

About Virtual College

Virtual College Group plc is a leading UK owned e-solutions developer and provider of both formal and informal qualifications. With over 250,000 online learners across both the public and private sector, Virtual College has established itself as a major force in e-adoption.

With a team of over 50 people, we provide a complete design and delivery service and have established a number of sector specific e-Academies, including: Engineering, Healthcare, Housing, Lean Healthcare, Manufacturing Productivity and Safeguarding Children.

Since 1995, we have been successfully helping our customers enhance their traditional approach to learning through the careful, appropriate use of technology.

For further information about Virtual College and its solutions, please visit our website or contact a member of our team.

VIRTUAL
COLLEGE



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E▶ nable
the complete LMS solution

Create ▶ Manage ▶ Deliver

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E▶ nable: Introduction

the complete LMS solution

With over **250,000** users, **E▶ nable** has become one of the UK's leading Learning Management Systems (LMS).

It was originally created in 1995 as a Training Management System (TMS) - providing an online route to deliver underpinning knowledge and assessments for **NVQs** within the electronics industry. Since then, it has evolved into a full e-solution that is used extensively within both the public and private sectors.

Its evolution has been driven not only by the needs of our customers, whom we endeavour to delight, but also by our own objectives, as we are a prime user of the system. We use **E▶ nable** to deliver and support our NVQ Train to Gain activity, support our **Investors In People, Matrix, Customer First** and **Ofsted** quality systems, and to deliver to 100,000+ learners within our thriving e-Academies, which include: Engineering, Healthcare, Housing, Hospitality, Lean Healthcare, Manufacturing Productivity and Safeguarding Children.

Throughout the last 10 years we have played an important role in helping drive the e-adoption process. **E▶ nable** has played a pivotal role in helping us towards our goal of becoming the **UK's leading provider of blended training solutions**.

In technology, nothing stands still and **E▶ nable** has been carefully structured to ensure it can embrace new technologies as they become available. We are already delivering on to mobile phones and iPods to provide greater flexibility of delivery - at a **pace, place** and **time** to suit the learner.

Rod Knox
Chief Executive
Virtual College Group plc



E▶ nable: The key components

the complete LMS solution

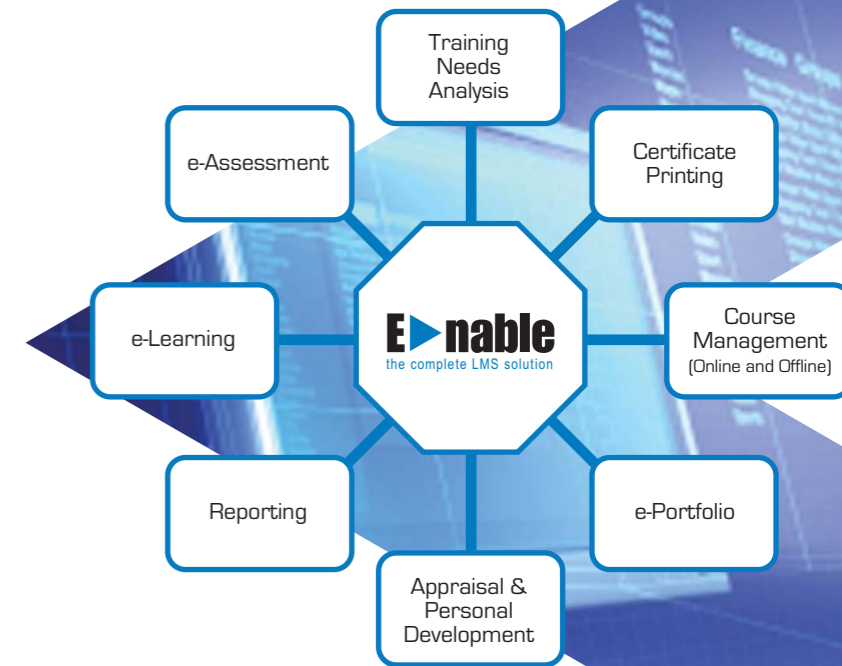
E▶ nable is more than just an LMS.

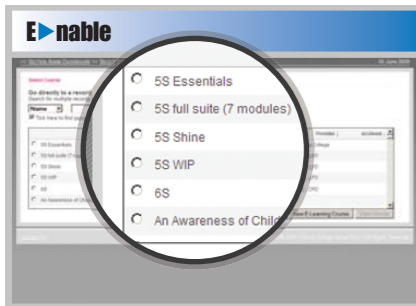
It has the usual components to support the delivery of e-learning and e-assessment, but it also has an expanded range of additional powerful tools, developed to meet our customer needs and these include: Personal Development Reviews, e-Portfolios, Training Needs Analysis and Course Management - for both online and offline course delivery.

Initially, you may focus on utilising just a few of these options, but the system allows you to adopt more, as and when you feel they are appropriate.

You may start using **E▶ nable** for induction training for example, covering your health & safety needs, but then expand to cover technical training and, at a later stage, use the system to support your appraisal process through the personal development features. Continuous Professional Development (CPD) tracking might be a good starting point, or even the creation of an e-portfolio solution for a particular qualification.

The starting point is in your hands. Rest assured, we will guide you through the process, as your success will be our success!

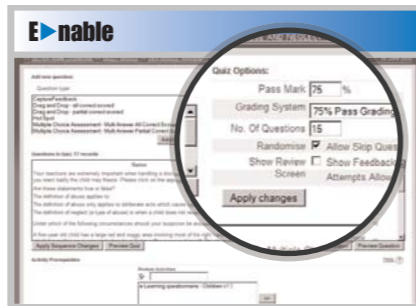




Create course structure

This is the first stage in the creation of the e-learning solution. Key features and benefits include:

- ▶ Both online and offline courses can be created
- ▶ Multiple learning modules within a course can be assigned
- ▶ Pre-requisites to learning activities can be assigned
- ▶ Courses can be pre-mapped to company business objectives
- ▶ Time-phased evaluations can be assigned to a course
- ▶ Courses can be time-bound to support mandatory requirements or refresher training



Create e-assessment

Creating e-assessments easily:

- ▶ Multiple choice, text match, hot spot and drag and drop question types that are all auto-marked
- ▶ Pass mark setting
- ▶ Randomised questioning from databank
- ▶ Pre-requisite settings
- ▶ Question sequencing
- ▶ Option to skip questions and provide incorrect answer feedback
- ▶ Creation of grading system related to scores achieved
- ▶ Re-test function can control multiple attempts

Set up learner

Adding new learners to the system is easy:

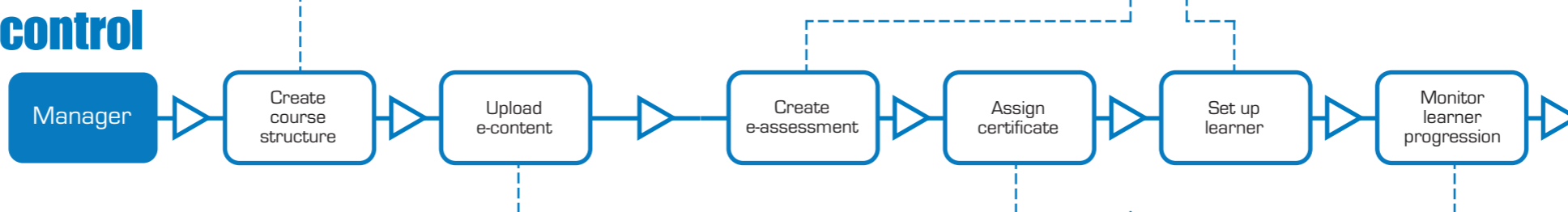
- ▶ Learners can be assigned to groups, organisations and departments
- ▶ A learner can be assigned to a particular job role
- ▶ Batch uploads allow for rapid set up of new learners
- ▶ Learner records can be customised to add/delete mandatory fields
- ▶ Learners can be given an expiry date



E>nable: System setup & control

the complete LMS solution

Getting started couldn't be easier! Once your E>nable system has been created, you can begin to develop your courses, upload your own content (or select from the Virtual College e-learning packages), set up any e-assessments, assign a certificate and then set up your learners. It is so simple to use you can be up and running in under an hour!



Upload e-content

The system allows you to upload almost any type of learning content:

- ▶ Fully SCORM compliant to ADL standards version 1.2
- ▶ Allows use of PDFs, PowerPoint, Word and other similar materials
- ▶ Can link to resources held on other websites
- ▶ Allows multiple resources to be attached to a course
- ▶ SCORM learning resources are tracked to confirm user access



Assign certificate

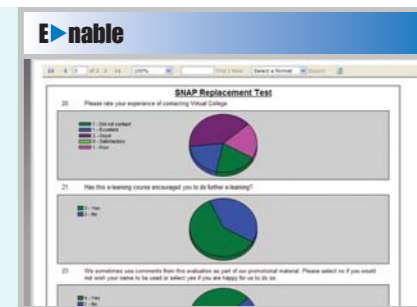
Create and attach certificates to a course:

- ▶ Use default certificate templates or create your own
- ▶ Certificates can automatically extract logos for course providers
- ▶ Certificates can be customised to include a range of fields including: name, date, expiry date, provider, results, etc.
- ▶ Certificates can be set for self-print by learner or batch print by section administrator/manager

Monitor learner progression

The system includes a complete monitoring, tracking and reporting structure:

- ▶ Full dynamic reporting structure
- ▶ Ability to export reports into Microsoft products for additional processing
- ▶ Ability to customise reports and create/save favourites
- ▶ Typical reports include:
 - Learner activity
 - Assessment results by learner or group



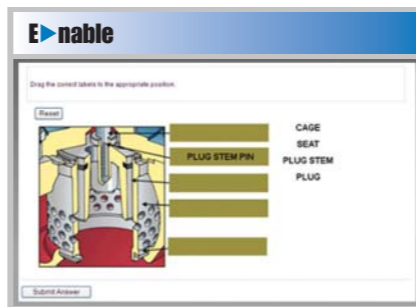
Having mastered the basics, you have the option to take your E>nable system further. Want to create business objectives, set learner targets, create personal development plans, manage offline courses, allow learners to record CPD or create an e-portfolio, set up learner evaluations on a 1, 3 or 6 month basis, assess business impact measures and more...?



Log on to learning

A learner can log on to their personalised learning record:

- ▶ Password controlled, secure access
- ▶ Simple dashboard structure
- ▶ Active and completed learning tabs
- ▶ Progress indicators show level of progression
- ▶ Messaging system
- ▶ Option to request additional learning from course directory or external courses
- ▶ Ability to register prior learning
- ▶ Announcement system



Undertake e-assessment

Assessments can be assigned to help validate learner understanding:

- ▶ Variety of assessment types including: multiple choice, text match, hot spot and drag and drop questions that are all auto-marked
- ▶ Randomised questioning from databank
- ▶ Options to skip questions and provide incorrect answer feedback
- ▶ Re-test function to control multiple attempts
- ▶ Timed assessment

Complete course evaluation

Evaluations can be set to get feedback from learners:

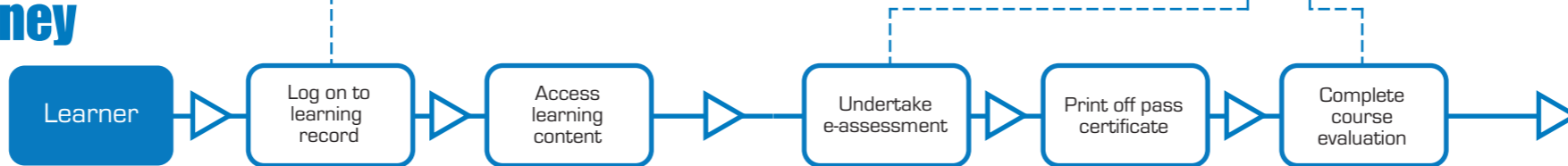
- ▶ Range of question types including multiple choice, ranking and short answer
- ▶ Ability to link to business objectives
- ▶ Ability to create timed evaluation structure e.g. On completion, 2 weeks, 3 months and 6 months after completion
- ▶ Full data capture and reporting



E>nable: The learner Journey

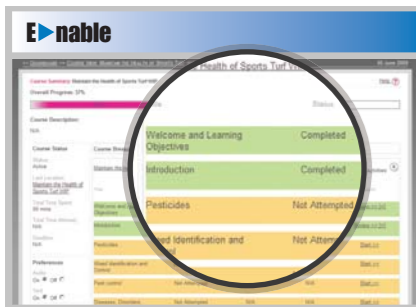
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Once the learners have got their unique E>nable user names and passwords from their administrator (or by using the auto-register feature) they are ready to go. The learner journey begins by simply logging on to their own personalised learning records from which they can access their allocated learning activities.



Having mastered the basics, the learner has the option to take things further. This could include:

- ▶ Requesting additional e-modules from the course directory
- ▶ Requesting offline courses from the course directory
- ▶ Creating their e-portfolio
- ▶ Recording any CPD activity
- ▶ Reviewing and updating their personal development targets
- ▶ Undertaking a Training Needs Analysis (TNA)



Access learning content

The learner can access the course and review the different learning activities:

- ▶ Simple progression indicators
- ▶ For SCORM compliant learning resources, full screen tracking and duration of learning is recorded
- ▶ Option to force completion of learning before an assessment can take place

Print off pass certificate

The system allows a certificate of attainment to be printed:

- ▶ Certificates can be set for self-print by learner or batch print by section administrator/manager
- ▶ On successfully passing the test, learners' results move from active learning to completed learning



E▶nable: Typical applications

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E▶nable is a powerful tool that can significantly enhance your current learning activity.

Its applications are only limited by your imagination:

- ▶ Staff induction
- ▶ Mandatory training
- ▶ Pre-recruitment training
- ▶ Refresher training
- ▶ Training needs analysis
- ▶ Policy/procedure training
- ▶ Quality systems
- ▶ Investors in People
- ▶ Ofsted
- ▶ Continuous Professional Development
- ▶ NVQs
- ▶ Staff audits
- ▶ Product training
- ▶ Equipment training
- ▶ Health & Safety training
- ...the list goes on

You can close the loop through e-assessments that validate learner understanding and, perhaps equally important in these days of increased litigation, provide you with evidence of training and appropriate compliance.



 <p>Training Provider</p> <p>"We use it to make money by delivering online training to people who cannot attend face-to-face training"</p> <p>Dr Rosemarie Pearson Founder, Food Dialog</p>	 <p>SCB</p> <p>"We trained 11,000 staff last year for less than £1 each"</p> <p>Robin Harper-Coulson Children's Workforce Development Coordinator Newcastle SCB</p>	 <p>Hospital</p> <p>"We use it to deliver our Equality and Diversity training to all staff"</p> <p>Amanda Lowdon Airedale Hospital Trust</p>	 <p>Council</p> <p>"We use it to assist us in evaluation of Learning & Development, in particular the 3 months post training, to see how it has impacted on practice"</p> <p>Julie Rirnington Lincolnshire SCB</p>	 <p>Industry</p> <p>"We use it to deliver our Compressed Air Technology course to industry"</p> <p>Chris Dee Executive Director BCAS</p>
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How do you use E▶nable?

 <p>Housing Association</p> <p>"We use it to train all our staff on the housing modules and H&S"</p> <p>Sue Trinder Training Manager Accent Housing</p>	 <p>Fire Service</p> <p>"We use it to test that our people have understood their training by setting assessments"</p> <p>Jenny Toase WY Fire Service</p>	 <p>National Charity</p> <p>"Using the e-portfolio system enables us to deliver our innovative eQuality Counts Scheme cost-effectively, quickly and efficiently"</p> <p>Stella Ziolkowski, Director of Quality & Workforce Development</p>	 <p>FE College</p> <p>"We use it as part of our induction training for new members of staff"</p> <p>Christian McGrath Staff Development Officer Bradford College</p>	 <p>Nursing Recruitment</p> <p>"We use it to ensure that all our people have completed their induction training before they are allowed to undertake assignments"</p> <p>Janet Smith Registered Owner 24/7 Recruitment</p>
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E▶ nable: The key features

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Key features

The Virtual College system:

- ▶ Is a fully hosted service - providing online access via the Internet
- ▶ Gives secure access to learners and managers - 24 hours a day, 7 days a week
- ▶ Offers customer branding and customisation of material and certificates
- ▶ Provides SCORM compliant e-learning capabilities
- ▶ Is supported by UK based Technical and Administration teams - available via the system, email or telephone during office hours
- ▶ Offers a multi-level user hierarchy
- ▶ Provides objective setting at company, department or individual levels
- ▶ Allows you to align training to set objectives
- ▶ Measures the business impact of training via evaluation at predefined time scales
- ▶ Offers customised report runs which can be saved as favourites
- ▶ Allows recording of offline learning
- ▶ Manages requested learning – aligned to uploaded personal development plans (PDPs)
- ▶ Enables you to upload company specific training and assessments - for induction or audit

Technical specifications

- ▶ The solution is hosted on one of the UK's leading hosting service providers
- ▶ It is an Internet based system, so back-ups and data storage are undertaken by Virtual College
- ▶ Computer access to the Internet is required
- ▶ Virtual College e-learning modules are developed in Flash and require a Flash player to run, accessed via a free download
- ▶ It is recommended that sound is enabled on PCs
- ▶ The Virtual College site has a system compatibility check which will automatically check a computer's readiness to deliver the training



E▶ nable: Quick start e-modules

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Those organisations who want to get started on the e-learning journey immediately might want to choose from the Quick Start e-modules developed by Virtual College. Here you can see a small selection of our off the shelf e-modules. Just visit www.virtual-college.co.uk to see more, and take a demo.

If you feel you may need a bespoke solution developing, please call us to discuss.

e-learning - the benefits

- ▶ Secure access 24 hours a day, 7 days a week
- ▶ Learning can be done at a pace, place and time to suit the learner
- ▶ Ability to control pace of learning – progress at your own speed
- ▶ Tracking allows learners to take a break and revisit learning at the point they left off
- ▶ It improves engagement and retention of learners
- ▶ It helps close the loop through online assessment
- ▶ It creates an online training record
- ▶ It enables easy tracking of learner progression
- ▶ It's cost effective - no room hire or travel expenses
- ▶ Learners are in control of their own learning which increases motivation
- ▶ A standard message is given to all learners
- ▶ Organisational engagement can be achieved by customisation



Food Safety and Hygiene



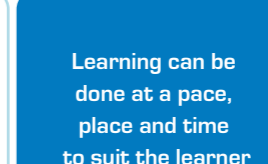
Moving & Handling Objects



5S Productivity



Safeguarding Adults



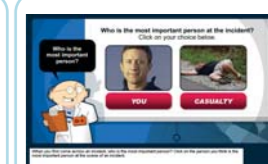
Health & Safety



Safeguarding Children



Fire Safety



First Aid