

On-the-job training

imc Learning Suite

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Contents

1	Introduction	1
2	Overview	1
2.1	Learner view	1
2.2	Mentor view	5
3	Configuration	11
3.1	On-the-job training as course component	12
3.2	On-the-job training assignment via Staff Pool	12
3.3	On-the-job training assignment by the supervisor	13
3.4	On-the-job training collaborative group work	17
4	Out-of-Scope	21
5	Effects on other components	21
6	Data migration	21
7	Data protection and security	22

1 Introduction

This document is aimed at providing an overview about the On-the-job training module functionalities provided by the LMS

2 Overview

- On-the-job (OJT) Training are usually used to support development activities that take place directly in the workplace between a trainee (staff member) and (mentor).
- OJT Training consist of practical activities or tasks which are to be completed by the staff member / learner.
- OJT can be created as (1) stand-alone training or added to the (2) course syllabus as course component.

2.1 Learner view

- Learners will have access to a list of training modules assigned to them.

On-the-job training

Search: What are you looking for? Status: Current

9 trainings

 Employee Onboarding Ended on 30 Jul 2021 0% progress 4 pending Project management - July	 Employee Onboarding Ended on 31 Dec 2020 0% progress 4 pending Alanna Auston	 Improve communication skills Ends on 29 Dec 2022 0% progress 2 pending Improve communication skills
 Performance review Ends on 15 Dec 2021 25% progress 3 pending Isobel Pierce	 Performance review Ended on 31 Mar 2021 0% progress 2 pending Alanna Auston	 Performance review - Design Ended on 31 Aug 2021 0% progress 4 pending Isobel Pierce
 Welcome to the Team! Ended on 24 Aug 2021 20% progress 4 pending Isobel Pierce	 Your First Days! Ended on 24 Aug 2021 29% progress 2 pending, 3 to review Isobel Pierce	 Your first days Ended on 16 Aug 2019 0% progress 5 pending Clara dsd

Fig. 2.1: Learner view.

Each individual training can be opened by selecting the corresponding tile.

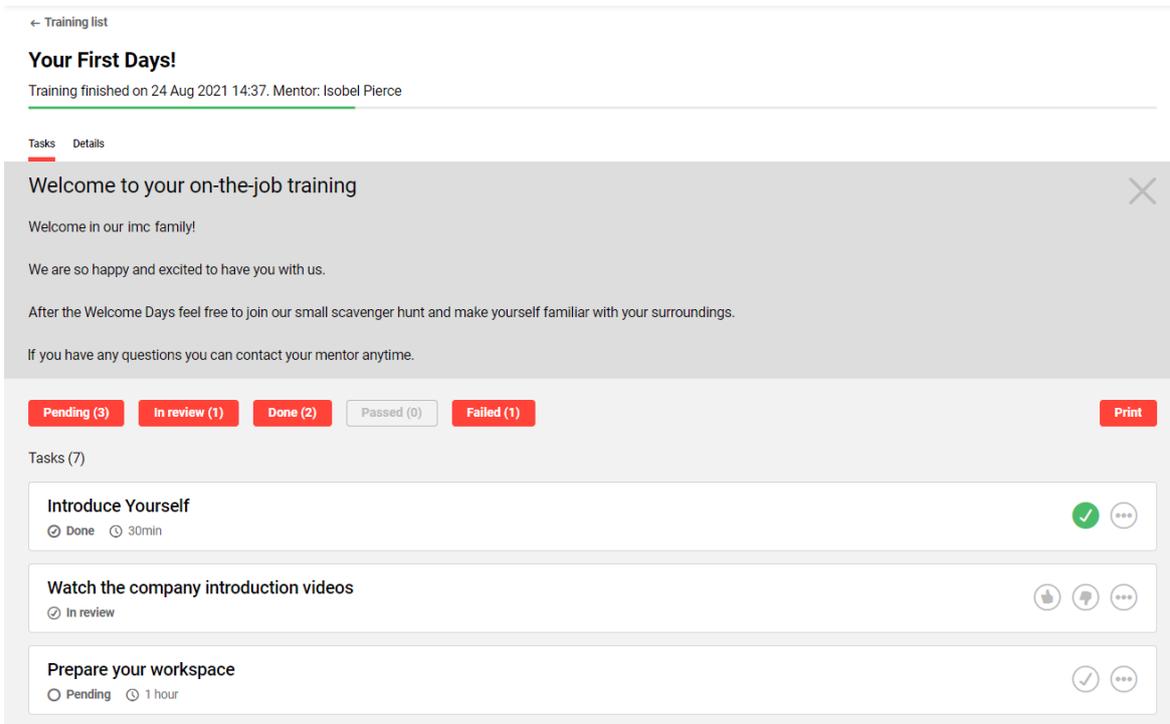


Fig. 2.2: On-the-job-training: Overview.

All tasks (if configured) allow to provide evidence in form of files and pictures/videos. If required, the mentor will review a task after it has been completed by the learner. The mentor can also evaluate a task as passed or failed.

- Learner-driven: learners can conclude tasks themselves, i.e. Checklist



Fig. 2.3: Learner driven tasks.

- Mentor-driven: only mentor can mark tasks as done, and/or approve or decline

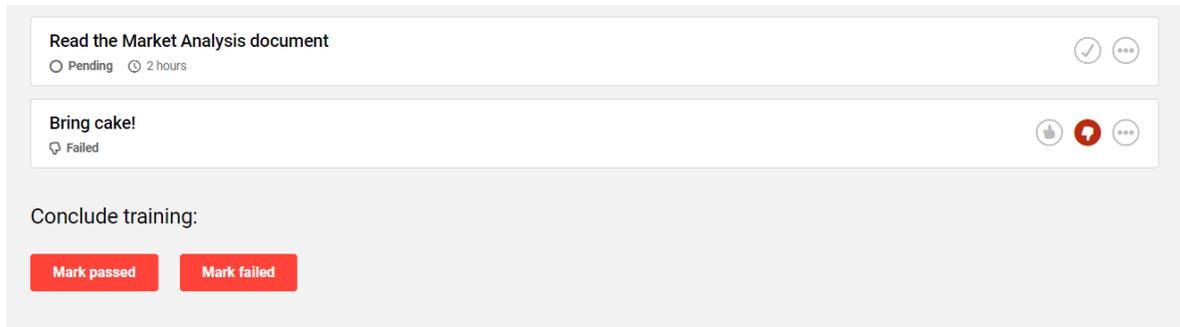


Fig. 2.4: Mentor driven tasks.

Evaluation required:

Step 1: Learners mark task as done

Step 2: Mentor evaluated as "passed" or "failed"

Learners have the possibility to access a print-ready version of the training which can be saved as a PDF document to serve as proof of achievement.

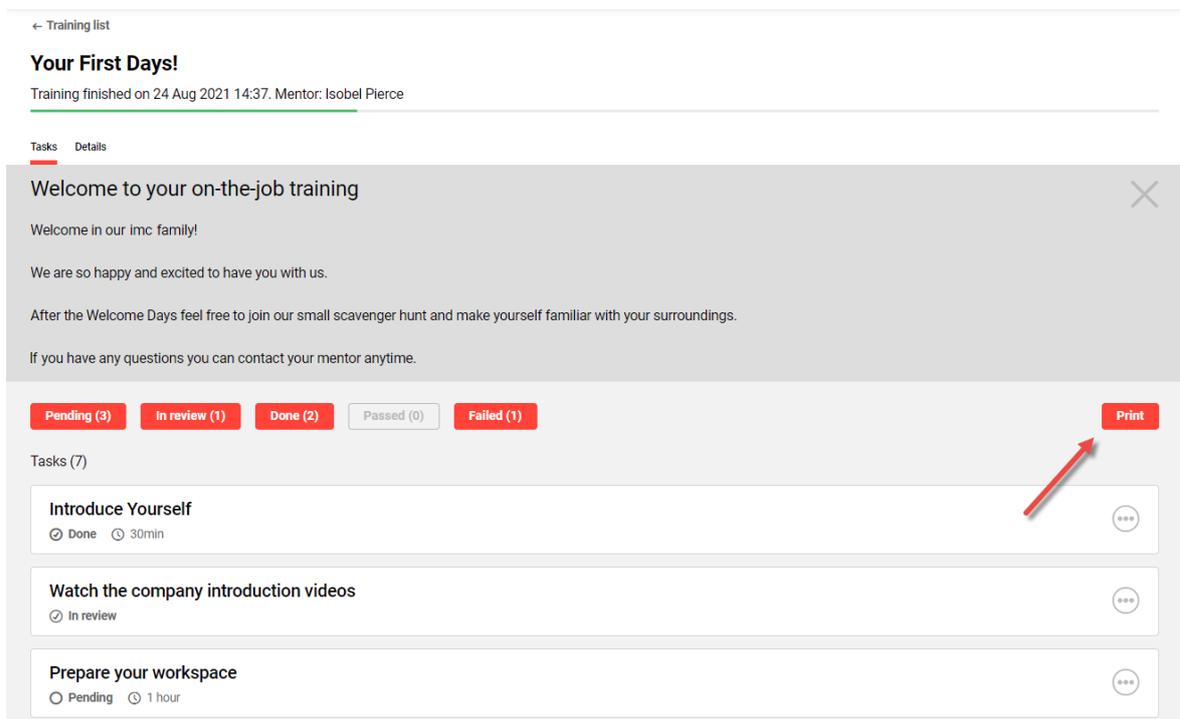


Fig. 2.5: Lerner view: Access to print ready version.

The screenshot displays the 'imc Learning Suite' interface. The main content area shows a document titled 'Your First Days!' with a progress bar at 29% completion. The document content includes a welcome message, a list of tasks, and instructions for watching introduction videos and preparing the workspace. The print settings sidebar on the right is open, showing options for 'Print' (2 pages), 'Target' (Save as PDF), 'Pages' (All), and 'Alignment' (Portrait). There are 'Save' and 'Cancel' buttons at the bottom of the sidebar.

Fig. 2.6: Print ready version.

2.2 Mentor view

Mentors have access to a dedicated section where they can view all the training modules they are mentoring.

The screenshot displays the 'Mentored training' interface. At the top, there is a search bar with the placeholder text 'What are you looking for?'. To the right of the search bar are two dropdown menus: 'Status' set to 'Current' and 'Course' set to 'Filter by course'. A checkbox for 'Unreviewed learner activity' is also present. Below the search bar, it indicates '9 trainings' and 'Sorted by Oldest unreviewed activity'. The main content area is a grid of nine training module cards. Each card shows a title, an end date, a progress bar, a mentor's name, and a 'pending' count. The cards are as follows:

Training Title	Ended On	Mentor	Progress	Pending	Review
Performance review	15 Dec 2021	Glenn Morgan	25%	3	0
Welcome to the Team!	24 Aug 2021	Glenn Morgan	0%	4	0
Your First Days!	24 Aug 2021	Glenn Morgan	29%	3	1
Performance review - Design	31 Aug 2021	Glenn Morgan	0%	4	0
Test different task setting combinations	27 Nov 2020	Hector Neal	0%	3	0
Your first days	16 Aug 2019	Clara dsd	0%	5	0
Performance review - Design_TESTING	30 Oct 2021	Carlos Bennett	0%	4	0
Your first days	9 Aug 2019	Ed Hayes	0%	5	0
Employee Onboarding	26 Nov 2021	Carlos Bennett	40%	2	1

Fig. 2.7: Mentor view: Overview.

The list of training modules allows by default a search option based on the training title as well as for the participant first and last name, and also the possibility to filter based on the status of the OJT, with focus on the current modules.

Based on client configuration, it is possible to activate an advanced filter and sort mode which allows mentors to easily locate training modules where employees have already provided input that must be reviewed.

When the configuration is enabled, the mentor will have access to:

- a course filter, that allows to identify all the modules assigned as result of a course participation
- a filter for unreviewed learner activity, which allows to locate modules containing tasks where learners already provided input in the shape of a feedback or attachment which was not yet followed by a mentor input or task completion
- a manual sort option that allows to order the modules based on the oldest or most recent input provided by learners.

Mentored training

What are you looking for? Status: Current Course: Filter by course Unreviewed learner activity

9 trainings Sorted by: Oldest unreviewed activity

<p>Performance review Ended on 15 Dec 2021</p> <p>Glenn Morgan 25%</p> <p>7 Dec 2021 3 pending</p>	<p>Welcome to the Team! Ended on 24 Aug 2021</p> <p>Glenn Morgan 0%</p> <p>4 pending</p>	<p>Your First Days! Ended on 24 Aug 2021</p> <p>Glenn Morgan 29%</p> <p>3 pending 1 to review</p>
<p>Performance review - Design Ended on 31 Aug 2021</p> <p>Glenn Morgan 0%</p> <p>4 pending</p>	<p>Test different task setting combinations Ended on 27 Nov 2020 Agile Development</p> <p>Hector Neal 0%</p> <p>3 pending</p>	<p>Your first days Ended on 16 Aug 2019</p> <p>Clara dsd 0%</p> <p>5 pending</p>
<p>Performance review - Design_TESTING Ended on 30 Oct 2021</p> <p>Carlos Bennett 0%</p> <p>4 pending</p>	<p>Your first days Ended on 9 Aug 2019</p> <p>Ed Hayes 0%</p> <p>3 pending</p>	<p>Employee Onboarding Ended on 26 Nov 2021</p> <p>Carlos Bennett 40%</p> <p>2 pending 1 to review</p>

Fig. 2.8: Mentor view: Search option.

Mentored training

What are you looking for? Status: Current Course: No courses available Unreviewed learner activity

3 trainings filtered by **Unreviewed learner activity** clear filters Sorted by: Oldest unreviewed activity

<p>Performance review Ended on 15 Dec 2021</p> <p>Glenn Morgan 25%</p> <p>7 Dec 2021 3 pending</p>	<p>Your First Days! Ended on 24 Aug 2021</p> <p>Glenn Morgan 29%</p> <p>3 pending 1 to review</p>	<p>Employee Onboarding Ended on 26 Nov 2021</p> <p>Carlos Bennett 40%</p> <p>2 pending 1 to review</p>
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Imprint Externe Link Info Data privacy

Fig. 2.9: Mentor view: Search results (I).

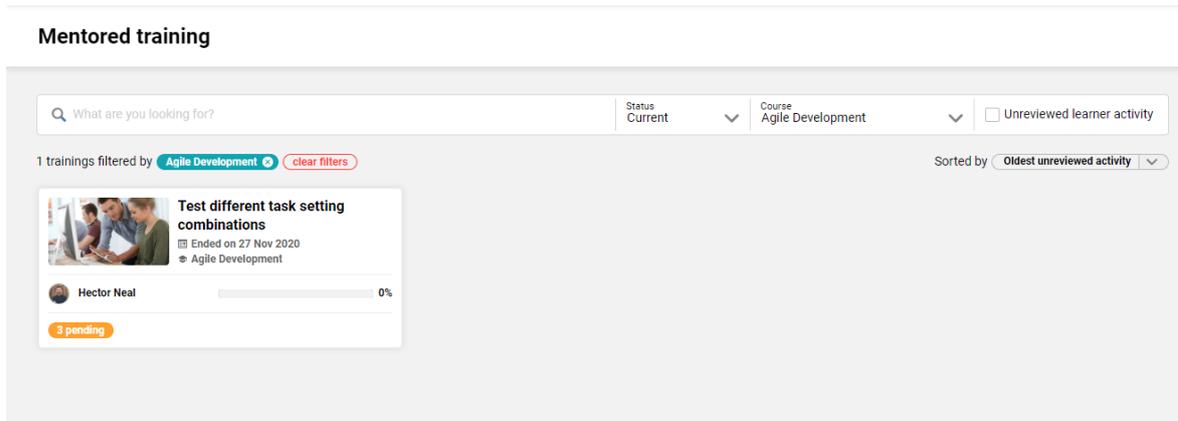


Fig. 2.10: Mentor view: Search results (II).

The mentor view of an individual OJT module is shown as in the screen below:

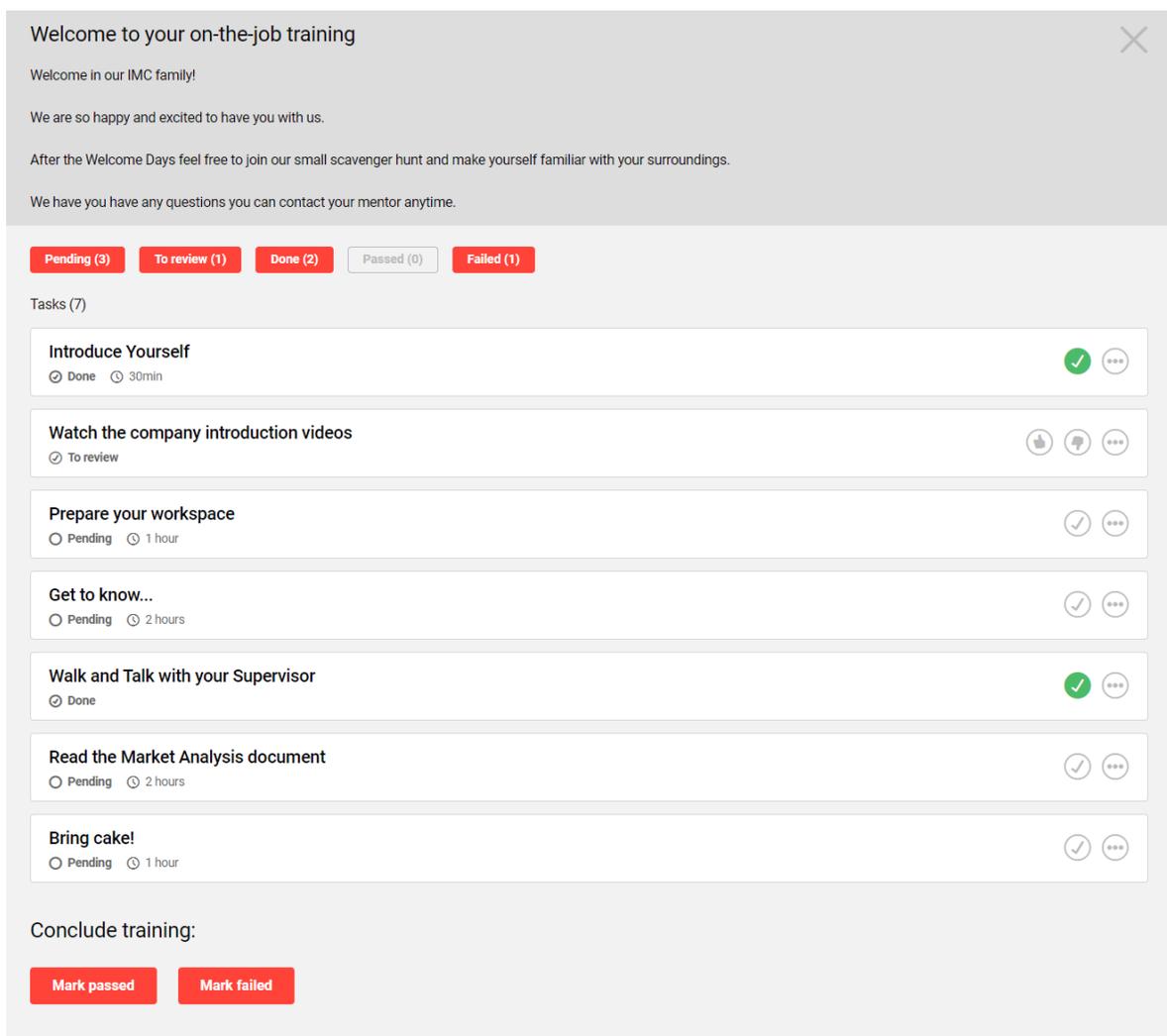


Fig. 2.11: Mentor view of an individual OJT.

When **Evaluation not required**: Learners can conclude task themselves, i.e. Checklist.

The learner view is shown as in the screen below:

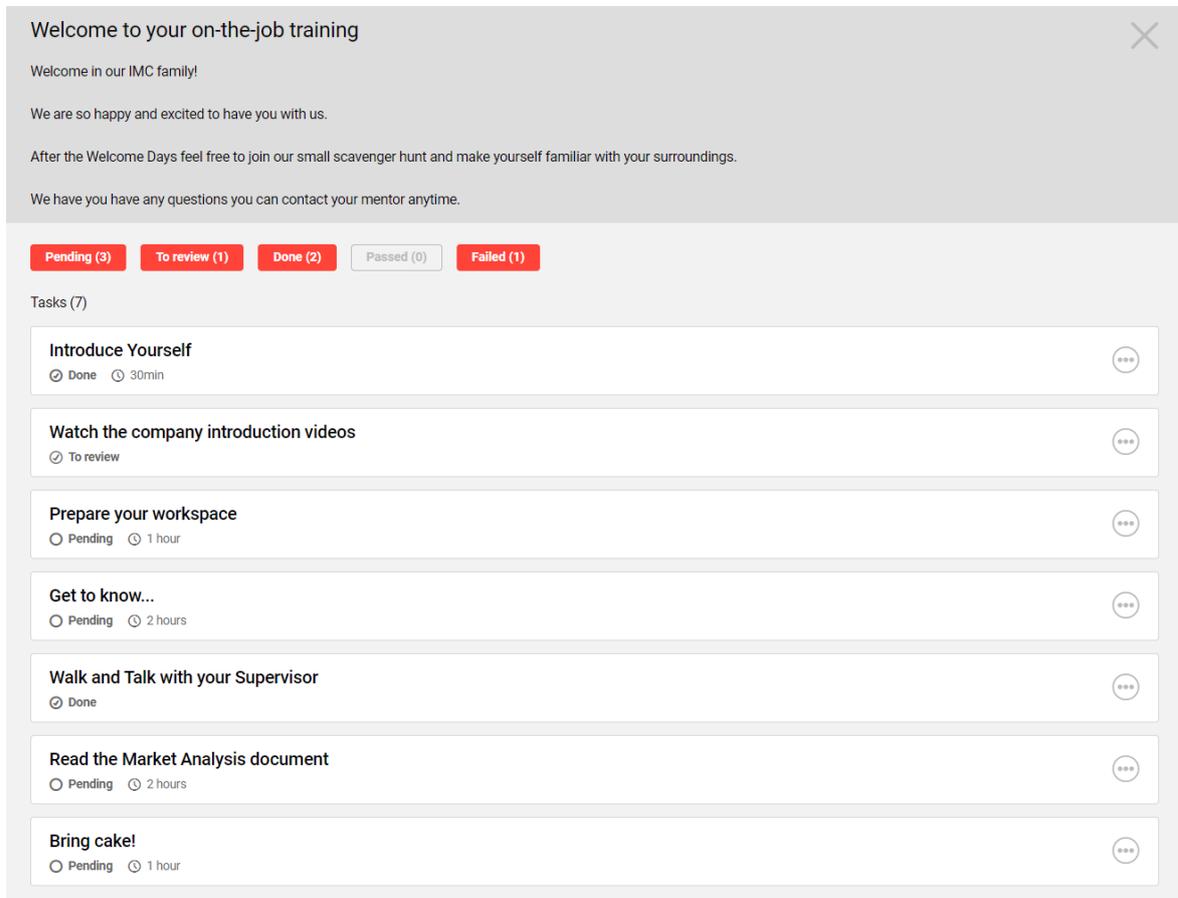


Fig. 2.12: Learner view.

When **evaluation is required**, the mentor evaluates the task as “passed” or “failed”.

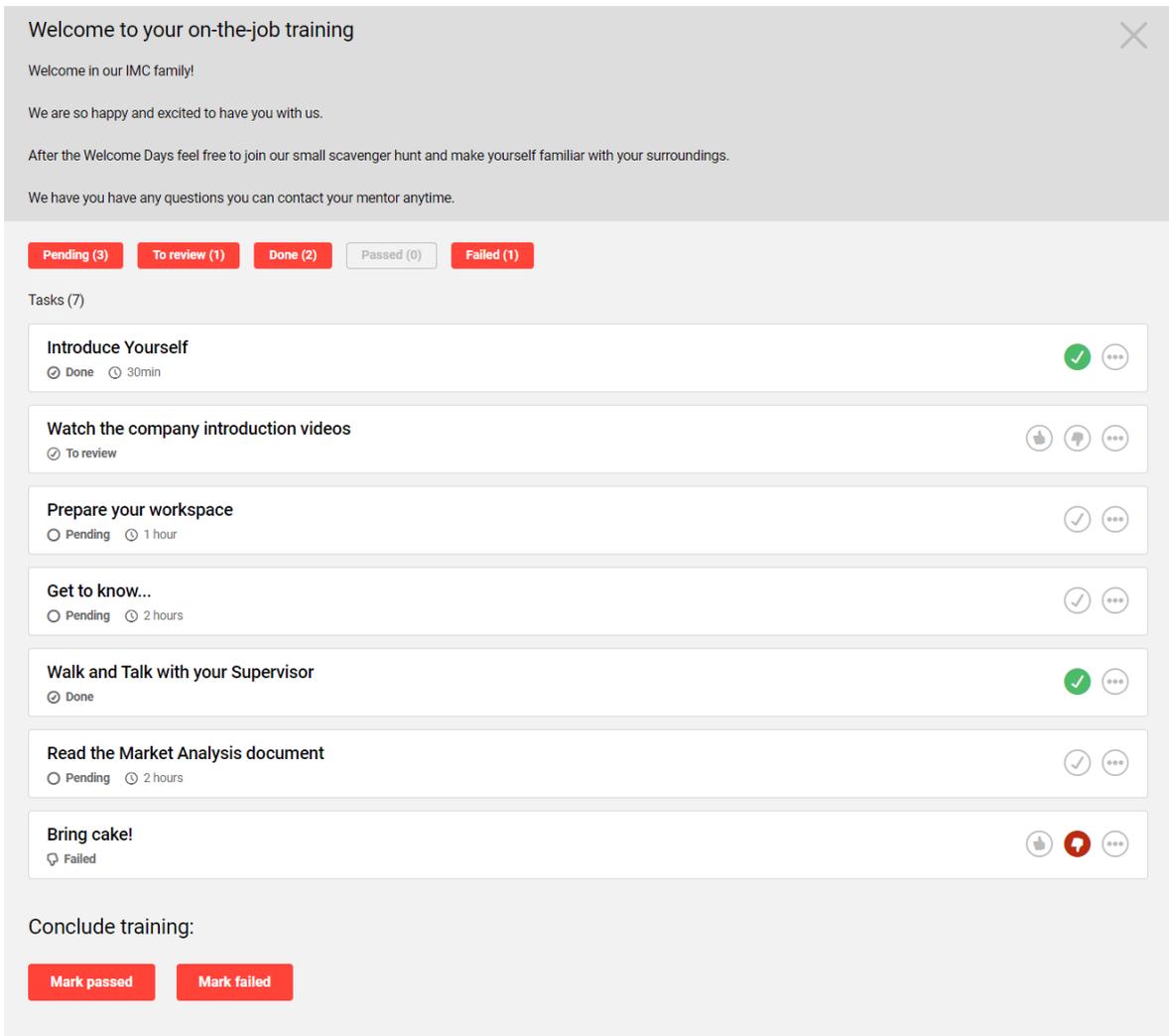


Fig. 2.13: Mentor view after evaluation.

When evaluation is not required, the mentor marks the task as done.

Welcome to your on-the-job training ✕

Welcome in our IMC family!

We are so happy and excited to have you with us.

After the Welcome Days feel free to join our small scavenger hunt and make yourself familiar with your surroundings.

We have you have any questions you can contact your mentor anytime.

Pending (3) **To review (1)** **Done (2)** **Passed (0)** **Failed (1)**

Tasks (7)

- Introduce Yourself**
🕒 Done ⌚ 30min
- Watch the company introduction videos**
🕒 To review
- Prepare your workspace**
🕒 Pending ⌚ 1 hour
- Get to know...**
🕒 Pending ⌚ 2 hours
- Walk and Talk with your Supervisor**
🕒 Done
- Read the Market Analysis document**
🕒 Pending ⌚ 2 hours
- Bring cake!**
🕒 Failed

Fig. 2.14: Learner view after the mentor marked the task as done.

3 Configuration

Step 1: Create OJT Tasks

Content → On-the-job Training Task → Create → New → Fill out all required fields → Save

Step 2: Create OJT Template

Content → On-the-job Training Template → Create → New → Fill out all required fields → Save

Step 3: Assign Tasks to Template

Content → On-the-job Training Template → "Content" tab → Add → Select desired task → Save

The screenshot displays the 'On-the-job training task' management interface. At the top, there is a navigation bar with 'imc part of Scheer' and menu items: Home, People, Content, Assignment, and Reports. A search bar and utility icons are on the right. Below the navigation, the main content area shows a table of tasks. The 'Bring cake!' task is selected and highlighted in blue. Below the table, a 'Details' section for 'Bring cake! (6)' is visible, featuring a red 'Assignment' button.

Name	ID	Updated
5S Lean Desk	140831	28-Apr-2020 06:31
Bring cake!	6	28-Jun-2019 15:16
Communication skills assignment	23	08-Jul-2020 16:37
Get to know...	2	28-Mar-2019 13:16
Improve public speaking skills	30	15-Mar-2021 14:51
Introduce Yourself	3	28-Apr-2020 06:20
Introduction session	9	08-Aug-2019 08:17
Learn about the company policy	11	08-Aug-2019 08:19
Onboarding Report	140819	27-Apr-2020 10:21
Prepare your workspace	7	05-Aug-2019 12:14
QA Report	17	07-Nov-2019 06:59

Details for 'Bring cake! (6)':

Assignment

Fig. 3.1: On-the-job-training tasks (OJT tasks).

3.1 On-the-job training as course component

Option 1: Assign OJT Template to course syllabus

Content → Courses → Edit course → ‘Components’ tab → Add → Select OJT.

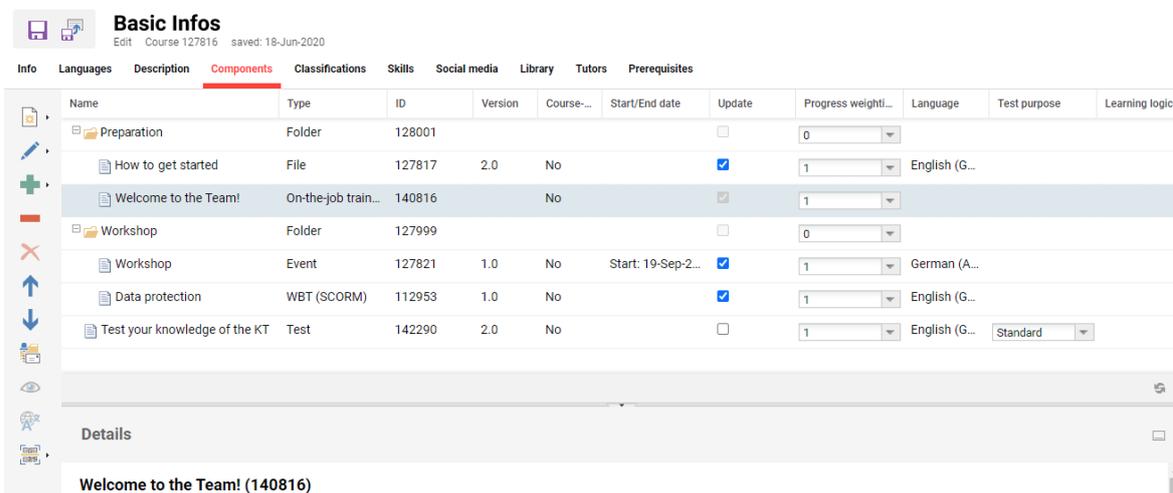


Fig. 3.2: On-the-job-training as course component.

3.2 On-the-job training assignment via Staff pool

HR managers have the possibility to assign On-the-Job training instances to employees via the Staff pool.

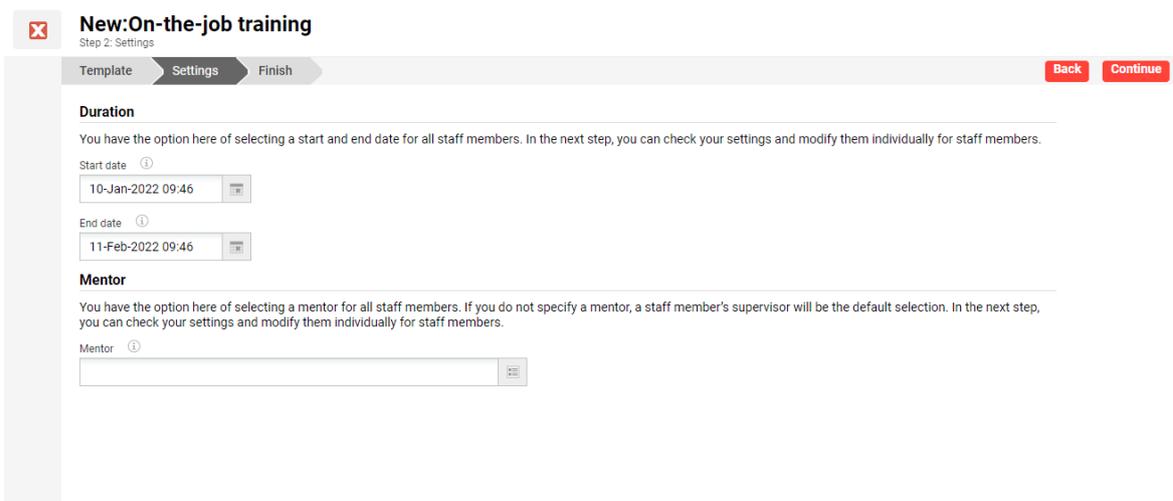


Fig. 3.3: On-the-job-training assignment via Staff pool.

Bulk assignment is also available, with the possibility to specify different training dates for the different employees.

By selecting a mentor, the mentor will be assigned to all employees. When it is desired that the learner's supervisor should be assigned as mentor automatically, the Mentor field will be left empty in the first step, and the system will then populate the corresponding supervisor automatically.

3.3 On-the-job training assignment by the supervisor

The supervisor has the possibility to assign On-the-job training instances to their employees via My staff. The action is available based on the My staff navigation access right called "Create new on-the-job training".

Bulk assignment is also possible, and the On-the-job training instance will be assigned to all employees.

The screenshot displays the 'My staff' management interface. At the top, there is a navigation bar with 'imc part of Scheer' logo, 'Home', 'Catalogue', 'Management', 'Courses', and 'On-the-Job-Training'. A search bar and a 'Create new user' button are also present. Below the navigation, a search bar with 'Search term' and 'Search' and 'Filter' buttons is shown. The main area displays '14 Results' and a list of staff members. The first three staff members are selected (checked): Maria Baras (ID 159832), Carlos Bennett (ID 159830), and Irma Ferruk (ID 159852). Below the list, it shows '3 users selected' and two buttons: 'Batch registration' and 'Assign on-the-job training'.

Selected	Name	ID	Status
<input checked="" type="checkbox"/>	Maria Baras	159832	Active
<input checked="" type="checkbox"/>	Carlos Bennett	159830	Active
<input checked="" type="checkbox"/>	Irma Ferruk	159852	Active
<input type="checkbox"/>	Ed Hayes	110724	Active
<input type="checkbox"/>	Marco Johnson	159850	Active
<input type="checkbox"/>	Andy Meyer	110734	Active

Fig. 3.4: On-the-job-training assignment by the supervisor.

The supervisor will be able to pick an On-the-job training template based on the ones released to them.

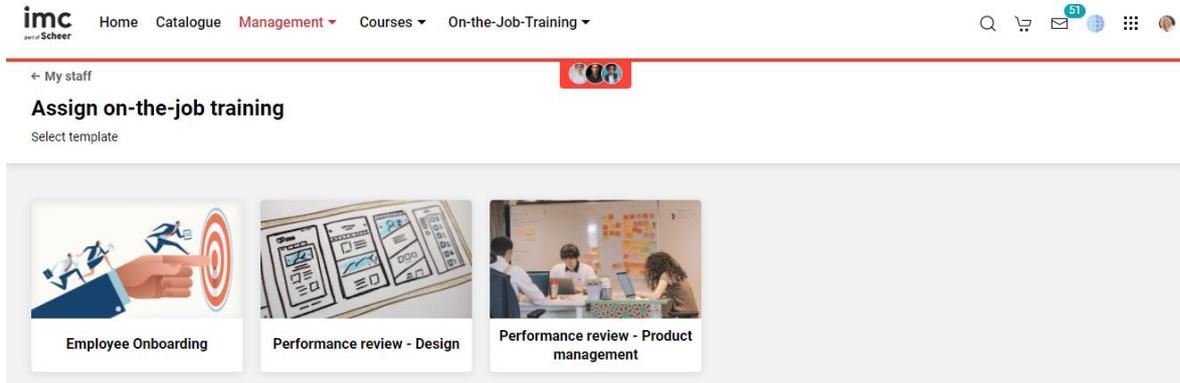


Fig. 3.5: On-the-job-training templates.

When multiple employees were selected, the supervisor can access an overview of the selected users and remove any user added by mistake by selecting the user context provided at the top.

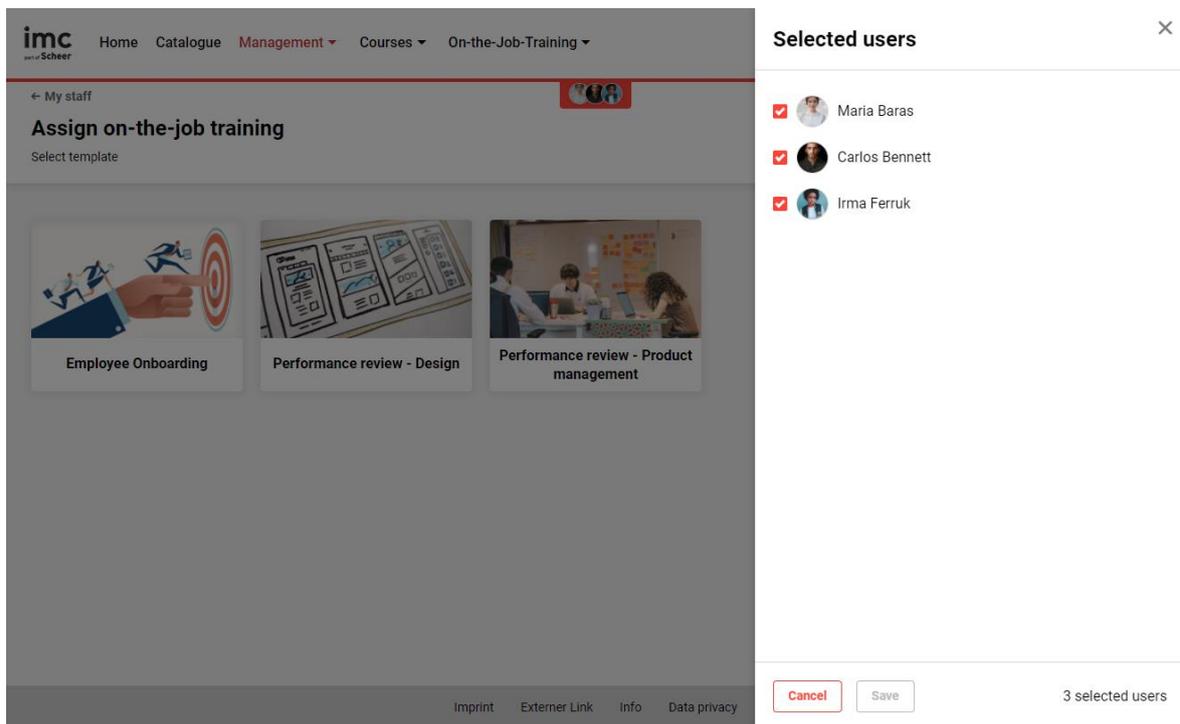


Fig. 3.6: On-the-job-training with overview of selected users.

Once the template is selected, additional details about the On-the-job training can be defined.

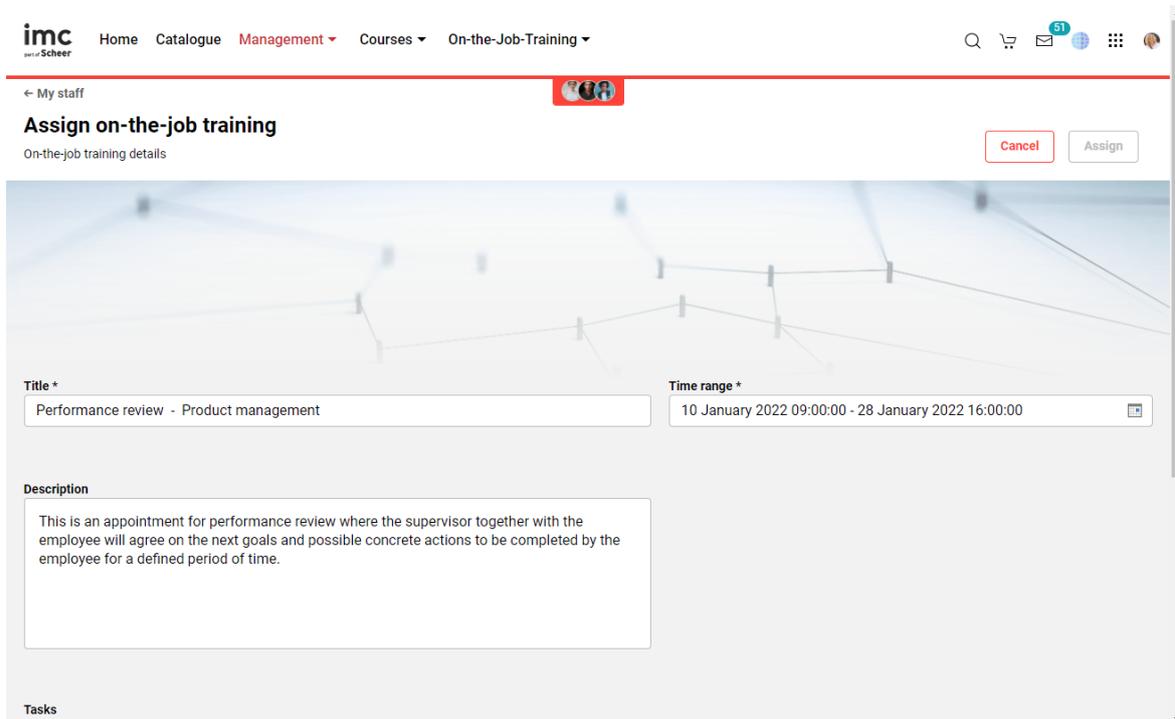


Fig. 3.7: Assign on-the-job-training.

A new title and description can be provided, and the supervisor can establish the timeframe for which the On-the-job training will apply. When the assignment process was started with several employees at once, the changes will apply to all of them.

In addition, the supervisor will have the possibility to add extra tasks, besides the pre-defined ones, to individualize the training for the selected employee(s).

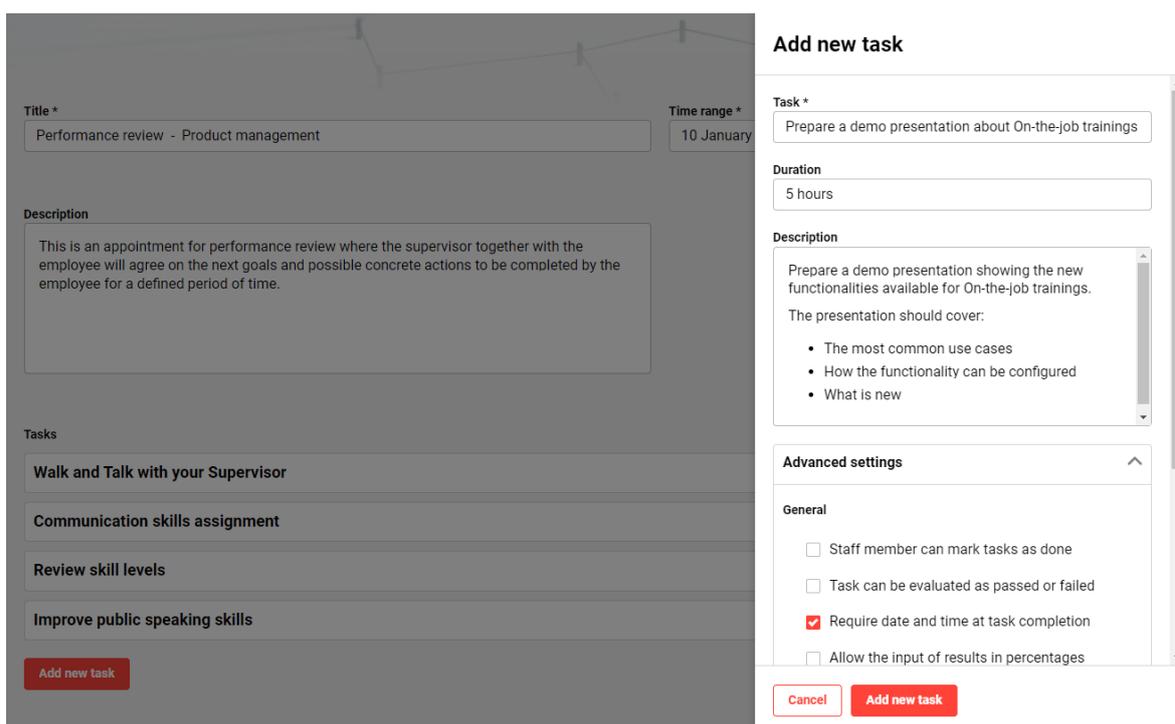


Fig. 3.8: On-the-job-training: Configuration of title, description, extra tasks, etc.

It will be possible to define a title and a description for the new task, a duration, which will be later displayed on the tile, and additional settings.

By default, tasks created during the assignment process will have feedback and attachment functions enabled both for the learner and for the mentor. Additional options concerning task completion can be enabled manually by accessing the Advanced settings menu.

The newly created tasks can be edited or deleted during the assignment process.

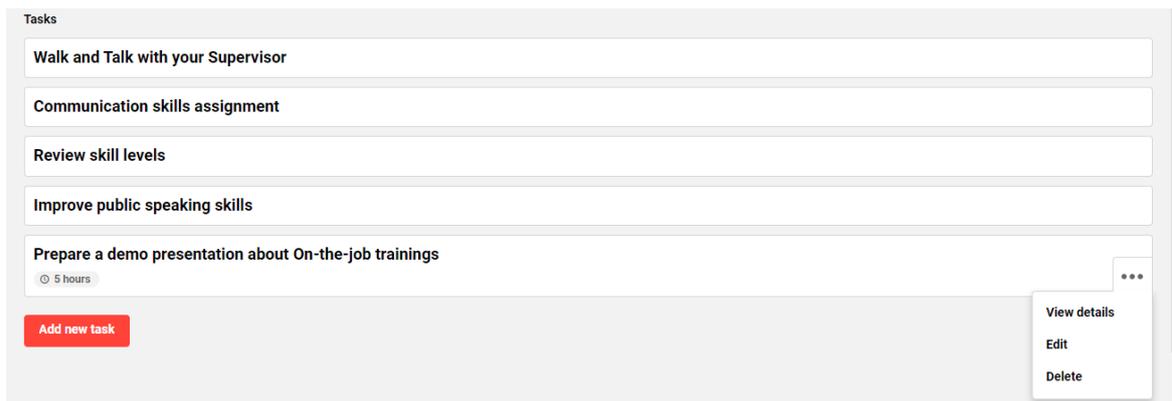


Fig. 3.9: On-the-job-training tasks.

Tasks, including those coming from the template, can be rearranged when the supervisor determines a different priority for realizing them. Tasks originating in the template cannot be removed by the supervisor.

A preview of the task can be accessed by selecting the task tile.

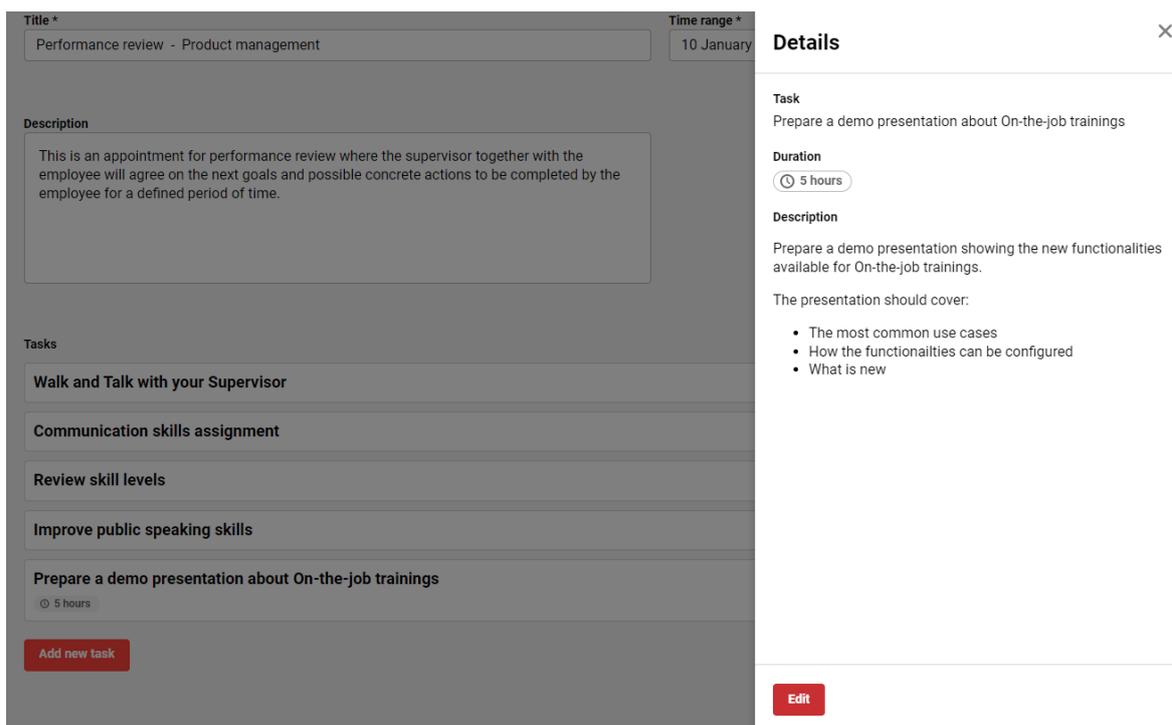


Fig. 3.10: On-the-job-training: Details Preview.

All the assignments performed via My staff will result in an automatic mentorship assignment, to the manager who is performing the assignment of on-the-job training.

NOTE: To be set as mentor for the training, the supervisor must also be part of a group with mentor role. After the assignment, the supervisor will be redirected to the Mentored trainings area, either to the Pending list when a bulks assignment was performed, or to the newly assigned training when a single assignment was performed.

Assigned On-the-job training module cannot be later edited after assignment, however, when an assignment was done by mistake, the supervisor will have the option to delete the wrongly assigned On-the-job training.

With OJT it is possible for both learner and mentor to upload documents within a course. Make sure to enable the 'Attachment' checkbox and add the OJT template to your course.

OJT tasks and OJT template have a similar relationship as media and courses / course templates.

Once you have created OJT tasks, they are added to the "Components" tab in the OJT template. Use OJT for Onboarding Checklist for new staff members. Make sure to tick the "Staff member can mark task as done" checkbox.

Check the notifications manager (search for "Notifications") to activate OJT notifications, such as notification about a new training, changes to start and end date, mentor change etc.

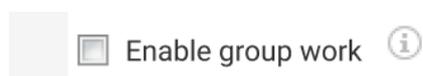
3.4 On-the-job training collaborative group work

The OJT collaborative group work is an expansion of the On-the-Job Training functionality. This feature allows customers to create tasks for collaborative group work within a course, promoting social learning and collaborative work.

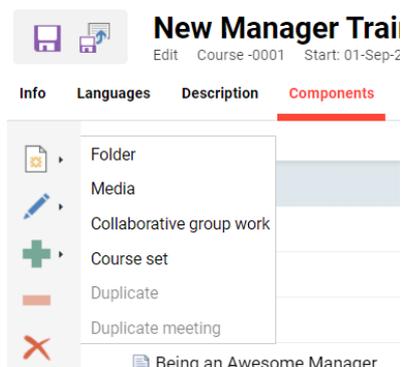
On-the-job training templates can be marked as group work, making it possible to create a "collaborative group work" medium within a course. Groups can be created, and members can be assigned from the course participant list. An integrated messaging feature allows participants and tutors to communicate within the assignment. Task review and final grading can be done once for all participants in a group task. Furthermore, adjustments have been made in handling attachments, giving and editing feedback, and delivering notifications.

To create a new OJT template and enable the group work function, follow the steps below:

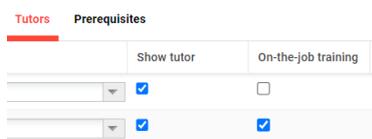
1. Check the "Enable group work" checkbox on the while creating a new OJT template. Save the template.



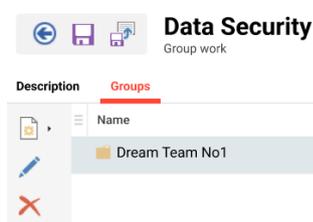
2. Select the desired course, click on 'edit', and go to the 'components' tab. Click on 'Create' and select "Collaborative Group Work".



Fill in the necessary details and select the OJT template you created in step 1. Choose the desired position for the group work in the course. This will add the collaborative group work to the component list as a new type of 'Collaborative Group Work'. On the 'Tutor' tab, assign a tutor to the course and tick the checkbox for On-the-Job Trainings.



3. Go back to the "Collaborative Group Work" Component that you added in step 2, click on 'edit' and go to the 'Group' tab. Click on 'Create new group', choose a group name, and hit save. You can create as many groups as required. The group name will be displayed in the tiles in the learner and tutor view.



- Assign group members to the group you created in step 3 by selecting a group name and then clicking the green "plus" sign. A list of all participants assigned to the course will be displayed, and you can select the ones you want. Already assigned users are marked in italics.
- After following all the above steps, the collaborative group work is ready, and you can save the course.

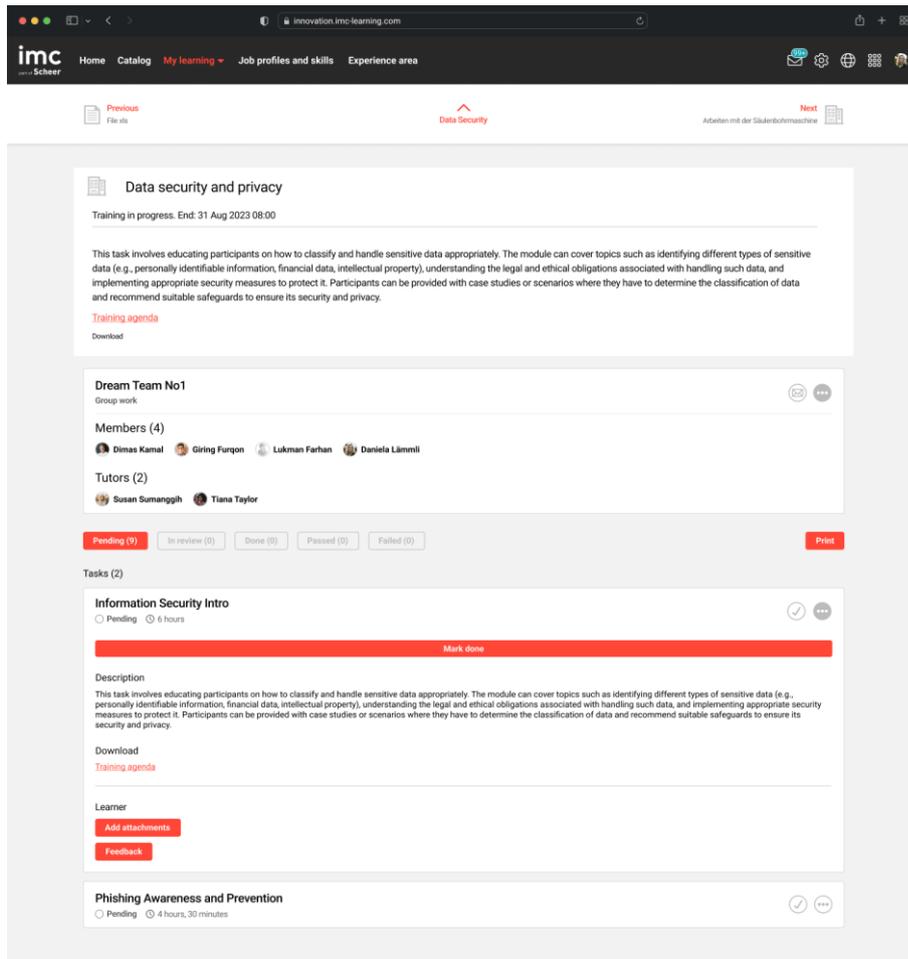


Fig. 3.11: On-the-job-training: Learner view with group work panel

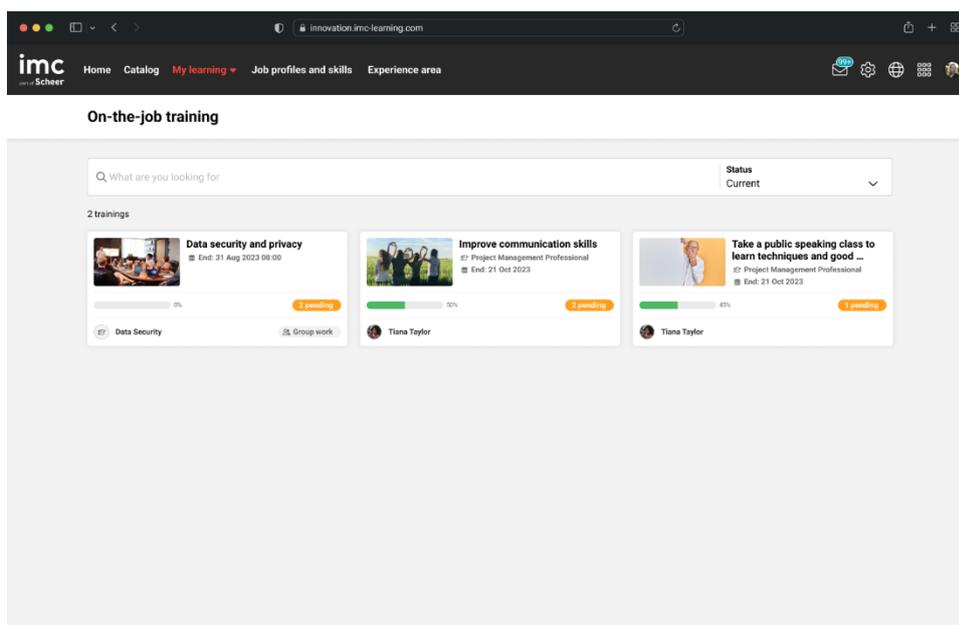


Fig. 3.112: On-the-job-training: Learner OJT overview on single & group work OJT's

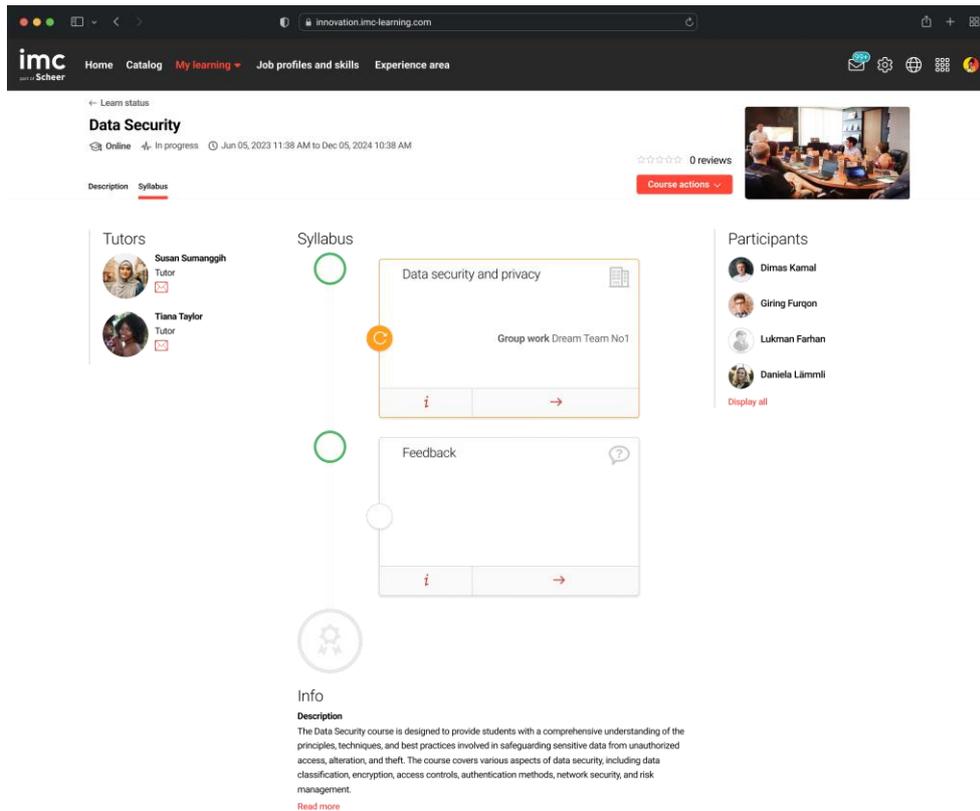


Fig. 3.113: Syllabus, Learner view

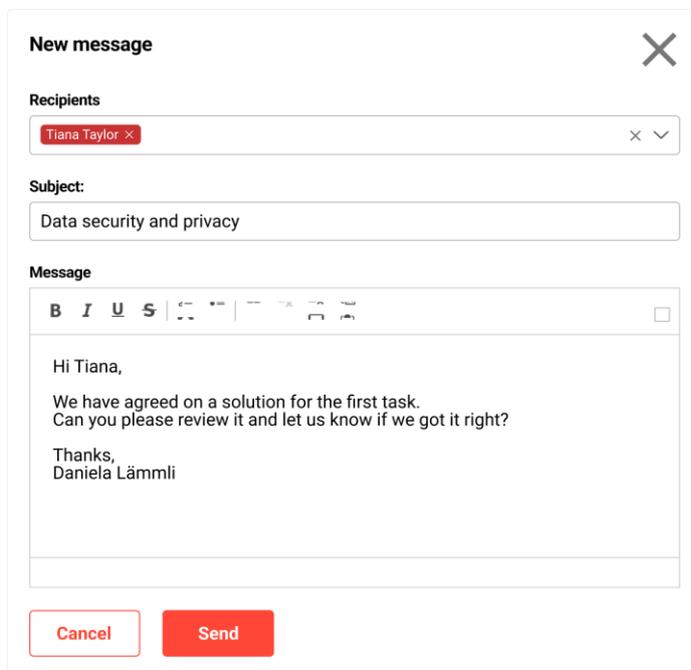


Fig. 3.114: Messaging, Learner view

4 Out-of-Scope

- It is not possible to provide different scheduling during bulk assignment via My staff.
- **For OJT Collaborative Group Work:**
 - **OJT Group Work Template:** Only one template enabled as group work can be used within one course
 - **Tutor evaluation:** no separation of group tutoring possible for e.g. tutor 1 can only mark task 1, tutor 2 marks task 2 etc.
 - **Course Room:** The simple course room design cannot display additional information on tiles
 - **Reports:** There are no extra reports available for collaborative group work on-the-job training
 - **Attendance tracking:** is visible, but it is currently locked and cannot be used
 - **My Staff (-Pool):** The creation of group work on-the-job training cannot be done through the “Staff Pool” or “My Staff” section
 - **Audit log:** If user A starts the course with group work OJT, it starts for all participants. (Courses with “Duration of use”)
 - **Course Removal:** If a user is removed from a course, they will also be removed from the associated group and their progress will not be saved.
 - **Group Assignments:** If User A is assigned to Group 1 AND is then moved to Group 2 the progress/status for User A from Group 1 is deleted and replaced by the status from Group 2 but ONLY if the move is from a lower status (e.g. not started) to a higher status (in progress)
 - **Learning Status:** Editing the learning status via “Edit learning progress per component and user” is not supported

5 Effects on other components

No effects on other components.

6 Data migration

No data migration necessary.

7 Data protection and security

No impact on data protection and security.