

Training and Competence Management

Element3 Solutions have partnered with World Class technology providers to give our customers access to best of breed technology systems, enabling turn-key, highly effective business software solutions.

M-Files®

In a fast-paced world of ever changing information, products, processes and procedures, educating your staff and or students can be challenging. Various documents. Varying divisional needs, distributed workforces all contribute to the greater challenge.

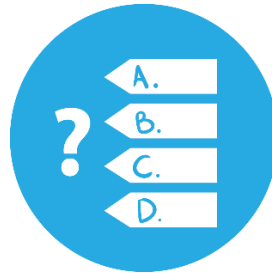
M-Files; a document and content management system make easy work of managing all of your information and competency records; including a powerful competency testing plug-in. Easily distribute and get back results of your training; giving you peace of mind that you have operating at your business's level of quality expectations.

BENEFITS OF TRAINING & COMPETENCY MANAGEMENT



TRAINING

Creating, Maintaining and distributing Training documentation can be complex and time consuming. Have you provided the latest version? Do you know when you should review a training manual? How do you provide access to the right people? M-Files manages all aspects of version control and permissions and access throughout your organisation, all backed by an audit trail for compliance and auditing purposes.



COMPETENCY

Providing training material is only half of the equation. Ensuring competency of learned information completes the learning cycle and ensures your staff know the information to the right standard. From simple end of training quizzes to interactive training media, you will be able to assess the learning & knowledge of your staff.



MANAGEMENT

Manage the training documentation and competency testing result all on one system, against your employee's records. Easily identify areas for improvement, need for new training. Furthermore, a centralised distribution interface makes issuing the material simple, including the ability to track the completion rates, and send reminder notification when deadlines are approaching.

6 WAYS ELEMENT3 SOLUTIONS CAN HELP YOUR HR NEEDS

Training Material

Create and manage training material. Version control ensures only the latest version is released.

Assignments

Send the training material to the employee or student by means of an assignment that tracks and applies a deadline for completion.

Access and Permission

Easily ensure only the right material is accessed by the right users. Protect sensitive or confidential information to only required users.

Competency

Issue tests. Send a quiz. Build highly effective, interactive learning interfaces, that not only test knowledge, but make learning fun, easy to understand, and enjoyable.

Manage

Manage and retain employee competency records with a full audit log and version history, attendance and participation.

Integrate

M-Files HR can be integrated with existing HRMS and HRIS systems, such as Workday, PeopleSoft and others, even custom systems and databases developed in-house.

Element3
SOLUTIONS