Training system EXAMCERT

General information, explanation of terms:

- Learning module: is a partial learning content as part of a group of learning modules (module group), which result in a training course or qualification completed with a certificate

-A module group is a group consisting of several learning modules (partial learning content) which result in a training course or qualification completed with a certificate. The customer books a module group for a company or company area.

-Training certificate is the written certificate (PDF) in the respective language of study, which contains the first names, surnames and date of birth of the students. The date of birth is necessary to avoid confusion if people have the same name. The certificate also contains the title of the module group (e.g. occupational safety instruction in accordance with Section 10 of the Occupational Safety and Health Act and Section 5 of the Act on Instructions) and the titles of the individual learning modules in a module group (e.g. first aid, fire protection, ladders, ergonomics at VDU workstations, safety markings). In the footer of the certificate, the respective signatures of the issuers of the certificate are printed with the graphics. Some certificates also contain a signature field for the student because some laws require the student's written signature.

**up/inform the respective target group completely from scratch :**

* The start page (after logging in to the training) gives a brief description of how this training works, an explanation of the goals and benefits
  + Legal basis (if possible dynamic content depending on the training categories)
  + Commissioned by whom (employer, association management)
  + If necessary, negative effects/examples in the event of knowledge deficits (if possible dynamic content depending on the training categories)
  + necessary explanations for special/important functions of the system
* The training start page (after the training login) gives a brief overview of the training steps, eg with a graphic timeline
  + Content overview of the training
  + Read/listen/view content/interactive dialogues
  + Answering questions
    - if necessary, retrain deficits
  + Certificate is provided
  + Statistics are provided

Admin Dashboard:

**functions for us**

-Display of cost structures after login with any price level assigned by us?

-Cross selling in the admin dashboard (show alternative modules)

- if the content of the learning modules is changed or if individual modules are added or removed from the module package by students, the remaining learning modules with the processing status are retained

- Possibility for us to cap the number of students that the admin can read in (students can be read in but only activated by the admin up to the contractual number of students)

- Possibility for us to display/provide to the admin an individual to complete module overview from our offer (module pool) for the customer company (admin), which contains modules that

+ are selectable for the admin and can be assigned to the students or student groups by the admin because he has bought a specific module package (e.g. his basic package) of options for occupational safety training

+are only visible to the admin but inactive and not selectable (because he has only bought the basic package of choices for occupational health and safety training and has not bought the advanced package or the module package for e.g. infection protection)

-The training system records the following according to certain filter criteria:

+From period to period the number of students per module package (e.g. filtering by

Training carried out successfully, Training carried out but not passed with an examination,

active student accounts)

+Statistics for us, which modules were used (filter by customer, across all customers or

several customers through multiple selection or across industries

+which students started the training and when and when did it or not

completed (is sometimes important when customers have proof of the invoice

want)

+Certificates are saved and made available to the admin in the dashboard

(Download button and list print)

Functions for admin:

-Admin can create student groups (e.g. for branches, job profiles or other criteria for clustering) and then assign students to the student groups yourself (e.g. graphically solved by clicking and moving)

-Students are given characteristics that the admin can assign (e.g. managing director, manager, apprentice under 18, freelancer, employee, industrial worker, visually impaired, deaf/deaf, color blind, pregnant woman, part-time employee etc.). The properties can then be linked to module groups or certificate validity periods, for example, and can be used for statistics.

-Students should also be able to be assigned to several module groups

-Admin can set students or read them in via suitable interfaces (data: surname, first name, e-mail, cost center, possibly seniority)

-Admin can deactivate or delete students (however, for billing purposes, this data must be preserved for us)

-Admin can set certificate validity periods and intervals for the students

-Admin can set after how many failed attempts a training account will be locked

-Admin can unlock locked training accounts (after multiple unsuccessful exam attempts) .

-Criticism box for admin and for students

-Admin can, as now, reset passwords and have them reassigned by the system or the student can reset their password and have it reassigned or choose it themselves (minimum requirements are specified by the system, e.g. minimum criteria for secure passwords)

-Various display functions for the admin on the screen or as a print or export function in PDF, Excel or CSV this could be, for example, the display of assigned learning modules of the students (e.g. after clicking on students in the list or entire lists of all)

-Statistics functions graphically, lists etc. (e.g. degrees according to the number of attempts, filtered according to various criteria such as student groups/learning modules etc. or perhaps filtered according to the time remaining until the end of the certificate or according to age groups

Other wishes:

Possibility of automatic reminder of open training courses in case of missing completion with individual texts with monthly dispatch or adjustable, e.g. dispatch two weeks before expiry and/and 4/5/6... weeks before expiry.

Automatic sending of the invitations for recertification with selection of the sending date:

-manual selection or

-automatically 2/4/6/8 weeks before the expiry date of the certificate

-And company-specific invitation text (can be created by the admins and assigned to the module groups) and user-specific attachments (e.g. leaflets or letters to employees etc. as PDF files)

-Automatic reset depending on the validity of the certificate either after 1-10 years or 1-11 months

Monthly dispatch of overviews of the course of training to the admins and the possibility to take a look at the company-related course of training at any time (file download + view via website)

Possibility to send overviews for module groups together

Documentation of sending invitations, reminders for admin and for us (proof to the students that invitations/reminders were sent).

Company-specific text in emails (invitations, reminders, etc.) to students . Admins receive the standard texts in their admin dashboards and can adapt them as they wish and also use test emails to avoid errors in form and content for the admins.

Possibility of assigning pupils in customer companies individual affiliation to company departments, since different HR/managers (i.e. different admins) are often responsible and data from other company departments should/may not be viewed.

Possibility to send invitations ( start instruction; recertification) with login data directly to training participants with a click (multilingual).

Automatic reactivation in case of error by scrolling back via browser control

Multilingual interface

Selection of level of difficulty for some branches (learning units)? This could be a trait attributed to students (eg low content and exam requirements). In this way, two training slides or training films of different quality could be developed and made available for the same topic. By assigning the property (low requirement), the student in question gains access to the special learning module(s) with low requirements.

**- Implementation of the training:**

* Working through the content by reading the presentation slides (text, images, graphics), similar to how it is already implemented in the system
* Possibility for additional audio podcasts in the presentation slides (can be set to start automatically or start with a button)
* Watch video content (can be set to start automatically or start with a button)
* Interactive content such as drag and drop graphics (e.g. the participant can click on content of interest and training content related to the item or machine will then appear as text or perhaps a short video pop-up so the participant can e.g. set up a carpentry workshop themselves explore)
* Learning through quizzes (possibly use additional quiz software?)
* During the training, the student's training monitor shows how a specialist and/or supervisor can be contacted (telephone number, e-mail address , etc.) if questions arise. The contact person or specialist/supervisor could be specified in the Admin Dashboard in the master data of the respective customer company or company area. In this way, the supervisor could fulfill his duty of care and information. External experts (safety officers, company doctors, data protection officers, etc.) who carry out such advice for customer operations could also be linked.

**- Carrying out the test:**

* Similar to what is already implemented in the system, tests should be possible through questions and multiple answers
* Examinations should be possible with several quiz variants (see <https://www.ispringlearn.de/blog/quiz-erstellen>)
  + If the test is unsuccessful, deficits can be retrained in the system, as is already the case, or a specialist/supervisor can be contacted/interrogated
  + Statistics are provided (e.g. length of processing time by topic, error rates, tendencies towards strengths and weaknesses by topic groups or main topic groups, comparative figures, e.g. calculated for sectors or across all customers, etc.)
* If necessary, final recommendations of the system could be calculated from the collected data or the statistics, e.g. B. if:
  + Very conspicuous/frequent problems were measured on certain topics (feedback created from text module catalogues, such as a response: "You are also welcome to ask your supervisor or your safety officer for additional advice on the topics >fire protection< and >electrical engineering<")

If possible, always generate positive feedback on the best processed topics (created from text module catalogues, such as a response: "You have completed the training particularly successfully with zero errors on the first attempt in the topics >Nutrition< and >First Aid<, congratulations!)