

Assignment of competences using roles

It is very likely that within a company, those who hold a certain role must have certain skills obtained upon the completion of certain courses. For example: the HR Manager in fulfilling his / her role must have certain skills, such as Leadership, Group Management, Personnel Selection.

To obtain these skills you will have to complete certain courses. Let's see how to activate in the platform the procedure that allows the user to be automatically assigned the skills upon completion of certain courses.

In this first example, we will then see how to assign the skills related to a role.

Step 1: Creating skills

In the Administration section, Go to Main / Users / Skills

First, I create the skills that a certain role must possess, in this example I created the skills of personnel selection, leadership, and group management that whoever holds the role of HR Manager must have.

Tutte le categorie

Aggiungi

Aggiungi nuova competenza

« Inizio « Precedenti 1 Successivi » Fine » 1 - 7 su 7 25

Nome	Descrizione	Tipologia	Tipo			
Antincendio		Competenza	Si / No	1.00		X
bungee jumping		Competenza	Si / No	1.00		X
bungee jumping 2		Competenza	Punteggio	1.00		X
competenza ruolo tuffatore		Competenza	Si / No	2.00		X
Gestione del gruppo		Competenza	Si / No	0.00		X
Leadership		Competenza	Si / No	0.00		X
selezione del personale		Competenza	Si / No	0.00		X

« Inizio « Precedenti 1 Successivi » Fine » 1 - 7 su 7 25

Second Step: Creating the role

Go to Main / Users / Roles

Create the role of HR Manager

Ruoli

Gestione gruppi Aggiungi

« Inizio « Precedenti 1 Successivi » Fine » 1 - 5 su 5 25

Gruppi	Ruoli	Descrizione						
(none)	Capo del Governo		2	1				
(none)	Eletttricista		0	0				
(none)	Responsabile del personale		0	0				
(none)	tuffatore		1	1				
(none)	tuffatore2		0	0				

Gestione gruppi Aggiungi

« Inizio « Precedenti 1 Successivi » Fine » 1 - 5 su 5 25

I click on the star icon and I assign to the role of HR Manager the skills he should have to fill that particular role. Then I save the changes.

Ruoli » Competenze: Responsabile del personale » Assegna

Tutti i discendenti

Tutte le categorie

3 Seleziona elementi

Selezione: Tutte le pagine - Nessuno

Nome	Descrizione	Tipologia	Tipo
Antincendio		skill	flag
bungee jumping		skill	flag
bungee jumping 2		skill	score
competenza ruolo tuffatore		skill	flag
<input checked="" type="checkbox"/> Gestione del gruppo		skill	flag
<input checked="" type="checkbox"/> Leadership		skill	flag
<input checked="" type="checkbox"/> selezione del personale		skill	flag

3 Seleziona elementi

Selezione: Tutte le pagine - Nessuno

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For each competence assigned, I can choose the expiration date (so for example every time that the competence expires the HR Manager will have to do a refresher course to maintain competence) Click on "Properties".

Ruoli » Competenze: Responsabile del personale

<< Indietro

Assegna Proprietà

« Inizio « Precedenti 1 Successivi » Fine » 1 - 3 su 3 25

Categoria	Nome	Descrizione	Tipologia	Tipo	Punteggio minimo	Scade dopo (giorni)	
	Gestione del gruppo		Competenza	Si / No	-	Mai	
	Leadership		Competenza	Si / No	-	Mai	
	selezione del personale		Competenza	Si / No	-	Mai	

Assegna Proprietà

« Inizio « Precedenti 1 Successivi » Fine » 1 - 3 su 3 25

I decide the expiration date for each skill.

Principale ▾ E-Learning ▾ Vai al Learning Management System

Ruoli » Competenze: Responsabile del personale » Proprietà

Nome	Descrizione	Tipologia	Tipo	Punteggio minimo	Scade dopo (giorni)
Leadership		skill	flag	-	30
Gestione del gruppo		skill	flag	-	180
selezione del personale		skill	flag	-	365

Imposta
Rimuovi tutto

Third Step: Assignment of competences to specific courses

Go to Elearning / Elearning / course

Click on the star icon for the courses whose completion allows you to obtain a specific competence.
Example: Completing the course “Being a leader” allows you to obtain the leadership competence.

	demo Amnesty	E-Learning	0		1			*				X
pippolo	dz	E-Learning	2		2			*				X
ediz	elearning a edizioni	E-Learning	9		4			*				X
01	essere un leader	E-Learning	0		0			*				X
	Gestione e organizzazione di un gruppo	E-Learning	0		0			*				X
	GG di validità	E-Learning	2		4			*				X

Once you click on the star, you need to assign the competence that you acquire when completing the course and save the changes.

Tutti i discendenti

Tutte le categorie

Categoria

1 Seleziona elementi

« Inizio » Precedenti 1 Successivi » Fine » 1 - 7 su 7 25 ▾

Seleziona: Tutte le pagine . Nessuno

<input type="checkbox"/>	Nome	Descrizione	Tipologia	Tipo
<input type="checkbox"/>	Antincendio		skill	flag
<input type="checkbox"/>	bungee jumping		skill	flag
<input type="checkbox"/>	bungee jumping 2		skill	score
<input type="checkbox"/>	competenza ruolo tuffatore		skill	flag
<input type="checkbox"/>	Gestione del gruppo		skill	flag
<input checked="" type="checkbox"/>	Leadership		skill	flag
<input type="checkbox"/>	selezione del personale		skill	flag

The same procedure will be followed for courses related to all skills that a certain role must have. Following our example, we will need to assign:

- in the course “Management and organization of a group”, the relevant competence “Group management”
- in the course “How to select the staff”, the relevant competence “Select the staff”.

At this point, the user, who has been assigned the role of HR Manager, must complete the 3 courses to receive the related skills.

Regarding the update of competences:

- Every 30 days he will have to take a leadership course to update his leadership skills
- Every 6 months he will have to take a group management course to update the “group management” competence

- In the company, it is also likely that the assignment of skills to a specific role does not necessarily have to be linked, but simply it may be necessary that upon completion of a specific course (or more courses) a user receives certain skills.

How to assign competences without using roles

[illegible]

NOTES: Using the simple assignment of a competence to a course without using roles, it is NOT POSSIBLE to set the expiration date of the competences !!! So, for example, we cannot set when a user will have to take a course on accident prevention to update the relative competence.

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