

Why Capita FHE's UNIT-e Vocational Qualification Management and Tracking?

To be competitive in business today, employers need people who are inventive, industrious and equipped with the skills they need to excel.

To help employers meet this need, training providers need to supply products and services to meet market demand. They need to be creative, flexible, able to operate in a dynamic environment and add value.

Effective learner tracking is imperative to record a learner's progress to support lifelong learning. Whether a learner is making an enquiry, applying for a course, enrolling and paying fees, studying for an assessment, sitting an exam, undertaking a placement, obtaining employment or any of the myriad of other activities an organisation needs to record, it is crucial that each step is tracked.

Capita Further and Higher Education (Capita FHE) UNIT-e Vocational Qualification Management and Tracking system (VQMT) makes optimum use of data by providing access to information for those who need it, when they need it and in the format they need it, all the while supporting the need for central control.

With over 20 years' experience, Capita FHE is acknowledged as market leader in the development and implementation of fully integrated training and education record systems, as embodied in UNIT-e VQMT.

UNIT-e VQMT is compliant with the data collection and reporting requirements for Work Based Learning Returns in England and Wales in addition to the National Employer Survey return.

| UNIT-e | Benefits |
|--|--|
| Ease of use and flexibility | Fully configurable and customisable purpose-built screens that can be tailored to fit training providers' processes and branding. Mouse or keyboard control for operators. Easy to navigate and manipulate data. Efficient, saves time. |
| Interoperability | Ability to use either of the two industry standard databases Oracle or SQL Server. Provides the most powerful and open architecture enabling unparalleled interoperability. Future-proofing your investment. |
| Integration | A learner-centric database system that eliminates data duplication, provides work flow management and version control, supported by a complete audit and history trail. |
| Web enabled and secure | Security of your information is important for both your competitive advantage and compliance with the Data Protection Act. UNIT-e provides complete security over your information whilst enabling web access as appropriate. |
| Track record and expertise of Capita FHE | With Capita FHE you are partnering with the acknowledged domain expert in the education and training sector, backed by the strength and depth of a large corporation. |

Capita Further and Higher Education provides:

- Best of Breed software solutions
- Management Consultancy - we draw on extensive expertise within the company to influence the effectiveness of education and training management
- MIS Consultancy - we have a wealth of experience in promoting the effective use of MIS
- Project Management - any size project, any duration, any scale and any aspect of your business
- Business Services - a comprehensive portfolio of services including IT infrastructure, desktop management and disaster recovery
- Portals - we can help you reduce information overload through tailored portals
- Training - a national programme of training is available to support the use of Capita FHE software
- Support - comprehensive service with expert advice, training, consultation and technical support
- Fully managed hosted services



About Capita Further and Higher Education

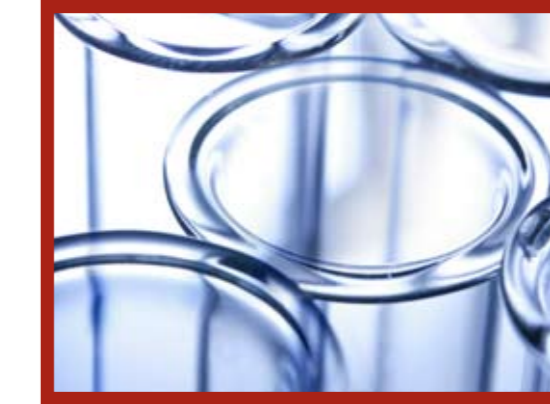
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CAPITA

Capita FHE is the leading supplier of information systems and services to the education sector. The company provides a range of software and services to schools, colleges, universities and training providers in England, Scotland and Wales to meet their information management and administrative needs.

CAPITA



Vocational Qualification Management and Tracking overview



Business Overview | Getting The Most From Your ICT Spend | Student Records & Tracking | Vocational Qualification Management and Tracking | Strategic Support Services | Operational Support Services | Finance Management | Business Tools |

Setting new standards for training providers

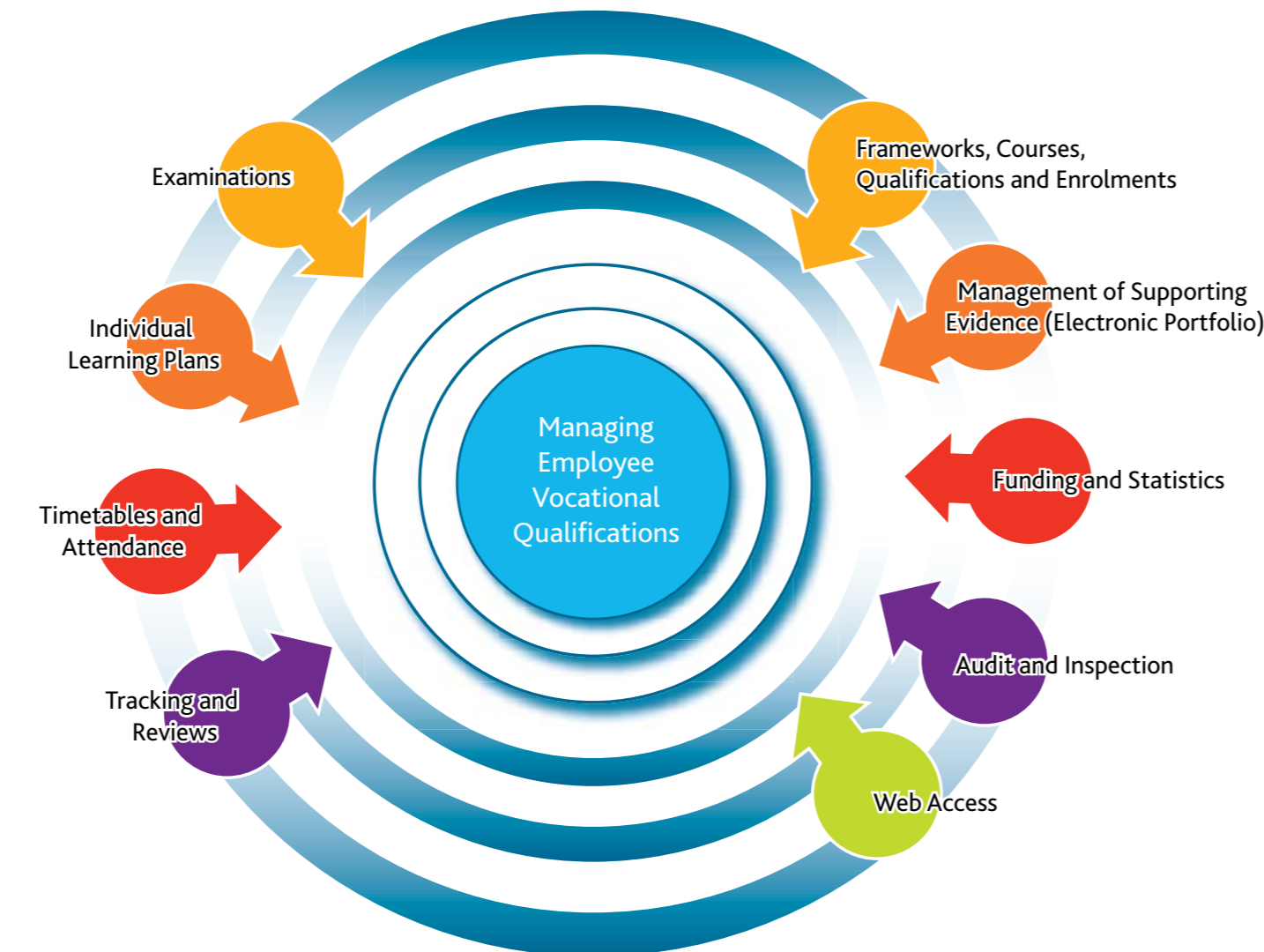
- Vocational training plays a crucial role in equipping the workforce with the skills needed in today's competitive global economy. As a provider of vocational training you need a Management Information System (MIS) that supports the dynamic environment you work in and adds value to your business.
- Intelligent capture of information, storage, manipulation and application is crucial to achieving efficient management in training delivery.
- Interoperability between core MIS and the integration of these technologies is now a fundamental requirement for supporting the needs of both assessors and business users. Effective trainee tracking sits at the heart of the business.
- Core attributes include:
 - Manage flexible, modular curriculum structures
 - Manage resources
 - Manage flexible fee policies
 - Enable rapid data entry at enrolment
 - Manage statutory returns and validation of associated data
 - Tailored to suit a college's business processes and branding
 - Provide powerful and flexible reporting tools



Managing and Tracking Vocational Qualifications with UNIT-e

The UNIT-e Vocational Qualification Management and Tracking solution controls all learner related data and offers powerful management facilities to meet both provider and statutory defined requirements for reporting and analysis.

Comprehensive workflow can be used to define the processes and process flows from prospect management through study to qualification.



Vocational Qualification Management and Tracking comprises the following:

- Frameworks, Courses, Qualifications and Enrolments**
 At the heart of UNIT-e is the learner record - a comprehensive data store that records data about learners and their programmes of study, including the Apprentice Framework, Keyskills and Technical Certificate. Whilst accommodating recognised apprenticeship frameworks, UNIT-e is flexible and powerful enough to model just about any training plan structure you may require.
- Management of Supporting Evidence (Electronic Portfolio)**
 The assessment of vocational qualifications requires a large amount of evidence gathering. UNIT-e VQMT offers a web-based solution that allows learners to upload documents at any time of the day or night. Assessors can then review and approve that evidence.
- Funding and Statistics**
 Statistical submissions to the statutory bodies are an essential part of life for any publicly funded training provider. UNIT-e provides both the Work Based Learning return for England and Wales and also the Apprenticeship *return made to the National Employer Service.
- Audit and Inspection**
 Gathering information from many sources for preparation for Ofsted Inspection (and previously ALI) can be a challenging time. By providing a single location for all learner data, along with some of the most powerful reporting solutions on the market, UNIT-e can help make sure you are ready for inspection.
- Web Access**
 With so much vocational training taking place part-time and in the workplace, it is essential that information and services are available anytime, anywhere, anyplace. The solution provides web access points that are purpose built for assessors, learners and employees, allowing them to review progress, check visit schedules and submit course work.
- Tracking and Reviews**
 Monitoring a learner's progress is an important task that must be carried out frequently, although the frequency of reviews is governed by the funding arrangements. UNIT-e offers the features required to record, track and provide evidence that an effective review procedure is in place.
- Timetables and Attendance**
 Whilst the majority of vocational learning is done in the workplace, there are often scheduled classroom based activities; for example, day release classes. UNIT-e is the ideal tool for timetabling and recording learner attendance.
- Individual Learning Plans**
 All learners' requirements are different and they each bring different prior knowledge and skills. They will need to be diagnostically assessed, their training plans need to be built and their aims and objectives need to be agreed. Progress toward these aims can then need to be monitored throughout the training period.
- Examinations**
 UNIT-e provides functionality to register learners with all major awarding bodies including those offering NVQ qualifications. In addition to the provision of electronic data transfers, the solution enables timetable management of subjects and exam papers being sat.

Report Generator

The Report Generator suite of tools offers training providers a unique approach to reporting. No other system comes close to its potential for accessing, interrogating, manipulating and managing vast amounts of business-critical data from multiple sources - all tightly controlled through user-defined security, determining what information is available and to whom. Users have the facility to define, publish and view reports in a variety of familiar environments including Microsoft Office™ and via the Internet or intranet.

Report Generator also makes use of the easy-to-use but powerful functionality and features of Crystal Reports™. It can also be used to access data from other sources such as your Finance or Human Resources databases. Thus giving you the facility to combine cross sections of financial, resource and funding data into meaningful, timely and usable management information.

This intelligent application understands the complete structure of your data and has the ability to create and run complex reports through an intuitive and interactive graphical interface. Not only is it an extremely powerful reporting tool, it can also be used to export and import data to and from the UNIT-e system in a controlled and secure manner. This provides you with powerful global update facilities that enable a large number of records to be validated, manipulated and maintained in one single process.

Vocational Qualification Reporting

Capita has worked alongside training providers to understand and develop a suite of standard reports that meet general needs.

In addition to this suite of standard reports users are able to develop their own reports that can be presented on paper, via the web or using office tools.

Because of the remote nature of vocational learning it is essential that the solution enables assessors working in the field to undertake reporting and data analysis offline. That is why the solution makes use of the latest Visual Studio Tools for Office (VSTO). This provides a strong integration between the main tracking database and the assessor's offline PC. Reporting and analysis can be carried out on the offline data and changes synchronised back to the main database store.

