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**Introduction**

The purpose of the E-learning System is to make knowledge and learning resources available on-line and to build an e-learning platform for use by all staff. The following is the policy that will ensure that all staff and managers are empowered to use the e-learning system to its full potential and for the purposes for which it is intended.

**Key Objectives**

The objectives of the E-learning Policy are:

* To have on-line learning resources made available to all staff.
* Make on-line learning the first option where appropriate to satisfy training requests that have been highlighted in Personal Performance Reviews (PPRs).
* To promote and maintain the use of on-line learning by making it available for professional and personal development.
* Ensure that all learners have the required skills to use the Online Learning software.
* To establish service area “Learning Leaders” to support all learners in their workplace.
* To integrate the on-line resources to complement tutor led training and achieve a blended learning approach.
* Continually increase usage of on-line learning resources for new starters, induction, and continuous performance improvement.
* To ensure that learners feel empowered to undertake on-line learning as necessary and as agreed with their manager.

The E-Learning policy and the Procedures that follows embody the following concepts:

* **To make e-learning available for both work related & personal development.**  
  People may access work related e-learning programmes during work time and personal development courses outside of working hours. This is intended to provide greater fulfilment of training needs, which will help to motivate and retain staff.
* **Personal Performance Reviews (PPR)**PPRs will be the main channel where new users are registered and access to courses is arranged. All managers and team leaders who conduct PPRs will now include E-learning into their PPRs and make requests for access to e-learning via the PPR form. Any adhoc requests can be made via an E-learning Request form to cater for personal development requests and

development needs that have been identified.

* **Intranet**An **E-learning** intranet page will be created from which staff can access the information and the links to their e-learning site.

**The Procedures**

*The following is a Guide for the E-learning procedures that are to be adhered to:*

*E-Learning is now another option within the Learning & Development Team’s toolkit of methods of learning available to all members of staff.*

*The E-learning programmes that we have purchased are available to staff free of charge. Staff can access work-related training programmes during normal working hours, with the prior consent of your manager, just as they would with any trainer led courses. Courses that have not been identified as work-related will need to be completed outside of working hours. The courses are available whenever necessary and also from computers not connected to our internal network (e.g. home computers).*

*A full list of the courses available together with fact sheets on each of the e-learning courses will be accessible from the, so that staff can identify the aims, objectives and goals of each course before beginning.*

*If a member of staff is interested in starting an e-learning course, have read the fact sheet and they feel the course is work-related they will need to complete the* ***e-learning request form*** *(available from the* ***Learning Zone*** *on our intranet site) have their manager sign and return it to the Learning & Development team.*

*If a member of staff is interested in starting a course that they would like to complete in their own time, i.e. before/after work or during their lunch break, then they will need to complete the* ***e-learning request form,*** *remembering to tick the free time option box, sign the form and send it back to the Learning and Development team.*

*In both of the foregoing circumstances, a unique user ID will be created and emailed to the member of staff as soon as possible but certainly within 5 working days. The first time staff access the system they will be able to create their own personal password.*

*A user guide on how to access the e-learning system can be found on* ***Learning Zone*** *pages of our intranet site.*

**A Summary of the Process**

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| STEP 1:-  Is this e-learning course work related and to be studied in working time? |

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| STEP 2A - YES  Complete the e-learning request form  and ask your Manager to sign it | STEP 2B – NO  Complete the e-learning request form, tick the free personal time box and sign the form yourself |
| The E-learning request form can be found on the intranet in the **Learning Zone** (Tick ‘**E-learning’**. | |

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| STEP 3:-  Send the e-learning request form to the Learning & Development Team |

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| STEP 4:-  Within 1-5 days, the L&D Team will e-mail you login and password details |

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| STEP 5:-  Make a note of your login details as you will need them to logon to the system in future |

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| STEP 6:-  Read the **E-Learning INDUCTION & LEARNING GUIDE** especially the “how to set my environment up for e-learning” |

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| STEP 7:-  Log on and complete your chosen e-learning course |

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| STEP 8:-  Do the Final Test if your course has one  (This can be completed as many times as you wish and the questions are randomised at each attempt) |

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| STEP 9:-  After you are satisfied with your Final Test scores, or if your Course did not have a final Test after its completion, complete the **Course Evaluation Form** which  can be obtained on the intranet from the **Learning Zone** and clicking on ‘**E-learning’** |

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| STEP 10:-  Send the Evaluation form to the Learning & Development Team |

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| STEP 11:-  Within 1-4 weeks, you will receive a certificate for your course.  If you completed the course in work time, please show the certificate to your manager. |

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| STEP 12:-  S t a r t y o u r n e x t e-learning c o u r s e |