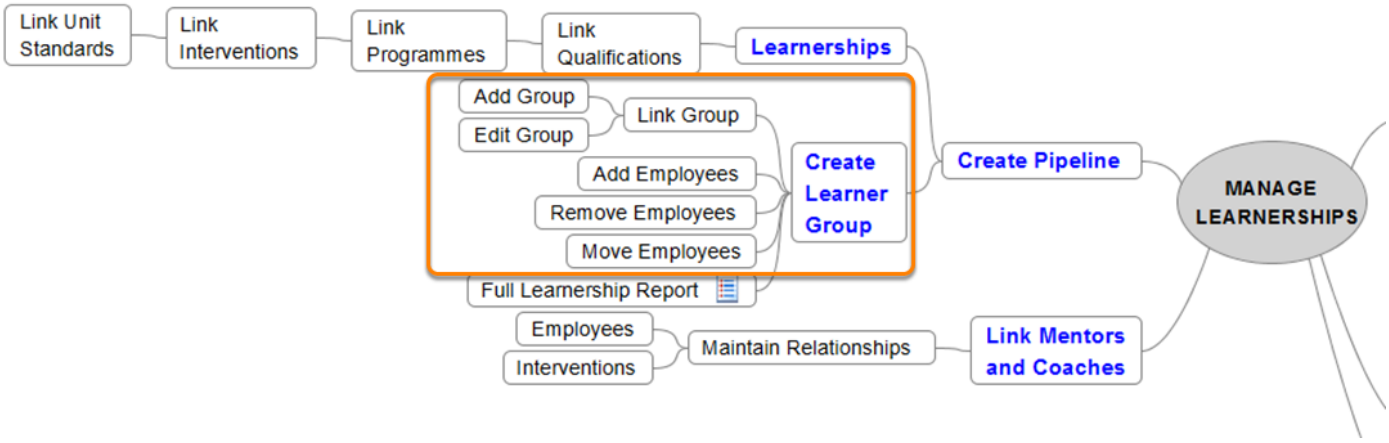
Working with a Learner Group

A Learner Group is a predefined group of learners to be scheduled and trained as a group on a Learnership. The criteria for grouping learners is the Learnership as well as the location where training will take place.

Learner Group Mind Map



How to Work with a Learner Group

How to Work with a Learner Group
HOW DID I GET HERE?

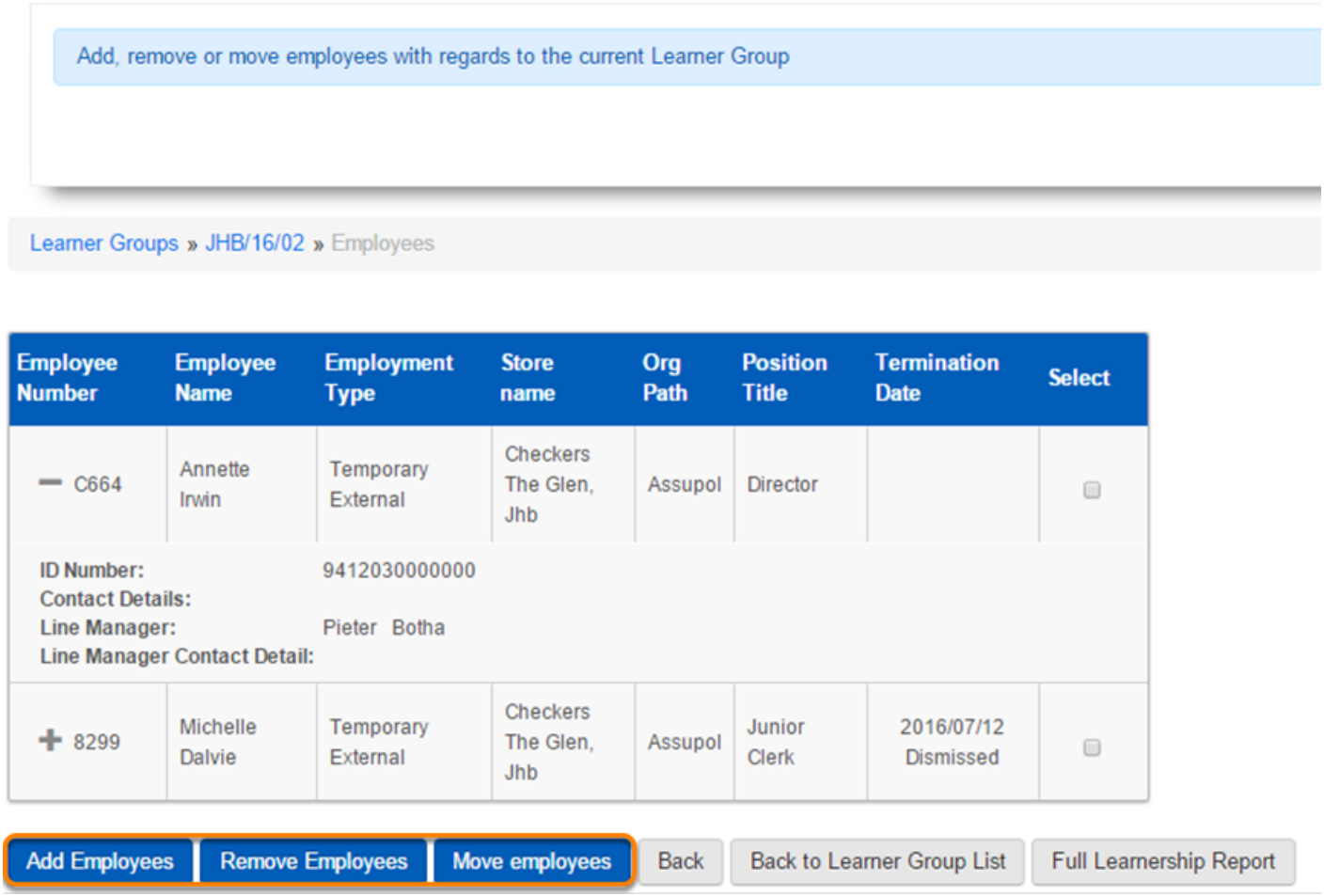
System Administration | Modules | eLearning | Learning Management | Learnership | Learner Groups

Learner Group List Screen

Learner Group List Screen

- A learner group is defined by a descriptive name to be used when managing a group of learners that is going to be trained as a group.
- A list of existing learner groups will be displayed.
- Functionality to add a new group, edit an existing group and delete a group is available to maintain the Learner Groups.
- A group cannot be deleted when employees have been linked to the group. The linked employees should be deleted first, before a group can be deleted.
- Change the active indicator field = “No” to indicate that a learner group is no longer in use.
- The Link Employees functionality is used to add new employees to the group.
- The Learning Administrator is responsible for creating and maintaining the learner group catalogue.

How to Link Learners to a Learner Group



A list of learners is displayed when you click on the "Link Employees" link on the Action button on the Group List Screen.

- These learners will typically be from the same region and will do the same Learnership and will therefore be booked on events as a group.
- Add a new learner to the learner group: A selection screen will be displayed to filter and select employees to add to the group. Only employees linked to an organization structure can be added to the group. An employee can be linked to more than one group at a time.
- A learner can be removed from a group: All history data (event bookings, learner records etc.) will not be deleted. A manual action is necessary to delete the history where necessary.
- Move a learner to another group: New events, bookings and learner records will be created in the new group. Manually remove events, bookings and learner records from the old learner group if necessary. History of completed/attended events will not be deleted.
- A learner can be scheduled in more than one pipeline at the same time. There can be a potential double booking of learners on events that should be manually managed by the Learning Administrator.
- The Learning Administrator is responsible for creating and maintaining the learner group employee list.

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