

T R I B A L

working as one

**Tracking
learning and
progression?**

**Managing
apprentices?**

**Inspection
Quality?**

**Online
learning?**

e-Portfolio?



Working as one with employers

Develop your workforce, drive your business

LEARNING MANAGEMENT SYSTEMS

Maytas: A Management Information System to support all your training administration requirements

The Maytas Management Information System supports the administration of training. Whether funded, unfunded or commercial learning is taking place, the Maytas system can manage these together, bringing a full holistic view of your employees, their learning and ultimately the talent pool to drive your business.

- Remove time consuming administrative duplication with a solution which integrates to internal systems and process
- Manage applications, internal and external
- Efficiently get learners onto the system using proven templates and automation
- In-built validation rules ensure you get the right data in from the beginning and you can be alerted to exceptions, ensuring audit security
- Highly configurable; the Maytas system can be built to reflect your business process
- User definable fields mean any data you want to record against an employee/learner can be done quickly and easily
- Customisable objective tracking allows you to track anything from pre-determined qualification to company standards
- If claiming funding for learning, ensure employees are put onto the right scheme, avoiding costly claw backs
- In built financial profiling makes it easy for you to see what money you should be getting and when, whilst managing discrepancies before they accumulate
- Obtain a holistic view of internal vacancies and who in your talent pool matches these
- Traditional and time-consuming administrative functions can be automated;
 - Communication and Visit plans can be planned in as soon as an employee or learner is added
 - Weekly and monthly reports can be automatically scheduled and delivered to key people in the business, removing the need for batch updates at month end
 - Keep track of allowances, and equipment essential for learning
 - Maintain courses and manage demand for programmes

LEARNING MANAGEMENT SYSTEMS

e-track: Track and manage learning progress. Ensure successful completion.

As with Maytas, e-track, our ePortfolio solution, can be utilised for all types of employees and their learning requirements, whether funded, un-funded or commercial.

e-track provides online portal access to learner records and their progression against a learning plan. From managing the induction process to qualification and apprenticeships, e-track can be used as a central repository to give employees access to their plan, learning content, forums and a direct route of communication to an assigned member of staff, whether this be a manager or formal assessor.

The portal also provides managers or assessors with a view of all learners within their remit and their progression against plan, highlighting immediately where engagement is low and intervention may be required.



For the employee or learner:

- Employees can view units of required learning - anything from induction to specific qualification
- Web access to view progress against their individual learning plan
- Full portfolio functionality; employees/learners can upload evidence to the portfolio immediately
- The portal provides the ideal tool to connect the employee to key members of staff and management, removing communication barriers.

For the manager or assessor:

- A live and up to date picture of employee engagement and progress against their learning plan with projected end-dates based on current progression
- Track engagement between learner and staff
- Immediately alerted to new evidence to view and give feedback
- Templates to capture visit or meeting notes, with the added security of digital signatures
- Standardise reporting to include all employees and their learning progress.

LEARNING MANAGEMENT SYSTEMS

e-track: Increase learner engagement via in-built Learning Communities

The “Communities” module within e-track provides a central repository for learning content that can be tracked and reported on by individual user. The portal is content neutral; you can hold anything from Word, PDFs, PowerPoint, videos, and any e-learning content which you may already have.

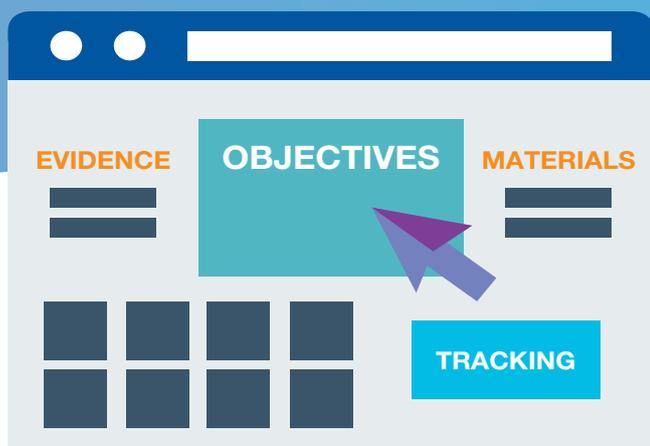
- Attribute employees and learners to multiple communities, i.e. induction, business unit, area of learning, qualification
- 'Communities' allows you to track learner engagement with your online resources, meaning as an employer you can be sure that learning is being accessed and progression made.
- Remove the need for multiple log-ins - learners access one site for learning resources, relevant forums and submitting evidence via e-track.
- Learning can be sequenced meaning employees only gain access to content applicable to their progress through the plan
- Allows employers to highlight employees and learners who may not be accessing the content and in turn may be having difficulties progressing within the organisation
- Allow learners to have access to forums, prompt discussion with other users within their community, providing an outlet for self-directed learning and increased engagement.

The screenshot displays the e-track LMS interface. At the top, there is a navigation bar with the e-track logo and icons for Home, Messages (with a red notification badge showing '16'), Trainees, and Community. A 'More' dropdown menu is also present. Below the navigation bar, a breadcrumb trail shows 'Home >> Communities'. A search bar and an 'Ask Question' button are located on the left. On the right, there are buttons for 'Your Profile' and 'Actions'. The main content area is divided into several sections: 'Watches' with a description of a community for Level three or four watch qualification; 'The People's Point' with a description of a community for CPD records; 'Unanswered Questions' with two entries: 'The dynamics of a watch' (90 Days and 21 Hours ago by rgomez, 3 questions) and 'More efficient assessment using e-track' (96 Days and 18 Hours ago by ekasko, 1 question); and 'New Posts' with three entries: 'Unit 03 resources' (68 Days and 19 Hours ago by rgomez, 4 posts), 'The dynamics of a watch' (90 Days and 21 Hours ago by rgomez, 3 posts), and 'More efficient assessment using e-track' (96 Days and 18 Hours ago by ekasko, 1 post).

LEARNING MANAGEMENT SYSTEMS

Combining Maytas and e-track

Maytas and e-track in their own right are powerful tools but bringing them together to utilise a single database solution gives you the ability to benefit from real, tangible business benefits.



A single database solution means that updates are instantaneous to and from MIS to e-portfolio meaning instant access to new data.

For the employee or learner:

- Employees know exactly what the plan is when they start, including expected end date, visits and planned communication
- They are immediately allocated resources and guided through which are relevant to them, capturing their engagement early on
- Employees know exactly how they are progressing, whether they are on track or not and how to rectify this
- They can access appropriate forums giving them the confidence to openly ask questions and engage in a wider community.

For the employer, manager, Assessment Team:

- Managers receive alerts when new employees join the programme meaning minimal delay in induction and training
- Key dates can be automatically planned in to staff diaries, removing the need for time consuming and costly diary management and ensuring that quality assurance is maintained
- Managers can see instantly how the employee/learner is engaging along their journey
- No delay in data means progress and reporting is live at all times, funding claims are fast and efficient and audits are made easy with live information to report.

LEARNING MANAGEMENT SYSTEMS

Turning your data into Business Intelligence

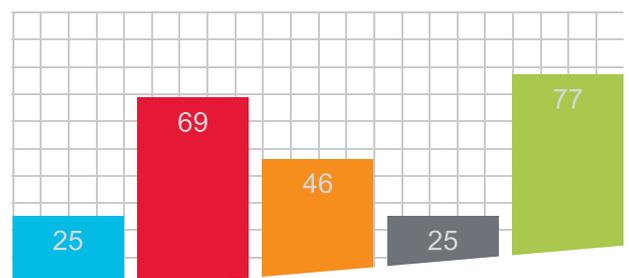
There is a growing need in the current environment to turn data into real intelligence. The Business Intelligence module can do just that.

Our dashboard reporting software has been developed with the goal of getting actionable information to the people who can influence outcomes, for both the business and employee.

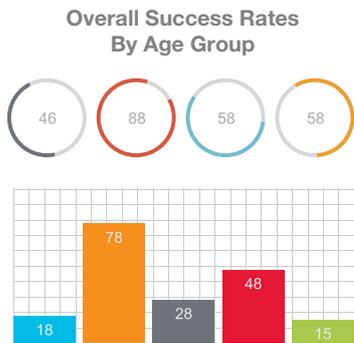
Why Business Intelligence?

- Provides a holistic view of your business and employee, manager, assessor activity – one version of the truth
- Out of the box views on employee engagement, progression, success, funding and visits.
- Brings together data from multiple systems and breaks this down into meaningful information
- Delivers a top level business view with the ability to drill down on charts
- Allows customisable Key Performance Indicators to track the key business objectives and monitor performance
- Triggers alerts when performance thresholds are crossed – positive or negative
- Enables decision making from anywhere at any time via browser or mobile device
- Easy to configure and can be deployed in minutes

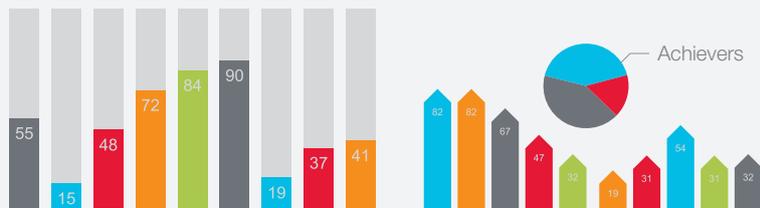
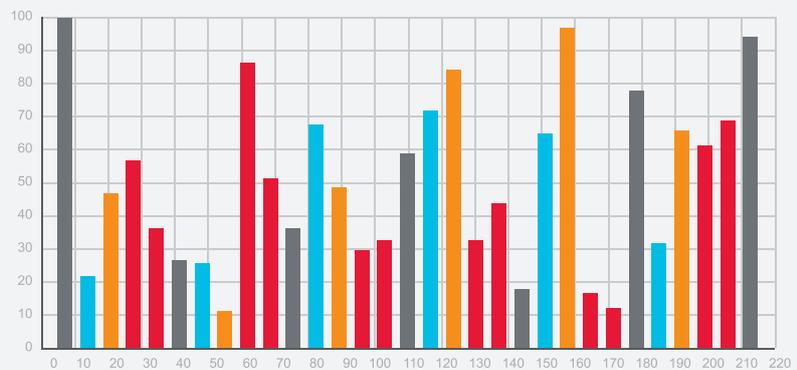
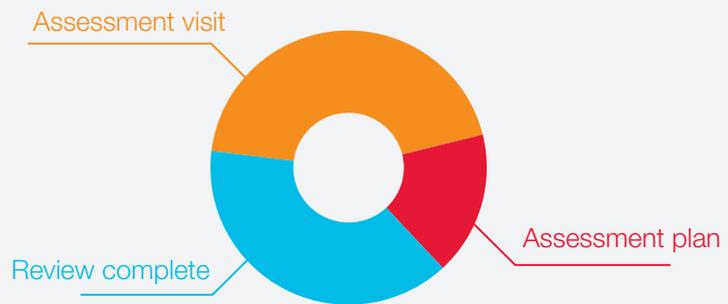
Completed Visits



Information is displayed in real time in an easily digestible format and is accessible from anywhere.



Dashboard



Figures are illustrative

FUNCTIONAL SKILLS

GoLearn: Online Functional Skills with optional tutor support

Our GoLearn platform makes delivery of functional skills easy and simple. We work with a number of awarding organisations to ensure our range of qualifications meets your needs, the majority of our learning resources being endorsed or approved by national awarding organisations.

- Initial assessment and diagnostic in one process, removing unnecessary administration of separate testing
- Give your learners the appropriate level of course for them and enable immediate study following initial assessment
- Automatically generate individual learning plans and allocate resources to each learner
- Develop your functional skills candidates to 'beyond exam ready'
- Simplify administration of functional skills by full online submission, feedback and marking of tasks
- Meet your audit and QA needs with robust reporting suite
- Improve time management of tutors.

For the learner:

- Full learner journeys for English and maths
- A robust Functional Skills assessment, which uses new interactions to give clear insight into a learner's applied skills levels – questions supported with full audio
- The ability to assess writing and maths process skills by using our innovative Assessment Player technology
- Personal, adaptive learning plan – developed from the results of the initial assessment
- A comprehensive suite of interactive learning resources to support the underpinning and process skills
- 'Apply Your Skills' activities and 'Practice Tasks' to prepare for final assessments with your chosen awarding organisation
- If using e-track, GoLearn is fully integrated and an integral part of their learning journey.

GoLearn+ combines all the features of our standard GoLearn solution with the addition of online support from our team of specialist English and maths e-tutors, all qualified in teaching their subject to at least Level 5.



- Online induction
- Periodic reviews of progress
- Proactive encouragement and support for learners to complete their learning programme
- Easy access to support for individual learners from their personal e-tutor by phone, text or integrated messaging tool
- Marking and rich feedback of Apply Your Skills and Practice Tasks
- Full tracking of contact, learning and progress.

A screenshot of the 'functionalmaths' website interface. The page is titled 'functionalmaths' in the top left. The main content area has a blue border and contains a 'Part:' section with a word problem about organizing a barbecue. Below the text are illustrations of a green bowl, a skewer of food, and a purple pitcher. On the right side, there are three multiple-choice questions labeled 'a', 'b', and 'c'. A 'Plan' button is visible on the left side of the interface.

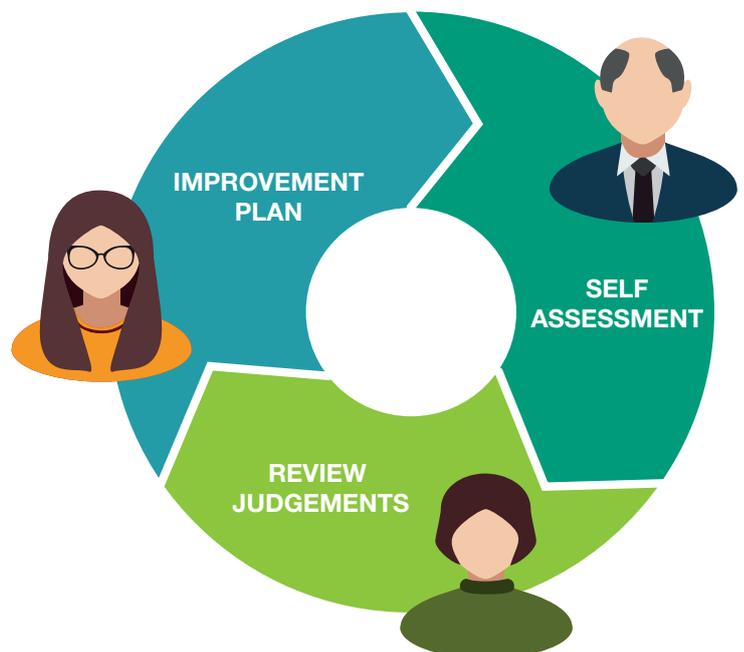
A screenshot of the 'functionalenglish' website interface. The page is titled 'functionalenglish' in the top left. The main content area has an orange border and contains a 'Part:' section with a word problem about writing a review for a website. Below the text is an illustration of a website called 'e Views' with the tagline 'needs your opinions!'. On the right side, there are four multiple-choice questions labeled 'a', 'b', 'c', and 'd'. A 'Plan' button is visible on the left side of the interface.

SAR SUPPORT

ActionPlan+: Streamline and enhance your improvement processes

ActionPlan+ is an online tool allowing you to easily construct and maintain a robust Self-Assessment Report (SAR) then record, assign and track actions within a live Quality Improvement Plan (QIP).

- Simplify the completion of your SAR using the embedded Common Inspection Framework, and add your own goals and objectives or other frameworks
- Utilise the hierarchy within the system to gain input from different sites, departments, regions, curriculum areas, sub-contracts or other groups, who can record their own judgements and actions, all of which can be aggregated into a single overarching SAR
- Manage assignable actions using the planning tool clear workflows, which helps to tie your QIP to SAR judgements, provides accountability, effortless monitoring and improved targeting and prioritisation
- Keep up-to-date with a dashboard view showing where your SAR is up to, how actions are progressing and highlighting areas of concern, together with email notifications and alerts for actions due to start, for review or nearing their target date – helping to drive timely completion of your plan
- Increase the use of data through the integration tool which allows users to easily identify trends, strengths and areas for improvement through visual displays which can be embedded into the SAR
- Store all your evidence securely online in the evidence library, supporting robust, evidence-based judgements by enabling users to link files, documents or statements to specific criteria
- Enhance the impact of the process by assigning completion of different aspects of the framework to different users, and widening access and engagement in your SAR



The software streamlines and enhances the improvement process, engaging all stakeholders and ensuring your SAR and QIP stay current and up to date - keeping you ready for a short notice inspection and providing the maximum impact for your learners.



Summary - Outstanding

Edit Summary
Show Grade Descriptions

Success rates are well above national averages, and have remained consistently high over the past three years. The vast majority of learners achieve within the timescales expected.

Learners make very rapid progress through their programmes, despite entry requirements which are relatively low for this type of provision.

Strengths and Areas for Improvement

Strengths

Edit Strength

- Learners are set and achieve very ambitious targets.
- Learners progress swiftly through their programmes irrespective of their starting points.
- The vast majority of learners develop outstanding vocational skill and produce work to a very high standard.
- All learners are extremely happy with their programmes and the work they do.

Evidence

New Evidence

Search:

Show 5 entries

Title	Evidence Description	Date Added
Adding some new evidence	Add	30/10/2014
2013/14 Data analysis	Detailed analysis of 13/14 outcomes data.	30/10/2014

QUALITY ASSURANCE

Continuous improvement: Quality Improvement, Inspection and Audit Support

We support employers in their drive for the continuous improvement of their programmes and positive inspection outcomes.

Quality improvement

We support employers with all aspects of quality improvement planning and actions. Our practitioners are trained as Ofsted inspectors and experienced in working with employer-led provision. We provide consultative guidance in the following areas:

- Data analysis for self-assessment
- Writing or refreshing your self-assessment report
- Quality improvement plans
- Quality assurance policies and processes.

We also provide more hands-on support such as delivering training on data analysis or managing self-assessment workshops.

Customers who benefit from our quality improvement services, can also access our dedicated inspection support, in the form of on-call, or on-site support for the nominee and wider organisation throughout the inspection process. Support can range from:

- Assistance with scheduling and briefing staff, to...
- Data presentation, and;
- Assistance identifying evidence to address emerging weaknesses.

“Tribal have been very supportive...and we have been very impressed with their positive and results oriented approach.”

**Martin Flavell, Vice President
HR, Finmeccanica UK**

The impact of our experience and expertise in robust data analysis, self-assessment and quality improvement planning, together with our support during inspections has been described as “invaluable” and “superb” by our customers.



Audit Service

Our audit service can be delivered remotely or onsite, as suits your delivery model, and is tailored to your organisation's needs.

The service on offer covers a wide range of scenarios and can include the following;

- From one-off audit mirroring the sampling approach and process followed by the relevant funding bodies, to more regular and detailed checks
- Comprehensive reports following each audit highlight any emerging issues with specific details of any errors found along with opportunities to maximise funding
- Additional consultative guidance on processes
- “On-call” support in preparation for and during external funding audits.

“Tribal have given invaluable support and guidance throughout OFSTED, SFA and awarding body audits that have enabled KFC to further enhance the learners experience and provide ROI to the business. Most importantly, Tribal have ensured that KFC is kept informed and involved in the changing face of apprenticeships for the future.”

**Sue Wigley, Education Manager,
KFC**

COURSE DESIGN

Course design and accreditation: Develop structured, creative and flexible training programmes

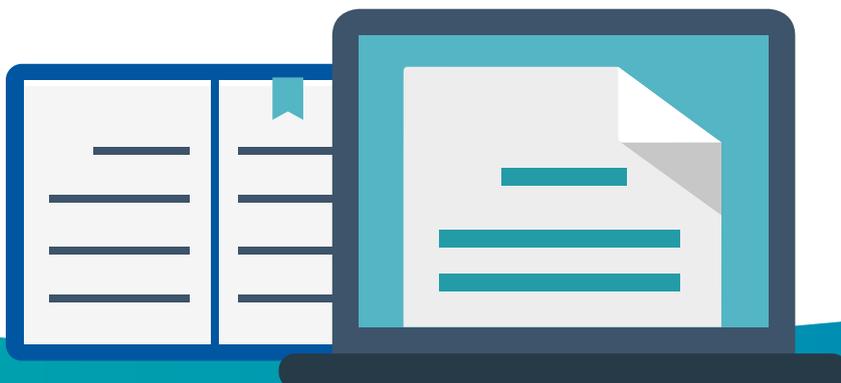
Tribal work with over 400 learning providers and employers throughout the UK to streamline the delivery of education and skills and to improve learner outcomes

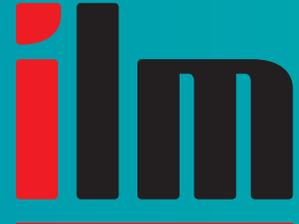
Learning Resources to suit how your organisation does business

Tribal is one of the country's leading providers of professional support services to the learning and skills sector. With extensive experience in developing structured, creative and flexible programmes, our interactive development and publishing teams are leaders in the production of high quality learning resources which can lead to nationally accredited qualifications. A portfolio of paper-based and e-learning resources are available through our VLE, Trained4Work.

Nationally recognised qualifications

We work with a number of awarding organisations to ensure our range of qualifications meets your needs, the majority of our learning resources being endorsed or approved by national awarding organisations. Where there is no endorsement, the resources have been developed to meet the qualification specifications of more than one awarding organisation.





**Approved
Centre**

Leadership development

Tribal is an approved centre for the Institute of Leadership and Management (ILM) and deliver leadership and management development programmes up to Level 5. Tribal's team has extensive experience with the public and private sectors delivering leadership and management development programmes that change competencies and behaviours, leading to efficiency gains and the ability to effectively communicate and manage change.

Tribal maintain a 'direct claims' status with the Institute of Leadership and Management, meaning that we have fulfilled the highest standards of integrity with the awarding body, and that we can award qualifications to your learners rapidly.

Tribal provide full qualifications as well as individual units within the ILM range. Our customised and contextualised model ensures each programme is not only aligned to your principles and standards, but also uses processes, policies and terminology which reflect each learners' employment, sector and the organisational culture.

Apprenticeship accreditation

We have a strong track record of supporting employers to get their own apprenticeship programmes accredited and secure direct government funding.

T R I B A L

For further information on any of our solutions and services for employers, please get in touch:

0845 3133 151 | sales.technology@tribalgroup.com

www.tribalgroup.com