**Mitrais Training Admin**

Training and Development conducts several training sessions to support improvement of Competency assessment level in Mitrais. The trainings conducted have different nature. Some training programs are distinct training with sporadic schedule which depends on the request from other Departments. Some other training programs have definite schedule throughout any given year. Example: Business Communication Courses are a set of training programs which are scheduled in three Terms each year.

The enrollment process starts with the analysis of how many candidates to participate in a course. The result of the analysis is a list of classes for the courses and its location. Once the list of classes is established, Enrollment System will let candidates choose the available classes on a first come first served basis. Candidates will simply choose from the available list, which refers to their course eligibility. By the end of the enrollment process, the choices will be systematically compiled to produce class attendance list. The enrollment process will be time-based. Training administrator will set the period when candidates will be allowed to choose the class they wish to attend. Apart from the main process as above, Enrollment System is expected to give information to Management about the process and result of enrollment.

The system will be able to produce a list of eligible candidates with their proposed classes.

Based on the eligibility list and considering available trainer slots, training administrator will determine what classes to offer. The offered class will be viewed and chosen by candidates. The system will also enable systematic compilation of participants’ declaration of course rules and regulations acceptance.

The list of who-choose-what-course will be compiled by the system (after reviewed by training administrator) to produce class attendance list. The system will also send welcoming email to the participants. The system will be able to produce the following reports:

* Class attendance and result list
* Participant achievement report

**Issue:**

Currently, a conventional method using Microsoft Excel is used to determine participants’ eligibility. Then, using email, an eligible participant will be offered a schedule of classes. The replies of all participants will be compiled using a spreadsheet which later produced attendance list for each class. Although current spreadsheet ability has helped reducing human error, the process of class enrollment still uses too much valuable time and resources, both for training administrators and participants.

**Terms**

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| Terms/Acronyms/Abbreviations |  | Description |
| Mitrais Web | www.mitrais.com | Mitrais website |
| BCC | Business Communication Courses | A set of courses which consist of Basic English, Business Writing and Communicating Effectively courses |
| Term(s) |  | A period where Business Communication Courses are delivered |
| Course(s) |  | A term used to mention one, some or all of the Business Communication Courses |
| Enrolment Period |  | An announced period where candidates are allowed to choose the class they wish to attend |
| Participant(s) |  | Mitrais staff |
| SONIC |  | Mitrais SONIC Application. |
| Competency Assessment |  | Competency assessment is an ongoing process of continually building knowledge and skills. Organizations are much more dynamic now and competency assessment addresses the need to stay ahead and Changing before competitors. |
| Training Administrator |  |  |