

Inltmedia Training Delivery Management System

The Inltmedia Training Delivery Management System is a software product intended for training providers such as RTOs, government departments, training divisions within companies and similar training organisations.

The value to training provider of the Inltmedia Training Delivery Management system is the ability to use a single integrated product to administer all training delivery administrative needs. This provides a cost effective solution for freeing up trainer time to focus on the primary objective of delivery training, instead of doing admin paper work.

Features:

1. Course Admin

There are two sections to this.

1. Course Building



This is the process that builds the course details:

- Course type or class,
- Details of the course,
- Learning outcomes,
- Prerequisites required for the course,
- Documents, handouts, etc
- Resources required, etc.

2. Course Scheduling



This allows you to schedule courses that you have built. This scheduling includes:

- Date and time,
- Allowable number of attendees,
- Locations – Address, how to get there, etc,
- Room reference e.g. where multiple training rooms are used,
- Trainer, etc.

2. Trainer/ admin logon



This is a process where there is a logon process for administrators and trainers. There are attendee level control ranging for only being able to see the scheduled courses for a trainer through to a super attendee that can add trainers and other attendees. Typically a trainer would have access to the Course Attendance details to see who is attending a course.

3. Calendar of courses



This is a calendar view of all courses. The attendee can click on a date to go to the course details and through to booking/ payment.

4. List of courses



This is a list of the courses and the dates for those courses. The list is grouped by course type. This is a table view with courses on the left and dates on the right. There could be 12 different dates for a single course planned into the future. The attendee can click on a date to go to the course details and through to booking/ payment.

5. Course booking



This is a process where the attendee has clicked on a course to book either through the calendar or list view.

- The attendee can be either returning attendee (by name or by company) or a new attendee. Existing attendees can enter their email address to retrieve their (or company details) details. A new attendee can create a new account.
- An attendee or company can book one or more courses and is sent a booking confirmation and tax invoice.
- A reminder (with location, times, what to bring, etc information) is automatically or manually sent to all those booked on a course, this includes an Outlook Meeting request email as well as the option of SMS to the attendee.
- Attendees can be automatically sent a link before or after the course to access course documents and other relevant information.
- Coupon/ voucher discount as well as group booking discounts.

6. Course attendance



This is an attendance report that includes the details of the course, learning outcomes, training location (e.g. which training room) course notes, list of resources, attendance list (and any attendance notes), course times, name of the trainer, name tags, place cards and certificates of attendance.

7. Online/ CD course content delivery system – Add in



This is the software program that allows you to take existing course content and package it into an electronic format. This format can be online or as a distributable e.g. download or CD. If online or download, the system can be configured to require a attendee to book for the online course and to pay to get access to the course. (This is an additional component that is purchase separately)

8. Quiz – Add in



This is the software that is to test an attendee's knowledge at the end or during a course. The quiz can be used online, across a network group of computer (e.g. in a training room) or distributed such as CD or download. (This is an additional component that is purchase separately)

9. Competence assessment – Add in



This is a formal process where the attendee must have a logon to access the assessment. The assessment can be set to allow the attendee to start and stop at any time, must complete in one sitting and/ or must complete within a certain time. At the end of the assessment the attendee is sent by email a certificate of assessment. (This is an additional component that is purchase separately).

10. Training records



The training records system maintains the record of the training of individual as well as organisations. Reports can be created and issue on an individual training history.

11. News letters



This allows you to create and send news letters based on the historic bookings and by course type. The news letters include links to the courses. People can also just register for the news letters without booking to do a course.

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