



## INTEGRATED COMPETENCY, COMPLIANCE, ASSURANCE AND TRAINING SOLUTIONS

### A BLUEPRINT FOR COMPETENCY/COMPLIANCE ASSURANCE

i<sub>2</sub>CAT is an integrated software solution for planning, developing and monitoring enterprise capability, enabling you to meet your goals by maximising the effectiveness of your people.

#### HEADLINE FEATURES INCLUDE:

- A flexible, scalable approach to assurance that makes it simple to track and report on a few or many thousands of requirements
- A single point for the administration of assessments, audits, and training
- Simple to integrate legacy systems (paper-based or online)
- Audit trails are maintained automatically by the system
- Integrated course booking, event management and online training modules
- The ability to incorporate data from legacy systems
- Procedures and templates that provide a 'roadmap' for the implementation of competence and compliance management and assurance online
- Automatic mapping of a person's capability to a new position or role
- Integration of personnel records, training event management, e-Learning Management System and e-learning modules
- Innovative processes for developing competence and compliance frameworks that are based on real operations
- Boiler-plate competency templates that allow the rapid creation of position-specific competency standards

### GENERAL FEATURES

#### INTEGRATED MODULES FOR:

- People - CPD, Personal Development, Assessment Records, Training records etc.
- Requirements Management and Assurance - Competency.
- Compliance, Certifications etc.
- Training and Events Management
- CBT/e-learning - Fully integrated SCORM Learning Management System
- Delivers online assessments
- Document and Online Resource Management

## UNDERPINNING PHILOSOPHY AND APPROACH

- i2CAT is designed to be configured to meet your operational and organizational needs - from the branding of screens and reports, to the fields that appear on screens and used when searching/filtering data. In-line editing of text (wyswg) makes this process quick and simple without the need for specialist IT skills.
- Can be configured to match existing culture and data requirements
- An intuitive graphical interface with comprehensive context sensitive guiding text allows Users to get up and going as soon as they receive their logon
- i2CAT's workflows are based on real world processes rather than hierarchical database structures and features so that they can be mastered in minutes.

## SYSTEM CONFIGURATION FEATURES

Configuration includes:

- Name and build the entity hierarchy - Region, Division, Department etc.
- Add entity specific fields to role description.
- Add user defined categories  
The make it easier to manage and search for information, you can add 'Owners' of elements of Requirements Library, Training Subjects and other lists used in reports, searches and filters
- Fine tune User profile fields. These are in addition to a handful of mandatory fields such as Username, the entity can add date fields, list fields and text fields.
- Fine tune CMAS. You can configure the CMAS scheme used – met/not met or levels.
- Select colour schemes
- Specify symbols and evaluation criteria used for assessments.
- Brand - Upload logos, banners and choose colour scheme
- Add custom certificate design
- Language options are available

## REPORTING FEATURES

Management Reports Include requirements Gap Analysis for each item in the centrally managed Requirements Library including:

- Competency Gap Analysis with soon to expire/expired notifications
- Certifications Gap Analysis with soon to expire/expired notifications
- Compliance Gap Analysis with soon to expire/expired notifications
- Training Gap Analysis
- Critical/Key requirements can be specified and reported upon

Assessment status drill-down reports and dashboards show:

- Overall assessment status of entity
- Assessment status by area
- Assessment status by system

- Assessment status by equipment
- Assessment status by role
- Assessment status by discipline

Other reports include but not limited to:

- Competency profiles
- Assessment records
- Career path for user
- Training records
- Training history
- Repeat training required by user
- Succession planning - Check who is ready for promotion
- Courses required to meet repeat training
- Critical/key requirements reports
- Audit/ Verifier reports
- Organization chart generator
- Reports on user-status/age/years in service/gender/nationality/etc.
- Reports on training costs, credits, to order

## DATA EXPORT/IMPORT

Data can be exported/imported in common file formats to assist reporting and for inclusion with other applications.

- Excel
- PDF
- CSV
- Rich Text Format (RTF)
- Image - all graphic formats that are supported by GDI+ including BMP, GIF, JPEG, PNG, TIFF and metafile (EMF)

## PEOPLE MODULE

The People module is used to add and maintain user profiles. There are a few mandatory fields on user profiles. Additional text, drop down lists and date fields can be added at any time to capture entity specific data such as visa expiry, date of birth, remuneration grade, Next of Kin etc.

Mandatory fields on user profiles include:

- User Profile
- First Name
- Last Name
- Username
- Email

- Entity organization hierarchy defined in configuration e.g. Division, Department, Service
- Role
- User defined fields associated with role
- Reports To
- User specific privileges e.g. Assessor
- i2CAT User level (1 - 4)

Data/report options include:

- E-learning groups user is enrolled in
- Password reset
- View Competence Profile
- View Training Record
- View e-Learning Report
- View Assessment History – date, item, outcomes, evidence
- View Career Path for User - compare
- View Assessor Standard (if Assessor) - Requirements Assessor is competent to Assess
- Search Profiles
- Search/filter profiles on any mandatory or user defined fields

## COMPETENCY/COMPLIANCE MANAGEMENT AND ASSURANCE MODULE

The CMAS module is used to map out competency/compliance requirements that can be assigned to Roles and create Roles that can be assigned to people. The CMAS module handles all the associations between requirements, roles and people. These associations simplify the management, recording, reporting and auditing of assessments.

You can:

- Integrate operational competency/compliance requirements with those from 3rd part organizations such as OPITO, IMCA, IADC, NOS or others
- Add core and operational competencies
- Add compliance requirements ISO or regulatory body - Certifications, checklists, Sub-section O, etc.

## REQUIREMENTS LIBRARY

The Requirements Library is a single interface. To manage all requirements that must be assigned to roles/personnel.

- Competency - Operational/Core/Lead Body or other
- Certifications
- Compliance
- Add/edit/archive requirements
- Link requirements to procedures
- Link requirements to drawings
- Identify critical competencies/certifications
- Set time expiry

- Set competency level
- Add 'owners' of Requirements
- Templates
- Templates to simplify development of for Systems and equipment types
- Add Roles
- Add role descriptions to match organization standards/format
- Add new version of existing role - previous version automatically archived and changes logged
- Add new role based on existing - saves time
- Browse roles
- Date, time and user stamp on key data changes

## ASSESSMENTS

Individual Assessor rights can be linked to items in the Requirements Library ensuring only authorized Users can update assessment records in areas they are themselves assessed as competent.

- Upload of evidence - .pdf, .xlsx, .doc, ppt
- Historic review of individual assessments
- Export to common file formats -xls, csv, pdf etc
- Identify and report on pre-existing competency - 'grandfathering'

## SYSTEM GENERATED AUDIT TRAILS

- Automatic logging of changes to Role Descriptions - who by/when
- Automatic logging of changes to Requirements Library - who by/when
- Automatic logging of changes to training course descriptions - who by/when
- Automatic logging of changes to User profiles - who by/when
- Automatic logging of changes to assessment records - who by/when
- Archiving of superseded roles and items in the requirements library - who by/when

## TRAINING MODULE FEATURES

The Training Module is used to schedule and manage all training activities that are not CBT/e-learning or online assessments managed in the Learning Zone. When a training activity is scheduled it is referred to as a training 'event'. The 'Training Module' is used to manage events and bookings. Training outcomes are automatically recorded on a User's training record and competence profile.

### BROWSE TRAINING:

- View training activity details, e.g. training objectives, training methods, evaluation methods, costs, course provider etc

### Add/Edit Training Activity:

- Any training activity - seminar, classroom, OTJ etc
- Vendor, cost, limits, pre-requisites, method etc.
- Activity description/syllabus pre-requisites, tools and materials

#### SCHEDULE EVENT:

- New event
- Re-run event
- Re-schedule event
- Add joining instructions + user defined information in free-format fields
- Send notifications

#### MANAGE EVENT:

- Edit Event Details
- Manage Bookings (add people, remove people, reschedule)
- Send Notifications
- Record Outcomes - On completion the user's Training Record and Competency Profile are updated to reflect new status

### I2CAT LEARNING MANAGEMENT SYSTEM

E-Learning and other online resources can be assigned to a role, role independent Individuals assigned to the role or e-learning group automatically get all e-learning courses and online resources assigned to the role or group. The Role/group format makes it simple to organize online training and resources customized for different target groups in seconds.

- Fully integrated with i2CAT
- SCORM/AICC Compliant
- Deliver e-learning
- Deliver online assessments (with lesson creation option)
- Can be deployed as stand-alone LMS
- Simple to use interface based on logical workflows
- Has comprehensive reports to show how individuals and groups are progressing and performing
- Print course certificates
- Automatic notifications sent to line managers on completion (can be set for each course or assessment)
- Leave feedback
- Automatic update of user competency profile when e-learning is linked to items in the Requirements Library
- Document resource Management - Word documents, spread sheets, graphics and other resources can be uploaded and linked to user groups and courses
- View the progress and performance of students according to position or learner group
- See the results of online assessments
- Compare the performance of individuals to their peers
- Export reports for use in other applications (csv, xls, rtf, pdf)
- Collect and review learner feedback
- Completed assessments/e-learning automatically updates linked competency/compliance requirements.

## ONLINE ASSESSMENTS

There are options for creating your own online knowledge assessments. You can use our own assessment generator tool or any SCORM compliant 3<sup>rd</sup> party question/quiz generator.

- Create online assessments
- Randomize delivery of questions
- Randomize order of answer options
- Assign assessments to employees in roles/positions and specialist groups
- Comprehensive reporting of results
- Set pass levels
- Link achievement to competency/compliance requirements
- Issue certificates
- Reuse tests
- Click on picture
- Drag-drop
- Multiple choice single answer
- Multiple choice multiple answer
- Feedback show or hide

## TECHNICAL

- Microsoft .NET Framework
- SQL2008 Database
- Accessed via internet browser (intranet/extranet/internet)
- User interface dynamically configures to match user access level and privileges
- User limits >20000
- Cloud deployment (Hosted Software as a Service (SaaS):
  - No hardware to install
  - No software to install
  - No specialist IT Skills or department involvement required
  - Very quick to deploy
  - Access via internet from anywhere in the world
  - Automatic updates and new features
  - All required Microsoft licenses included
  - Your own secure SQL database
- In-house Deployment option - Hosted on your server:
  - Can be deployed in remote locations where low bandwidth makes SaaS impracticable
  - Behind your firewall
  - Your IT Department have full control over database access

**Next Step ►**

**Contact I2D2 to discuss your requirements.**

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