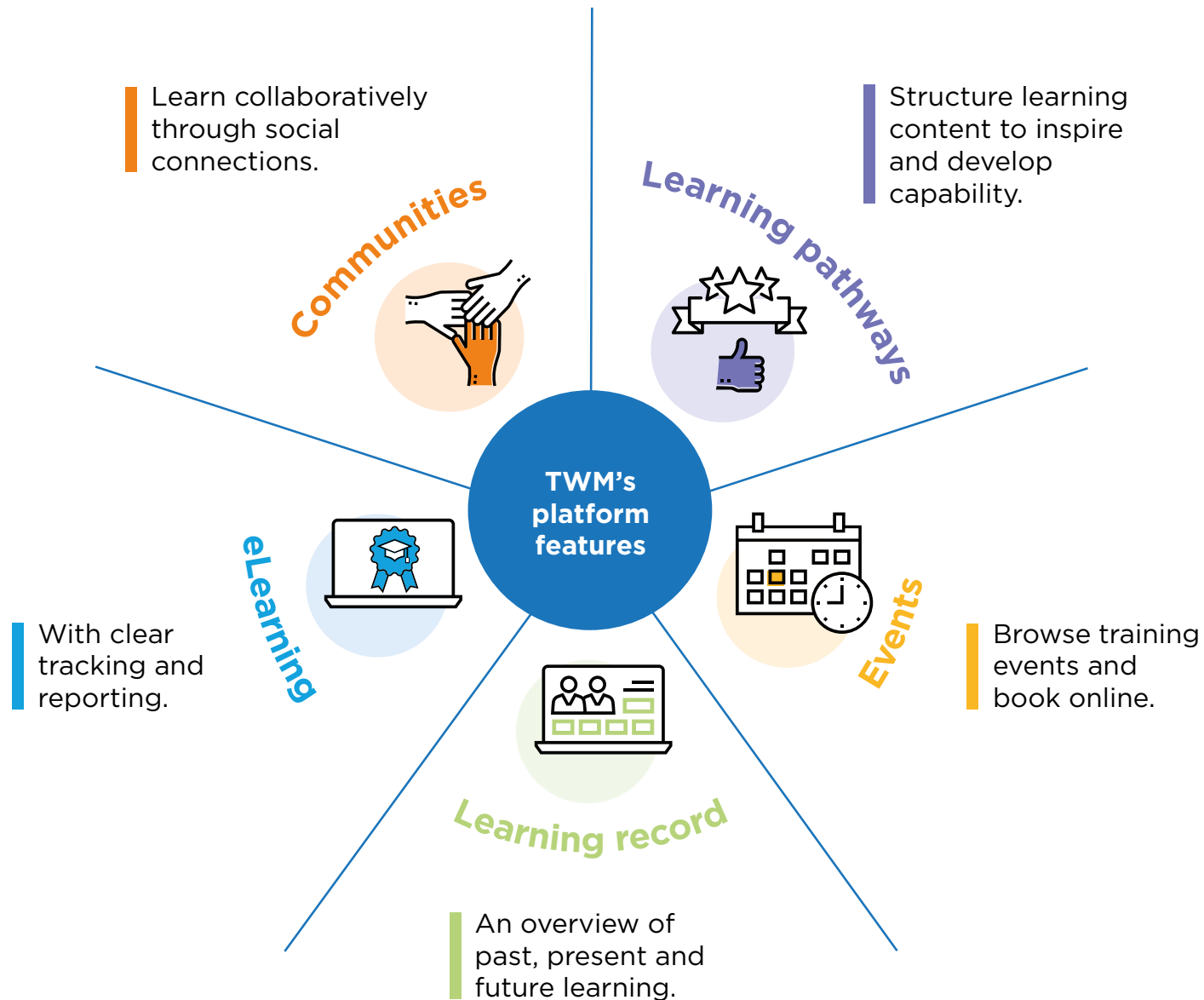


TWM's Learning Experience Platform Features





Learning pathways

Structure learning content to inspire and develop capability with this module.



Area	Feature	Standard	Additional
User features	Structured learning pathways which deliver a variety of content around defined learning areas	✓	
	Follow individual or multiple learning pathways	✓	
	Upload supporting evidence by each section/individual piece of content	✓	
	Interact with your manager to enable feedback and maintain focus	✓	
	Track and display your learning pathway progress	✓	
	Display and access your learning from your homepage		✓
Manager features	Hierarchical view of a team's assigned pathways and progress	✓	
	View and sign off content, sections and pathways	✓	
	Comment on content, sections and pathways	✓	
Administrative features	Create single or multiple pathways to provide structured and relevant learning journeys for your learners	✓	
	Build pathways around the subjects that are relevant to your learners	✓	
	Create introductions and set colour and style preferences per pathway	✓	
	Create assessed or standard pathways to determine whether the learning journey requires manager intervention or independent learning	✓	
	Make sections progressive or non-progressive	✓	
	Add different content types including eLearning, workshops, and articles	✓	
	Weight content based on its importance to help determine pathway completion percentages	✓	
	Set target dates for individual content, sections and pathway completion	✓	
	Set if each piece of learning/action requires additional learning evidence	✓	
	Assign who can sign off content, sections and pathways	✓	
Reporting tools	Award and download certificates	✓	
	Detailed reports showing individual progress through each piece of content in each learning pathway	✓	
Configurable options	On screen and CSV export of top line individual progress summary	✓	
	Specify data values to be included within CSV export reports		✓
	Specify filter options for manager and site manager reporting		✓



Learning record



An overview of past, present and future learning, which identifies focus, planned activities and resources required.

Area	Feature	Standard	Additional
User features	Easy to separate content with mandatory and suggested category tabs	✓	
	Categorise content and view by title and progress information	✓	
	Create your own learning plans to develop in the direction you want	✓	
	Add learning evidence to demonstrate offline/CPD development	✓	
	Archive old or complete content	✓	
	Apply filters to identify types and categories of content for display	✓	
	View recertification warnings to show when content certification is expiring	✓	
	Interact with your manager with a built-in communications tab	✓	
	View an on-screen or PDF report builder, to output learning progress	✓	
Manager features	View a team members learning record status/completion	✓	
	Switch to different team members using the team drop down feature	✓	
	Leave messages for each team member from the communications tab	✓	
	Create onscreen and PDF reports for each delegate	✓	
Administrative features	Manage which tabs your learners see and customise the content to make it relevant to your organisation	✓	
	Manage categories and add new ones as your content library grows	✓	
	Set certification periods for content that requires renewal	✓	
	Set reminder emails to ensure SCORM content is ready for recertification	✓	
	Create groups, add users and assign content as required	✓	
	Entitle delegates via site prefix, custom data values or individually	✓	
	Build and export reports to review the content and groups you want	✓	
Reporting tools	Pre-filter by status to only include the type of stat information you are looking for	✓	
	Check expired certifications	✓	
	Change tool wording, terminology and colour schemes	✓	
Configurable options	Multi-language compatible	✓	
	Map custom user data for entitlement values relevant to your organisation		✓



Learning communities



Employees can learn collaboratively through social connections; promoting user-generated content and informal discussions.

Area	Feature	Standard	Additional
User features	Allow user generated content for social and collaborative learning	✓	
	Create learning threads (conversations) and respond to others via posts, replies, likes and tags	✓	
	Start public or private conversations	✓	
	Create groups and assign conversations to them	✓	
	Assign categories and topics to help others find conversations relevant to their requirements	✓	
	Intuitive navigation and search tools	✓	
	Tailor your dashboard to include the conversations, topics, or categories relevant to you	✓	
	See conversations that are currently trending in the communities	✓	
	Use topics to receive learning conversation suggestions that may interest you	✓	
Be awarded points for your contribution within learning communities and see your rank increase on the leader board	✓		
Manager features	Learning communities is a non-hierarchical tool and as such does not have any manager features. Conversations can however be set up by manager or delegate for private 1-2-1 conversations.		
Administrative features	Create and manage topics areas relevant to your business	✓	
	Assign topic managers	✓	
	Set up pre-and post-work files/web links	✓	
	Specify delegates to be excluded from the leader board	✓	
Reporting tools	Learning communities is a non-hierarchical tool and as such does not have any reporting tools.		
Configurable options	Assign curators to add and manage user groups	✓	
	Categorise conversations so that content can be linked to business relevant areas	✓	
	A wide range of widgets to include and exclude learning community features	✓	



eLearning



For clear tracking and reporting, this module enables easy mapping of content to employee role and department.

Area	Feature	Standard	Additional
User features	User-friendly eLearning dashboard for launching content	✓	
	View information on progress, scores and completion date for each title	✓	
	Download certificates (if awarded to a module)	✓	
	Download, save and print completion evidence	✓	
Manager features	Access delegate progress overview	✓	
	Download, save and print delegate certificates	✓	
Administrative features	User-friendly eLearning content management system	✓	
	Load and manage SCORM 1.2 or 2004 content	✓	
	Load and manage content	✓	
	Overwrite existing titles and set instance options to define how and when delegates migrate to the updated version	✓	
	Preview content titles	✓	
	Entitle users through site, custom data values or individually	✓	
	Manage individual delegate entitlement across multiple groups	✓	
	Switch content and groups online or offline	✓	
	Customise the user facing dashboard	✓	
Reporting tools	View and export eLearning results	✓	
	View individual user progress and launch history	✓	
	Build custom reports with multiple eLearning titles and export	✓	
	Include user data in custom reports	✓	
	Filter and search for progress stats	✓	
	Include or exclude offline/deleted delegates	✓	
	Set date parameters to refine results	✓	
	Save custom reports to run at future dates	✓	
Configurable options	Map user data values for entitlement purposes	✓	
	Map user data values for custom reporting	✓	
	Set pop up messages for delegates when launching content		✓



Event booking system



Employees can browse training events and book online, encouraging ownership of personal development needs.

Area	Feature	Standard	Additional
User features	Search face to face and online events	✓	
	Check details e.g. date, time, location, purpose and objectives	✓	
	Book events or just register interest for self or on behalf of others	✓	
	Receive joining instructions via email	✓	
	View pre-and post-work files or web links	✓	
	View delegate list, download attendance sheet, download purpose and objectives sheet and mark people as attended (trainer view only)	✓	
	Authorisation of event attendance against a wide range of criteria	✓	
Manager features	Hierarchy view of individual's event attendance/status	✓	
	Create an unlimited number of events	✓	
Administrative features	Create and manage: categories, roles, departments, trainers, courses	✓	
	Set up pre-and post-work files/web links	✓	
	Manage waitlists and the release of spaces	✓	
	Manually add delegates to events	✓	
	Set event expiry information	✓	
	Set event costings by overall event or by individual	✓	
	Attendance by event	✓	
Reporting tools	Attendance by user	✓	
	Individual delegate report	✓	
	Delegate list	✓	
	Cancellation report	✓	
	Outstanding colleague attendance	✓	
	Event costings analysis	✓	
	System terminology and drop down options e.g. cancellation reasons	✓	
Configurable options	Five specific filters to search for events e.g. location, job role, grade	✓	
	Authorisation process	✓	
	Integration of events with Microsoft Outlook	✓	
	Email notifications to keep everyone informed		✓
	Ability to import historical event data		✓