



## Smart Train Course Management System



**Smart Course Manager is a tried and tested, robust, scalable, on-line course management system providing larger organisations with a low cost, effective system to manage courses and events.**

**Smart Course Manager contains features, functions, and processes to manage both venue based and on-line learning.**

**Smart Course Manager automates many labour-intensive paper-based activities to provide, manage and administer training courses to save time and money over paper-based systems.**

**Smart Course Manager can be supplied as a stand-alone system or can be seamlessly integrated with Smart Train LMS and/or Smart Train CMS.**

## **Smart training management**

Smart Course Manager provides you with all the tools you need to ensure your training programmes are on the right track and most of the underlying management processes are automated to reduce workload and help avoid oversights.

### **Formal training.**

Smart Course Manager provides comprehensive management tools to help you manage your formal training courses.

## Course Management

Smart Course Manager manages all your nominees and delegates, empowering you to set minimum and maximum numbers, build and manage waiting lists, manage venues,

catering, resources, course managers and trainers. Send joining instructions and, on completion of a course, update training records. Integrated into Smart Train LMS and Smart Train CMS courses can be linked to other training, competencies, on-line assessments, and certificates, as required.

## On-line prospectus - managing course registrations.

Smart Course Manager contains a built-in, intuitive, on-line prospectus and booking system allowing individuals or their team leaders to nominate either themselves or members of their team on-line, reducing tedious paperwork.

## Manage On-line training sessions via Zoom, Skype, Teams, etc.

Smart Course Manager manages remote on-line learning. Your trainers and trainees do not have to visit a training centre for the course. Through Smart Course Manager you can set up on-line training events on to which nominees can be registered and managed in the same way as nominees for formal classroom training.

If used with Smart Train LMS or Smart Train CMS then once the on-line event has been completed, delegates can log in to Smart Train, undertake an on-line assessment and receive an acknowledgement in the form of a certificate.

## Smart Features

**Design** re-usable course templates – a course template will contain the fixed details of a course.

**Create** specific instances of courses from your master templates. Select the template, then add variable information such as date, venue, trainers, resources, caterers, etc..

**Design** standard templates for joining instructions. Specific instructions will be overprinted from the system.

**Manage** - course numbers. Set the minimum and maximum number of places for this course.

**Manage** - nominees and delegates. Convert nominees to delegates based upon availability.

**Manage** waiting lists. Place nominees on waiting lists for next available courses. Waiting lists intelligently highlight nominees with an urgent need for training to ensure continuity and currency of competence.

**Manage** trainers - assign trainers to a course taking into account availability and qualifications. Smart Course Manager holds details of trainer's qualifications and matches qualifications to course requirements. Also contains a diary showing trainer availability

**Manage** the skills / competence required by trainers. Ensure your trainers are qualified to deliver a course.

**Manage** resources - extensive resource management facilities allow any resource to be defined (rooms, equipment, personnel, etc.) and allocated to a course for part or whole courses. Resources can be allocated for periods in 15-minute segments. Resource managers are notified what resources are required and of any subsequent changes.

**Automatic checks for delegate and trainer availability** both in terms of spaces available on a course, holidays, and duty rotas.

**Manage** courses that take place over non-consecutive days.

**Manage** courses that require pre-conditions to be met.

**Facilitates** the auto-enrolment for one or more additional courses when the current course has been completed.

**Automated Training Needs Analysis** to ensure staff are scheduled for courses in a timely manner, according to their needs and with the facility to re-schedule staff on to the earliest alternative course where required.

**Production** of confirmation notifications, joining instructions and post course evaluation questionnaires.

**Notification** by email / SMS to all relevant people when courses are cancelled or re-scheduled.

**User friendly on-line course attendance register** Trainers and course administrators can update attendance and outcomes on-line. Courses that have been completed and where records have not been updated are highlighted.

**Refresher training** dates are automatically updated and reminders automatically generated.

**Automatic mapping** to units of competence or associated training is undertaken; simply tell Smart Course Manager to which competence units or training this course will map.

**Automatic management of periodic and refresher training** - Set a renew by frequency for your training and Smart Course Manager will automatically remind personnel of any refresher training becoming due to ensure that the training takes place in a timely manner

## Smart Reports

A wide range of standard and customisable management reports are available from pull down menus within the system.

## Smart Records

Smart Course Manager keeps and maintains training courses and processes in a single resource library from where it can be easily managed.

Life-long training records are organised and managed via the personal portfolio held for every individual registered on the system. Embedded management functions manage the processing of the information held on the records to prompt when refresher training become due.

## Integration

Smart Course Manager integrates seamlessly with Smart Train LMS and Smart Train CMS to provide a comprehensive learning management system (LMS) and competence management system which will manage all your learning needs.

## Deployment

Whether your organisation is small or large, whether your workforce is localised or geographically widespread, whether your workforce works on a single or multiple sites or work remotely or from home and whether your industry is highly regulated or not, Smart Course Manager will manage your training programme to ensure you keep on top of your training.