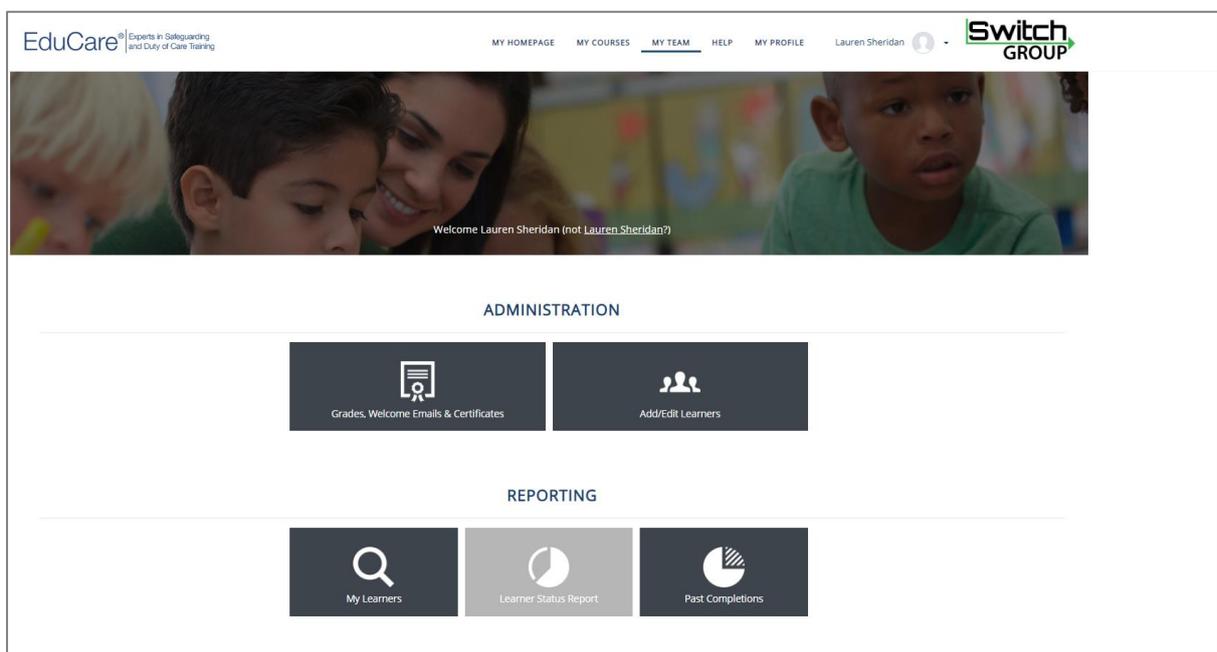


# Evidencing essential training

## Recommended reports

When it comes to inspections, being able to demonstrate that staff have accessed high quality training that meets mandatory and recommended training is as important as the training itself.

EduCare's online service includes a comprehensive reporting tool so that you can get the information you need, quickly and easily.



There are reports which will show you more detail about your learners, their current courses, and any historic course completion data.

## Our three recommended reports

### 1. Learner access – AKA not all super heroes wear capes!

This helps you monitor your entire list of learners. You can see if someone has been set up correctly, and importantly, when they last logged in to the system.

This will give you an insight in to who has been able to access the system, where any potential problems may be in terms of usage and who your super users are!

You can then edit any details that need to be updated. Remember! The more filters you apply, such as department or location, the better your MI!

When you know this level of information you can set challenges such as CPD hours by department, and gamify your whole CPD programme! Well if you can't beat them, join them!

### 2. Course completions – The key report for inspections

To evidence that mandatory training has taken place, EduCare's reporting system will show on a course by course basis how many members of staff have successfully completed the course and passed the accompanying questionnaire/s.

Importantly, the date the course was completed is also included, as some inspectors need to see that training was completed within a certain timeframe.

You can also see who has not yet started the course – and give them a firm nudge – and those who are in progress – they may just need a gentle reminder!

This helps you to keep a grip on mandatory training and ensure you are always 'inspection ready'.

## 3. Learner progress – Keeping an eye on inductions

When it comes to induction training, sometimes our customers need to filter reports by a particular user or group of users.

Our Learner Status Report can help you monitor new starters or specific members of staff to ensure they have had the relevant training for their role.

This may be food hygiene for kitchen staff, Advanced Child Protection courses for DSLs or Safer Recruitment training for interview panels.

## **Make the system work for you**

With EduCare, we include report filters on all data reports so you only see the information you need.

Our Customer Services team take all customers through a set up process to ensure future management reporting can be accessed and will always recommend adding as much information as possible about all learners to enable robust analysis later on.

All EduCare customers can speak to a member of our dedicated UK based customer services team about reporting, or any other aspect of the e-learning service.

[Get in touch](#) to find out more.