

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.

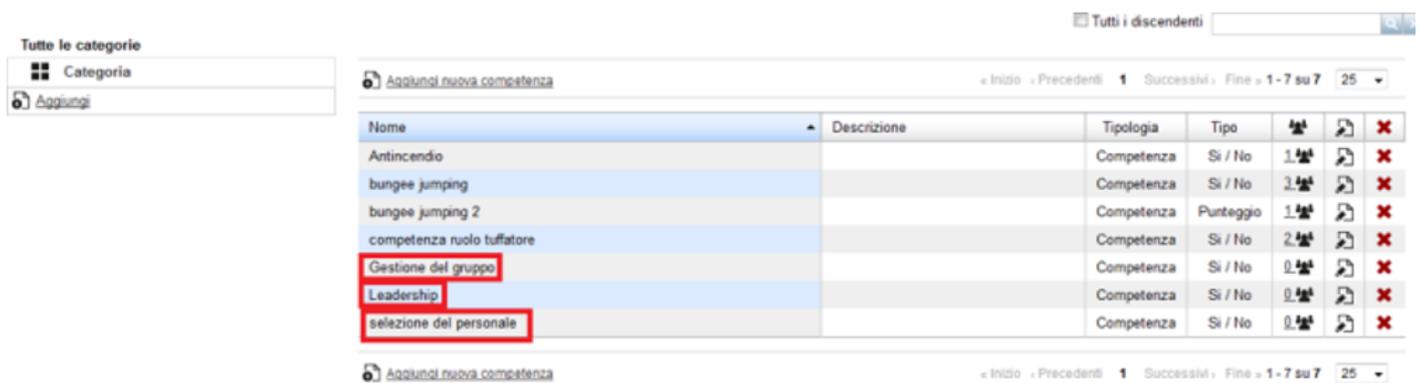
To obtain these skills you will have to complete certain courses. Let's see how to activate in the platform the procedure that allows the user to be automatically assigned the skills upon completion of certain courses.

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.



The screenshot displays a web application interface for managing skills. On the left, there is a sidebar with a search bar and a 'Tutte le categorie' section. The main area shows a table of skills. The table has columns for 'Nome', 'Descrizione', 'Tipologia', 'Tipo', and icons for edit and delete. The following table represents the data shown in the screenshot:

| Nome | Descrizione | Tipologia | Tipo | Icone |
|----------------------------|-------------|------------|-----------|-------|
| Antincendio | | Competenza | Si / No | 1.5★ |
| bungee jumping | | Competenza | Si / No | 3.5★ |
| bungee jumping 2 | | Competenza | Punteggio | 1.5★ |
| competenza ruolo tuffatore | | Competenza | Si / No | 2.5★ |
| Gestione del gruppo | | Competenza | Si / No | 0.5★ |
| Leadership | | Competenza | Si / No | 0.5★ |
| selezione del personale | | Competenza | Si / No | 0.5★ |

Second Step: Creating the role

Go to Main / Users / Roles

Create the role of HR Manager

Ruoli

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

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

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 |
|---|-------------|-----------|-------|
| <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 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

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

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 a 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

- Each year he will have to take a course on personnel selection to update the relative 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.

Let's see how to assign the skills related to a course (without using roles)

How to assign competences without using roles

Step 1: Creating competence

Go to Main / Users / Skills

I create the skills that the user will get after completing a certain course. For example, we want a user who completes the "Accident" course to obtain the "Accident" skill

| cod | descrizione | tipo | durata | prezzo | status | icone | stelle | menu | print | delete |
|-------|--|------------|--------|--------|--------|-------|--------|------|-------|--------|
| 01 | essere un leader | E-Learning | 0 | 0 | 0 | ☒ | ★ | ☰ | 🖨 | ✖ |
| | Gestione e organizzazione di un gruppo | E-Learning | 0 | 0 | 0 | ☒ | ★ | ☰ | 🖨 | ✖ |
| | GG di validità | E-Learning | 2 | 4 | 0 | ☒ | ★ | ☰ | 🖨 | ✖ |
| 04 | infortunistica | E-Learning | 0 | 0 | 0 | ☒ | ★ | ☰ | 🖨 | ✖ |
| 12345 | Prova date iscrizione con codice | E-Learning | 2 | 2 | 0 | ☒ | ★ | ☰ | 🖨 | ✖ |
| | Test aula | Classe | 3 | | 2 | ☒ | ★ | ☰ | 🖨 | ✖ |

Step 2: Assigning competence to the course

Go to Elearning / Elearning / course

Click on the star icon for the course whose completion allows you to obtain a specific skill. Following our example: Completing the "Accident" course allows you to obtain the "Accident" competence.

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.

Revision #1

Created 6 March 2024 14:37:12 by Lorenzo Polizzi

Updated 6 March 2024 14:47:03 by Lorenzo Polizzi