Softworks
Works for your workforce!

Learning & Skills Tracking

Softworks Learning & Skills Tracking assists organisations to track employees' skills, training and qualifications and manage their current and future learning requirements. Designed to handle the complex and time-consuming administrative elements associated with training and learning, this module effortlessly manages, tracks and reports on employees' learning activities. With Softworks Learning & Skills Tracking, you can be confident that you always have the right people, with the right skills doing the right jobs at the right time.

At a Glance, The Benefits:

Greater Control Over Training

Softworks Learning and Skills Tracking facilitates the tighter management of training requirements and training schedules. The solution has been proven to reduce employee training costs by centrally managing, tracking and reporting on employees' learning activities.

Ensures Compliance

Assists organisations to ensure that all employees receive and complete the required training, for the efficient execution of their role, and in line with compliance and certification requirements of regulated industries. Includes on the job certification and licensing and allows assigning of training required for regulatory approval. Allows you to customise course compliance based on job titles, functions and individual employees.

Reduces Administration

The more employees an organisation has, the harder it is to track, follow-up, and verify their training, especially if they're in different locations, working different shifts. A paper-based system results in voluminous paperwork, delays or incomplete training tasks and reports. With

Softworks Learning & Skills Tracking, managers can be confident that information is accurate, up to date and considerably less time will be spent on tracking skills and training, allowing them to focus on other aspects of their role.
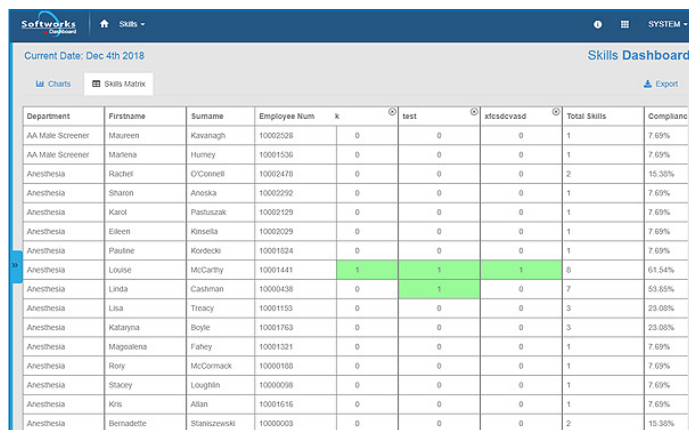
Extensive Reporting

Extensive reporting facilities on skills, qualifications and competency levels. Reports can be generated at an employee, department, function, team or corporate level. Assists with creating schedules/rosters by ensuring you always have optimal levels of skilled staff assigned.

Simplifies Processes

From course registration to approval and acceptance. Enables managers to enrol and assign employees on a schedule, for a given course module or topic, for a specific date, time and location.

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Key Capabilities

- Allows planning and tracking of training.

- Enables recording of training for audit purposes.

- Enables storage of training evaluation data.

- Reports on the level of expertise within the organisation.

- Identifies training needs and assists with planning of training resources based on needs.

- Advanced reporting and analytics.

- Receive Alerts when employee skills or training are due to expire.

Features

- Manages your corporate training program.

- Allows you to schedule, track & report on training activities.

- Enables you to search for qualified/skilled individuals for jobs/projects.

- Identifies gaps where no one has the necessary skills.

- Detects training needs so that training plans can be created.

- Provides a foundation for discussion with individual employees for career development.

- Enables employees to apply online for training they are required to complete or are interested in attending.

- Allows HR to highlight a particular course definition/module/topic and view all employees assigned to a particular course.

- Enables managers to set up a schedule for a course definition/module/topic which could consist of date, time, trainer and maximum number of places for the specific course.

- Notifies managers when employees are required to re-take a particular course definition, module or topic.

- Facilities manager/HR to update employee's results on completion of a course. The results can include scores, skills gained certs etc.

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