18th October	10:00—12:00	For National Webinar
Redditch - Webinar	Thursday 6th October	10:00—13:00	For Redditch

To book for these events, simply click the link to your chosen user group venue in the “reserve a place” column above and follow the new [Eventbrite booking process](#) from Step 3.

Eventbrite Booking Process—5 Easy Steps

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

Eventbrite



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.

To view a copy of the current terms and conditions visit the Trainer Resources area of the Tracking System.

Top Pathway centres:

- 1 University of Manchester
- 2 Teesside University
- 3 Sheffield Teaching Hospital NHS Foundation Trust
- 4 Lancashire Care NHS Foundation Trust
- 5 Kent Community Health NHS Trust
- 6 Somerset Partnership NHS Foundation Trust
- 7 Northumbria Healthcare NHS Trust
- 8 Devon Partnership NHS Trust
- 9 Birmingham Community Healthcare NHS Trust
- 10 Skills Development Network, Yorkshire and Humber

Pathway learning:

No. of learners in August 2016 **2598**

Total pathway learners (since release 4) **208365**



Contact us:

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