



Your All-in-One Training and Development Management Solution!

EASIER • BETTER • FASTER

Looking to improve Training Management and Record Keeping?
Need an all-in-one solution which caters for:

- Course Scheduling • Learner & Trainer Records
- Data Validation • Logistics & Training • Indepth Reporting & Record Keeping?

THEN TRAINING SORTED IS FOR YOU!

Training Sorted takes the hassle out of managing the administration of training, allowing you to focus on the actual development of Learners and Staff.



Learner Management

Register and keep detailed records of Learner Info. Keep a record of past qualifications and receive early notification of qualification expiries, which may later be registered on relevant courses through the system again.

- Digitally keep Learner Support Documentation
- Notifications of Expired qualification
- Schedule Course Registrations
- Record grades and qualifications
- Record and view Course Results
- Provide Learner Login Capabilities (Future)
- Learner access to Course Resources
- Online Learner Course submissions
- Generate accurate Learner Schedules



Training Management

Keep a detailed record of all Training related staff such as facilitators, assessors, moderators, and co-ordinators. Keep a check on their Course Presentation and Certification and receive early notification of their expiry.

- Reflect only current Course Material for downloads
- Ensure Assessor Certification and Registration
- Link Assessors and Facilitators to Courses
- Generate accurate Training Schedules
- Assign Course Role responsibilities
- Assessor login capabilities
- Assessor and Course Rating capabilities
- Repository of all Facilitator details
- Course performance histories



Logistics Management

In addition to Course scheduling, **Training Sorted** also allows you to manage Course Resources and Venues by booking them for specific Course sessions at specific dates. This ensures complete organisation and availability of resources.

- Book Course resources and venues
- Specify logistics booking dates
- Booked resource and venues schedule
- Register all Course venues and details
- Keep a record of Course resources
- Ensure availability of Course resources (incl. equip)
- Ensure adequate venue sizes
- Avoid venue and resource clashes



THERE'S MORE!

Cloud based, which means no installations, backups or updates are required

Mobile compatible and operational on any smart phone and tablet device

Visual dashboards to keep you up to date with your Training and Development initiatives

Report, Schedules, calendars, results, and task lists

Required documents can be defined for scheduled courses and digitally saved and uploaded

Define custom, additional fields for Course, Learner and Trainer registrations

Specify permissions to specific functions for varied staff log in profiles

Customise Course grades, levels and document, personnel, resource and task types

Register and keep track of tasks to be performed for individual Courses

Upload and keep record of any documents related to Trainers and Learners