



Training and Skill



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PBS5 Training & Skills component assists manage business compliance issues for employees' selection for specific site work where specialized skills or certification are necessary.

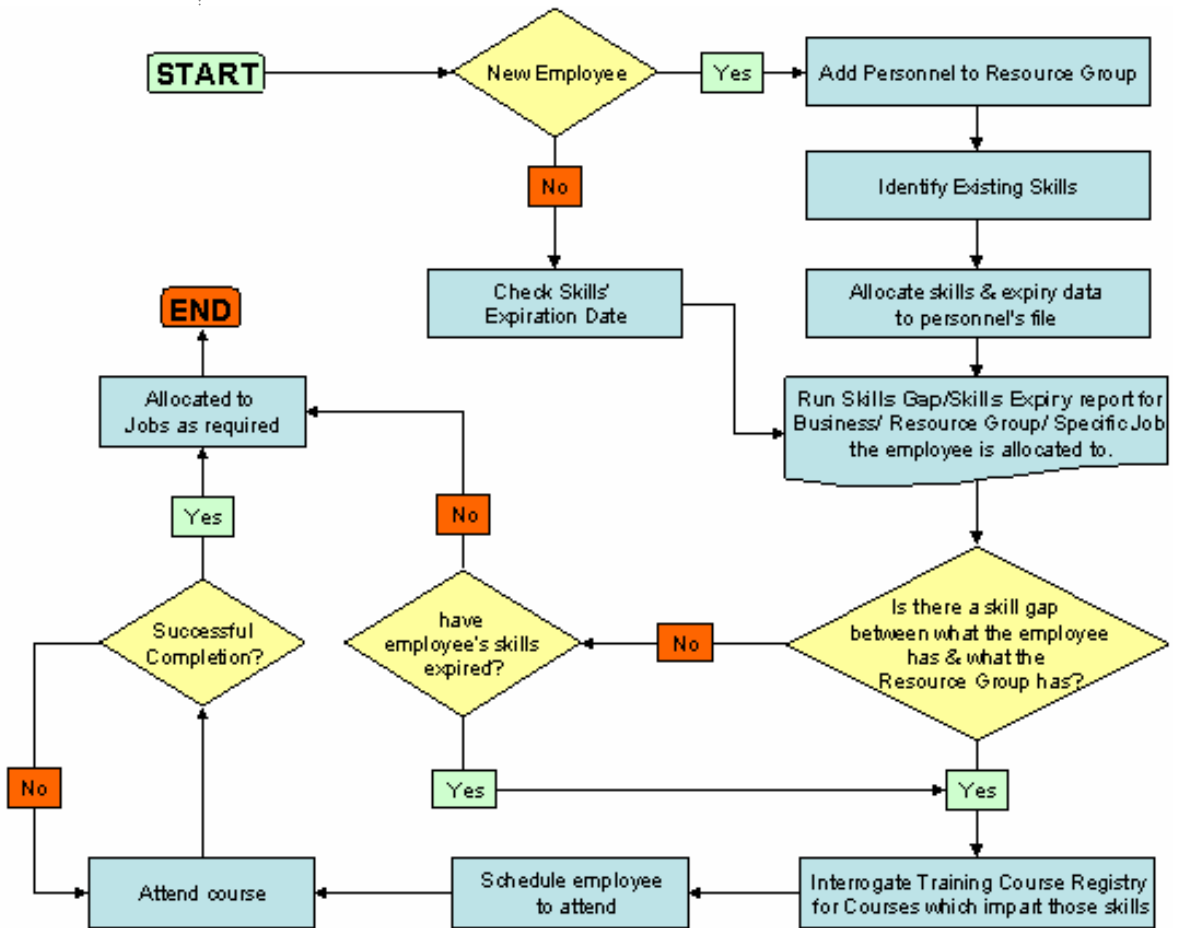
Business requires a number of objectives to be met that require a degree or skills, certification, licenses, etc. PBS5 Training cycle can be setup and automated to then specify group objective and identify the training needs for an individual or group according to resource group objectives.


All related training windows are found in the Training folder of the Navigation tree. The Training module will allow you to define Skills, create Training Courses, and link Skills to Resource Groups as well as Training Courses and Personnel. Once a Personnel has successfully completed a course then all associated Training Courses' skills will be allocated to the personnel.

Benefits:

- Compliance issues relating to site inductions, licenses, certification and expiries are managed. Work flow is used to notify and escalate non-compliance to configured stake holders, minimizing business risk.
- Skills and/or training Gaps in an organization can be quickly identified.
- Job safety is improved by matching skills to job requirements.
- Quality throughout the organization is enhanced through proper skills management.
- Employer can appraisal and monitor employees' development.
- Schedule employees to attend Training Courses and have availability reflected their work schedule/timetable.
- Work maintenance and planning is optimized as appropriate employees are allocated to suit the skill requirements of a particular job. That is, the right individual with the right skills are assigned to the job.

PBS5 Training Module Workflow





When an employee has joined the company - a personnel profile should be created in order to assist the HR department with employees' appraisal and development.

Individuals may have skills which were obtained outside their current employment. These skills can become practical when trying to match employees with a particular work task. The Personal Skills window will also show a list of skills obtained through courses assigned by the current employer.

An employee will need to be allocated to a Resource Group – this group will have a prerequisite of skills.

Resource Groups may have skills – and all employees who belong to the group should possess those skills and they must be up-to-date. The Skills GAP report will assist with finding out differences between an employee's skills set and its Resource Group skills, the report will also inform of any expired skills.

Resource Groups Skills will assist with work maintenance and planning. Work planning is optimized as appropriate employees are allocated to suit the skill requirements of a particular job. That is, the right individual with the right skills are assigned to the job.

If there are any differences between the Employees' skills and its Resource Group's skills, or some of the employees' skills have expired, then its important to synchronized them. This synchronization can begin by interrogating the Training Course registry for courses which impart those missing or expired skills.

Training Courses can be linked to multiple suppliers. Course will have a list of skills and these skills will later be allocated to the individuals who successfully completed the course.

The system may create appointments for those employees who are scheduled to attend a particular Training Courses and it is possible to see how it fits into their personal work timetable.

Once an employee successfully completed their course, they can obtain the course's skills by recording them in the Personal Training Skills window.



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