


EdiTrain

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We want to grow a culture of learning and growth and support our employees in their personal development. Specifically, we want to look at how we can facilitate internal training courses designed and delivered by our own people. Let's investigate this domain and see what system(s) we envision for realizing this.

We have employees that can create and deliver courses - 'teachers' - and every employee can attend courses, as a 'student'. All our employees are known within our IAM system (Identity and Access Management).

Teachers can define new courses, update their courses, or retire them. A course has a name, code, description, duration, student preparation, points, and optional links to other courses, e.g. prerequisite courses.

Teachers can schedule a course on a specific date, if a training room is available on that date. The same course can be scheduled on multiple dates but not on the same or overlapping dates, because a teacher can only teach one course at a time! A teacher can cancel or reschedule a course. When a course is rescheduled, all enrolled students will be notified and asked to (re)confirm, pick another date or cancel.

A student wants to find specific courses and can enroll for a course when there are places available. If a course has one or more prerequisite courses, the student can only register if they have successfully finished the prerequisites.

Once enrolled, the student will get a reminder with the required preparation two weeks before the course starts. As part of this reminder, the student is asked to confirm their registration, otherwise the student will be de-registered automatically. The student will get another reminder 3 days before the course. A teacher can require students to send in homework before the course starts. If the homework has not been received in time, the student cannot participate in the course.

The teacher can see all students that have registered for a specific course and send them a message. After a scheduled course has been delivered, the teacher registers which students were present.

After the course, the student receives a certificate of participation, but only if the student was present at the course. HR is informed about this so that they can update the employee's portfolio. HR has their own system to administer employees and their portfolios. At the end of each year, each student receives an overview of all the courses they did that year.

If a scheduled course has less than 4 registrations a week before its scheduled date, it will be cancelled automatically. Both teacher and registered students will be notified.

Students can cancel or move their registration up to a week before the course; moving means registering for the same course on a different (scheduled) date.

If a student does not show up for a course 3 times, a notice is sent to both the student and their manager, and the student cannot register for any courses, until they get an approval from their manager.

Some courses are required for specific roles in our organization. For example, all developers need to do a yearly security & privacy refresher course. Students need an overview of all required courses for the current year. They will get frequent reminders to register for these courses if they haven't done so already.

As giving courses has influence on employees' bonuses, we want to be sure people take this seriously. If a teacher has 5 or more scheduled courses that have been cancelled because of insufficient registrations, the employee will be suspended as a teacher. The employee's manager can lift the suspension after having a good talk with them.

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Version: June 2025