What are the Steps in the Learnership Process

Continue with the following steps after the creation of all the learnership master data and catalogues. The detail description and function of the learnership management steps are as follows:

Create a Learner Group:

A learner group is a group of learners that is going to be trained as a group.

Create a Learnership Pipeline:

A learnership pipeline is defined by a learner group linked to a learnership for a specific time period.

STEP 1 (Planned Values):

The manual capturing of planned values (rollout plan detail) for all the programmes on the learnership pipeline.This action can be done as soon as the planning information for the learnership and programmes are available.

STEP 2 (Create Events):

The bulk creation and scheduling of all the "Theoretical Training" events for all the Programmes on the learnership pipeline. Events will be created for classroom type interventions only. It is important that the planned values (STEP 1) are entered first before events can be created because the planned start dates and planned end dates will be used to schedule the events.

This action can ideally be done a month before the course start date.

STEP 3 (Book learner group on events):

After events have been created in Step 2, a group of learners can now be booked on the events. It is important that the events were created correctly before the bulk procedure is used to book all the learners on the learnership on events. An email can be send out to the learners reminding them that they have been booked on a course.

This action can ideally be done a week before the course start date.

Enter Mentor/Coach Relationships:

This action involves the creation of a list of employee's interventions that have to be mentored or coached by a specific mentor or coach. A pre-defined mentor will be linked to a learners' interventions. This action can be done any time after STEP 3.

STEP 4 (Create Learner Records):

After learners have been booked on the events, learner records will be created by means of a bulk procedure. Examples of learner records that will be created are:

- A qualification learner record.
- The learner's training interventions linked to the programmes for the learnership e.g. Theoretical Training, POE Submission.

The creation of learner records can be done directly after STEP 3.

STEP 5 (Event Attendance Register):

Update learner's attendance records on the day of the theoretical training session or soon thereafter. Attendance information that can be captured for the training intervention learner record are: competency and completion statuses, facilitator comments as well as attendance per day.

Enter Mentor and Coach Comments:

After the theoretical training session has been completed successfully by the learner, the mentor or coach can make multiple comments on a learner's progress during the workplace mentoring phase. Comments by mentors and coaches can be captured on a learner's training interventions.

This action can be done after the theoretical training activity has been completed successfully and the mentor and coach relationships have been created.

STEP 6 (Update Employee learner records):

In addition to the updating of attendance on learner records, additional comments can also be captured by assessors and moderators per learner record. Documents can also be uploaded on the learner records.

STEP 7 (Programmes Actuals):

The detail information on the actual progress for the Programmes per learner can be viewed at any time during the learner's training process.

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