IT Skills Development E-bulletin

Rebranded marketing materials now available

We told you about our new IT skills pathway design style in February's bulletin and have updated the style of this bulletin with the new colours and images.

There is a full suite of images available which we now use on all of our marketing materials but the suite is also available to all of our training centres to use in any locally produced materials. The suite of images can be downloaded from the resources tab on the IT skills tracking system along with a few different templates that centres can use to create their own materials. PDF (non editable) copies of our marketing materials using the design style can also be found on our website at: http://www.cfh.nhs.uk/systemsandservices/icd/itskills/eits/access

If you want to access the images and templates to create your own materials but don't currently have access to the IT skills tracking system then please email Morecambe Bay at elearning@mbhci.nhs.uk to be set up as a centre.

NHS MOST testers wanted

As we have now finished the production of the Ready for MOST (RFM) 2007 materials we have now began work on the NHS MOST elearning which will also be accessed through the IT skills tracking system.

Before we can make the materials available to the NHS we need to ensure they are accurate which is where you come in!

NHS MOST Competition reminder

Last month we told you about the launch of Prodigy Learning's competition to find the NHS MOST Champion 2012.

Candidates enter by completing the MOST survey upon the successful completion of their exams.

Full details of the competition can be found at http://www.nhsmost.co.uk/news/57

In addition to our Design Group we would like our training centres to be involved in the testing, partly because the NHS MOST modules are very large and the Design Group is relatively small but also to ensure that the materials are thoroughly tested.

The testing schedule is still being agreed but NHS MOST covers Microsoft Word, Excel, PowerPoint, Outlook and Access in 2007 and 2010. We will be asking people to test sections of the materials as they are rather large and you will be given the opportunity to choose what you would like to test.

If you are interested in helping us to provide you with the best quality materials then please get in touch by emailing us at it.skills@nhs.net

NHS

IT SKILLS PATHWAY

LEVEL THREE

LEVEL TWO

LEVEL ONE

ENTRY

New IT skills pathway case studies

Since our initial request for case study candidates back in November we have had a steady stream of volunteers and there are now a number of new IT skills pathway case studies available to view and download from our website (**www.cfh.nhs.uk/systemsandservices/icd/itskills/eits/latest/pathwaycasestudies**).

IT SKILLS PATHWAY

LEVEL THREE
LEVEL TWO
LEVEL ONE
ENTRY

The new additions cover a wide range of staff from all aspects of the NHS including a Nurse Team Leader, Human Resources and a Lecturer in Health Informatics who talks about her undergraduate students.

Thank you again to those who came forward and as always please get in touch with us by email (it.skills@nhs.net) if you have any learners or groups who are interested in being part of a case study.

Remember to find out first about new case studies and other marketing materials, join us on Facebook and Twitter.

NHS ELITE:

No. of learners in February	2933
No. of learners accessing since 1st July 2011	8331

Top ELITE centres:

1	Central London Community Healthcare
1	Croydon Health Services NHS Trust
3	Lewisham NHS Trust
4	Sheffield Teaching Hospitals NHS Foundation Trust
5	North Staffordshire IT Training
6	Norfolk Community Health & Care NHS Trust
7	Wrightington Wigan & Leigh NHS Foundation Trust
8	Barking, Havering and Redbridge University Hospitals NHS Trust
9	NHS Manchester
10	Ridgewood Centre, Surrey & Borders Partnership

Meet the Morecambe Bay team

The team at Morecambe Bay are responsible for the production and maintenance of the IT skills pathway learning materials and tracking system. They are a small team find out more about them below.

Kevin Whittaker – Lead Developer for IT skills pathway training materials and tracking system.

Kevin leads the development of the IT skills pathway elearning materials including the development and maintenance of the tracking system. He attends the regular Design Group meetings and implements their suggestions accordingly.

Nicola Briggs – IT skills pathway Project Officer and Support Specialist.

Nicola responds to support requests and issues received through the tracking systems support tickets and also through the helpdesk phone number. She attends the regular Design Group meetings with Kevin where she collates the group's suggestions and then updates the development team. Nicola also coordinates pilots, undertakes testing of new materials and helps with the conversion of materials to newer Windows versions.

Erin Sadler – IT skills pathway E-learning Developer.

Erin develops the IT skills pathway elearning materials as well as implementing any updates and bug fixes to the materials as and when required.

Additional IT skills tracking system webinars

We have at least two IT skills tracking system webinars scheduled each month until the end of May but they are all now fully booked.

If you are interested in attending a webinar but have been unable to book a place could you please let us know by email at it.skills@nhs.net. This will allow us to judge demand and look at adding extra dates in where necessary.

Improvements to GMetrix Practice Test Software

The GMetrix practice test software used to prepare candidates for MOST exams now has the facility to allow you to create "Cross Application Custom Tests".

As its title suggests, this now means that you can create a practice exam for candidates that covers multiple applications. This may have a variety of uses including as part of recruitment processes or where you have identified learning needs across multiple applications.

To create the new custom exams, log into GMetrix as an administrator and select the "Custom Tests" option.

New additional test pools are also now available. For more information, please visit http://www.gmetrix.net/support/posts/default.aspx

Free touch typing learning materials

In November 2010 we informed our distribution list of a three year agreement for the NHS to access free touch typing learning materials using E-Type.

The e-type online learning materials teach touch typing skills in 10 lessons which take 10 – 20 hours to complete over a period of a few weeks of self study.

There are further lessons in the programme which will help staff to increase their speed and accuracy when typing. As the learning materials are accessed via the Internet, staff can use them at home as well as at work by logging on with their own unique user name and password.

As part of this package we agreed a two for the price of one reduced rate for the formal tests with the BCS, which are undertaken on the BCS testing system.

We currently have 143 centres who have taken up the free learning materials with some of these also having taken up the offer of reduced price tests.

This learning is available until October 2013 so if your centre is interested in taking it up then please contact BCS using the following details:

nhs@typeandtest.com or call 01480 861867.

Ready for MOST reminder and 2010 release schedule

This is a quick reminder, for those who missed our last bulletin, to say that all of the Ready for MOST materials in 2007 are now available on the IT skills tracking system.

We can also now give you some more information about the 2010 versions of RFM. Office Essentials will be released first in early summer closely followed by Word and PowerPoint and Excel in late summer.

For those who aren't aware, Office Essentials covers key and often reoccurring elements within Office applications such as starting and closing applications and using the ribbon. It is also an ideal training tool for using with learners that are migrating to the newest versions of Office.

If you are not yet set up as a centre on the tracking system, we would strongly encourage you to do so to enable you to get access to these and all future elearning products as they will not be available in any other format. To set up as a centre, please contact Morecambe Bay by email at eLearning@mbhci.nhs.uk

Centre activity ranking on the tracking system to cover all activity

Centres using the tracking system will know that the top 10 centres are listed on the dashboard of the system, which is currently calculated using learner's usage of the learning materials.

We have been made aware that quite a few centres use the assessment (as a training needs analysis (TNA) for induction or during the interview process) extensively with less use of the actual materials meaning that they would never have been included in the top 10 list.

To make the top 10 centres list more representative of centres usage of all elements available within the tracking system we are changing it to cover all activity which will include the use of assessments as well as the learning materials. These changes will be implemented on Tuesday 3 April so you are likely to see a shift in the centre order on that date.

This change will also mean that the information we provide you with on the bulletin will be changing, instead of the 'Top 10 NHS ELITE centres' it will be 'Top 10 centres using the tracking system', the 'Top 10 NHS MOST centres' will remain the same.

Get the updates first

Join us on Facebook and LinkedIn and follow us on Twitter

Centre Activity Ranking For last Month

Rank	Centre
1	Central London Community Healthcare
2	Croydon Health Services NHS Trust
3	Lewisham NHS Trust
4	Sheffield Teaching Hospitals NHS Foundation Trust
5	North Staffordshire IT Training
6	Norfolk Community Health & Care NHS Trust
7	Wrightington Wigan & Leigh NHS Foundation Trust
8	Barking, Havering and Redbridge University Hospitals NHS Trust
9	NHS Manchester
10	Ridgewood Centre, Surrey & Borders Partnership

Your centre rank: no activity

IT SKILLS PATHWAY

Contact us:

Email: it.skills@nhs.net
Web: www.cfh.nhs.uk/systemsandservices/icd/