

## DESCRIPTION OF THE DATA MODEL

Imagine the data model as a **map** where individual terms (e.g. *personal number*, *profession*, *qualifications*) form **nodes** and between them there are **connections** – relationships that determine how they are related to each other.

### Employee (*personal\_number*)

**The central node of the data model.**

Each employee is identified by a personal number and linked to other data areas.

**Relationships:**

- Planned position (*planned\_position*)
- Profese (*profession*)
- Coordinators' Group (*coordinator\_group\_id*)
- Educational event (*participation*, *qualifications obtained*)
- Qualification obligations (on the profession, on FM)

### Pozice a profese / Position and Profession

**The position defines the place in the organizational structure, the profession determines the type of work.**

**Relationships:**

- FM (Functional Position) – Organizational Unit
- Qualification obligations – what an employee must meet
- The profession determines the type of qualifications required
- Link to activities and education

### Education and Qualification

**The employee has a background in education and can obtain qualifications through courses.**

**Relationships:**

- Field of Study (*field\_of\_study\_name*) → Qualifications
- Course attendance → qualifications obtained
- Qualification → Duty in a Profession/Position
- Validity of the qualification (from-to)

### Dovednosti (skills)

**Skills are the output of education and serve for the development of employees.**

**Relationships:**

- Skill mapping connects courses with specific skills
- The date of fulfillment is associated with a personal number
- Skills are tracked as development goals and learning outcomes

### Organizational Structure

**It defines where the employee works and who his supervisor is.**

**Relationships:**

- Coordinator group (*coordinator\_group\_id*) → hierarchy
- FM → organizational unit
- FM → activities to be performed by the employee
- Actions → verb, object, specifier

## TABLES AND THEIR MEANING

### **ERP\_SK1\_Start\_month – SE.xlsx → "Basic Employee Identification"**

- **What it contains:** Information about employees – personal number, e-mail, position, profession, education.
- **Why it's important:** Basic employee identification, the key to connecting all data.
  - **Each row = one employee.**
  - Key columns that interest us:
    - **Employee ID** – a unique company identifier of a person (e.g. DZCLFBP, DZCKMBD, etc.).
    - **personal\_number** – personal number of the employee
    - **sa\_org\_hierarchy.objid** – identifier of the department (organization)
    - **profession / planned\_profession / planned\_position** – current/pro planned profession and position.
    - **education\_... (category, field, level)** - educational information (category, field, code/name; e.g. "Master's degree", "Mathematics").

#### **How to use it:**

- It serves as **a basic identification of the employee**.
- A key to link all data via **a personal number**.

### **Degreed.xlsx → "What, when and who studied (learning process) on the Degree digital learning platform"**

- **What it contains:** A catalogue of educational content from the Degreed platform (courses, materials).
- **Why important:** Allows you to link internal courses to external content.
  - **Each line = one "learning event"** (e.g. completed video, course, article).
  - Important columns:
    - **Employee ID** – a unique company identifier of a person (e.g. DZCLFBP, DZCKMBD, etc.). **Completed Date** – When the item was completed.
    - **Content ID** – identifier of the content (e.g. r7YKqog, zjNBPPm)
    - **Content Title / Content Provider / Content URL** – name, provider and link (can be internal SharePoint, Digiskills, LinkedIn Learning...)
    - **Completion is Verified (Y/N)** - indicates whether completion is verified
    - **Estimated Learning Minutes** – odhad času

#### **How to use it:**

- **Self-study and competence development.**

### Degreed\_Content\_Catalog.xlsx → "What skills does the educational content develop"

- Each line = one learning item (course/video/article).
- Important columns:
  - Content ID - A content identifier → a key to link to Degreed.xlsx.
  - Title / Provider / Content Type / URL / Language / Estimated Learning Minutes – popis obsahu.
  - Skill 1 ... Skill 15 – declared skills that the content develops
  - Group 1 ... Group 15 / Plans / Pathways – thematic groups, paths or curatorial structures

#### How to use it:

- Quick orientation in the range of educational resources.

### RLS.sa\_org\_hierarchy - SE.xlsx

- What it contains: Organizational structure (groups, parent units).
- Why important: Allows you to group employees by teams or departments.

#### What's included:

- The organizational structure of the Škoda Academy (departments, subdivisions, names in CZ/DE/EN).
- Columns:
  - objid – unique ID of the organizational unit
  - paren – Parent Unit (Hierarchy)
  - short – abbreviation of the department (e.g. SEA/1)
  - stxtc, stxtd, stxte – names of departments in Czech, German, English

#### How to use it:

- It will help determine **where the employee belongs** (department, team).
- By linking to the courses → we will find out **what education is relevant to his department**.

### Skills\_File\_11\_05\_2025\_142355.xlsx

- What it contains: Skill database (IDs, names, Degreed ID).
- Why important: Provides a unified skill dictionary.

#### What's included:

- A list of all skills in the digital learning platform Degreed.
- Columns:
  - SkillId – unique skill ID
  - Name – the name of the skill
  - Description – popis
  - Plans – roles/plans where the skill is used
  - Source – where it comes from (e.g. Degreed, Škoda Auto)
  - Endorsed – whether it is approved (Yes/No)

#### How to use it:

- A basic **catalog of skills** that we can assign to an employee.
- Linking to courses → find out **which courses develop a particular skill**.

**Skill\_mapping.xlsx**

- **What's included:** Mapping courses to specific skills.
- **Why it's important:** Converts completed courses into skills.

**What's included:**

- **List Mapping – Mapping courses to skills** (including eLearnings).
- Key parts:
  - Mapping – connecting topics, courses and skills
  - Kurzy\_kompetence – detailed links between courses and competencies
  - eLearnings – list of eLearning courses (title, topic, department, dates)
- **List Skills – Skills Catalog (different from Degreed)**
  - list of all skills (ID, name)

**How to use it:**

- It allows you to find out:
  - **What courses develop, what skills**
  - **Employee's education history** (if we have completed courses)

**ZHRPD\_VZD\_STA\_016\_RE\_RHRHAZ00.xlsx – "List of Employee Qualifications"**

- **What it contains:** Qualifications obtained (valid from-to, qualification ID).
- **Why important:** Information about the employee's qualifications.
- **What it is:** For each employee, **qualifications/training and their validity over time** are recorded.
- **Important columns:**
  - personal\_number – personal number of the employee, key for connection.
  - Start Date, End Date – **From when/until when** the qualification is valid (often "**12/31/9999**" = valid until further notice).
  - ID Q – **ID qualification** (numeric code).
  - Name Q – the name of the qualification (e.g. *Fire protection for prac.pro employees, ISMS, MS Excel...*).

**ZHRPD\_VZD\_STA\_007.xlsx – "History of Participation in Courses (Events)"**

- **What's included:** Course attendance (start date, end date, completion status).
- **Why it's important:** An employee's education history.
- **What it is:** Records of **specific courses/events** that employees attended (date of event).
- **Important columns:**
  - personal\_number – personal number.
  - Object ID (ID objektu) / IDOBJ – **ID of the course/event** in the system.
  - Designation of the type of event (Označení typu akce) – **the name of the course** (e.g. *ECMS for THZ, Personal Data Protection, PCMS Basics...*).
  - Start Date, End Date (Datum zahájení, Datum ukončení) – when the event took place.

**ZPE\_KOM\_KVAL.xlsx – "Required qualifications for the positions"**

- **What it contains:** Required qualifications for the position or profession.
  - **Why important:** Used to compare requirements with the current state.
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- **What it is:** A list of qualifications that are required for each planned position (job role / planned\_position\_id).
  - **Important columns:**
    - planned\_position\_id – **Job ID/role**.
    - Qualification ID (ID kvalifikace) – the code of the required qualification.
    - Qualification (Kvalifikace) – the name of the qualification (e.g. *Fire Protection, Code of Ethics, MS Excel, CNC Machines, Language Levels...*).
    - **Note:** One position can have **many** mandatory qualifications (dozens of records are listed for one planned\_position\_id).

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**✿ What you get out of it**

- **Employee skills profile** (what they can do, what they have learned).
- **Skill gaps** (what is missing from the requirements).
- **History of education** (course timeline).
- **Overview by teams** (thanks to the organizational structure).