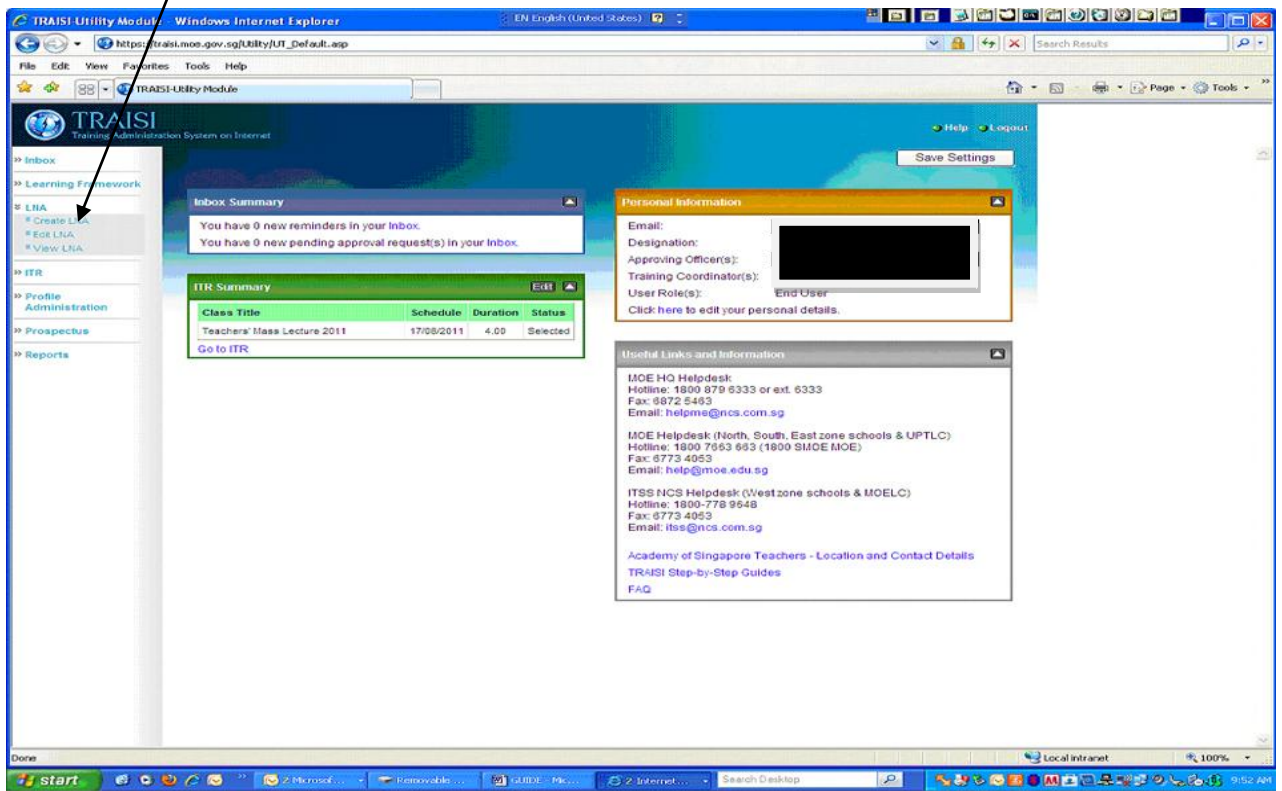


Step 1

- Login TR AISI

Step 2

- Click **LNA**
- Click **Create LNA**



Step 3

- For Learning Framework 1: Select MOE HQ Learning Dimension Guide (for EOs) / MOE HQ Learning Dimension Guide (for EAS)
- For Development Role 1: Select **MOE HQ** (for EOs & EAS)
- Click **Generate** button

The screenshot shows the TRAISI-Utility Module web application. The main form is titled "Learning Needs Analysis". It contains the following fields and controls:

- Name:** A text input field with a blacked-out value.
- Frameworks/Roles:**
 - Learning Framework 1:** A dropdown menu with "Teachers and Middle Managers (Leadership Track)" selected.
 - Developmental Role 1:** A dropdown menu with "<-Select Developmental Role-->" selected.
 - Learning Area 1:** A dropdown menu.
 - Learning Sub-Area 1:** A dropdown menu.
 - Level 1:** A dropdown menu with "Primary, Secondary & JC/CI" selected.
- Buttons:** "Add", "Remove", "Add Framework", and "Generate".

Arrows from the instructions point to the Learning Framework 1 dropdown, the Developmental Role 1 dropdown, the Generate button, and the Add Framework button. A callout box points to the Add Framework button with the text "Do not click on this".

Step 4

- A list of KLPs published in DLR is shown as in printscreen below:

TRAISI-Utility Module - Windows Internet Explorer

https://traisi.moe.gov.sg/Utility/UT_Default.asp

TRAISI Training Administration System on Internet

Help Logout

Inbox

Learning Framework

Learning Roadmap

LNA

- Create LNA
- Edit LNA
- View LNA

ITR

Nomination

Profile Administration

Prospectus

Class Administration

Pre/Post Course Review

Manage Course

Manage Class

Manage External Activity

Reports

Framework/Role 2

Learning Framework 2: N.A.

Developmental Role 2: N.A.

Learning Areas and Sub-Areas 2: N.A.

Edit Framework/Role

Total Planned Hours: 9

PSD Mandatory Courses

No relevant courses found.

Key Learning Programmes (Items where Strategic Thrust is preceded by an asterisk * are Personal KLPs)

Strategic Thrust	Learning Framework	Learning Area	Learning Sub-Area	Need	Course Name	Add to ITR	AO Comments
I1 - Building a responsive education structure	MOE HQ Learning Direction Guide (EAS)	Systems Thinking	Systems Thinking	Moderate	Divisional Meeting - for EAS (4th Quarter)	<input checked="" type="checkbox"/>	
I1 - Building a responsive education structure	MOE HQ Learning Direction Guide (EAS)	Systems Thinking	Systems Thinking	Moderate	Divisional Meeting for EAS (1st Quarter)	<input checked="" type="checkbox"/>	
I1 - Building a responsive education structure	MOE HQ Learning Direction Guide (EAS)	Global Perspectives	Global Perspectives	Moderate	Townhall Meeting - for EAS (1st Quarter)	<input checked="" type="checkbox"/>	

Add Personal KLP

Do not click

Developmental Role Related Courses

No relevant courses found.

Officer Comments:

(Maximum 1000 characters. Subsequent characters will be truncated)

Internet | Protected Mode: On

12:11 PM 17/4/2013

Step 5

- Click **Submit for Approval** button
- ROs are to approve the submitted KLPs in TRAISI Inbox. Submitted KLPs are indicated with "Y" in **Add to ITR** column

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TRAISI-Utility Module

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Manage Class

Manage External Activity

Reports

Learning Framework 2: N.A.

Developmental Role 2: N.A.

Learning Areas and Sub-Areas 2: N.A.

Edit Framework/Role

Total Planned Hours: 9

PSD Mandatory Courses

No relevant courses found.

Key Learning Programmes (Items where Strategic Thrust is preceded by an asterisk are Personal KLPs)

Strategic Thrust	Learning Framework	Learning Area	Learning Sub-Area	Need	Course Name	Add to ITR	AO Comments
I1 - Building a responsive education structure	MOE HQ Learning Direction Guide (EAS)	Systems Thinking	Systems Thinking	Moderate	Divisional Meeting - for EAS (4th Quarter)	<input checked="" type="checkbox"/>	
I1 - Building a responsive education structure	MOE HQ Learning Direction Guide (EAS)	Systems Thinking	Systems Thinking	Moderate	Divisional Meeting for EAS (1st Quarter)	<input checked="" type="checkbox"/>	
I1 - Building a responsive education structure	MOE HQ Learning Direction Guide (EAS)	Global Perspectives	Global Perspectives	Moderate	Townhall Meeting - for EAS (1st Quarter)	<input checked="" type="checkbox"/>	

Add Personal KLP

Developmental Role Related Courses

No relevant courses found.

Officer Comments: Selected rolled out 2013 Divisional Learning Roadmap submitted for approval pls.

(Maximum 1000 characters. Subsequent characters will be truncated)

☐ With AO comments

Print/Export

Save

Cancel

Submit For Approval

Done

Internet | Protected Mode: On

7:49 PM 18/4/2013

Step 6

This message will appear upon successful submission

