LEARNING POOL LMS

Our Learning Management System is a cost effective software solution enriched with functionality to meet your business training needs.

This is a solution for aligning talent development with organisational strategies to meet the challenge of moving towards a performance management culture.

We offer 4 main levels of service which are outlined below.

LEARNING POOL TOTAL

As well as including all the functionality that our Learning Pool Standard & Essential customers enjoy you will also have access to the following:

Record of Prior Learning

RPL is a method of awarding a course completion to a learner who has completed an equivalent course previously and this will be reflected in the Course reports & Course Completion report source in Report builder. This allows you to import historical completion records from a CSV file and enrol users into the specified courses.

Goals

It is possible to set Goals within your Learning Pool LMS site, these can be either team or individual goals. Settings goals allows you to connect high level goals at the organisational level with detailed objectives at the individual level using a flexible tiered approach.

Global Report Restrictions

Global Report Restrictions provides a site-wide interface for defining global restrictions to the report data visible to a user or group of users. It allows you to control what a user is able to see when viewing a report, allowing you to limit it to records relating to just users in selected audiences, positions, hierarchies, or even individual users.

Positions / Job Assignments

Job assignments enable users to capture their different responsibilities within their organisation. Job assignments can be created and updated manually via a user's profile or via HR Import and users may hold any number of job assignments, with each job optionally linked to a position, organisation, manager, appraiser and temporary manager.

My Team

As a manager you can view information related to your staff from your My Team page. You are able to view your staff's Learning Plans, Profile information, Seminar Bookings, Records of Learning, Appraisals, 360° Feedback, Goals, Required Learning.

Competencies

Competencies are the skills, knowledge and behaviours that you require your staff to possess and that you may measure staff performance against. The competency hierarchy area allows you to set up one or multiple competency structures or frameworks, containing any number of individual competencies.

The benefits to setting up your competency hierarchies in Learning Pool LMS are:

- The ability to link courses to competencies and these competencies to a particular part of the organisation or to a job position.
- A user's learning plan can automatically pull in all competencies (and any linked courses) associated with their assigned organisation(s) and job position(s).
- The ability for managers and staff to track their training and development against their competency ratings.

Appraisals

Learning Pool LMS provides an appraisal form builder to allow an administrator to create custom appraisal forms and assign the forms to groups of people within their organisation. Typically the appraisal process takes place over a specific time-frame, so administrators can define specific 'Stages' during which certain actions must be completed. It is also possible to notify participants that actions are required or are overdue.

360 Feedback

The 360° Feedback tool allows users to collect an evaluation on their performance, and identify their strengths and weaknesses as a team member, colleague and manager. Feedback from a range of co-workers helps provide a well-rounded and balanced view of an individual's skills, behaviours and areas requiring further development. Weaknesses can help inform a user's learning and development plan, and strengths can identify opportunities for advancement within the organisation.

Any number of 360° Feedback forms containing different sets of questions can be created and assigned for use by specific groups of users. 360° Feedback is designed as a user driven process, with individuals responsible for requesting feedback from representatives from each co-worker group.

Learning Plans

Learning plans allow quick and targeted access to relevant learning, which might be conducted face-to-face or within the LMS. The learning plan enables staff to see at a glance their progress against specific learning events and the whole plan.

Programmes

Programme management allows you to create learning paths for learners where you can define dependencies and control the order and flow of the competencies and courses your learners complete. A programme includes completion dates and time limits for your learners to complete each stage of the programme. There is also the ability to set up customised messages and reminders that are sent to learners and managers as part of the programme.

Programme management allows you to enroll learners based on their organisation, position, management hierarchy, or audience, and set different completion criteria for each group if required. Learners can also be enrolled individually. Programme management also handles the requirement for courses to reoccur on a set cycle, such as yearly. This is great for handling compliance training that staff may be required to complete every year.

Certifications

Certifications are very similar to programmes, as both of these facilitate the creation of a pathway for learning by acting as a container for a set of courses.

However, unlike programmes, certification are only valid for a certain amount of time, after which they will prompt the learner to re-certify. This is useful for skills that need to be updated, or where you may need to demonstrate compliance with changing policies, practices, or regulations.

LEARNING POOL ESSENTIAL +

As well as including all the functionality of our Learning Pool Standard & Essential product, Essential+ also includes the automated compliance functionality and allows you to create learner and manager relationships within the learning solution:

- Personalised dashboards
- Automated user journeys
- Seminar (event management
- Manager and learner connection
- Programmes and certifications to manage mandatory and refresher training
- Manager reporting dashboards to highlight learner and team reporting

LEARNING POOL ESSENTIAL

As well as including all the functionality that our Learning Pool Standard customers enjoy you will also have access to the following:

Seminar

Seminars enable administrators and trainers to create, manage and report upon in-person/classroom based events and build a blended training delivery into learning programmes.

Dashboards

Dashboards allow content to be displayed on selected users' Home page. Dashboards are able to be assigned to audiences and users can select and customise their assigned dashboards if allowed.

LEARNING POOL STANDARD

Organisational Hierarchies

The organisation hierarchy allows you to set up one or multiple organisational structures. The organisation structure defines the regions, departments, groups, areas, or teams that make up your organisation.

Audience Management

Audience management allows site-wide user groups to be populated manually or dynamically using unlimited combinations of rules built on supplied HR data, user completion records, and other collected user metrics. The feature also allows each group to be assigned to a limitless number of courses, programmes, and certifications. Audiences are especially powerful when used with HR Import. With both features enabled, your organisation's enrolments throughout your learning catalogue will be automatically updated based on your regular HR feed and the extensive range of business rules you define.

Badges

Badges are able to be awarded by Learning Pool LMS for the achievement of defined skills at a course and site levels. Badges are able to be displayed publicly displaying the details of the criteria and evidence they were awarded for as well as the organisation who awarded the badge. Badges are also able to be collected across a number of issuers and stored in an external backpack.

Enhanced Course Catalogue

The enhanced catalogue supports faceted search by multiple criteria using custom fields instead of relying on a single category. it is completely customisable to allow you to choose what information is surfaced when searching.

Report Builder

Content management and assignment of learning to staff and users of a system is only part of the picture when it comes to learning management. The ability to record and track employee training is necessary to get a full picture of the results of current training programmes and to provide assessable goals to improve the training that is available.

Learning Pool LMS provides a custom report builder that allows site administrators to create custom site-wide reports that are then distributed to users such as managers and trainers so that they can review and manage employee training programmes.

ADDITIONAL PLUGINS

Shopping Basket

Shopping Basket is a plugin which can be enabled on the LMS. This will allow the configuration of courses (or groups of courses, or entire course categories) as products which can be sold directly from the Learning Management System.

At a glance:

- Turn the LMS into a store for paid courses, complete with Shopping Basket block.
- Integrate with PayPal, SagePay, WorldPay, Civicia, Barclay Card and Capita payment systems to sell course access to customers. (Note: more payment providers can be added subject to demand.)
- Optionally accept purchase orders as payment.
- Define a variety of discount vouchers.
- Sell course licences and assign these to people via the new Licence Manager block.

CPD

Learning Pool has developed a configurable CPD system which allows learners to record reflections for work completed both on and off the Learning Management System. The feature makes it possible to assign users a required amount of learning based upon their position or organisation. The system also includes a dashboard view for learners, managers and admins to view or download their CPD activity.

Training Tiles

Move away from the standard table format and bring the ROL view in line with the catalogue. Displays the learners courses, programmes and certifications in a graphical format within the block and the block can be added to any location on the site.

Learner and Manager KPI Dashlets

The KPI Dashlets block allows you to quickly give learners and managers a graphical representation of work completed on the LMS. The KPI dashlets can be configured along with the Tabs block to also allow the learner to quickly access their learning record and managers a view on the overall team performance.

Hotspot Block

Add highly graphical images into the Hotspot and link to courses, programmes, certifications, documents or websites using the customisable nodes.The hotspot is ideal for Certifications and Programmes as learners can quickly see their progress and easily identify the next step they need to take on their journey.

Line Manager Enrolment

Enabling this enrollment type allows managers to control the content that their team are accessing, so as to ensure they are completing the correct courses and prevent them from wasting time completing courses unrelated to their job roles. Managers are notified when one of their team requests access. They can then approve or deny access allowing them to also control the number of people who are doing training at any one time.

Programme Progress Block

Learners save time as they no longer need to navigate to the program page to check their progress or access the next course within the programme.

Timeline Course Format

Ideal to use for longer multi-stage courses comprising multiple activities in different sections. The design will visually represent the learner's progress through a course, utilising the Conditional/Restrict Access functionality across the activities and resources with each course section. This feature is intended to work in conjunction with the Course Introduction Block.

Collapsed Topic Course Format

Add multiple sections onto a course page but with no need to scroll as using the collapsible topics you can fit them all on one page. Highly configurable with settings to change topic icons, headings and colour schemes.

Course Introduction Block

Reduces the amount of unnecessary courses being displayed in a learner's ROL because they can view the course details before enrolling on them. No need for Administrators to have to configure the course description page with detailed information as the user can access the topic outline to view but they are restricted from accessing any content until they enrol.

Welcome Emails

Administrators only have to configure the welcome email once and it will send new users their login details removing the need for administrators to worry about this. Feel confident that all new users to the LMS have their details so there is no delay in them accessing and completing their assigned training.

Course Wizard

Reduce the amount of time spent creating courses while ensuring there is a consistent approach to the content created. Decrease the amount of time training administrators on how to create courses with this easy to use tool that allows you to add content to the LMS with only a few clicks of a mouse.

xAPI Logstore

The xAPI logstore basically acts as a translator between your LMS and LRS. It enables the LMS to send a range of xAPI events for a list of LMS activities that include course, programme and certification completions and Seminar attendances.

It is very easily integrated with our Learning Locker LRS to allow our customers Learning Management Systems to be a core part of their Learning Ecosystems.

Launch Activity

Now you can easily host your xAPI published content on your LMS with our brand new xAPI Launch Activity allowing you to obtain more granular data on how users are using your content.

On the Job Training

OJT (On-the-Job-Training) is not only a very popular and effective method of training within many work industries, but it is also a method of training which has stood the test of time. It would be safe to say that it's probably the most commonly used method in sectors like manufacturing, retail, emergency services, etc.

OJT activities allow workplaces that use on the job training methods to track the completion of any tasks that have been completed outside of the LMS.

Course Ratings

Learners can rate the course they have taken and leave comments. The rating and comments help learners decide if the course is for them or not. Administrators can review the ratings within a handy report source and use the feedback to improve the courses if needed.

Event Scoring

Event Scoring introduces a gamification element as it allows you to award points to users based on specific events on the LMS. The points are configurable and you can set how much is awarded for each event. There are 5 events that you can score users on and they are:

1. User logging in - every time a user logs in they will achieve the specified points

2. Viewing a course - every time a user views a course they will achieve the specific points

3. Updating completion on a course module - every time a user completes an e-learning activity they will achieve the specified points

4. Completing a course - every time a user completes an entire course they will achieve the specified points

5. Completing a programme - every time a user completes a programme they will achieve the specified points These scores can then be displayed using the Users Scored Points report source by creating custom reports and making them available to users as a leaderboard.

Technical Requirements

In order to get the most out of your Learning Pool subscription, please review the Technical Requirements tables below:

Desktop

Test operating systems and desktop browsers.
Testing will be performed on the latest stable release of each browser listed below:

	Browser	Operating System		
		Windows 7 - Desktop	Windows 10 - Desktop	OS X
Evergreen Browsers	IE11	✔	✔	✖
	Edge	✖	✔	✖
	FireFox	✖	✔	✖
	Google Chrome	✖	✔	✔
	Safari	✖	✖	✔

Please note that Microsoft will stop supporting Windows 7 for free on January 12, 2020

Minimum supported desktop browser versions

Any bugs or issues found on any of the operating systems listed below will be addressed:

Browser
IE11
Edge
FireFox
Google Chrome
Safari

Mobile

Test operating systems and browsers
Testing will be performed on various mobile devices with the latest operating systems and browsers listed below.

Browser	Operating System / Device			
	iPad	iPhone	Android Phone	Android Tablet
Chrome (latest stable release)	✓	✓	✗	✗
Chrome for Android (latest stable release)	✗	✗	✓	✓
JOS Safari	✓	✓	✗	✗

Minimum supported mobile operating systems

Any bugs or issues found on any of the operating systems listed below will be addressed.

Browser
iOS (9+)
Android (6+)

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