Attribute

Training and Administration Software

Overview – training administration system

The ability to maintain and track staff skill levels is critical to organisational risk management. Historically this issue has mainly impacted training-intensive organisations such as defence and emergency services, but rising skill levels across all industry sectors has made competency management increasingly critical to organisational success.

Attribute is an intuitive, easy-to-use information system that facilities proactive management of skills development and renewal programs. From setting the training budget through to scheduling training events, allocating staff and tracking results, *Attribute* has the tools for the job.

Attribute-has evolved since 1996 when it was initially developed for the Australian Defence Force (ADF).

The South Australian Country Fire Services (CFS), South Australian Metropolitan Fire Service (MFS) and the City of Salisbury council also use Attribute-to record the training details of more than 20,000 employees and volunteers.

The system's core modules - Personnel, Courses, Organisation and Administration - group common training administration functions together, improving workflow and automating repetitive tasks. It provides the whole organisation with a central knowledge base that ensures all authorised staff have visibility of staff skills and training requirements.

Advanced modules provide MS Outlook integration, remote data collection, organisational planning, skills gap analysis and statistical reporting. Using advanced client-server technology, *Attribute* has the flexibility and scalability to meet the training administration needs of any organisation.

Benefits

The most important benefit that **Attribute** can provide your organisation with is a centralised training management database that simplifies the task of managing your organisation's training needs.

There are many other benefits in **Attribute**. Some of these include:

- By defining positional requirements, members can be instantly evaluated for competency in their current position or a possible new position.
- **Attribute** includes a number of reports that provide instant training liability data in either terms of days or costs.
- Not only does **Attribute** provide the ability to track training events but also provides a number of tools to ensure members are current in courses that need to be completed on a 6 or 12 month repetitive basis.
- The intranet module gives all members access to their training history, training plan (requirements) and the ability to update their personal details.
- Provides a number of workforce planning tools where the organisational structure can be re-modelled into 'what if' scenarios to model possible re-structuring.
- **Attribute** is the perfect tool for acquiring ISO and other quality assurance certification (e.g. AQTF, etc.)

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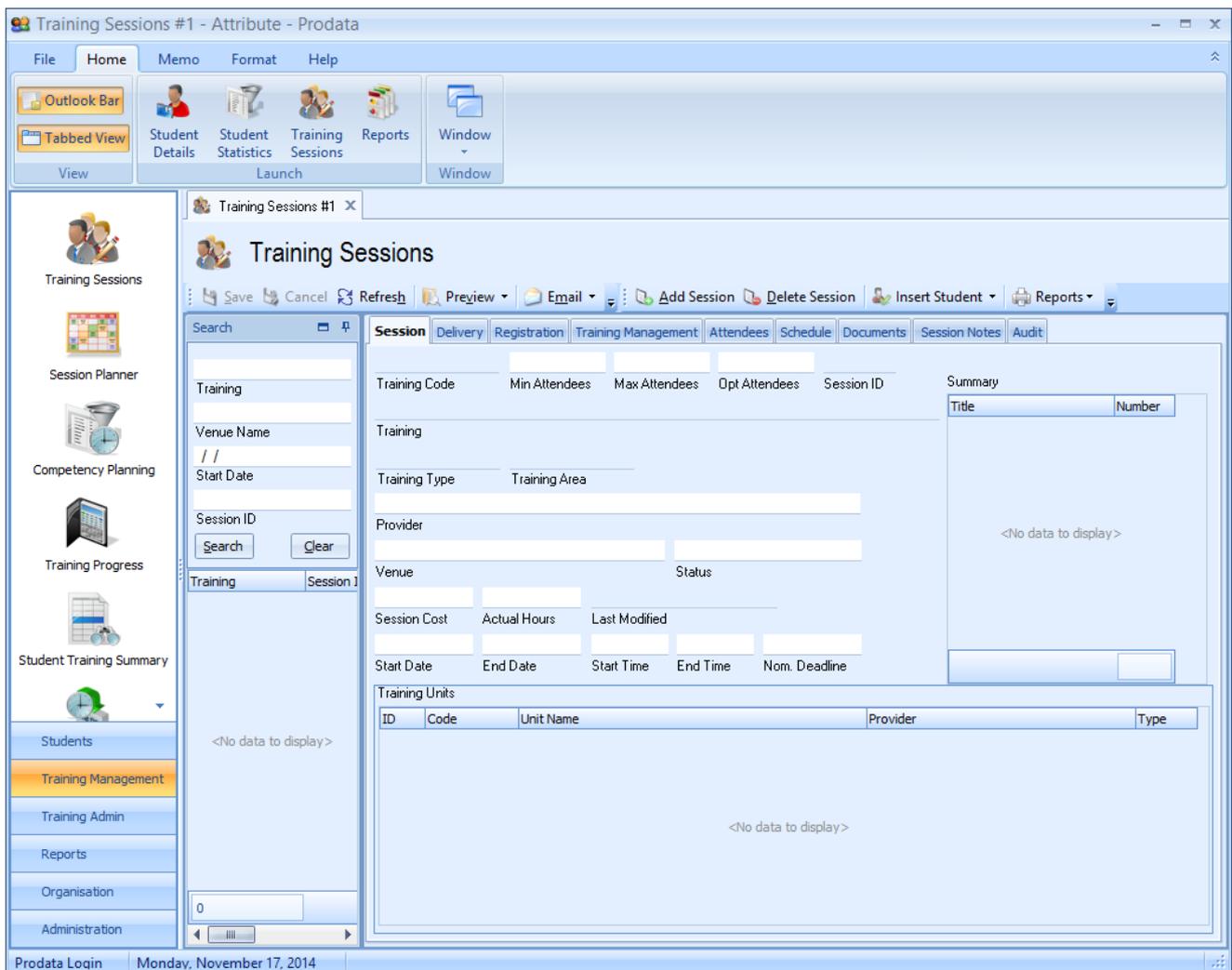
Training Management

The **Attribute** Courses module has been designed to reduce the effort involved in the management of courses and course sessions. The module can be configured to allow the application of complex business rules including course pre-requisites, preferred training providers and position based training requirements.

Features:

- Individually or bulk assign attendees to sessions
- View course sessions, pending and accepted attendees and view employees for whom this course is a prerequisite
- Manage required courses on a position, individual or group basis
- Use financial information such as cost per seat to determine minimum attendances
- Define the minimum, maximum and optimal number of students for each course session
- Each competency becomes an attribute of the attendee's skill and capability profile
- Advanced rules-based course management
- Competency expiry timeframes which can initiate retraining
- Schedule training dates and training resources such as rooms, projectors, training providers and instructors
- Course notes and nomination form in any format (Word, PDF etc) attached to each course
- Email and standard letter integration for course mail-outs and certificates
- Handles complex financial, engineering and other delegations and courses tied to those delegation levels

HR and Position Management

The **Attribute** system not only provides a world leading training management module but also has a number of HR and Organisation Management tools. These tools are designed to facilitate rapid retrieval of training status information and personal data. Information can be retrieved both for an individual or a group of people who meet specified selection criteria.

The module is particularly valuable as a management self-help resource for training planning and status-checking and thus relieving training and HR departments of time-consuming organisational support tasks.

Staff records can be maintained manually or via integration with an organisation's central HR system.

Features:

- Maintain personnel records easily or integrate with existing HR system
- Ability to define training requirements of three different levels – Positional, Professional and Personal
- Define Members Acting in and Member's Owning positions
- A quick reference Staff Listing can be enabled via the intranet
- One-step customisable search functions
- Prioritise and assign timing for course requirements per member
- Store full personal address and next of kin details

Organisation Management

The **Attribute** Organisation module is used to generate and maintain a graphical representation of your organisation's structure. Proposed organisational structural changes can be modelled and the training consequences assessed, particularly from a budgetary perspective.

Features:

- User-friendly graphical modelling functionality.
- A powerful change management tool - use to design and cost "what if" scenarios.
- View the capabilities of organisational groups based on training skills acquired.
- Determine the training needs to reach a stated capability level.
- Retrieve detailed history of personnel filling a selected position/role.
- Manage personnel with multiple roles and positions.
- Financial budgeting tools provide the facility to track training and resource expenditure. This expenditure can then be monitored against the remaining budget and can assist in making training management decisions.

Reporting and Statistics

Attribute provides three different ways to extract data from the software's database.

Approximately 30 Generic Reports are available and come as a default with the software. These reports provide an array of different formats and provide information across course requirements, training liability and training deficiencies.

Attribute also have its own inbuilt Report Writer. The Report Writer is a technical report template generator and should be used by a user with a high technical understanding of reports and database structures. Any reports designed by your staff can be added to the list of Generic Reports provided with the product.

For those users that are not as technically minded, *Attribute* also provides a Statistics Generator. The Statistics module provides quick drill downs into any information held in the *Attribute* knowledge base. Retrieved records can then be grouped, filtered, sorted, analysed (SUM, AVG, MIN, MAX), mail-merged, sent on courses, emailed or saved to Excel or HTML.

For example, a request might be made to list: *"All female staff less than 25 years old who have not finished the Management course after 1/11/2014"*. This result can then be used to email these staff, merge to a standard document or place them on another course.

All reports generated by *Attribute* can be saved in Excel, Text, HTML, BMP, PDF or RTF formats, allowing further manipulation, distribution or storage as required.
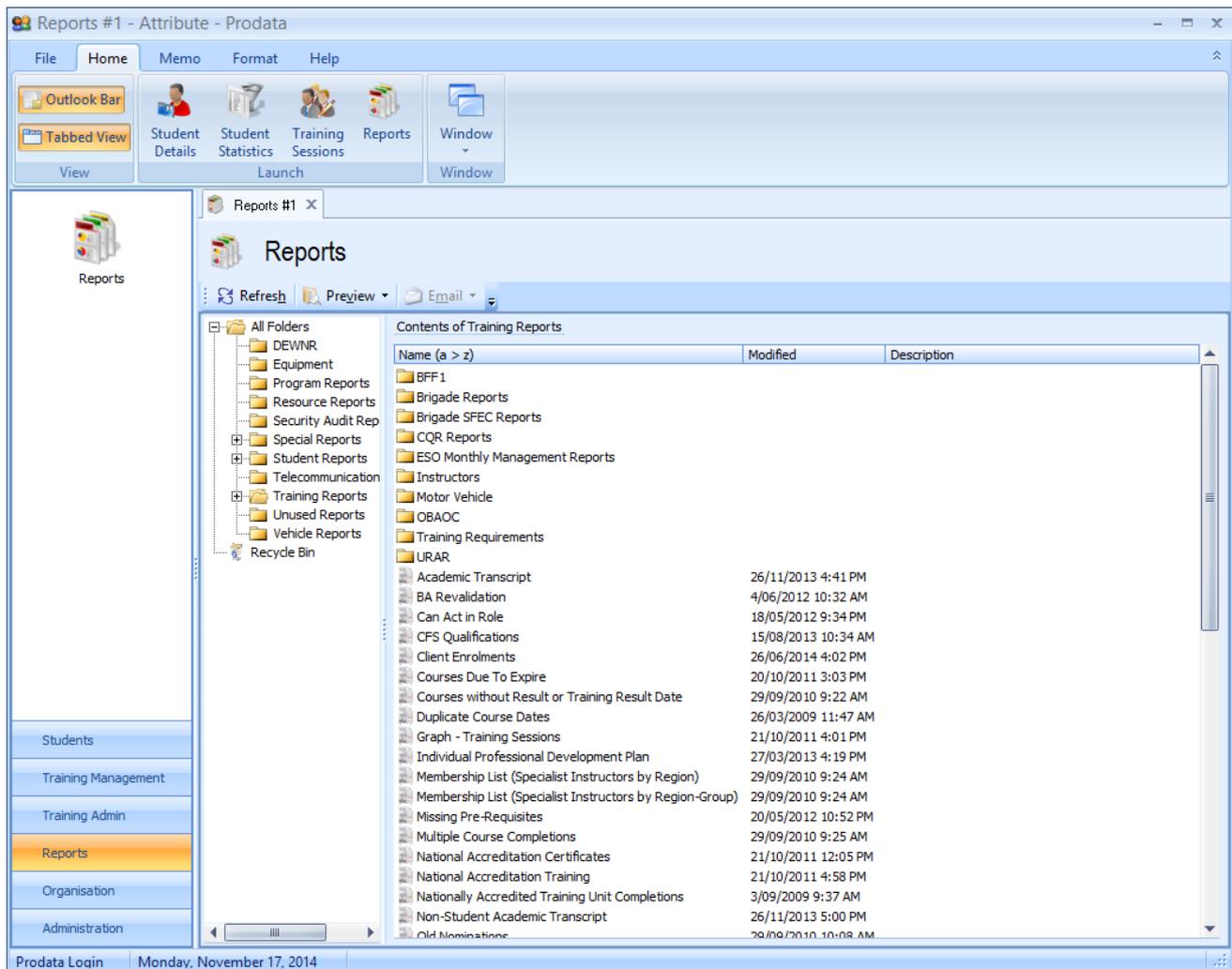
General Features

FEATURES	BENEFITS
Designed for workflow improvement	Saves time and money
Integration to HR and other systems	Lower set-up & cutover costs; single point data entry
Financial management & reporting	Control the training budget
"What if" training and organisation scenarios	Make informed decisions
Advanced security (down to field level) and activity audit trail	Ability to maintain a strict confidentiality and data security policy
Ergonomic menu layout and data structuring - eg related information is grouped together	Fewer keystrokes and screen changes; easy to learn
Customisable SQL reporting tool	Fast and flexible information retrieval
Save to Excel, XML, HTML	Easy access to diverse information analysis and presentation tools
One step search functions	Saves time when searching
One touch navigation	Easy to use
Remote update facility	Update records while on the road
Fully Windows compliant	Can be deployed on virtually any PC
Email system integration - MS Outlook, Groupwise, etc	Fits with your current system
Relational Database	Powerful and reliable data storage and retrieval
Client server	Small footprint and load on desktop
Multi-user	Anybody can use
Tailored to your business	Make the system fit you … not the other way round

Administration

The *Attribute* Administration module provides a variety of system configuration options as well as managing the Audit and Security functions.

Features:

- Advanced audit and security features down to the screen level
- Audit Trail provided for the Administrator to view the exact date and time any modifications or deletions are made to the database and system
- Fully customisable Code Tables to provide greater flexibility

Design Considerations

Attribute has been designed in close collaboration with users to enhance workflow by simplifying many common functions such as searching and data entry.

Features:

- Latest MS Outlook style and functionality
- Fully customisable search function
- Interface designed for fast data input and navigation
- Related information can be accessed easily via tabs or Outlook bar
- Web enabled intranet module for providing all members with quick and simple access to their training data.

Want More Information?

If you would like to know more about *Attribute* and how it can benefit your organisation please contact Prodata Solutions to arrange a product demonstration.

About Prodata Solutions

Prodata Solutions builds 'industrial strength' software solutions for a variety of end-user applications. We deliver customised software development and deployment services to meet our client's specific needs and also offer a range of specialised solutions including: -

Training Administration

Attribute - an intuitive, easy-to-use information system that facilities proactive management of skills development and renewal programs. From setting the training budget through to scheduling training events, allocating staff and tracking results, Attribute has the tools for the job. It is suitable of general application in commerce and government but also offers optional specialised features suitable of emergency services organisations.

Freight Logistics

viper:operations - a comprehensive software package for managing a freight business.

viper:online – B2B technology for the Freight Services Industry that enables businesses to transact electronically, thereby automating business processes and streamlining administrative and operations tasks.

The Company has also developed and provides on-going support for several business applications within Defence.

Prodata Solution uses the Delphi software development tool and designs solutions for both thick and thin-client deployment.

Prodata Solutions is an Australian owned company established in 1992.

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